



Regulations No. (15) of 2012

**Regulations for Student Excursions
at the American University of Madaba
(AUM)**

2012

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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 Student Excursions 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:

Kingdom	Hashemite Kingdom of Jordan
University	American University of Madaba
President	President of the University
Deanship	Deanship of Student Affairs
Supervisor	Excursion Supervisor
Student	Regular student registered at the University

Article 3 The University is keen on supporting student excursions, and on encouraging them as an inseparable component of the integrated university life and one of the general features of student activities that provide students with multifarious opportunities to develop their personalities and help them acquire scientific knowledge and assume rational responsibility. The Deanship, therefore, works in cooperation with concerned faculties, societies, student union and clubs to organize all kinds of excursions. To achieve these goals, the University aims, through organizing student excursions, at the following:

1. Acquainting students with historical and cultural sites in the Kingdom and Arab and foreign countries.

2. Strengthening existing ties among University family members: students, faculty, and staff.
3. Developing student interests in tours and travels.
4. Providing proper opportunities for students to meet with other Arab and foreign university students.
5. Providing proper opportunities for students outstanding in student activities to represent the University in cultural, sports, and artistic festivals, tournaments, and meetings organized within or without the Kingdom.

- Article 4**
- a) General Excursions refer to the excursions organized by the University with the intention of visiting the archeological and touristic sites, and of getting students acquainted with the cultural landmarks and the economic and cultural development within and without the Kingdom.
 - b) Special Excursions refer to the excursions organized by the University for students participating in sports, artistic, and public service activities, with the intention of achieving the goals of such activities.
 - c) Student Exchange Programs refer to the excursions organized to implement agreements signed between the University and Arab and foreign teaching and educational institutions and commissions.

- Article 5** Student excursions shall be organized through:
- a) Deanship of Student Affairs.
 - b) Student clubs at the University.

- Article 6** The Deanship of Student Affairs excursions shall follow the following procedures:
1. The Deanship of Student Affairs shall announce for their general and special excursions, which are part of an annual program prepared by the Deanship, to all concerned students within a sufficient period of time before the date of the excursion.
 2. The announcement for the excursion shall include all necessary information related to it.
 3. Selection of students to participate in the excursion shall be done in accordance with the conditions issued by the Deanship for each excursion.

- Article 7** The student clubs excursions shall follow the following procedures:
- a) Decision to undertake the excursion shall be taken by the student club board.
 - b) The Dean of Student Affairs' approval shall then be obtained.
 - c) The excursion shall be announced to students, with all related information included.
 - d) General and special excursion applications shall be received from the concerned department at the Deanship, and subsequently submitted to the Dean of Student Affairs' office.
 - e) Applications shall be submitted according to the following schedule:
 1. One-day internal excursions: at least a week prior to the date of the excursion.

2. More than one day internal excursions: at least ten days prior to the date of the excursion.
 3. External excursions to Arab countries: at least five weeks prior to the date of the excursion.
 4. External excursions to foreign countries: at least eight weeks prior to the date of the excursion.
- f) Applications shall include the following information:
1. Excursion type.
 2. Excursion's duration and program.
 3. Estimated cost of the excursion and proposed participation fee.
- g) A list of the names of students participating in the excursion shall be submitted by the club to the Dean of Student Affairs' office before the start of the excursion (as stipulated by the Deanship).
- h) This list shall be sent by the Deanship in an official letter to the excursion supervisor to abide by it.

Article 8 The excursion supervisor shall be a faculty member or one of the appointed supervisors in the Deanship.

Article 9 Excursion supervisors shall be appointed according to the following arrangement:

- a) One-day internal excursions: at least one supervisor for each 25 students.
- b) More than one day internal excursions: at least one supervisor for each 25 students, in addition to a female supervisor if the excursion is mixed.
- c) External excursions: one general supervisor and one supervisor for each 25 students, in addition to a female supervisor if the excursion is mixed.
- d) All internal excursion supervisors shall be appointed by the Deanship.
- e) External excursion supervisors shall be appointed by a recommendation from the Dean of Student Affairs and approval of the President.

Article 10 Internal and external supervisors shall be responsible for the following:

- a) Prior preparation for the excursion and supervision over its administrative and financial affairs.
- b) Setting up the general program, and issuing the special regulations, for the excursion and supervising its execution.
- c) Staying constantly with the students in the travel means, its class, and place of residence within and without the Kingdom.
- d) Submitting the necessary reports to the Deanship upon the end of the excursion.

Article 11 Financial matters pertaining to the student contributions in the special excursions shall be decided by the President upon a recommendation from the Dean of Student Affairs.

- Article 12** The Dean of Student Affairs shall, upon a recommendation from the concerned department in the Deanship, determine the fee for the students' participation in the excursion. The following points shall be taken into consideration before determining the fee:
- a) The University's contribution towards the cost of the excursion.
 - b) Internal and external travel costs, accommodation costs, and entrance fees for tourist sites, theaters, among other places listed on the excursion's general program.
 - c) Facilities provided by the competent authorities in the country to which the excursion is planned.
- Article 13** All sums of money saved from any excursion as a result of the delegation having been hosted by the competent authorities in Arab and foreign countries shall be transferred to the activities budget to be used when a return visit is made to the University.
- Article 14** Transportation and travel allowances shall be paid to internal and external excursion supervisors in accordance with the Transportation and Travel Bylaws effective at the University.
- Article 15** Student excursions are part and parcel of University life; anything banned and forbidden on campus shall be banned and forbidden during a student excursion.
- Article 16** Participants in student excursions shall totally abide by the oral and written instructions issued by the excursion supervisor; any violation committed by a student during the excursion 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 excursions shall submit a proof of their parents' approval for them to participate in the excursion.
- Article 18** No student excursions 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.