



## Recognition Form for Non-Jordanian Higher Education Institutions Offering Conventional Teaching

Please be advised :

- Certification/Notarization Procedures of the Information Provisioning  
Form page 19

- General Notes of High Importance page 21

- Documents to be attached page 22



**Institute's Identification Card—Recognition Procedures of non-Jordanian Academic  
Institutions Adopted by the Jordanian Ministry of Higher Education & Scientific Research**

❖ **Institute's Identification Card – recognition procedure of non-Jordanian Academic Institutions  
Adopted by the Jordanian Ministry of Higher Education & Scientific Research**

Name of Institution	
Party Forwarding Form	

❖ **(Institution Introduction Card)**

(Founding Date)			
Commencement Date of Conventional Academic Offerings			
Where applicable, Commencement Date of non-conventional Program Offerings			
Official Entity Possessing Oversight Rights	Governmental <input type="checkbox"/>	Private <input type="checkbox"/>	Independent Body <input type="checkbox"/>
Information of Official Heading Academic Institution	Name	Highest Academic Degree Attained	Major Area of Study (Specialization)
Contact Information for Officer in Charge			
Mailing Full Address			
Direct Phone Number			
Fax Number			
Email Address			
Institutional Web Address			
Institutional Vision Statement			
Institutional Mission Statement			
Institutional Targetted Objectives			
Institutional Values			
Last Date Website Updated			

## Academic Information

❖ Please Answer the Following

<b>Type of Academic Institution</b>	Governmental <input style="width: 50px;" type="text"/> Private <input style="width: 50px;" type="text"/> Regional <input style="width: 50px;" type="text"/> International <input style="width: 50px;" type="text"/> Other <input style="width: 50px;" type="text"/>												
Has there Been Official Recognition of Applying Institution by the Entrusted Authority in the Country that is Home to the Institution?	Yes <input style="width: 50px;" type="text"/> No <input style="width: 50px;" type="text"/> If Answer is Yes, Kindly <u>Attach/Remit Official Recognition Document/s</u> by Entrusted Authorities in the Institution's Home Country												
Has there Been Official Accreditation & Quality Assurance Recognition of Institution in Home Country?	Yes <input style="width: 50px;" type="text"/> No <input style="width: 50px;" type="text"/> If Answer is YES, Kindly <u>Attach/Remit Official Program/s Accreditation Document/s</u> by Entrusted Authorities in the Institution's Home Country												
<b>Language of Instruction</b>	For Domestic Students : <span style="float: right;">For Foreign Students:</span> Are Foreign Students Offered their Educational Programs in Joint Class Rooms with Local (Domestic) Students? Yes <input style="width: 50px;" type="text"/> <span style="float: right;">No <input style="width: 50px;" type="text"/></span>												
<b>Overall Student Population of Applying Institution</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Gross No. <input style="width: 100%; height: 20px;" type="text"/></td> <td style="width: 50%; border: none;">Local Student Population <input style="width: 100%; height: 20px;" type="text"/></td> </tr> <tr> <td style="border: none;">Foreign Student Population <input style="width: 100%; height: 20px;" type="text"/></td> <td style="border: none;">Jordanian Student Population <input style="width: 100%; height: 20px;" type="text"/></td> </tr> </table>	Gross No. <input style="width: 100%; height: 20px;" type="text"/>	Local Student Population <input style="width: 100%; height: 20px;" type="text"/>	Foreign Student Population <input style="width: 100%; height: 20px;" type="text"/>	Jordanian Student Population <input style="width: 100%; height: 20px;" type="text"/>								
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<b>Academic Staff Head Count Per Academic Rank</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;">Professor <input style="width: 100%; height: 20px;" type="text"/></td> <td style="width: 33%; border: none;">Associate Professor <input style="width: 100%; height: 20px;" type="text"/></td> <td style="width: 33%; border: none;">Assistant Professor <input style="width: 100%; height: 20px;" type="text"/></td> </tr> <tr> <td style="border: none;">Lecturer <input style="width: 100%; height: 20px;" type="text"/></td> <td style="border: none;">Researcher <input style="width: 100%; height: 20px;" type="text"/></td> <td style="border: none;">Assistant Lecturer <input style="width: 100%; height: 20px;" type="text"/></td> </tr> <tr> <td colspan="3" style="border: none;">Lab Assistant <input style="width: 100%; height: 20px;" type="text"/></td> </tr> <tr> <td colspan="3" style="border: none;">Others? (Please List Ranks &amp; Associated Numbers) <input style="width: 100%; height: 40px;" type="text"/></td> </tr> </table>	Professor <input style="width: 100%; height: 20px;" type="text"/>	Associate Professor <input style="width: 100%; height: 20px;" type="text"/>	Assistant Professor <input style="width: 100%; height: 20px;" type="text"/>	Lecturer <input style="width: 100%; height: 20px;" type="text"/>	Researcher <input style="width: 100%; height: 20px;" type="text"/>	Assistant Lecturer <input style="width: 100%; height: 20px;" type="text"/>	Lab Assistant <input style="width: 100%; height: 20px;" type="text"/>			Others? (Please List Ranks & Associated Numbers) <input style="width: 100%; height: 40px;" type="text"/>		
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Others? (Please List Ranks & Associated Numbers) <input style="width: 100%; height: 40px;" type="text"/>													
<b>Educational System in Effect</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 25%; border: none;">Yearly Program <input style="width: 100%; height: 20px;" type="text"/></td> <td style="width: 25%; border: none;">Semester Program <input style="width: 100%; height: 20px;" type="text"/></td> <td style="width: 25%; border: none;">Credit Hours <input style="width: 100%; height: 20px;" type="text"/></td> <td style="width: 25%; border: none;">ECTS System <input style="width: 100%; height: 20px;" type="text"/></td> </tr> </table>	Yearly Program <input style="width: 100%; height: 20px;" type="text"/>	Semester Program <input style="width: 100%; height: 20px;" type="text"/>	Credit Hours <input style="width: 100%; height: 20px;" type="text"/>	ECTS System <input style="width: 100%; height: 20px;" type="text"/>								
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Does Institution Enforce Class Attendance for All Academic Specialties?	Yes <input style="width: 50px;" type="text"/> No <input style="width: 50px;" type="text"/> If No Answer, Please Mention Exceptions.....												

<p><b>Allowable Semester Hours Allowed to Students</b></p>	<p style="text-align: center;"><b>Lower Limit (Min.)</b> <span style="margin-left: 200px;"><b>Upper Limit (Max.)</b></span></p> <p style="text-align: center;"><input type="text"/> <span style="margin-left: 200px;"><input type="text"/></span></p>
<p><b>Research Activities By Faculty</b></p>	<p><b>Number of Research Items Officially Accounted for By Scopus Search Engine</b> <input type="text"/></p> <p><b>Number of Research Items Accounted for by other Search Engines</b> <input type="text"/></p> <p><b>*** Where Available, Please List these Search Engines</b></p>
<p><b>Are Foreign Graduates of Institution in Professional Disciplines (viz., Medicine, Dentistry, Pharmacy) Allowed to Practice their Professions in Institution's Home Country?</b></p>	<p><b>Yes</b> <input type="text"/> <span style="margin-left: 200px;"><b>No</b> <input type="text"/></span></p>
<p><b>Are Part-Time or Non-Regular (Correspondence) Students Allowed to Transfer from Other Institutions to Institution Seeking Recognition by MOHE?</b></p>	<p><b>Yes</b> <input type="text"/> <span style="margin-left: 200px;"><b>No</b> <input type="text"/></span></p> <p><b>If The Answer is Yes , Kindly Elaborate on Requirements and Procedures in Effect for Admission Under the Trasfer criteria</b></p> <p>.....</p> <p>.....</p> <p>.</p>
<p><b>Are Distance Learning Students of Other Institutions Readily Admissible to Your Institutions? And Further Allowed to Join Graduate Degree Programs?</b></p>	<p><b>Yes</b> <input type="text"/> <span style="margin-left: 200px;"><b>No</b> <input type="text"/></span></p> <p><b>What Is The Maximum Number Of Credit/s Transfer/s In Terms Of Credit Hours/ Years/ Semesters (from other institutions) that Can Be Counted Towards Student Graduation From This Applying Institution?</b></p>
<p><b>Does Your Institution Accept Intermediate Degree Students (Holding 2-year Diplomas) towards Higher Degree Programs</b></p>	<p><b>Yes</b> <input type="text"/> <span style="margin-left: 200px;"><b>No</b> <input type="text"/></span></p>
<p><b>Do You Uphold Any Such Condition/S, vs., Passing A Matriculation (Or Qualifying Exam), as Precursor for Admitting Students Who Come In from Diploma and/or Community College Degrees into Programs Leading to the Bachelors Degree at</b></p>	<p><b>Yes</b> <input type="text"/> <span style="margin-left: 200px;"><b>No</b> <input type="text"/></span></p> <p><b>* What Percentage Of The Total Credit Hours Needed For Graduation Can Get Accredited (As Transfer Credits) From Other Institutions (with Lower Degrees) towards Receiving a More Advanced Degree From Your Institution?</b></p>

<b>Your Institution?</b>	
<b>Are There Joint Programs With Others Institutions With The Purpose Of Awarding Academic Degrees?</b>	<p>Yes <input data-bbox="571 215 671 248" type="checkbox"/> No <input data-bbox="1118 215 1219 248" type="checkbox"/></p> <p><b>If Your Answer Is "Yes", Then Please</b></p> <ul style="list-style-type: none"><li><b>Mention Nature of the Program</b></li><li><b>Mention Parties Involved</b></li><li><b>Submit Authenticated (Notarized/Certified) Copies of Signed Agreements and/or MoUs</b></li></ul>

❖ Admission Requirements for all Degrees

No.	2-Years Diploma	Bachelor	Higher Diploma	Master	Doctorate
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

❖ Minimum Required Duration for Attendance and Completion of the Degree

Degree Awarded	Minimum Period for Completion	Minimum Period for Attendance
Intermediate Diploma		
Bachelor degree		
Higher Diploma		
M.Sc.		
Ph.D		

### Names of the Faculties and the Departments Related to Each Faculty

No.	Name of the Faculty	Name of the Department
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		

**❖ Majors and Degrees Awarded for Each Major Besides Other Related Information**

No.	Faculty \ Major	Degree Awarded	Number of Years	Credit Hours	System of Education	Language	Accreditation Date
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							
16.							
17.							
18.							
19.							
20.							
21.							
22.							
23.							
24.							
25.							
26.							
27.							







❖ Overall Students and Teaching Staff Ratio

No.	Item	Percentage
1.	Student: Full Time Teachers	
2.	Student: Full And Part Time Teachers	
3.	Associate Professor: Full Time Teachers	
4.	Assistant Professor: Full Time Teachers	
5.	Professor: Full Time Teachers	
6.	Ph.D: Full Time Teachers	
7.	Professor: Part Time Teachers	
8.	Ph.D: Part Time Teachers	

❖ Teacher Rank – Student Ratio (for M.Sc. and Ph.D Degree)

No.	Item	Percentage
1.	Full Time Professor: Student	
2.	Part Time Professor: Student	
3.	Full Time Associate Professor: Student	
4.	Part Time Associate Professor: Student	
5.	Full Time Assistant Professor: Student	
6.	Part Time Assistant Professor: Student	

## List of Teaching Staff

No.	Name	Specialization	Highest Degree	Academic Rank	Full Time	Part Time	Nationality	Name of the University for the Highest Degree
<b>Faculty - Program: (.....)</b>								
1.								
2.								
3.								
4.								
5.								
<b>Faculty - Program: (.....)</b>								
1.								
2.								
3.								
4.								
5.								
<b>Faculty - Program: (.....)</b>								
1.								
2.								
3.								
4.								
5.								
<b>Faculty - Program: (.....)</b>								
1.								
2.								
3.								
4.								
5.								

## List of Ph.D Holders

No.	Name	Specialization	Full Time	Part Time
<b>Faculty - Program: (.....)</b>				
1.				
2.				
3.				
4.				
5.				
<b>Faculty - Program: (.....)</b>				
1.				
2.				
3.				
4.				
5.				
<b>Faculty - Program: (.....)</b>				
1.				
2.				
3.				
4.				
5.				
<b>Faculty - Program: (.....)</b>				
1.				
2.				
3.				
4.				
5.				
<b>Faculty - Program: (.....)</b>				
1.				
2.				
3.				
4.				
5.				

**Number of Students in the Faculties of Medicine and Dentistry**

<b>Number of Students, Faculty of Medicine</b>	<b>Number of Students, Faculty of Dentistry</b>

**Numbers and Ranks of Teaching Staff, Faculty of Medicine and Faculty of Dentistry**

<b>Faculty</b>	<b>Professor</b>	<b>Associate Professor</b>	<b>Assistant Professor</b>	<b>Lecturer</b>	<b>Others specify</b>	<b>Part-timers</b>
<b>Medicine</b>						
<b>Dentistry</b>						

**\*\* Names and Specializations of the Training Hospitals for the Faculties of Medicine and Dentistry**

<u>No.</u>	<u>Name of the Hospital</u>	<u>Specialization</u>
1.		
2.		
3.		
4.		
5.		
6.		
7.		



## Infrastructure of the University

Area (m <sup>2</sup> or Km <sup>2</sup> )	
Number of Campuses	
Number and Names of Laboratories	
Number of Stadiums	
Number and Kind of Student Servicing Buildings	
Number of Classrooms and Lecture Halls	
Number of Libraries	

**Number of Laboratories**

No.	Faculty	Computers	Workshops	Labratories	Personal Computers
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					

**Library**

Area (m <sup>2</sup> )	
Total Student Capacity	
Number of Books and References	
Number of Paper Journals	
Number of Electronic Books and Journals	



## Certification/Notarization Procedures of the Information Provisioning Form

- ❖ All Non-Jordanian Higher Education Institutions Seeking to Acquire Recognition of the Ministry of Higher Education & Scientific Research in Jordan are Required to Complete the Following Forms (Commensurate with the Degree Offerings Honored by Them)
- ✓ Information Provisioning Form on the Academic Institutions Fostering “Traditional Education”
- ✓ Information Provisioning Form on the Academic Institutions Fostering “Non-Traditional Education”

*(These are Readily Available at the Official Ministry Website: [www.mohe.gov.jo](http://www.mohe.gov.jo))*

- ❖ Which, in turn, Would Need to Be Certified/Notarized by means of Displaying:
  - The Official Seal of the Applying Academic Institution to Show on Every Page of the Relevant Form
  - Official Certification/Notarization of the Higher Education Overseeing Authority in the Home Country of the Applying Institution Accompanied by a Cover by Same Authority Attesting to the Validity of Information Provided on the Form
  - Official Certification/Notarization of the Foreign Office (Ministry of Foreign Affairs) in the Country that is Home to the Applying Institution

- **Official Certification/Notarization by the Jordanian Embassy (Else, Consular Section) Existing in the Home Country of the Applying Institution. If in the Event that no Jordanian Embassy (or Consulate) Exists in the Home Country of the Applying Institution, Certification/Notarization May be Obtained from the Embassy of the Institution in Jordan, or the Embassy that Operates as Proxy for the Institutions Home Country in Jordan, Followed by Authentication by the Jordanian Foreign Ministry in Amman.**



## General Notes of High Importance

Kindly Fill Out the Information Pursuant with Conventional Education ONLY in This Form, While Avoiding Mixing it with that for Non-Conventional Education, including:

- General Information on the Applying Entity
- Fostered Specialties
- Student Population
- Faculty Count
- Attending to All Types of Queries Entailed in This Form

To Ascertain the Specificity of this Form, where the Applying Institution Offers a Single Program under the Conventional Education Category with All Other Fostered Degree Programs Catered for Via Online Access, then the Applying Institution Would Need to Furnish Recognition Information for that Particular Program, Leaving out All Other Degree Programs that are Outside the Scope of This Form

**Rather Important**

**Kindly Attach the Following Documents:**

**Official Certified Accreditation Document of the Institution by the Overseeing Authority in the Home Country of the Applying Institution**

**Official Certified Accreditation Documents of All Fostered Degree Programs by the Institution by the Overseeing Authority in the Home Country of the Applying Institution**

**A Detailed Curriculum for Each Program Offering**

**List of All Members of Academic Staff Matching the Numbers Given Herein Above, and Provide**

- **Academic Rank**
- **Email Address**
- **Date Job Taken and Date Tenure with Institution Ended (and that for every faculty member)**

**Where the Applying Academic Institution Would Be Offering Both Conventional AND Non-Conventional Academic Degree Programs, You Are Kindly Sought to Fill Out Two Separate Forms (one for each type program), as Already Explained on Page 1**

**Furthermore, the Applying Institution is Sought to Submit Separate Tables of Faculty Names and Details for Each Type of Program Offering (Conventional vs. Non-Conventional) Providing All the Details Prescribed in Item (4) Above for Each Member of Academic Staff**

- 1. International Academic Standing, in terms of institutional rank, of Applying Institution, including name of Ranking Organization**
- 2. Student Guide as Pertains to Institution**
- 3. Course Descriptions for Academic Programs**

**Kindly pay particular attention to information accuracy (and its variability) in the pertinent form/s. Attend to All Questions as Prescribed in the Form, Offering All Pieces of Documentation and Supporting Material per the Terms and Conditions Stated Herein, in Accordance with Recognition Policies of the Ministry of Higher Education and Scientific Research in Jordan.**