

Authentication Steps for the Information Request Form

Non-Jordanian Higher education Institution wishing to obtain recognition of the Ministry of Higher Education and Scientific Research in the Hashemite Kingdom of Jordan must fill out the following forms (**based on the nature of programs offered**):

- 1) Information Request Form for Institutions of Higher Education that Offer **Traditional Education (On-Campus)**
- 2) Information Request Form for Institutions of Higher Education that Offer **Non-Traditional Education (Online)**

(Available at the Ministry's website: www.mohe.gov.jo)

and then have them authenticated through the following steps:

- 1) The official seal of the educational institution on each of the form's pages.
- 2) The authentication of the competent body responsible for higher education in the country where the Institution is located. In addition, a covering letter should be included and indicating that all the information mentioned in the Form are correct.
- 3) The authentication of the Ministry of Foreign Affairs of the Country where the educational institution is located.
- 4) The authentication of the Jordanian embassy or consulate in the country where the educational institution is located. However, in the case no Jordanian embassy or consulate is present in that country, the application should be authenticated by the embassy of that country in Jordan and then the Ministry of Foreign Affairs in Jordan.

Very Important Note

Please fill out the information related **only** to the (Non-Traditional Education) in this form and do not mix it with any information relating to Traditional Education, including:

Accredited disciplines.

Number of students.

Number of faculty members.

Other questions in the Form.

Therefore, if your institution offers only one program over the Internet while the rest of programs are offered through traditional study, it must fill out only the information relating to that program in this form.



Ministry of Higher Education and Scientific Research /Jordan
Information Request Form for Institutions of Higher Education
that Offer **Non-Traditional Education (Online)**

Please provide the required Information: -

1. Name of the Institution:-----

2. Year of Establishment: -----

3. Starting Year of Non-Traditional Programs-----

4. Address:-----

City -----

Postal Code -----

Telephone -----

Fax -----

E-mail -----

Website -----

When was the Website last updated?-----

5. Is Your Institution:

Public Private Regional

6. Name of the Authority Supervising your Institution:

Official Seal of Institution

7. Is your institution recognized by the recognition competent authority in the country in which it is located?

Yes No

If yes, please attach a duly certified letter of recognition from the competent authority that supervises the institution.

8. Is there a system of accreditation and quality assurance in the country in which your Institution is located?

Yes No

If yes, please attach a duly certified letter of accreditation from the competent authority that supervises the institution

9. Admission requirements for all degrees:

Bachelor:

Higher Diploma:

Master:

Doctorate:

١٠. Language(s) of instruction-----

١١. Total number of students (current year)-----

Number of students from Jordan (if any)-----

١٢. Student: Teacher ratio (current year) -----

13. Does each course to be taught via electronic means have a specialized member of the teaching staff?

Yes No

What qualifications does such member have to be able to handle the teaching process via electronic means?

14. Are there identical sets of servers located in different geographical locations or are they in the same place?

What sort of data, information, and teaching materials is stored on each server?

15. System of education in your Institution:

Years

Semesters

Credit hours

If the ssystem of education is credit hours, what is the allowed number for students per semester:

Minimum-----

Maximum-----

Official Seal of Institution

16. What are the faculties in your Institution? and what are the departments related to each faculty?
(Use extra paper if needed while indicatining the question).

Faculty	Related departments
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17. Majors and degrees awarded & duration of study for each major: (please attach the academic plan for each major)

Major	Degree Awarded	Credit Hours	Semesters	Years
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Does your institution offer any of the following majors via electronic means :

- Medicine Dentistry
- Pharmacy Nursing
- Engineering Medical Laboratory
- Veterinary Medicine Applied/ Allied Sciences
- Basic Sciences (physics, chemistry, biology & other sciences that need laboratories and practical application)

Can graduates of professional degrees of Medicine, Pharmacy and Engineering faculties practice their profession ?

Yes No

18. Transferring system for students from other institutions to your institution:

Are students who studied by correspondence allowed to pursue their degree studies in your Institution?

Yes No

Are students who studies via distance learning allowed to pursue their studies in your Institution?

Yes No

Official Seal of Institution

What is the maximum number of credit hours/years/semesters that can be transferred to your institution for students from other institutions?

Does your Institution accept the community college graduates?

Yes No

If yes

- Are there specific requirements for community college graduates (such as passing the comprehensive exam for Jordanians)

Yes No

What is the maximum number (proportion) of the equivalenced credit hours/ subjects?

19. What has your Institution achieved since its establishment in the areas of updating educational materials and using electronic means? (Use extra paper if needed while indicatining the question).

20. What is the number of books and periodicals in the electronic library?

22. What is the technological infrastructure available to your Institution? and how can it guarantee information security and ongoing delivery to beneficiaries? (Use extra paper if needed while indicatining the question).

Official Seal of Institution

22. What is the adopted mechanism for direct interactive Teaching-Learning process via electronic means?

(Use extra paper if needed while indicatining the question).

23. How and Where are Exams held?

24. Are there any joint programs with other higher education institutions to award degrees?

(If yes, what is the nature of such programs? and how are certificates awarded?)

25. Any additional information about the Institution you wish to provide to support your application for recognition: (Use extra paper if needed while indicatining the question).

26. Please fill out the following two tables:

Official Seal of Institution

(Very Important)

Please attach the following documents:

- (1) Duly authenticated letter of accreditation by the competent authority.
 - (2) Duly authenticated letters of accreditation for all programs offered by the institution
 - (3) The academic plan for each major.
 - (4) A list of the names of the entire teaching staff, in accordance with the figures mentioned in the tables above, including:
 - A) Academic ranking
 - B) Email address
 - C) Start & End dates of work**(for each member of the teaching staff)**
- In the case that the institution offers traditional and non-traditional programs at the same time, it should fill out separate forms as indicated in page (1).**
- Furthmore, the institution should attach separate lists of the names of the entire teaching staff in each type (traditional, non-traditional), including the details referred to in 4 above for each member of the teaching staff..**
- (5) International academic ranking of the institution and the name of the ranking.
 - (6) Please consider accuracy in filling out the forms. Answer all the questions as set out in the forms and attach the required documents in accordance with the stipulated conditions.