



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

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**Please provide the required Information:**

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

2. Year of Establishment: -----

3. Starting Year of 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:**

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**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:

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Higher Diploma:

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Master:

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Doctorate:

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**15. 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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**Can graduates of professional degrees of Medicine, Pharmacy and Engineering faculties practice their profession ?**  
 Yes  No

**16. Does your Institution entail attendance for its students?**  
 Yes  No

**Minimum required duration for attendance and completion of degree:**

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Degree Awarded	Minimum Period for Attendance	Minimum Period for Completion
Associate Degree		
Bachelor		
Higher Diploma		
Master		
Doctorate		

**17. 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

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

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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 hours (or subjects)?

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**18. What has your Institution achieved since its establishment in the area of updating educational materials?** (Use extra paper if needed while indicatining the question).

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**19. What is the number of books and periodicals in the library?**

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**20. What is the infrastructure available at your Institution?** (Use extra paper if needed while indicatining the question).

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**21. 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?)

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**22. The scientific researches number that academic faculty members published in SCOPUS search engine.**

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**23. 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).

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**24. Please fill out the following two tables:**

**Table number (1)**  
 Number of Teching Staff in the academic year

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Teacher Assistant	Associate Lecturer	lecturer	Assistant Prof.	Associate Prof.	Prof.	Teaching Staff		Faculty/Major	No
						Part-timers	Full-timers		
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**Table number (2)**

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**(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.

## **Very Important Note**

Please fill out the information related **only** to the Traditional Education in this form and do not mix it with any information relating to (Non-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 through traditional study while the rest of programs are offered over the Internet, it must fill out the information relating to that program only in this form.**