



Regulations No. (9) of 2012

Regulations for Student Support and Employment Fund

**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 Support and Employment Fund 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
Council	Council of Deans
President	President of the University
Fund Committee	Student Support and Employment Fund Committee at the University
Dean	Dean of Student Affairs at the University
Faculty Dean	Dean of the Faculty in which the student is enrolled
Student	Regular student registered at the University
University Activity	Any extracurricular activity decided upon by the University

Article 3 A fund named “Student Support and Employment Fund at the American University of Madaba” shall be established at the University.

Article 4 The financial resources for this Fund include the following:

- Annual University’s contribution to this Fund.
- Gifts, donations, grants, and wills approved by the University. These are of two types:
 - Conditional, based on the donor’s wish.
 - Unconditional.

- c) Any other resources coming to this Fund in accordance with the effective laws and bylaws.

Article 5 The Student Support and Employment Fund aims at:

- a) Encouraging University students to excel and be creative in their studies.
- b) ties between students and the University.
- c) Providing for students' financial needs by supporting them at the University.

Article 6 a. The Fund Committee shall be comprised of the President, or any of his Vice Presidents, as Chair, and the membership of each of the following:

- 1) Dean of Student Affairs.
- 2) President's Assistant.
- 3) Director of Admission and Registration/Rapporteur
- 4) A representative of the donors, if applicable, to be chosen by the President.
- 5) A member of the University staff, to be chosen by the President at the beginning of each academic year.

- b. The Fund Committee convenes at the request of its Chair, and the meeting shall be considered legal when the majority of its members are present provided the committee chair is among them. It takes its decisions by the majority of the present members' votes; when there is a tie, the side with which the Chair sides wins.

Article 7 The Fund Committee assumes the following responsibilities:

- a) Preparing the annual budget for the Student Support and Employment Fund and executing it.
- b) Setting up a plan for financing the Fund.
- c) Determining the criteria on the basis of which the money of the Fund is spent on University students.
- d) Looking into the applications and required documents, and submitting its recommendations to the President.
- e) Setting up criteria for student employment at the University.
- f) Submitting a financial report to the Council of Deans at the end of the fiscal year.

Article 8 The following conditions have to be met for students to receive support from the Fund:

- a) They have to be in a financial situation that makes them, partially or completely, incapable of paying the tuition fees.
- b) They have to fill out an application, especially designed for this purpose, to which all documents showing the financial inability of their providers are to be enclosed, such as official statements showing their providers' annual income, or affidavits from the Real Estate Department showing that their providers or spouses do not own real estate properties.
- c) Applications shall be looked into by the Fund Committee to determine the amount and type of support (conditional or unconditional).

- Article 9** Students who lose their providers due to death while studying at the University may be supported upon an application submitted to the Committee, provided that they:
- a) Submit an official death certificate duly authenticated.
 - b) Be in financial straits.
 - c) Have successfully completed at least 15 credit hours.
 - d) Have a cumulative average not less than 60%.
- Article 10** The following conditions have to be met for the support to continue to the beneficiary student:
- a) Their cumulative average shall not go below 60% at the end of any semester.
 - b) Their credit hour load shall not go below 12 credit hours, excluding the summer session for this purpose.
 - c) They shall not receive a disciplinary penalty of ‘warning’ or above.
 - d) Students who are expected to graduate at the end of the semester are exempt from the credit-hour condition specified in item (b) of this article.
- Article 11** The Fund Committee shall be committed to observe the donating party’s conditions as long as they are not in contradiction with the University bylaws and regulations.

Student Employment

- Article 12** a) Students may be employed if they meet the following conditions:
1. Not being sponsored by any government or private authority.
 2. Not having been inflicted by any disciplinary punishment of ‘warning’ or above within the preceding two semesters prior to the semester in which they are to be employed.
 3. Not being employed by any government or private institution.
- b) The Deanship of Student Affairs shall prepare the employment forms, provided they include items concerning the conditions stated in item (a) of this article, and the student employment financial claim forms and their follow-up.
- Article 13** Students are employed by a decision from the President, or whomever he deputizes, upon a recommendation from the Dean, taking into consideration the following procedures:
- a) Faculty deanships and administrative departments at the University inform the Dean of their intention to employ a number of students in the facilities under their supervision in jobs commensurate with the student’s nature and abilities.
 - b) The Deanship of Student Affairs announces the available employment opportunities.
 - c) The student submits the employment application to the Dean in the Deanship of Student Affairs at the University in view of their lecture timetable.
 - d) The Dean determines the number of hours and their schedule provided they do not exceed twenty hours a week during a semester.
 - e) The student rate shall be JD 5.00 per hour.

- Article 14** The Dean may suspend the employment of a student at any time in any of the following cases:
- a) If they have not fulfilled the duties they have been required to do, based on a report submitted by the deanship or department in which they are employed.
 - b) If a disciplinary punishment stipulated in the Student Discipline Regulations of a ‘warning’ or above has been imposed on them.
 - c) If the need for their employment no longer exists.
- Article 15** The President, Dean, Faculty Dean, President’s Assistant, and Director of Admission and Registration at the University are responsible for the execution of these regulations.
- Article 16** The Council shall decide on all cases not covered by these regulations.