



Student Handbook

2023/2024

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Ammon Guarantees Employment

Ammon Applied University College (AAUC): Awarded the UNWTO tedQual Certificate in Hospitality Education

A Brief History of the College

The college was established in 1980 as Ammon College when it first offered a Diploma degree in Hotel Management and developed over time to become a university college under the name of Jordan Applied University College of Hospitality and Tourism Education. Since then, the college name has changed to the old name, Ammon Applied University College.

The college offers a bachelor degree in two programs, Hotel Management and recently, Events Business Management, and a diploma degree in Hotel Management and Culinary Arts. In addition, the college offers training diploma programs in Hotel Management and Culinary Arts, which are both accredited by the Ministry of Higher Education and Scientific Research, in addition to a variety of short-term training diplomas in all areas of need in hotels.

Additionally, a Tour Guide certificate program is offered and accredited by the Ministry of Tourism and Antiquities.

College Administration

The College Board of Trustees of the Ammon Applied University College AAUC is headed by the Minister of Tourism and Antiquities, together with elite members of the government and business communities. In addition, academic staff who represent the Ministry of Higher Education and Scientific Research have associate membership on the board. The University College is managed by the Jordan Hotel and Tourism Education Company and the Dean undertakes all academic, administrative and financial tasks. The University College has a qualified and efficient staff in hospitality and tourism education specializations.

AAUC Educational Philosophy

The philosophy that forms the basis of the mission of AAUC is as follows:

1. To provide the highest standard of teaching, tutoring and research:

The University College is very keen to maintain a high standard of educational syllabi, employ modern technologies for teaching methods, and develop educational materials in compliance with international standards for Hospitality Management, Event Business Management and Culinary Arts; English is the

main teaching language for all subjects at the B.A. level. The University College is also very keen to support, develop and adopt creative ideas.

2. A student-oriented educational environment:

The main focus of AAUC is the students, and for this purpose the University College supports the creation of a student-centered environment; additionally, it pursues a holistic approach to meet the students' academic and developmental needs, and works towards developing their personal, cultural, social, and spiritual capabilities in addition to their academic and professional abilities.

3. A focus on practical education:

The University College is furnished with top rate facilities and available amenities, from classrooms equipped with the latest visual, audio, and technical technologies, to development labs replete with personal computers, English language software and special programs in the hospitality field such as Fidelio or Opera. In addition, the college also boasts a work-study program with the on-campus Century Park Hotel to ensure a secure training environment rooted in real world experience, which also serves to connect its students with the local community and to prepare them for the labour market.

4. Strategic partnership with concerned parties:

The Ammon Applied University College (as a regional center) endeavors to enhance connections with all concerned parties: schools, society, employers (in particular hotel owners), parents, students, and employees, with the purpose of creating an environment in which attention is focused on enhancing the capability of learning and achieving High-Level educational objectives in regards to the Tourism and Hospitality sector.

5. A focus on the vocational and behavioral development of each student:

The University College is keen to focus on the students' vocational and behavioral development; based on that, the instructions of the official uniform are applied to the students of the college which are followed up by the Department of Student Affairs as well as the students' general appearance pertaining to cleanliness and neatness.

The professional behavior of the students is further developed in the Tourism and Hospitality sector; they will be trained on how to deal with customers and have a constant smile.

6. Graduating distinguished students:

The University College seeks to have all its graduates, males and females, distinguished by special features that qualify them to have a great value in the career market. Based on that, the record of the graduate includes: self-learning and self-management skills, fluency in language, knowledge of technology, personal communication skills and other life skills that qualify students to achieve success after graduating and become hard-working employees in the tourism and hospitality sectors.

Vision

To remain as a center of excellence in the applied field of hospitality and tourism education, nationally, regionally and internationally in line with the principles of the Global Code of Ethics for Tourism (GCET).

Mission

We at AAUC are committed to supply the hospitality and tourism sector with quality graduates equipped with the required knowledge, skills and competencies needed for success through creating a student-centered environment that focuses on equality, respect for diversity, cultural understanding, intellectual growth, students' employability, networking with the sector, community service and faculty development.

Core Values

We believe in:

1. Integrity
2. Commitment to excellence
3. Accountability
4. Diversity
5. Quality
6. Teamwork
7. Partnership with the hospitality & tourism sector
8. Creativity & innovation
9. Sustainability
10. Social responsibility

Important Guidelines

- You must always have your university ID with you, to ensure your entrance to the University College premises.
- You must contact the Student Affairs Office for all enquiries.
- You should always keep extra copies of all official documents related to your program.
- You should read the notice-boards daily, when you first enter the University College campus, in order to read any announcements which may have been posted on the premises.
- It is your responsibility to read, understand and abide by all University College regulations and guidelines as stated in this handbook.

Bachelor Degree awarding instructions at Ammon Applied University College

Article (1): These instructions apply to all enrolled students attaining a Bachelor's degree

Requirements for attaining the Bachelor's degree

Article (2): Students are eligible for the awarding of a bachelor's degree when they fulfill the following requirements:

- A.** 1. Students must be sure all courses are accounted for in their academic plans for graduation.
2. The minimum grade point average should not be less than 2 points
3. Students should fulfill all the other requirements of the academic plan based on which they will graduate

All students admitted at the university should sit for an English placement exam and computer skills test **starting** from the first semester in which they are enrolled. Based on the exam results, the student might either study one or more of these courses or may be exempted from all of them. Then, he studies the obligatory and elective courses, as well as others, from the academic plan. The rules for the placement exams are organized as follows:

- 1- The student is exempted from studying "IT skills" if he/she passes the IT placement test.
- 2- The pass and failure marks of the English level test are calculated as follows:
 - If the student got a mark of 59 or less, he/she will be enrolled in the intensive English course (099)
 - If the student got a mark in the range 60-69, he/she will be enrolled in the English Remedial course (100).
 - If the student got a mark of 70 and above, he/she will be enrolled in the English language for Hospitality course.

Note: In the case that the student failed the exam by receiving a mark of 59 and lower, the student must enroll in all the above mentioned English language courses and in sequence, regardless of the marks he/she takes in the course.

B- The military science course shall take into account the following:

First: The Military science is compulsory for Jordanian students and is optional for non-Jordanian students (3 credit hours). These hours are calculated for the student within the number of credit hours prescribed for graduation and will be included in his or her GPA. Non-Jordanian students who choose not to study this course can study any other course in its place.

Second: The student is exempted from studying the Military science course in the following cases:

- 1- If he passed the course in a public or private university.
- 2- If he is among the graduates of the Jordanian Military Colleges (Military Wing at Mu'tah University, the Royal Military College, the school of Military candidates) or of any equivalent foreign military colleges
- 3- If he is a military official who has taken the foundational course, the Department of the Higher Education, under the guidance of the Directorate of Education and Military Culture, will be in charge of ascertaining that the student concerned meets the conditions of exemption mentioned in this item and in the previous items.

Duration of study and Academic load

Article (3): A. 1- The duration of academic study to attain the Bachelor's degree following an ordinary course load is 8 semesters or 4 academic years

2- The duration of study for the students enrolled to obtain the Bachelor's course should not exceed seven academic years.

B- The duration of the academic semester is (16) weeks, including the exams. The summer course is (10) weeks, including the exams.

C-1- The minimum credit hours that the student must obtain in order to attain credit for a Bachelor's course (the study load) is twelve credit hours for the regular semester. With the dean's approval, he/she can study only (9) credit hours; this exception does not apply to the student who is prevented from graduating at the end of the semester due to his/her completing fewer credit hours than required, or to the student who has remaining courses to study in his/her academic plan which are not available for enrollment in that semester.

2- The maximum amount of credit hours that the student enrolled in a Bachelor's course can receive is (18) credit hours.

3- The number of credit hours for the academic semester can exceed (21) credit hours if one of the following cases applies:

First: The student will only meet requirements to graduate in the coming semester provided he/she studies (21) credit hours.

Second: The cumulative GPA for the student in the previous semester should not be less than (3 points).

Third: The student's graduation is conditional upon allowing him to study (21) credit hours. If the student is doing his/her internship during his last semester before graduation, he/she will be allowed to fulfill these credit hours in the semester that directly precedes it.

4- The maximum limit on a student's academic load per semester is (12) credit hours

D- The students enrolled in the Bachelor's degree program are categorized as follows: First year, second year, third year, fourth year, fifth year and sixth year. A student can be considered on the level of second; third; fourth; fifth or sixth year if he obtains no less than 30, 60, 90, and 120 credit hours respectively.

Attendance

Article (4): A- The students of the university college must attend all classes, seminars, practical courses and internships according to the credit hours of each course in the academic plan.

B- A student is not allowed to exceed 15% absence for any subject.

C- If the student's absences exceed this ratio without a valid excuse accepted by the dean; the student will be prohibited from sitting for the final exam and will receive a (zero) in the course.

He/she will have to repeat the course. In all cases, his/her failing result will be in the student's marks for the semester and in his/her cumulative GPA; this inclusion in his/her GPA will alert him/her to the possibility of dismissal from the college/ specialization.

D- If the student is absent for more than 15% of the hours prescribed for a subject with a satisfactory excuse accepted by the Dean of the College, he/she shall be withdrawn from the course and the withdrawal provisions shall be applied. The Dean shall notify the General Registrar and a note of withdrawal from that course shall be established in the student's academic record.

Students who represent the Kingdom or the university in official activities **or who have offered the Dean of the College satisfactory** excuses are allowed to be absent at a rate of no more than 20%. If students' absences surpass this proportion, he/she is withdrawn and the withdrawal provisions applied. Students who participate in training or games to represent Jordan abroad, upon the recommendation of the Union for the game within Jordan and with the consent of the Dean of the College, shall be allowed to be absent for no more than 25% of courses, and the absence shall be marked as (excused). If this rate is exceeded, the student shall be withdrawn and the withdrawal provisions shall apply.

e- Students who exceed 15% of their absences without an acceptable excuse will be prohibited from attending the rest of the course. The instructor of the course will notify the Dean of the College, who will approve the prohibition. The General Registrar shall be notified when the absence of the students reaches the ratio indicated earlier.

H- An acceptable medical excuse must be certified and approved by the doctor at the university's students' clinic or issued by a governmental or private hospital duly certified. This certificate should be provided to the Dean of the College within a period not exceeding two weeks from the date of the student's absence. In other cases, the student must provide proof of his excuse within one week from the date of his/her absence.

I. Students' absences are noted on the system, beginning from the first day of a course. For new students who were enrolled after the start of teaching, their absences will be noted on the system from their date of admission.

J- Faculty members and the registrar shall apply the rules of absences mentioned above.

Exams, grades and averages

Article (5): A- The College publishes the principles of organizing evaluation, participation, and work throughout the semester, as well as guidelines for the preparation of tests and examinations, evaluation and analysis, the method of converting marks into letter grades, and the percentage of letter grades distribution among students.

B- The marks shall be calculated and recorded for each course as a letter grade, alongside the number of credit hours assigned to the course.

C- The final mark of each course is the sum of the marks from the final exam and from work assigned throughout the semester.

D- The general framework for the exams and their scheduling is as follows:

1- Theoretical courses:

First: (40%) of the semester's marks will be derived from two exams conducted throughout the semester (one in the first examination period and the other in the second). (10%) of the grade for the course will be derived from participation points.

Second: The final exam will be out of (50%) and will include material from the entirety of the course.

2- Practical courses:

First: (40%) of marks will be derived from two exams administered throughout the semester, and (20%) will be derived from students' participation points.

Second: The final exam will be out of (40%) and will include material from the entire semester.

Article (6): A- Anyone who is absent from an exam with an excuse must provide proof to the Registration department within three days. If the student's excuse is approved, a make-up exam will be organized for the student.

B- Any student who is absent from the final exam whose date and time is already known to him/her and who does not provide an excuse accepted by the dean will receive a (zero) on the exam.

C- The dean of the college will inform a course instructor about whether a student with a valid excuse may make-up an exam in the first week of the semester following the semester in which the student did not sit for the exam. The dean informs the General Registrar of his decision.

D- If the student delays his/ her study in the next semester because he/she was absent for a final exam based on class material, he/she must take the make-up examination in the first week of the next semester in which he/she is enrolled.

E- A student's record will reflect the note "incomplete" should the student miss the final exam with an acceptable excuse.

Article (7): A- The student may request to review his mark in the final exam in any subject within two working weeks from the date of the official announcement of the results.

Article (8): A- The minimum passing mark in the course is a D.

B- 1. GPA points will be assigned according to their corresponding letter grades:

Grade	Point
A	4
B+	3.5
B	3
C+	2.5
C	2
D+	1.5
D	1
F	Zero

2-GPA points, both for a given semester and as a cumulative average, may be interpreted by the following relative standards:

Mark	Point
3.65-4	Excellent
3.00-3.64	Very good
2.50-2.99	Good
2.00-2.49	Satisfactory
Less than 2.00	Poor

C- 1- The semester and cumulative GPA average should be calculated by multiplying the final mark of each course with the number of credit hours per course within the average and dividing the results by the total number of credit hours.

- 2- A student's average GPA in a given semester is the average score of all subjects the student studied whether he/she passed or failed in accordance with his/her academic specialization.
- 3- The cumulative average is the average score of all subjects studied, whether passed or failed, up until the current grading period. This average includes all the courses in the student's study plan.
- 4- The semester's or cumulative average is rounded to the nearest hundredth.

Warning and Academic Dismissal from the College

Article (9): A- Any student whose cumulative average is calculated as less than (2.0) points in any academic semester will be issued an official warning of academic probation; this does not apply to the summer semester.

B-1- Any student who has received an official warning will be removed from probation should he/she raise his/her cumulative average to 2.0 points or higher; this improvement must occur within two academic semesters following the warning (not including the summer semester).

2 - A student will be dismissed from his/her field of study if he/she fails to lift the official warning within two academic semesters; the only exception to this regulation is if the student has completed 99 or more credit hours successfully, including subjects which are credited from other educational institutions.

3- No probation warning will be dismissed if a student obtains a Cumulative Average of between (1.95-1.99) points; however, he/she will not be dismissed in this case.

4- A student who has been dismissed from study due to a cumulative average lower than the accepted minimum of (2.0) points will be transferred to a private tutoring program; in this case, he/she will be allowed to register for one academic semester in order to raise his average to the accepted minimum (2 points). If he/she fails to do so, he/she will be dismissed from the university unless he/she raises his/her cumulative average at the end of the semester to (1.75), in which case he/she will be permitted to register for a second academic semester in order to raise his/her Cumulative Average to at least (2.0) points. If he/she fails to do so, he/she will be dismissed and refused permission to continue at the University College unless he/she achieves a GPA of at least (1.9) or higher, in which case he/she will be permitted to spend a third academic semester in a private tutoring program to raise his/her cumulative average to (2.0) points. If at the end of this third semester, his/her cumulative average is still lower than (2.0) points, he/she will be dismissed and refused permission to continue at the University College.

5- A student who has successfully completed all graduation requirements in his / her study plan, with an average not less than (1.95) points, is allowed to study one extra semester to raise his / her cumulative average, only if he / she has not received a disciplinary punishment other than the penalty.

C- A student who has a cumulative average less than (one point) is considered dismissed from the specialization at the end of any ordinary semester after his/her first semester in the university, unless he/she was dismissed from another specialization at the university, in which case he/she shall be considered as permanently dismissed from the university.

D- If the student in any semester has an incomplete grade and was under penalty of dismissal for a low cumulative average, he/she shall be dismissed finally after the completion of the course marks of that semester, and the date of the makeup exam will be in the first week of the next semester, and the dismissal of the students will begin with the end of the last semester; the semester in which the student couldn't raise his/her cumulative average to the required level.

E- If the student changed his/her specialization to another in the university and he/she is dismissed from the new specialization, he/she is considered dismissed from the university, and will not be accepted again into the university.

Retaking of courses

Article (10): A- A student must retake each course in his / her study plan in which he / she has a mark of (F).

B- A student is allowed to retake any course in his / her study plan in which he / she has a mark of (D +) or below for the purpose of raising his / her cumulative average.

C- 1- If a student retakes a course, the highest mark will be marked, and in the case that the two marks are equal, the new result will be calculated.

2- The highest mark is only calculated in the semester and cumulative averages.

D- If a student retakes a course, the hours of that course will be counted in the number of hours required to graduate once.

E- Any course or courses the student studies outside the university will not be taken as equivalents in the case that the student also studied them at the university.

Dropping from courses and semesters

Article (11): A student is allowed to withdraw and add during the period specified in the university calendar before the beginning of the semester, and does not add to his/her record a note of withdrawal from the subject from which he/she withdrew.

Article (12): A- 1- Students may withdraw from one or more courses within a maximum period of (14) weeks from the beginning of the regular semester and (8) weeks from the beginning of the summer semester.

2- Withdrawal in this case is written by the student according to the form prepared for this purpose by the admissions and registration department.

3- The number of hours the student registers for in order to fulfill the minimum academic load permitted in accordance with these instructions shall not be reduced as a result of the withdrawal.

B- A student who exceeds the total of his/her allowed excused absences, or (15%) of the scheduled hours for all the subjects of the semester, shall be withdrawn from the semester, and a note of withdrawal will be added to his/her record, and his/her study will be postponed for that semester.

C- A student may apply to the Dean of the college to withdraw from all the subjects he/she has registered for that semester, and after the Dean's approval, his/her studies in that semester shall be postponed. The student shall submit such an application within a maximum period of (14) weeks from the beginning of the regular semester, and (8) weeks after the beginning of the summer semester, after the student has paid the full subject fees.

Postponement of study

Article (13): A- The period of postponement shall not exceed six semesters, whether consecutive or separate.

B- The student may apply for postponement of his/her studies before the beginning of the semester that he/she wants to postpone, if he/she has reasons to convince the competent authority to approve the postponement, according to the following conditions:

- 1- The Dean of the college, if the required postponement is for one semester, not exceeding four semesters, whether consecutive or separate.
- 2- The Dean of the college, if the required postponement is for four semesters and does not exceed six semesters, whether consecutive or separate.

C- If the semester has ended, and the student has not been registered or has not postponed that semester, his/her registration at the university shall be considered cancelled, unless he/she submits a compulsory excuse accepted by the competent authority, according to the following conditions:

- 1- The Dean of the college: If the dropout does not exceed one semester.
- 2 - The Dean of the college: If the dropout exceeds more than one semester. If the competent authority accepts the excuse, such interruption shall be considered as postponement and shall be calculated from within the maximum allowed level for postponement.

D - The study of the new or transferred student may not be postponed until one semester after his/her joining the specialization.

E- If the student received a disciplinary penalty, including cancellation of the registration of all the subjects he / she registered for in a semester, or a temporary dismissal for one or more semesters, this semester (s) is considered postponed and calculated from the maximum allowed level for postponement for disciplinary punishment only.

F- The duration of the postponement shall not be calculated from the maximum period allowed for a bachelor's degree.

G- The Admissions and Registration department shall be notified of the decision of postponement.

Transfer from another university

Article (14): A- The student may transfer to the university in the same specialization as he/she was accepted at his/her university or in a similar specialization in the case of a vacancy and no disciplinary punishment, and according to the following conditions:

1- The GPA of a student's secondary level will be accepted by the specialization which the student transferred to at the university, in either the year he obtained the secondary school degree, or the year he/she registered at the university or the year he/she submitted the transfer application to the university.

2- The student must be transferred from a recognized university, college or university institute. If the student is transferred from an official Jordanian university, he/she must have been accepted to it according to the general admission rules issued by the Higher Education Council.

3- He/she must have successfully completed at least (36) credit hours of his/her study plan at his/her university. The equivalent marks of these materials shall not be included in the calculation of his cumulative average at the university.

B- A transfer from any public university will be allowed only after the student has completed at least one semester, and the credit hours that he/she completed successfully shall be counted, according to the curriculum of the specialization he/she is being transferred to, and the marks of these subjects shall not be included in the calculation of his/her cumulative average.

C- The admission of the transferred student is contingent upon his/her study having been uninterrupted.

D - A transfer student is treated as a new student for the purposes of the transition.

E- The applications for transfer shall be submitted to the Admission and Registration Unit. The decision shall be issued with the approval or non-approval of the Admission Committee and the Admissions and Registration department.

F- Equivalents for the subjects studied by the student shall be found by the departments concerned with the teaching of the relevant subjects according to the instructions for subject equivalents.

G- The equivalents of the subjects for the student transferred to the university should not have been studied more than seven years from the date of the last semester to the date of

admission to the university, and their marks should not be less than (C) or (60%) or the equivalent in that course or courses.

H- If a student in the first year of the university is accepted as a new student, and this student has successfully studied subjects at another university, university college, community college, university institute or other institution recognized by the university, and if subjects are included in his / her study plan in the previous specialization, these subjects shall not exceed (50%) of the subjects of his / her new study plan, and shall not be calculated in his / her semester and cumulative average.

I- If a student is accepted into the university as a new student, and this student has studied the subjects within the requirements of obtaining a degree before admission to the university, and if these subjects are part of his/her study plan in the new specialization in which he/she is accepted, then these subjects will be reviewed by the academic departments concerned with teaching them. In this case, the provisions of the external transfer in terms of the duration, nature and number of credit hours required for graduation shall be applied.

Article (15): **A-** A student may transfer from one specialization to another at the university if he/she has a vacant seat in the specialization to which he/she wishes to transfer. The average of his/her marks in the secondary school or the admission rate according to the general rules (competitive rate) will be accepted in the specialization he/she wishes to transfer to or the year in which he/she wishes to move.

B- Applications for transfer in accordance with the provisions of paragraph (a) of this Article shall be submitted to the Admissions and Registration Unit on the forms prescribed for this purpose. In any case, the transfer shall take place only once.

C- 1- When a student moves to another specialization, the material he/she selects from the subjects he/she studied in the specialization from which he/she is transferred shall be counted within the study plan of the specialization to which he/she transferred.

2- If the student studied a subject in the specialization he transferred from which is required in the specialization he/she transferred to, and does not wish for the subject to be counted at the time of transfer, then the subject shall be treated as a repeated course.

D- 1- If the student has discontinued his/her studies for one semester due to lack of registration or dismissal from the specialization and wishes to transfer to another specialization at the university, the interruption of this semester shall be calculated as postponement for the purpose of completing the transfer procedures.

2 - A student who has been dismissed from a specialization or dismissed from a specialization in which he/she had not been officially enrolled, and who wishes to transfer to another specialization, and whose interruption of study exceeds more than one semester and who has not completed the required transfer procedures, is considered dismissed from the university.

3- A student who has been dismissed from a specialization (due to a low cumulative average of less than one point, or before the final dismissal of the university and during the special study period) may be transferred to another specialization only once.

Article (16): A- One semester shall be deducted from the upper limit for the years of graduation for every (15) credit hours calculated for the transferred student, whether the transfer is from the university or from outside.

B- A transferred student shall be treated as a new student, for the purpose of postponement, warning and dismissal from the specialization.

Article (17): A- Students who have studied uninterrupted at the university shall be permitted to study no more than (36) credit hours at another official Jordanian university, including the graduation semester. These hours shall be calculated according to the following conditions:

1 - The student has completed studying at least (36) credit hours at the university and has a cumulative average not less than (2) points.

2- The student must obtain prior written approval from the Dean of his/her college to study the required subjects.

3 – The student must succeed in these subjects with a mark not less than (C) or (60%) or what its equivalent.

B- In all cases, the total number of equivalent hours counted towards the student's study shall not exceed (50%) of the total number of credit hours in his/her study plan, whether he/she is transferred from another university and / or studied these subjects outside the university.

- C-** A transferred student and a new student who has completed coursework must successfully complete at least half the number of credit hours required for graduation according to the approved study plan, and at least half the number of credit hours required by the specialized department.
- D-** A graduate student must be enrolled in the semester of his/her graduation.

General Provisions

Article (18): Students are not allowed to register for the practical training or the internship in any other university.

Article (19): A- 1- If a student is unable to study one or two subjects, and this subject is not offered in the semester in which he/she graduates, or if it is offered and conflicts with another compulsory or optional subject, the Dean may, after taking the opinion of the head of the department who teaches the course, agree that the student shall study another substitute course similar to the substituted one in terms of content, level and number of hours approved. The director of the Admissions and registration unit should be informed by the action taken, taking into consideration the prerequisites of the substitute course.

2- The Board or its representative, for health reasons or compelling circumstances, shall be able to agree that the student shall study one or two alternative subjects.

B- If a student fails to pass one subject, which he/she has already studied three times or more (in addition to studying other subjects) at the university and has not succeeded in that subject, he/she may, with the approval of the Dean, and the recommendation of the head of the relevant department, take a substitute subject in terms of content, level and number of credit hours.

C- In all cases, the student may not study more than two alternative subjects, provided that they are not within the university elective requirements.

D- If the student has completed the period allowed for in order to obtain a bachelor's degree and it is theoretically possible to complete the graduation requirements by

studying one additional ordinary semester, the Dean may agree to grant him/her this opportunity upon the recommendation of the head of the relevant department and the admission and registration director.

E- If the student exhausts his/her allowed period of time for study at the end of the second semester, the first immediate summer semester will be considered as an extension of the second semester.

Article (20): If a student is accepted in a specialization and has previously studied special study materials at the university and this was part of his/her study plan in the specialization in which he/she was accepted, the subjects of his/her choice shall be calculated and his/her marks shall be included in his/her cumulative average, taking into consideration the following:

A- The number of credit hours for subjects to be counted for the student shall not exceed (36) credit hours.

B- One semester shall be deducted from the upper limit of the graduation years for every (15) credit hours calculated for the student.

C- If the student studied in his/her specialization a subject he/she studied in the special study, and did not want it to be calculated at the moment of acceptance, this subject is treated as a repeated one.

Article (21): If the student studies an alternative subject for a subject in which he/she has already failed, the alternative and substituted subject shall be treated as a repeated subject in terms of their marks.

Article (22): If a student wants to study no more than (18) credit hours of the subjects offered at the university, he/she shall be allowed to increase the requirements of his/her study plan and this shall not be calculated in his/her semester and cumulative average.

Article (23): A- Graduation certificates shall be awarded upon maturity at the end of each semester.

B- A student who successfully completes graduation requirements may not postpone graduation for the purpose of raising his / her cumulative average.

Article (24): A - The College Council shall decide on cases where no article has been provided.

B- The College Council shall issue "the bases for the equivalence of the subjects studied by students in other universities".

Article (25): The Dean of the College and the General Registrar are responsible for implementing these regulations.

Article(26): **A.** The College may withhold the student's monthly or final grades for any student who does not pay the required financial fees when requested.

B. The College may prevent any student or participant in the training diploma courses from entering classes (Theoretical and/or Practical lectures) or examinations if the student is charged and has not paid it when it is due.

C. The College may postpone academic proceedings (such as examinations) for students or for participants in training diploma courses (such as Tour Guides) until the College's financial dues are met.

Study Regulations for the Diploma Program for the year 2017

Issued by the Board of Deans on the basis of Article (3) of the System of Granting Degrees and Certificates No. (112) for the year 2003 at Al-Balqa Applied University

Article (1):

These regulations are called "Study Regulations for the Diploma Program for the year 2017" and shall be applied from the beginning of the academic year 2017/2018.

Program: One field within the educational fields after the secondary level with at least four semesters, including one specialization or more.

Specialization: A number of educational subjects in one field. Its success leads to the awarding of a certificate of completion of the academic plan requirements.

Educational subject: A subject is offered within one semester and has a number of credit hours.

Semester: 16 actual weeks, including examination period.

Summer Semester: 10 actual weeks, including examination period.

Length of Study and Study Load

Article (3):

- A. Two-year Diploma Program: The duration of study in one specialization is four semesters at the minimum and seven semesters at the maximum.
- B. The summer semester shall not be considered a semester for the purpose of calculating the duration of the study.

Article (4):

- A. The maximum level of the student's study load in a semester is (18) credit hours, and the minimum level is (9) credit hours; the student can have a study load of (21) credit hours in the semester before graduation, and one practical credit hour can be added to the study load of a student expected to graduate with the approval of the Dean of the College. The study load may be less than (9) credit hours in the semester before graduation.
- B. The maximum level of the student's study load in the summer semester is (12) credit hours (with the approval of the Dean of the College). The study load may be (15) credit hours if the summer semester is the student's last semester.
- C. Remedial courses in English language, Arabic language, and computer skills are not considered to be part of the study load of the student, therefore they can be registered for more than the maximum level of credit hours allowed to be registered for in the semester, provided that the number of remedial courses registered for the semester in this case does not exceed two courses.

D. Students enrolled in the Diploma program are classified into three levels: first year, second year, and third year. The student is considered to be at the second or third year level if he/she has successfully studied at least (30) credit hours for the two-year system and (60) credit hours for the three-year system.

Registration, Droppind and Adding

Article (5):

(The university calendar specifies the dates of admission, registration, dropping and adding courses, examinations, attendance and official holidays at the colleges at the beginning of each academic year).

A. The student is allowed to drop and add courses during the period specified by the university calendar, and does not add to his/her record a note of withdrawal from the course which he/she dropped.

B. In contrast to what is stated in the previous section of this article, a student is allowed to drop one or more courses during the academic calendar which is issued by the Admission and Registration Department at the beginning of each academic year, on the form prepared for this purpose and with the approval of the Dean of the College. The student forfeits his/her tuition fees, provided that his/her study load is not less than the minimum level allowed, and a note shall be recorded in his/her record (withdrawn). If the student does not withdraw within the specified period, he/she shall be bound by the courses registered to him/her.

C. The student may submit to the Dean of the college, on the form prepared for this purpose, a request to drop all the courses registered for that semester and during the period specified by the university calendar. And his/her study in that semester is considered postponed after the approval of the Dean of the college.

Attendance

Article (6):

The absence of the student is calculated from the beginning of teaching for the semester according to the university calendar and his/her absence is considered excused in the following two cases:

1. The student's illness based on a medical report approved by the doctor of the university or college and then approved by the Dean of the college. Provided that this report is submitted to the Dean of the College within a period not exceeding two weeks from the date of absence of the student.
2. The circumstances that the Dean approves of, up to one week from the date of absence.

Article (7):

If the absence of the student in any educational course without an acceptable excuse exceeds (15%) for each credit hour for the hours prescribed for it, he/she is prohibited from applying for the final exam for that course and he/she is given a zero the university mark (35).

Article (8):

If the absence of the student with an acceptable excuse exceeds (15%) for each credit hour of the prescribed hours for any educational subject, he / she shall be withdrawn from that subject or subjects. The provisions of the withdrawal shall be applied to him/her, provided that the excuse is given two weeks before the final examinations in the regular semester and one week in the summer semester. The Dean of the college shall inform the Director of Admission and Registration of his decision, and shall record a note of withdrawal in his/her record. His/her studies for that semester shall be postponed. Students who represent the Kingdom or the University in official activities shall be allowed to be absent at a rate not exceeding (25%).

Exams and Marks

Article (9):

The full mark of an educational subject is (100) and consists of the following:

First- Fully Theoretical Courses:-

1. The semester work shall be assigned (50) points, which shall be determined according to the university calendar, (40) of which shall be allocated to the total mark of the course and (10) of which shall be allocated to other assignments in the semester.
2. The final exam shall be allocated (50) points of the mark and shall be written and comprehensive.

Second- Theoretical Courses which include a practical part:-

1. The semester work shall be assigned (50) points of the total mark of each theoretical and practical course, and the theoretical course shall be allocated (40) points of the total mark and (10) points of the mark shall be allocated to the practical course.
2. The final exam shall be allocated (50) points of the total mark.

Third- Practical Courses:-

The points of the practical courses are distributed as follows: (40) for the exams during the semester, (20) for the reports, and (40) for the final exam.

Article (10):

- A.** The passing mark in the educational course is (50).
- B.** The student has the right to apply to the Dean of the college for review of any marks obtained during his/her study period, within a maximum period of one week from the date of the announcement of the results.

Article (11):

- A.** The student may, in case of failure in any course, submit an application to the Dean to review his/her mark in the final exam in that course within a maximum period of one week from the date of the announcement of the results. In this case, the Dean may verify that there is no material error in the collection or transfer of the marks, and no unmarked questions by a committee composed of the Dean or his deputy, the Head of the Department, and the course instructor or one of its instructors.
- B.** The student may, if he/she succeeded in any course, apply to the Dean to review the collection of his/her final marks and the transfer of his/her items within a period of one week from the date of the

announcement of the results. In this case, the Dean and the course instructor may check for the existence of a material error and correct the error if found.

C. The student shall pay the prescribed fees for each application submitted by him/her to review any of his/her marks.

D. The review process is done through a form prepared for this purpose, and the original copy is kept in the student file.

Absence from examinations

Article (12):

A. Anyone who is absent with an excuse from the exam must submit his / her excuse to the Admission and Registration Department within (3) days from the date of the examination. If this excuse is accepted by the Dean of the college, the examination will be held for the student.

B. A note (incomplete) shall be recorded for the course in which the student is absent from the final exam with an acceptable excuse from the Dean of the college until the completion of the supplementary examination and the completion of the mark.

C. If the student postpones or discontinues his/her studies for the next semester after having been absent for the final exam of one or more courses, he/ she must take the exam in the first immediate regular semester of study.

Retaking of Courses

Article (13):

A. In the calculation of the semester average and the cumulative average of the student, the marks of the educational subjects studied in the college shall be included. The mark of the repeated course shall be added whatever it is and a note shall be affixed to it after it is repeated. The mark of failure shall not be included after success in the course in calculating the semester and cumulative average, and a note of repetition shall be affixed to it.

- B.** The student retakes any educational subject in which he/she did not succeed any number of times within the maximum period of study.
- C.** A student whose cumulative average is less than (60) may retake any of the subjects of his/her study plan in which he/she obtained a mark (50-59) to raise his/her cumulative average, and the new mark will be calculated .

The Cumulative and semester GPAs

Article (14):

- A-** The GPA semester is calculated by dividing the results of each subject multiplied by the number of its credit hours by the total number of credit hours for all subjects that the student had studied in that semester.
- B-** The cumulative average is calculated by dividing the results of each subject multiplied by the number of its credit hours by the total number of credit hours for all subjects that the student had studied in that semester until the date of calculating the GPA.
- C-** Grades from courses the student took at another college from which he or she transferred or under different faculty shall not be included in the cumulative GPA record as approved by his or her faculty's dean and the mark will remain the same.
- D-** The semester and cumulative GPAs and the mark of the subject estimates will be as follows:

The cumulative and semester GPA estimates		
The minimum limit	The maximum limit	Estimates
84	100	Excellent
76	83.9	Very Good
68	75.9	Good
60	67.9	Satisfactory
35	59.9	Poor

The mark of the subject's estimates		
The Minimum Limit	The Maximum Limit	Estimates
90	100	Excellent
80	89	Very Good
70	79	Good
60	69	Satisfactory
50	59	Poor
35	49	Failed

Postponement of study

Article (15)

- A- It is possible to postpone the student's study for a period that doesn't exceed four academic semesters (Except the summer semester).
- B- It is possible for the dean to accept-with an acceptable excuse- the postponement of the student's study for one academic semester. The General Registrar shall be notified within two weeks of the postponement decision.
- C- It is possible for the board of trustees, with the dean's recommendation, to accept the postponement of the student's study for a period that doesn't exceed four academic semesters. The General Registrar shall be notified within two weeks of the postponement decision.
- D- The postponement shall be considered based on the student's written request, which should indicate the reasons for postponement, and should be received prior to the semester in question. The decision shall be made within two weeks from the date of submission of the application.
- E- The student shall be subject to the postponement provisions if he is registered for the semester and wishes to withdraw from that semester within the period prescribed by the university calendar.
- F- The period of postponement shall not be calculated into the allotted period of study at the College.
- G- It is not permissible to postpone the study of a new or transferred student until after one semester of study.
- H- The student is considered "off-campus" if he / she is not registered for that semester or has decided to defer. His registration in the college is canceled and he may not return to study except with the approval of the Dean of the College with an acceptable excuse received before the end of the interrupted semester. After the end of the semester, or an interruption of more than one

semester, the status of the student is transferred to the Student Affairs Committee (Al-Balqa Applied University) for consideration, and the interrupted classes are calculated from the upper limit for the duration of the study.

- I- If a new student who has paid his university fees is absent from (15%) of compulsory lectures, and the student has provided a satisfactory excuse accepted by the dean of the college, the student shall be considered (duly withdrawn), and will not lose his or her seat at the college.

Moving from the college

Article (16):

A-1- The student can move to another college at the beginning of the academic semester (except during the first year of enrollment at the university), based on the following conditions.

- The GPA of the student in the secondary school should be within the acceptable range of GPAs in the specialization which he will transfer to in the year of admission
- There must be a seat in the specialization that the student wishes to transfer to.
- The student's cumulative average in the courses that he or she had studied in his/her previous college he moved from should not be less than 60.
- He or she should have spent at least one academic semester in the previous college.
- The student should not have been dismissed from the college for disciplinary reasons.

2- Requests for the transfer shall be made before the beginning of the semester in which the student is moving.

B- All of the student's subjects, which he/she studied in his or her first specialization, should be calculated into the same specialization.

C- Taking into account what is stated in Article (4), according to these instructions a student is allowed, after the consent of the dean, to study no more than (15) credit hours after the first academic year in another college. The marks of these courses should be recorded in his record collection and shall not be included in the cumulative, academic, and semester GPA. The courses should be within accredited specialization in the other college and should not be available at the student's own college or contradictory to his or her schedule.

D- Subject to the provisions of paragraph (C) from this article, faculties of the University of the Applied Balqa' University shall be dealt with as one unit until the marks are calculated. The marks of the courses that the student studies in another college shall be included in his cumulative GPA.

Dismissal from the college

Article (17)

The student is dismissed from his or her program due to his or her academic situation in the following cases:

1. If he or she got a semester GPA less than (5) in the first academic semester of enrollment, with the exception of the summer semester, if it was his first academic semester.
2. If he or she received a cumulative GPA of less than (55) in any regular academic semester after the first academic semester from enrollment, again with the exception of the summer semester.
3. If the student exceeded the allotted time for studying his specialization.

Article (18)

- A- The student, after dismissal from his program according to article (17), may enroll in his/her college or in another college for a maximum of two times based on the rules of admission once he or she has enrolled in the new specialization.
- B- The student who is dismissed from his/her specialization and enrolls in a new specialization shall be entitled to share the courses between the specialization plan of the college where he/she was dismissed from and the new specialization plan provided that his mark is not less than 60 and hasn't been dismissed for more than one academic year.
- C- One semester shall be deducted from the maximum limit for the study duration for every (15) credit hours. It is calculated for the registered student according to paragraph (B) of this article.

Changing Specialization

Article (19)

- A- The student, with the dean's consent, can change his or her specialization two times based on the rules of admission in effect when changing the specialization.
- B- A change in specialization shall be considered with a written request of the student to the Dean of the College prior to the beginning of study in any academic semester. The Director of the Community Colleges Unit shall be notified with the Dean's approval within a maximum of one week from the beginning of the semester.
- C- If a student changes his/her specialization, all of his/her previous courses that were satisfactorily completed shall be counted within his/her graduation requirements if they were among the requirements of his/her new specialization.

D- If the student graduated from one particular specialization and wishes to study another specialization, the joint subjects shall be calculated for him/her, provided that the number of hours calculated for him/her does not exceed half the number of credit hours for his/her new specialization, provided that he/she has been graduated more than (7) years ago.

Article (20)

The provisions of the scholarships system in effect shall be considered in respect of international students in terms of postponement of study, change of specialization and transferring.

Graduation

Article (21)

The student is considered successful in his specialization if he passed all the required courses and his cumulative average is less than (60)

Article (22)

The college shall grant the successful student a certificate stating that he has successfully completed the requirements of the study plan for his specialization, according to the approved form of the university. This certificate does not indicate the student's success or failure in the diploma exam.

Article (23)

The student is entitled to apply for the diploma degree exam after completing the requirements of the study plan for specialization with a GPA of (60) or more. The “diploma degree” is granted by the university after passing the exam, confirming his faculty, specialization and GPA.

General Provisions

Article (24): The Dean of the University College shall decide on cases where no article has been provided.

Article (25): These instructions shall void any prior instructions that conflict with their content.

Article (26): The faculties' deans and the General Registrar are responsible for implementing these instructions.

The official Uniform

The Students' uniform inside the college is divided into two parts:

• **The Official Uniform which consists of:**

1. A navy blue plain suit.
2. A plain white shirt.
3. A navy blue V neck sweater for male students and a rounded neck sweater for female students.
4. The tie with the college logo for male and female students.
5. The hair cover for veiled ladies should be plain white.
6. The winter coat should be short and formal, and longer than the suit jacket, with a navy blue color.
7. Formal black shoes for students.
8. Ladies shoes should be black with a practical heel.

The Professional Uniform which is divided into three parts:

• **First: Training kitchen uniform:**

1. Chef jacket
2. Checked trousers
3. Chef hat
4. Volare
5. Apron
6. Medical shoes/white sabo

Second: Housekeeping uniform:

1. White jacket distinguished by yellow buttons.
2. Navy blue trousers.

Third: Training restaurant uniform:

1. The same AAUC navy blue suit with a white shirt which was previously handed to the students.
2. Black or Navy bow only.

Note:

All uniforms are handed to students from the Students' Affairs department upon completion of the registration procedures.

Student General Appearance:

1. Daily shower.
2. Daily shaving.
3. Maintain a short, well-groomed hair style.
4. Maintain an acceptable hygiene for both clothes and body.
5. Clean and polished black shoes.
6. Ladies should wear modest accessories and ornaments (and refrain from wearing them during practical training).
7. Ladies' makeup should always be moderate.
8. Ladies should tie their hair in an appropriate way (behind their heads) during the internship.
9. Ladies should not put on nail polish during the internship.

Students' Moral Charter**Introduction**

Students enrolled in AAUC are expected to maintain the highest standards of ethical conduct and moral principles, and the college expects its students to abide by the charter and the moral code of conduct in order to fulfill their moral obligations as students and obey all other regulations and instructions.

The Goal of the Charter:

This charter reflects the values of the college as described in its letter and core values, and provides a framework that can be referred to with regards to the behavior of the college students in lectures and at the campus, or by participating in any internal or external activities related to the college.

Required Behavior:

Students are asked to take their responsibilities seriously, to exercise their rights, and to respect the rights of others, as well as demonstrate patience, tolerance, lack of hostility towards others, and to protect the supreme interests of the college, and to not direct abuse towards college or its employees in any way, including, but not limited to, abuse through social media.

Academy Probity:

The university college fosters a high atmosphere of probity by continuously demonstrating honesty and responsibility. Each false statement, incident of cheating or plagiarism of others' opinions, or deliberate misrepresentation, theft, or scientific forgery that is dishonest or misrepresents others is a severe violation of the charter.

College Resources Use:

The students' access to college resources and properties should contribute totally to the students' overall academic achievement.

Citizen in Charge at the college:

Students are expected to be courteous in their behavior, taking into consideration others' feelings at all times, much the responsible hospitality staff of the future, thus any attempt to hassle, psychologically abuse, or physically abuse others is a violation of this charter.

Students are expected to contact the Deputy Dean, the Student Affairs Department, or who the Dean's delegate if they have any information related to plots aimed at causing harm or damage the college property.

Collegiality:

AAUC students are expected to work in the spirit of collegiality. Collegiality does not mean rigid conformity of opinion or the absence of strong criticism, but lies in bringing out the utmost respect for the rights of others by accepting different views and having openness towards the acceptance of and interaction with others, and especially encouraging diversity.

Complaints:

Students are expected not to violate any provision of this Charter, either by word or action or by acting on their own, for any situation they may be subjected to. In order to obtain advice or guidance in relation to this Charter, they should refer to the Deputy Dean, the Student Affairs Department, or who is delegated by the Dean.

Adjustments:

All adjustments of this charter will follow the same approved process.

Instructions for forming Students Council at AAUC
A supplement issued by the college decision on 17/2/2008

Chapter One: Definitions:

Article (1): A council constituted at the college named (AAUC students) council shall represent its students, housed inside the college campus.

Article (2): The following words have the following meanings unless the context indicates otherwise.

The college: Ammon Applied University College AAUC

The council: AAUC Students' Council

The constituency: All regular students enrolled in the college in both Bachelor and Diploma degrees.

Dean: AAUC Dean

Chapter Two: Goals :

Article (3): The council aims to achieve the following goals:

- a) Support students' activities in scientific, cultural, social and sporting areas.
- b) Promote the spirit of cooperation and the concept of team work.
- c) Follow up on students' issues to make them aware of their duties and to help them maintain their achievements while working with the university administration to solve their problems.
- d) Develop democratic practices, dialogue and respect for others' opinions.
- e) Develop students' awareness for various national issues, integrating and strengthening their national and university affiliation within the values of civilization and the Arab Islamic heritage.
- f) Provide opportunities for positive interaction between students, colleges and university administration, and support the academic process.
- g) Cooperate with the university to students who require assistance.

Chapter Three: Council Membership and Configuration :

Article (4):

A council member should abide by the following conditions:

- a) Not to have a grade point average less than (60%) for diploma students and (2.0) points for the bachelor's degree students.
- b) Have spent at least two semesters at the University.
- c) No disciplinary punishment has been issued against him/her from first warning or above.

Article (5):

- a) The council is composed of eight members: half is elected by the General Assembly, and half is appointed by the dean of the college.
- b) Elected council members are distributed throughout the college according to the following distribution:
 1. Two members represent the Bachelor of Hotel Management program
 2. Two members represent the Bachelor of Events Business Management program.
 3. Two members represent Diploma of Hotel Management specialization.
 4. Two members represent Diploma of Culinary Arts specialization.
- c) Council appointed members are distributed as follows:
 1. Two members represent the Bachelor of Hotel Management program.

2. Two members represent the Bachelor of Events Business Management program.
3. Two members represent Diploma of Hotel Management specialization.
4. Two members represent Diploma of Culinary Arts specialization.

d) The faculty determines the representation percentage once a year in the first meeting following the official announcement of students' numbers enrolled in majors in the early second semester of the academic year.

Article (6):

- a)** Voting in the election is a right for each member of the general authority.
- b)** Council elections are done as follows:
1. Each college major is one constituency.
 2. Students of each college elect their representative directly, according to the percentages specified in Article (4), paragraph (C) of these instructions.
 3. Council elections take place during the second semester of each academic year.
 4. Council membership elections are conducted in one day; the voting process begins at 9:00 in the morning and concludes at 4:00 in the afternoon.
 5. The dean annually issues internal guidelines to conduct elections and selection procedures.
- c)** The council period is one year.

Chapter Four: Chair Election :

Article (7):

The Committee elects its chair from among the members of the Council. The college committee is responsible of the following tasks:

1. Preparing the annual report at the college level.
2. Examining students' issues at the college, proposing solutions to said problems, and submitting the proposed solutions to the administrative board.
3. Preparing the students' activity plan at the college level and submitting it to the administrative board.

Chapter Five: Membership Termination:

Article (8):

The membership of any member of the Council and its committees shall be terminated in the following cases:

1. Committing an act which is prohibited or in violation of important goals or objectives of the Council, or impugning the Council's reputation.
2. Committing any disciplinary offenses the punishment of which exceeds that of a warning.
3. Conviction of a felony or misdemeanor.
4. Losing one of the conditions for membership laid down in Article Four.
5. Death.
6. Written resignation.
7. Failure to attend four consecutive Council meetings or missing a total of seven individual meetings without an acceptable excuse.

Chapter Six: General Provisions :

Article (9):

The chair of the Council and its members shall perform the oath in front of the college dean no later than one month from the announcement of election results.

(I swear by Almighty God to be loyal to the King, country, and the college and to preserve the laws, regulations, directives, and instructions of the Council.)

Article (10)

a) The council shall exercise its powers to the extent they do not contradict this document, nor shall the Council contradict the rules and regulations applied to the mandated councils and various departments at the university, according to their laws, regulations, and instructions.

b) The Council must not deal with any party external to the University College except through the Dean of the college.

Article (11):

Any committee is considered dissolved upon the resignation of a majority of its members.

Article (12):

Any committee meeting is considered official by the presence of the majority of its members.

Article (13):

Decisions and recommendations are decided by a majority vote, and in the case of equal votes, the Chair's vote shall serve as the tiebreaker.

Article (14):

If the Chair of the Board resigns, the dean shall appoint someone in his/her stead, and if he/she resigns, the Vice President of the Council or the secretary of the office shall succeed him/her. If all of these candidates have resigned as well, the council shall elect a replacement.

Article (15):

If a council seat is vacated by an elected member of the council, it will be filled by the runner-up in the election, respective to the proper division and representation.

Article (16):

When the Council is determined to be defunct, according to the dean's recommendation, the devoted funds shall return to the general college treasury. In case of this emergency, the Dean will notify the faculty of this occurrence at the first faculty meeting following the dissolution of the Council.

Article (17):

The Council will be defunct by the resignation of the majority of its members; this requires a new election and date to be decided by the College Board.

Article (18):

The Council shall suspend the implementation of its decisions two weeks before the election date and during the selection of the new Council. During this period the Council is subject to closure and its headquarters is moved by the Department of Student Affairs.

Article (19):

The Dean of the College reserves the right to decide, at his discretion, cases unaddressed by this document.

Article (20):

The Dean of the College and Student Affairs are officially responsible for the implementation and provisions of these regulations.

Instructions for Forming Student Committees at AAUC**Article No. (1):**

The following committees are formed annually:

- Athletic Committee
- Cultural Committee
- Social Committee
- Culinary Arts Committee
- Student Affairs Committee
- Environmental Committee
- Public Services Committee
- Library Committee
- Tourism and Society Committee

Article No. (2):

Each committee must be supervised by one or more members of the academic or administrative staff of the University College.

Article No. (3):

The maximum number of students for any committee is limited to 6, and students in each committee must be representative of the student cohort in terms of age, gender and specialization. If the number of candidates who wish to participate in any one committee is more than 6 students, an election will be held to determine the committee members.

Article No. (4):

Supervisory staff from the faculty or administration shall undertake the following tasks:

- To organize the application forms for those students who wish to be on the committee
- To ensure that scheduled activities do not contradict with activities planned by other committees
- To obtain prior consent from the Dean for any intended activity
- To directly supervise any activity
- To administer the tasks undertaken by the committee members, so as to ensure all activities are organized
- To ensure that no activities contradict college policy
- To work towards establishing a spirit of cooperation between committee members and the rest of the student cohort
- To ensure that activities are designed for the benefit of the country, community and the college.
- To conduct cultural or other seminars and to convene periodical meetings between committees
- To distribute invitations to attend committee meetings.
- To oversee the management of all files and records related to the committee
- To submit periodical reports to the Dean

Article No. (5):

The Dean shall have the right to cancel or prohibit any proposed activity of any committee.

Article No. (6):

Refer to the Dean for the resolution of any dispute for any committee.

Article No. (7):

The Dean shall have the right to change the supervisor or supervisors of the committees at any time, as he finds appropriate.

Article No. (8):

In any case for which there is no set precedent, the Dean alone has the authority to make the appropriate decision.

Student Disciplinary By-Law at AAUC

Article (1):

This by-law is titled (Student Disciplinary By-Law at AAUC) and came into effect as of the date of approval by the Board of Trustees.

Article (2):

The provisions of this policy apply to all students of the University College, and shall be under the provisions and disciplinary procedures set forth herein.

Article(3):

The following actions shall be considered disciplinary offenses that subject the student to the disciplinary sanctions as set forth in Article (4) from the by-law and regulations certified at AAUC.

- a) Deliberate absence from the lectures or classes or any other actions that require regular attendance and inciting others to do so.
- b) Cheating on an exam, participating in, an attempt to cheat, and disrupting the exam's regulations and the quietness required during the exam.
- c) Committing any act of misconduct, which may encroach upon honor, dignity and ethics, or disrupts good conduct and behavior, or is likely to harm the good reputation of the university college or discredit its employees, including any similar conduct committed by the student off campus, or in any activity in which the University is involved.
- d) Participating in any event within the university college without prior permission issued by the concerned parties at the university or participating in any group activity which violates University College's regulations, or inciting others to do so.
- e) Using University College premises, facilities or property for any activities for which they are not designed, or using them without obtaining prior permission.
- f) Bringing any illegal substances, or bringing any substances into campus for illegal use.
- g) Circulating brochures or publishing wall newspapers or faculty premises, or collecting signatures or donations which may disturb University security or harm national unity.
- h) Disruption of rules and conduct required in lectures, seminars, or activities held on campus.
- i) Any insult or abuse directed by the student towards faculty member, employees, or fellow students within the University College.

- j) Damaging the University College's movable and immovable properties.
- k) Forgery of University documents, or use of forged documents for any University purposes.
- l) Providing others with University documents or identifications for illegal use.
- m) Stealing any of the properties belonging to the University College.
- n) Inciting or participating in attempts with the students or others, to commit acts of violence and fighting with students or anyone else on campus.
- o) The violation of the University College laws, by-laws, regulations or decisions.
- p) Refrain from wearing official and professional uniform on college premises, except off college premises.
- q) Students shall not be permitted to smoke or eat and drink within the facilities of the college except in the special smoking or eating and drinking areas.
- r) Students shall not be permitted to use cell phones while classes are in session, and/or during exams, for any reason.

Article (4):

The following sanctions shall be imposed upon the student's disciplinary offences as outlined in article (3) in this by-law as follows:

- a) Written or verbal apology according to the case or according to the recommendations of the disciplinary committee.
- b) Written warning.
- c) Dismissal from the classroom, with the help of the students affairs staff if necessary.
- d) Forbidding the student from attending some or all of the classes in which the misconduct occurred.
- e) Exclusion for an interim period from using the services provided by one or more facilities of the University in which the misconduct took place.
- f) Forbidding the student, for an interim period, from engaging in one or more of the student activities in which the misconduct took place.
- g) Warning in its three degrees: first, second, and final.
- h) Levying of a fine not less double the value of the material or materials destroyed by the student.
- i) Cancellation of registration for one or more courses of the semester in which the violation occurred.
- j) Failing in one or more courses.
- k) Interim suspension from the University College for one or more semesters.

- l) Permanent dismissal from the University College.
- m) Suspension of awarding the degree for no more than two academic semesters.
- n) Cancellation of the decision to award a degree in case there is any falsification or fraud in fulfilling the requirements for the award of the degree.
- o) Imposition of a monetary fine of JD (5) when violating the uniform rules on college premises each time.
- p) Imposition of a monetary fine of JD (5) when violating beard shaving rules.
- q) Imposition of a monetary fine of JD (10) when smoking inside the college facilities each time.
- r) Imposition of a monetary fine of JD (5) for using the cell phone while class is in session for the first time. In case of repeated violation, it shall thereafter be kept at the college safe house until the end of the semester.
- s) Imposition of a monetary fine of JD (5) when eating or drinking outside the students cafeteria.

Article (5):

It shall be possible to combine two or more disciplinary sanctions as set forth in this by-law.

In the case of interim suspension, the identification card of the suspended student shall be withdrawn and he/she shall be denied access to the college premises during the suspension period, except with a prior permission from the Student Affairs office.

Article (6):

The decision of imposing the disciplinary sanctions shall be noted in the student file at the Student Affairs Office. The concerned party shall report the decision of the sanction to the general registrar, the party responsible for the student, and to the sending party, if found. The dean of the college may post the decisions on the faculty announcement boards.

Article (7):

- a) During the period of interim suspension, the student shall not have the right to register for the summer semester following the semester in which he/she was suspended.
- b) Any course (or courses) taken at any other university during the period of the student's suspension shall not receive credit.

Article (8):

- a) The student who was referred for investigation shall not be permitted to withdraw from the college while under investigation.
- b) All graduation procedures shall be halted until a decision is made pertaining to the committed violation.

Article (9):

The College Council shall, at the start of every academic year, form a committee composed of three members in addition to fourth body drawn from the faculty members, in order to investigate the violations committed by the students on and off the College premises. If deemed necessary, more than one investigation committee may be formed.

The committee shall serve for one year and is subject to renewal.

The dean of the college shall refer the violations to the committee to investigate them and recommend the appropriate sanction towards them.

Article (10):

The investigation committees must decide on the cases referred to it during a period that should not exceed 14 days from the date of referral by the concerned parties. The dean may extend the period, if circumstances required it, and the violating student shall appear before the investigation committees during this period. The investigation committee shall have the right to issue the penalty in absentia if the violating student fails to appear before the committee after being informed through announcements at the college for the second time.

Article (11):

If the duration period for any investigation committee is terminated, it shall continue to exercise its power, until new committees are formed.

Article (12):

The power to impose disciplinary sanctions upon the student shall be determined as follows:

The faculty member or the instructor shall have the right to impose the sanctions as outlined in sections (A), (B), and (C) from article (4) in this by-law in writing upon the student.

The dean shall have the right to impose the sanctions as set forth in article (4) in this by-law.

The dean shall have the right to confiscate any material (used for illegal purpose) found with the student.

Article (13):

All disciplinary decisions shall be final except for the sanctions outlined in sections (k), (L), (M) from article 4 in this policy. The student shall have the right to appeal to the College Council any pertinent decision within fifteen days from the effective date of issuing or announcing the decision. The dean shall have the right to endorse the decisions taken pertaining to the sanction, modify or cancel them. If a student does not appeal the decision of the sanction, the disciplinary decision issued against him/her shall be considered final.

Article (14):

The security officers shall keep the campus community safe and in order on university premises. All notifications and reports shall be credible unless proven otherwise.

Article (15):

The university shall have the right to proceed with its disciplinary procedures as outlined in this by-law even if the sanction was appraised by other parties

Article (16):

The Dean of the College shall issue the necessary instructions to implement the provisions of this policy.

Cheating or attempting to cheat on an exam

Article (1):

In case a student was found, through investigation, to have been caught cheating, or attempted or participated in cheating in a test or examination for a course, he/she will be subject to the following penalties, combined or individually:

1. Failing the course for which the exam has taken.
2. Cancellation of his/her registration in the remaining courses of that semester.
3. Suspension for one semester following the one in which he/she was caught.

Article (2):

a) The student who participated in taking the exam or test with a fellow student will be subject to the following penalties, combined or individually:

- 1) Failing the exam or test.
- 2) Cancellation of his/her registration in the remaining courses of that semester.
- 3) Suspension for at least two semesters following the one in which he/she was caught.

b) The student who took an exam by proxy for someone else on the part of a student enrolled in the course will be subject to the following penalties, combined or individually:

1. Cancellation of his/her registration in the remaining courses of that semester.
2. Suspension for at least two semesters following the one in which he/she was caught.

Academic tuition policy

1. The program for registration for the semester shall be announced at least one month prior the prescribed date, for the purposes of initial registration and determining all necessary sections and courses.

2. All students must pay the academic tuition fees in full before the start of the semester.

3. All students who have not paid the fees shall be prohibited from entering classrooms as of the first day of class, and the students' absence shall be considered unexcused.

4. The registration of the student shall be cancelled if he/she misses his/her lectures for more than two weeks, and he/she shall bear the costs of the course.

5. In the case of withdrawal from one or more courses during the assigned drop/add period, the fees of the course or courses withdrawn shall not be calculated.

6. In the case of withdrawal from all courses before the drop/add period, all tuition fees shall be cancelled, including internet and registration fees.

7. In the case of withdrawal from all courses during the drop/add period, the fees of all credit hours shall be cancelled and the student shall only bear internet and registration fees.

8. If the student wishes to postpone or pay part of the fees in installment for reasons out of his/her control, it shall be necessary to submit an application form for postponing or paying the fees in installments prior

to the start of the semester, along with documents that ensure his/her need for postponing or installment. Applications submitted after the start of the semester will not be considered.

Internship Regulations of Ammon Applied University College Students

1. The student registers the internship after completing the practical courses and their prerequisites, which should be done in the second semester of the third year, or the first and second semesters of the fourth year.
2. Students are not allowed to register theoretical courses with the internship except in exceptional cases approved by the Dean of the college and when they do not affect the internship program.

The Internship Details:

First- Internship of Bachelor students in Hotel Management

- A. The training of bachelor students is divided into three courses in which the duration of training is a minimum of 800 hours and a maximum of 1000 hours.
 - B. Internship (1) is specialized in the Food and Beverage Department, Internship (2) is specialized in Rooms Division, and Internship (3) is specialized in administrative and operational departments.
 - C. The internship is held at either the Century Park Hotel or at one of the four or five star hotels with which the college has signed special training agreements.
 - D. Students are rotated throughout their internship in the different departments of the hotel.
- The internship at the American Hospitality Academy in the United States

The American Hospitality Academy (AHA) offers comprehensive training opportunities for the Hotel Management bachelor students at reputable resorts and hotels for a duration of 6 to 12 months. Students sit for an English language test and a personal interview.

The Internship program covers one of the following areas: food services, front office procedures, and culinary arts.

Second- Internship of Diploma students in Hotel Management

1. The training of diploma students consists of one course in which the duration of training is 300 hours.
2. Students are rotated throughout their internship between the Food & Beverage Department and Housekeeping Department.

Third- Internship of Diploma students in Culinary Arts:

1. The training of diploma students consists of one course in which the duration of training is 400 hours.
2. Students are rotated throughout their internship in the Kitchen section.

Fourth- Internship File:

A special file for the internship is prepared, which includes the following information:

- A- The work system is based on shifts. It details the breaks during the working hours, number of absences allowed during the training, dress code in the different departments of the hotel, sign-in and sign-out at the security department, the weekly day off, the religious and public holidays as well as the report submitted at the end of internship, and others.

- B- The work schedule for each student in the hotel departments.
- C- The list of tasks for all departments, and the student's attendance sheet inside each department, which should be followed up and signed by each student and by the manager in charge of each department on a daily basis.
- D- The file contains the department's evaluation list and the student's performance evaluation. The manager in charge should fill and sign the evaluation lists before the student moves on to the other department.
- E- The file remains the responsibility of the student. He/she will take the file with him/her once he/she moves to another department.
- F- The file is submitted at the beginning of each month to the Human Resources department along with the sign in/sign out sheet to send them to the internship coordinator at the college in order to calculate the number of hours accomplished by students and their absences as well.
- G- At the end of the internship, the bachelor students should prepare a report (from 5 to 10 pages in English) on the pros and cons of the departments in which students were trained. The student will discuss the report with the internship committee members at the college.

Fifth- Exemption of the Internship:

Students are exempted from parts of internship in the following cases:

First-The bachelor student is exempted from one of the internship if he/she meets all of the following conditions:

- A- Attain an exemption form at the internship office.
- B- Submit an experience certificate of a minimum of two years at any operational departments in three or more star hotels.
- C- Pass an exemption theoretical and practical exam in the designated operational department.
- D- Work in the designated department for 5 days at the Century Park Hotel. Then the department manager will fill out the evaluation form to prove success in that department.

- E- The students could be exempted from two internships (1+2), but will have to undergo internship (3).

Second- The diploma student is exempted from the internship if he/she passes the following conditions:

- A- Apply an exemption form at the internship office.
- B- Submit an experience certificate of a minimum of one year at any of the operational departments in three or more star hotels for Hotel Management students.
- C- Pass an exemption theoretical and practical exam in the designated operational department.
- D- Hotel management students work at the Century Park Hotel for 12 days, where the student is trained in all departments from which no experience certificate was issued. Then the department managers will fill out the evaluation form to prove success in these departments.
- E- Culinary Art students work at the Century Park Hotel for 12 days, where the student is trained in all departments from which no experience certificate was issued. Then the department managers will fill out the evaluation form to prove success in these departments.

Sixth-Prohibition of the students from the internship:

- A- The students will be prohibited from the internship if he/she exceeds 10 training days of absences during internships 1+2+3 all together, or 4 absences in each internship for the bachelor students, or 4 training days for diploma students.
- B- In special cases, the dean will replace the exceeded number of absences with extra training hours to evade from prohibition. Each case will depend on the documents submitted by the student, and also on the students' professionalism, academic results, and behavior.
- C- The dean will decide on the cases that are not mentioned above.

General provisions relating to fees owed for various documents

First: Fees and allowances for issuing official documents of registered students in the college

The college has the right to take fees and allowances in return for any official documents issued upon the Student's request, to be paid directly to the financial department as follows:

1. JD 1 to be paid for issuing a student's ID certificate.
2. JD 5 to be paid for issuing a Student Transcript.
3. JD 5 to be paid in return for issuing a university ID to replace the lost one.

Second: Fees and allowances for issuing official documents to students who have graduated from the college

The college has the right to take fees and allowances in return for any official document requested by the students who have graduated from the college, to be paid directly to the financial department as follows:

1. JD 20 to be paid upon issuing any lost document based on the students request for such documents (such as a student transcript and a certified certificate).
2. JD 5 upon issuing a student ID certificate (Duration of study).

Terms and conditions of renting lockers for kitchen students and using lockers for internship students

Article (1) :

A student who is registered in the Culinary Arts course will have to pay an amount of 25 JD to the financial department, and 5 JD will be deducted per semester. The remainder of the amount will be held as insurance fees for the lockers. The financial department will return the insurance money to the student after returning the locker empty and in excellent condition to the student affairs office.

Article (2) :

The internship students undergoing an internship will be considered and treated as employees; therefore, they will have their own lockers throughout their training period.

Article (3) :

All students registered in the Culinary Arts course should submit their locker keys to the Student Affairs office after they finish their practical exam. The same procedure applies to the field training students, who need to submit their locker keys after finishing their training period. In the event this agreement is breached or in case the key gets lost, the students in the Food Production Course will have to pay 5 JD for each week's delay, which is to be deducted from his/her insurance money. As for the field training students, the fine will be added to their own accounts.

Article (4) :

Students should take care to prevent their own lockers and keys from being damaged. In case there's any damage to any or both, the student will have to pay for the repair of the locker or full amount of the locker depending on the maintenance and the financial department reports.

Article (5) :

Students should use the lockers without sharing them with any other students. In case a locker is being shared by two students, the locker will be confiscated and the student will pay a fine (the whole amount of the insurance money).

Article (6) :

The department is not responsible for the loss of any items from the lockers in the event that it has been shared by two or more students.

Article (7) :

Lockers should not be used for storing anything other than the professional uniform or the official uniform. It's not to be used for storing valuable items or casual clothes as the department is not responsible for the loss of any valuables or any other items.

Article (8):

Students should abide by using the locks given to them by the department. In case he/she changes the lock, the lock will be changed and the student will pay a fine and he/she will be barred from using the locker all semester.

Article (9):

Students should keep the receipt given to them by the financial department for the purpose of refunding the insurance money. In case he/she loses the receipt, the student will lose his/her right to a refund of the insurance money.

Article (10):

In the event the key is lost, students will pay a fine of (5) JD for replacing the lock.

Article (11):

Lockers are distributed to students after checking them for any flaws or damage. Students sign a paper pledging the following: I have received the locker with no mentioned flaws, and I hereby pledge to return it intact immediately after the semester is over.

Remark:

Each student is given one copy of the key and the other two are kept in the Student Affairs department.

Library Rules and Regulations

- The library is a place to study for everybody, therefore respect others by not talking in the library and by turning off all mobile phones.
- Library books are very expensive: do not eat and drink in the library.
- Abide by the instructions given by the librarian.
- Keep the books on the table when you are done using them, so they can be returned to their designated place to enable you to find them later on.
- Do not take any library books without asking permission from the librarian. Follow the borrowing procedure before you leave.
- Library books are for everybody to use. Do not write on them or tear their pages. It might be you who will need to use them next time.
- Return borrowed library books on time without delay, or renew the borrowing period for the records.

- Periodicals and Reference books are to be used by everybody in the library only. They are not to be borrowed.

Article (24) :

Fines for Late and / or Lost Book Returns

Fines to be paid by students who break the borrowing and returning rules are as follows:

1. 250 fils paid for each day of delay in case the student doesn't return the borrowed library book on time.
2. Students who fail to return borrowed library books on time are deprived of using the library and its facilities until he/she returns the library book or pay the fine for it.
3. The fine should not exceed triple the amount of money of the original price of the book.
4. The fine starts accumulating on the third day past the deadline of returning the book.
5. Students who fail to return library books on time or pay more than two fines per semester are deprived of using the library facilities or borrowing books. The library has the right to deprive the students of double the amount of delayed days.
6. Students will be prohibited from taking their final exams if they still have library books with them.
7. Students will not be returned their 50 JDs of insurance money in the event they are graduating or transferring to another college before the Librarian signs a clearance form .

Article (25) :

- If a student causes damage to any book, he/she should provide the library with an original copy of the damaged book or pay three times the amount of the current price of the book in addition to paying for any book repair charges.
- Students will be held responsible and will be questioned by the university council in the case of damage or loss of library books according to the library rules and regulations.

Articles (24) and (25) are strictly about the rules and regulations of using the library Issued by the Board of Trustees

Global Code of Ethics

Adopted by resolution A/RES/406 (XIII) at the thirteenth WTO General Assembly (Santiago, Chile, 27 September 1 - October 1999).

Article 1:

Tourism's contribution to mutual understanding and respect between peoples and societies.



Article 2 :

Tourism as a vehicle for individual and collective fulfillment.



Article 3 :

Tourism, a factor of sustainable development.



Article 4:

Tourism, a user of the cultural heritage of mankind and contributor to its enhancement.



Article 5 :

Tourism, a beneficial activity for host countries and communists.

AAUC Uniform



Article 6:

Obligations of stakeholders in tourism development.



Article 7:

Right to tourism.



Article 8 :

Liberty of tourist movements.



Article 9 :

Rights of the workers and entrepreneurs in the tourism industry.



Article 10:

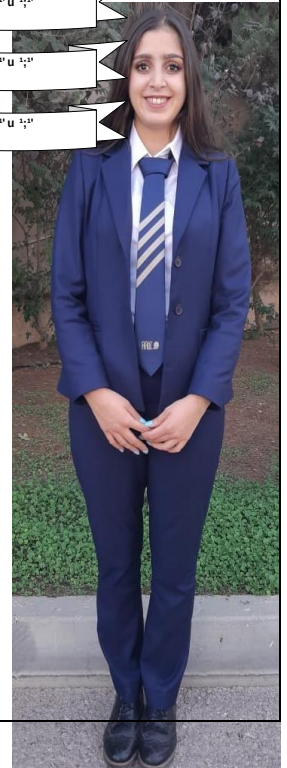
Implementation of the principles of the Global Code of Ethics for Tourism



Diploma



Bachelor's





Housekeeping Uniform

Training Restaurant Uniform



Kitchen Uniform



AAUC Map

