



**Regulations No. (16) of 2012**

**Regulations for Scientific Trips  
at the American University of Madaba  
(AUM)**

**2012**

**© AUM 2012**



## Regulations No (16) of 2012

### Regulations for Scientific Trips at the American University of Madaba

Issued on the Basis of Article “17-B-11” of the Law of Jordanian Universities  
No. 20 of 2009 and its Amendments

- Article 1** These regulations shall be named “Regulations for Scientific Trips at the American University of Madaba of 2012”. They shall go into effect after they have been duly approved.
- Article 2** The words and phrases below shall have, wherever they appear in these regulations, their specified meaning unless otherwise indicated in context:
- |              |                                       |
|--------------|---------------------------------------|
| University   | American University of Madaba         |
| President    | President of the University           |
| Faculty Dean | Dean of any faculty at the University |
- Article 3** The University is keen on supporting scientific trips, and on encouraging them as an inseparable component of the academic study at the University, and one aspect of scientific activities that provide students with multifarious opportunities to develop scientific knowledge and to acquire practical experience through observation and examination.
- Article 4** Academic departments shall determine the courses that require scientific trips, stating the nature of those trips, their destinations, and conditions, provided such trips are necessary to fulfill the study of those courses.
- Article 5** The department chair shall inform the faculty deanship of the courses that require scientific trips, along with a description of the proposed trips.
- Article 6** Scientific trips shall be organized after getting the University President’s approval upon a proposal from the concerned department and a recommendation from the faculty dean.

- Article 7** Scientific trips shall be organized according to the following schedule:
- a) One-day internal trips: at least two weeks prior to the date of the trip.
  - b) More than one day internal trips: at least five weeks prior to the date of the trip.
  - c) External trips: at least eight weeks prior to the date of the trip.
- Article 8** Applications for scientific trips must include the following information:
- a) Authority supervising the trip.
  - b) Nature, type, and objectives of the trip.
  - c) Duration and program of the trip.
  - d) Estimated cost of the trip.
  - e) Number of participants in the trip.
- Article 9**
- a) The scientific trip shall be confined to the students of the course to which the trip is related. No other students shall be allowed to participate in the trip except those who have successfully completed the course but did not have the chance to participate in the scientific trip related to that course.
  - b) No student shall be allowed to participate in a trip for the same course more than once.
- Article 10**
- a) The supervisor of the scientific trip shall be the course instructor; however, assistant supervisors may be appointed if the number of participants exceeds (25) students.
  - b) A female supervisor shall be appointed in mixed scientific trips whose duration exceeds one day.
- Article 11** The transportation and travel allowances shall be paid to the officially appointed supervisors in accordance with the Transportation and Travel Bylaws effective at the University.
- Article 12** The University shall contribute no more than 75% of the total cost of the student scientific trip.
- Article 13** The University shall allocate the necessary amounts of money to cover its contributions in the scientific trips for the different departments.
- Article 14** The faculty dean shall notify the Dean of Student Affairs, in an official letter containing a list of the students participating in the trip, of the scientific trips before they are carried out.
- Article 15** Student trips are part and parcel of University life; anything banned and forbidden on campus shall be banned and forbidden during a student trip.

- Article 16** Participants in student trips shall totally abide by the oral and written instructions issued by the trip supervisor; any violation committed by a student during a trip shall be subject to punishment in accordance with the disciplinary bylaws effective at the University.
- Article 17** Participants in more than one day internal and external trips shall submit a proof of their parents' approval for them to participate in the trip.
- Article 18** No student trips shall be organized except in accordance with these regulations.
- Article 19** The President and the Dean of Student Affairs shall be responsible for the execution of the provisions of these regulations. In the case of disagreement on interpreting their articles, the matter shall be referred to the Council of Deans to issue the required interpretation.
- Article 20** The Council of Deans shall decide on all cases not covered by these regulations.