

## **Regulations for the award of the Degree MD the University of Jordan**

Issued by the Deans' Council, in accordance with Article III section (A) of the regulations governing the award of Academic and Honorary Degrees at Jordan University.

### **Article I:**

These regulations shall be called: "Regulations for the award of the Degree of MD at the University of Jordan" and become effective from the beginning of the Academic Year 2011/2012.

### **Article II:**

These regulations apply to full time students registered at the Faculty of Medicine for the Degree MD.

### **Article III:**

The Deans' Council ratifies the Curriculum leading to the award of the Degree of MD offered by the Faculty of Medicine, upon recommendations of the Faculty Council and Departmental Councils in the Faculty of Medicine.

### **Article IV:**

- A) The curriculum is organized on a yearly basis throughout the entire years of study.
- B1) Each course in the curriculum, is assigned its own number of credit hours by the Deans' Council in accordance with recommendations from the Council of the Faculty of Medicine.
- B2) Each course of the curriculum is assigned its own reference number .
- B3) the weekly number of lectures, seminars, disunion session and hours of laboratory sessions or field training, or the number of weeks of clinical training, and the number of credit hours are stated for each course.

- C) In during the first, second and third academic years, a credit hour is deemed to be equivalent to 16 lectures, seminars or discussion sessions. As for laboratory practical work or field training, the evaluation of credit hours is determined individually, and in any case, a credit hour shall be equivalent to no less than 32 hours of laboratory practical work or field training.
- D) In during the fourth and fifth academic years, one week of clinical training is deemed to be equivalent to 1.125 credit hours. As for the sixth academic year, each week of clinical training is equivalent to 1.25 credit hours.

**Article V:**

The minimum number of academic years required to attain the Degree of MD is six, while the maximum allowed is eight years.

**Article VI:**

- A) The minimum number of credit hours required to attain the Degree of MD.
- B) Credit hour requirements for the Degree of MD are as follows:-
- University Requirements: 27 credit hours.
  - Basic Sciences : 17 credit hours
  - Basic Medical Sciences : 77 hours
  - Clinical sciences : 135 hours

**Article VII:**

The Curriculum in the Faculty of Medicine consists of:

First – University Requirements:

- a) The purpose of the University requirements is to enhance the student’s knowledge and command of the Arabic and English languages; and to consolidate his or her knowledge in the field of humanity, social and scientific education and to enrich his or her understanding of Arab civilization and culture.

b) University requirements consist of 30 credit hours as follows: -

1- Compulsory subjects: - 18 credit hours.

Course No.	Course Name	Credit hours
1501101	Communication Skill/Arabic (1)	3
1501102	Communication Skill/Arabic (2)	3
1502101	Communication Skill/English (1)	3
1502102	Communication Skill/English (2)	3
1900100	Computer Skills -1	3
1500100	Military Sciences	3
1700100	National Education	3

The following applies to compulsory University Requirements:-

- The Military Sciences course is compulsory for Jordanian students and optional for non- Jordanians. The credit hours of the subject (3 credit hours) are included in the total number of credit hours required for the student's graduation, but is not included in the final grade average. Non Jordanian students who chose not to take up this course, have to study any other course, the latter course is treated as a substitute to Military Sciences.

A- Student is exempted from studying Military sciences in any of the following cases:

- a- If the student has already passed it in any Jordanian University.
- b- If the student was a graduate of a military college (Mo'tahUniversity), Royal Military College, Cadets Military School, or any foreign military school deemed to be the equivalent of such colleges.

- c- If the student was a military officer who had successfully undergone basic training courses. The section of University education of the Directorate of Military Training is responsible for the approval that the rules of exemption mentioned in (b) and (c) apply the student.
- Non- Arab student study two courses in Arabic language for non- Arabic speakers instead of Communication Skills in Arabic (1) and (2).
- A student who has studied advanced English language during his or her secondary education is exempted from studying Communication Skills in English (1), in which case he or she has to study a substitute subject out of the optional University requirements.

## 2) Optional University Requirements:

These comprise 12 credit hours to be chosen out of the following subject:-

Course No.	Course Name	Credit Hours	Course No.	Course Name	Credit Hours
0300100	Science and Community	3	1701102	Theory of Knowledge	3
0305100	Ecology	3	1702100	The History of Human Civilization	3
1000100	Democracy	3	1702101	Arabic and Islamic Civilization	3
0401100	Islamic Culture	3	1702102	History of Jordan and Civilization	3
0402100	Islamic System	3	1703100	History of Arts	3
1701100	Philosophy	3	1706100	Introduction to Social Psychology	3
1701101	Logic	3	1707100	Economic Concepts and Systems	3

## Second : Medical College Requirements:-

These are all compulsory subjects to be studied in sequence as stipulated in the curriculum and comprises the following:

## 1- Basic sciences

17 credit hours

Course No.	Course Name	Weekly teaching hours		Course No.
		Theory	Practical	
0304101	General Biology-1	3	--	3
0304111	General Biology-Practical	--	3	1
0303101	General Chemistry-1	3	--	3
0303109	General Chemistry-Practical	--	3	1
0303231	Organic Chemistry-1	3	--	3
3032103	General Physics	3	--	3
1902102	Bioinformatics	3	--	3
Total		15	6	17

## 2- Basic medical sciences

73 credit hours

Course No.	Course Name	Weekly Teaching Hours		Credit hours
		Lectures	Practical/ Lab/ Clinical	
0502109	Anatomy and embryology	3	2	4
0501110	Introduction to Physiology	2	--	2
0501112	Introduction to Biochemistry	2	--	2
0502111	General Histology	1	2	2
0501213	Biochemistry	3	--	3
0503201	Introduction to Pharmacology	2	--	2
0504204	Introduction to Microbiology	2.5	1	3
0504205	Introduction to Pathology	1.5	1	2
0505203	Community medicine	4	--	4
0500222	The Endocrinology system	3	--	3
0500251	The Digestive system	4	4	6
0500281	Skin and Locomotor system	4	4	6
0504206	Immunology	2	--	2
0501302	Principles of Genetics and molecular biology	2	--	2
0500331	The Cardiovascular system	4	2	5
0500341	The Respiratory system	3	2	4

0500371	Blood and the lymphoreticular system	3	2	4
0505301	Epidemiology and Biostatistics	2	2	3
0500311	Neurosciences and special senses	6	4	8
0500361	The Genitourinary system	4	4	6
0508301	Behavioral sciences	3	--	3
Total in hours		61	30	--

### 3- Clinical sciences

135 credit hours

Course No.	Course Name	Clinical Training in Weeks	Credit Hours
0500401	Introduction to clinical medicine and medical ethics		8
0507401	General Surgery -1		12
0508412	Medicine -1		12
0508413	Clinical Neurosciences		8
	- Neurology	4	
0506501	Special Surgery		12
	- Orthopedics and trauma	4	
	- Ophthalmology	2	
	- Otolaryngology	2	
	- Urology	2	
	- Neurosurgery	2	
0508502	Selective Medical Specialties		8
	- Radiology and nuclear medicine	2	
	- Dermatology	2	
	- Forensic Medicine and Toxicology	2	
	- Family Medicine	2	
0509501	Pediatrics- 1		12
0510501	Obstetric and Gynecology -1		8
0500601	Elective Clinical Training		8
0507601	General Surgery -2		8
0508601	Medicine -2		8
0509601	Pediatrics -2		8
Total		120	135

## **Study load and its duration**

### **Article VII:**

- a- The duration of study to attain the Degree of Bachelor in Medicine and Surgery is six years; the curriculum of the Faculty delineates the courses given in each year.
- b- The maximum duration of study in order to attain the Degree of Bachelor in Medicine and Surgery is eight years.
- c- In consideration of what is stipulated in section (b) of this article, a student is not allowed to spend more than two years in any of the first five academic years; and no more than three years in the sixth year. The student is not allowed to fail more than two years during his period of study .
- d- The maximum number of credit hours to be studied in any one year is 45. The maximum allowed in any one semester is 20 credit hours, but this can be extended to 21 after approval by the Dean. The maximum allowed in the Summer Semester can be extended to 12 credit hours after approval by the Dean with the proviso that one of the subjects studied is a University requirement.
- e- Teaching in the first and second academic years in the Faculty of Medicine starts in October and end in August of the following Gregorian calendar year.

Teaching in the third academic year starts In October the ends in the June of the following calendar year.

Teaching in the fourth and fifth academic years starts in July and ends in the June of following calendar year.

As for the sixth academic year, teaching starts at the beginning of July and ends in April of the following calendar year. This is carried out in accordance with the Faculty's annual almanac.

## **Attendance**

### **Article IX:**

- a- Attendance of all students is required for all lectures, seminar, practical and clinical training and field visits in accordance with the stipulated credit hours for each course.
- b- A student is not allowed to miss more than 15% of the credit hours designated for each course.
- c- If a student misses more than 15% of the credit hours of a course, he or she is excluded from the final examination of that course and his or her result in that course is marked as zero , and under all circumstances, this failure result is included in the annual average grade of the student in that academic year. This exclusion is considered as failing in the respective course, and the rules for passing from one academic year to the following one in the Faculty of Medicine are applied in accordance with article 19 of these regulations.
- d- The aforementioned rules of attendance are enforced by the Dean of the Faculty, heads of department, members of academic staff, lectures, non – academic training supervisors, administrative coordinators of clinical training and the Registrar.

## **Examinations, marks and grades.**

### **Article X:**

- a- Final marks are calculated and registered in letter grading for each courses together with the respective number of credit hours.
- B1- the final marks for each of the courses studied in the first, second and third academic years, Including University Requirements, represent the total sum of the final and in- course examinations and any other course work marks.
- B2- In courses of clinical training, the final mark represents the total of the final written and clinical examinations, and the marks of in course evaluation. The final examination may contain an oral part.



B3- As for the course of Military Sciences, the result is entered as pass or fail without marks, and is not included in the annual average for that year.

B4- Marks of optional and compulsory University requirement subjects are included in the grade average of the first year.

C- The format and timetable for examinations in the first, second and third academic years are as follows:

**First: - Basic Science Courses and University Requirements:-**

1) Courses consisting wholly of theory studies or comprise in addition a part of practical work:-

Fifty per cent of the total mark is allocated to course work which includes at least two written tests. The first test is held in the fifth or sixth week of the semester, the second test is held in the eleventh or twelfth week of the semester; each test is allocated 25% of the total mark unless the students undertake other course work activities, in which case each test is allocated 20% of the total mark and 10% of the total mark is allocated to such other activities. Fifty per cent of the total mark is allocated to the final examination which is a comprehensive written examination.

2) The Council of the Departments of Biological Sciences and Chemistry, and the Council of the Faculty of Science Course, and the practical General Chemistry Course; and the Registrar is informed accordingly

Second: Basic medical courses:-

1- Fifty per cent of the final mark is allocated to in course work, whereby two in – course tests are conducted, or alternatively one test and an assignment (work paper) in which case no less than 10% of the final mark is allocated to the assignment.

2- Fifty per cent of the final mark is allocated to the final examination which is conducted at the end of teaching of the course. The final examination comprises a practical exam in courses which include practical teaching, the mark for the practical exam is determined according to the weighting of the practical part of the course.

Third:-

- 1- The annual average mark in the first, second and third years, is calculated on the basis of the total number of credit hours allocated to courses, the marks of the University Requirements Courses are included in the grade average of the first year.
- 2- With the exception of basic science courses and university requirements, the Council of the Faculty of Medicine Determines the timetable for tests and final examinations for each course studied in an academic year at the beginning of that year.

Fourth: fourth and fifth year courses:-

- 1- Courses where results are expressed as percentages are allocated marks as follows:-
  - 20% is allocated for the student evaluation by the course teacher, or the student average evaluation by the course teachers during his or her clinical training .
  - 30% is allocated for the clinical examination which is held at the end of the clinical training of that course
  - 50% is allocated to the written examination held of the year, the timing of which is determined by the Faculty Council at the beginning of the academic year
- 2- The annual average mark in the fourth and fifth years is calculated on the basis of the total number of credit hours allocated to courses taught in the respective year.
- 3- The Timetable for the final written examinations for courses taught in the fourth and fifth years, in determined by the Council of the Faculty of Medicine at the beginning of the academic year.

Fifth: Sixth year courses:

- 1- The Sixth year comprises the courses studied by the students as stipulated in the curriculum, together with a final comprehensive

examination in medicine conducted after finishing successfully all subjects of the sixth year.

2- Marks are allocated in each course of the sixth year as follows :-

- 30% is allocated for the student's evaluation by the course teacher, or the student's average evaluation by the course teachers during his or hers clinical training.
  - 70% is allocated for the final clinical examination which is held at the end of clinical training in each course. The final clinical examination in " clinical training in an optional subject" is conducted in the course which was chosen by the student and received training in it, and the exam is conducted by the department concerned in the Faculty of Medicine at Jordan University.
- 2B) the annual grade average for the sixth year is calculated on the basis of the total number of credit hours of courses taken in that year.
- 2C) the final comprehensive examination is held after passing all the courses of the sixth year at the end of the academic year. In the case of the student failing this comprehensive examination, he or she may resit for the exam at the end of the first semester of the following academic year, if the students fails this resit exam, he or she may sit for it for he a third time at the end of the second semester of the same academic year if the students fails again he or she is considered as having failed the sixth year and is required to repeat the study of all its courses.
- 3a) the final comprehensive exam comprises a written part that covers basic medical and clinical science, and a clinical part in the form of an objective structured clinical exam ( OSCE)
- 3B) Marks of the final comprehensive exam are allocated as follows:-
  - Sixty per cent for the written exam
  - Forty per cent for the clinical exam
- 3c) In order to pass the final comprehensive exam, the student should achieve a minimum average grade of (C) in the whole exam, and achieve a minimum pass mark of (D) in both parts of the exam.
- 3d) The result of the final comprehensive exam is entered as pass as fail. And its mark is not include in the grade average of the sixth year nor in the cumulative grade average of the student .

#### Article XI

- a) In the case of courses taught by more than one department , the Council of the Faculty of Medicine appoints, at the beginning of the academic year, the

teaching unit for that course. The unit consists of the members of staff who are involved in teaching the course, the Faculty Council chooses one of the members of the unit as a coordinator, the coordinator's duty is to liaise between members of staff who are involved in the teaching of that course in relation to the timetables of lectures, seminars, group discussions, practical training and clinical or field work. The coordinator's duty also involves overseeing the execution of this program together with setting up and marking examinations, and the documentation of these marks after due accreditation, by filling up the respective marks lists and cards.

Article XII:

- a) Tests and examinations are held, marked and evaluated according to special regulations issued by the Council of the Faculty of Medicine.

In the case of courses taught by more than one department, the coordinator, referred to in article XI of these regulations, is responsible for supervising, printing and marking exam papers pertaining to the course. He is also responsible for documentation of the results by filling the respective marks lists and cards in the correct manner. As for courses taught by one department, this responsibility becomes that of the head of the concerned department or the coordinator of the course chosen by the department.

- c) The results of all tests and examinations are approved by the Council of the Faculty of Medicine and then sent to the Dean of the Faculty for documentation and posting up to the students within 48 hours of approval by the Faculty Council.

- d) The final grades in letters are sent to the Registrar for documentation.

- e) The answer sheets for each test or examination together with two copies of the question papers and one copy of the answer Key are kept at the Faculty of Medicine for one academic year; these are then disposed of in accordance with the Dean and Registrar directives.

- f) Question papers and marked answer sheets are not returned to the students and are destroyed after one year.

### **Article XIII:**

- a) A student who has an excuse for being absent from an announced test shall present his/her excuse to the Dean of the faculty within three days from the cessation of the cause for the absence. If the excuse is accepted, a make up test shall be given the date of which is determined by the Dean and the Head of Department concerned.
- b) A student who does not present himself/herself for an announced test or final examination without an excuse that is acceptable to the Dean of the Faculty, shall get a grade of zero on that test or examination.
- c) A student who does not present himself/herself to an announced final examination because of an excuse acceptable to the Dean of the Faculty, the decision to accept the excuse is conveyed to the Head of Department so that a makeup examination is arranged no later than the beginning of the following academic year, the Dean of the Faculty informs the Registrar accordingly.
- d) A note of “incomplete” is entered for that course in which the student was absent from the final examination with an acceptable excuse, until the makeup examination referred to in section (c) of Article XIII, is taken; in which case the mark attained in this make-up examination is entered in the record of the student.

### **Article XIV:**

- a) A student may write to the Dean to review his/her mark in a test in any course within one week of posting of results, in which case the dean carries out the review to ascertain that no error occurred in calculating or copying the marks, and that there are no questions that have not been marked, through a committee consisting of the Dean or a person deputizing for the Dean together with the head of the Department and the instructor of the course.
- b) A student may write to the Dean to review his/her mark in the final examination in any course within one month of posting of results provided that the student had failed in that course, in which case the dean carries out the review to ascertain that no error occurred in calculating or copying the marks, and that there are no

questions that have not been marked, through a committee consisting of the Dean or a person deputizing for the Dean together with the Head of the Department and the instructor or one of the instructors of the course.

c) A student may write to the Dean to review the calculation and copying of his/her final mark within one month of posting of the results, in which case the Dean carries out the review with the Head of Department to ascertain that there is no error and to correct such an error if it had occurred.

d) A fee of one Jordanian Dinar is levied from the student for each application to review any one of his marks.

**Article XV:**

a) The minimum pass grade in a course is “D”.

b1) The following points are accredited to the letter grades of a course:

A	4
A-	3.75
B+	3.50
B	3.00
B-	2.75
C+	2.50
C	2.00
C-	1.75
D+	1.50
D	1.00
D-	0.75
F	ZERO

b2) The schedule point grading and their equivalent in word system evaluation of the annual and the cumulative averages shall be as follows:

Points	Word evaluation
3.65-4	Excellent

3-3.64	Very good
2.5-2.99	Good
2-2.49	Fair
Less than 2	Weak

c) The annual and cumulative averages are calculated to the nearest two decimal points.

**Article XVI:**

The following are calculated for the first year:

a) The average for the designated science courses: the final mark in each course is multiplied by the number of credit hours for that course, the multiplication products for all the courses are then added up and sum is divided by the total number of credit hours assigned for all the courses.

b) The annual average for the first year: the final mark in each course is multiplied by the number of credit hours for each course that is included in the average of the first year, the sum of the resulting multiplication product is divided by the total sum of credit hours.

c) The results of University Requirements subjects, taken by the student, and are included in the Curriculum, are included in the calculation of the annual average for the first year.

d) The annual average for the first year is calculated after the student has studied all the University Requirements subjects included in the Curriculum.

**Article XVII:**

The annual average for the each of the following five years (second to the sixth year) is calculated as follows:

The final mark in each course of the year is multiplied by the number of credit hours assigned to that course; the total sum of the multiplication products for the courses of that year is then divided by the total number of the credit hours assigned for that year.

### **Article XVIII:**

The general cumulative average for students is calculated as follows

15% is allocated to the annual average in the first year.

17% is allocated to the annual average in each of the second to the sixth years.

### **Preconditions for passing from one academic year to the following year in the Faculty of Medicine:**

#### **Article XIX:**

In the first year:

a) Passing from the first to the second year in the Faculty of Medicine is conditional on:

1) The student must pass all of the Science courses designated in the first year and attain an average grade of 2 points or more in these subjects.

2) The student must study at least 24 credit hours of university requirement courses in the first year; these must include all compulsory University Requirements.

b) A student who attains an average of 2 points or more in the designated Science courses but fails in one of them, he or she should take a makeup examination in that failed course before the beginning of the first semester of the following academic year. If the student fails that make up examination he or she is considered to have failed in the first year.



c) A student who passes all the Science courses in the first year, but with an average of less than 2 points, he or she has the right to take a makeup examination in one Science course of his/her choice before the beginning of the first semester of the following academic year. If the student fails to raise his/her average to 2 points or more, he/she is considered to have failed in the first year.

d) A student is considered as having failed in the first year

1) If he/she fails in two or more Science courses designated for that year.

2) If he/she is unable to attain a grade (D) or more in the makeup examination referred to in section (b) of this Article.

3) If he/she is unable to attain an average of 2 points or more in the Science courses designated in the first year after taking the makeup examination referred to in section (c) of this Article.

4) If he/she does not study 24 credit hours of University Requirements, inclusive of all compulsory University Requirements, in the first year.

e) A student who fails the first year is allowed to repeat it once only in which case he/she is subject to the following:

1) the student has to retake all the designated Science courses for that year in which his/her grade was less than (C) , and in any case it is the new grade that is credited for the repeated course.

2) The student is exempt from taking the optional and compulsory university requirement courses provided that he/she had achieved a pass grade in these courses.

3) The student may repeat any of the optional or compulsory university requirement courses in which his grade was either (D) or (D+) , in which case the new mark for the repeated course is included in the annual average of the first year.

f) If a student fails in the English language proficiency exam, he/she has to study English language (1502099) in the first semester of the first year, in which case

he/she has to study 21 credit hours of University Requirements(inclusive of all compulsory University Requirements) in the first year.

**Article XX:**

Second and third years:

a) In order to pass from the second to the third year, and from the third to the fourth year, a student is required to achieve the following:

1) The student should pass all the designated courses that are included in the final average for the year.

2) The student should attain 2 points or more in the annual average for the year.

b) A student will not be allowed to pass to the fourth year unless he or she had passed all the optional and compulsory university requirement courses.

c) If a student attains an annual average of 2 points or more in the second or third year, but fails in one or two courses, he/she is allowed to sit for a make- up examination in the failed course or courses before the beginning of the first semester of the following academic year in the case of second year, or before the beginning of the following summer semester in the case of the third year. If the student fails one or both make- up examinations he or she is deemed to have failed that respective year(second or third), and has to repeat all its courses.

d) A student who passes all the designated basic medical science courses in the second or third year, he or she has the right to take a makeup examination in one basic medical science course of his/her choice before the beginning of the first semester of the following academic year in the case of the second year, or before the beginning of the following summer semester in the case of the third year. If the student fails to raise his/her average to 2 points or more, then that student is considered to have failed in that year, and has to repeat all its courses.

e) A student is deemed to have failed in the second or third in any of the following cases:

1) If he/she does not attain 2 points or more in the annual average of that year.

- 2) If he/she fails in three or more courses of that year.
- 3) If he/she fails to achieve a grade (D) or more in the make- up examination referred to in section (c) of this article.
- 4) If he/she fails to achieve a grade average of 2 or more in the basic medical science courses for the second or the third year, after sitting for the make- up examination referred to in section (d) of this article.

### **Article XXI:**

The fourth year:

a) In order to pass from the fourth to the fifth year a student is required to achieve the following:

1) The student should pass all the designated courses that are included in the final average for the fourth year.

2) The student should attain 2 points or more in the annual average for the fourth year.

b) A student is deemed to have failed in the fourth year in either of the following two cases:

1) If he/she fails in any of the courses that are included in the annual average of the fourth year.

2) If he/she does not attain 2 points or more in the annual average for the fourth year.

### **Article XXII:**

Fifth year:-

a) In order to pass to the sixth year a student is required to fulfill the following :

1) He /she should pass all the courses designated for the fifth year.

2) He /she should attain 2 points or more in the annual average for the year.

b) A student is deemed to have failed the fifth year in either of the following cases:

1) If he/ she fails any of the courses designated for the fifth year.

2) If he/ she does not attain 2 points or more in the annual average for the fifth year.

### **Article XXIII:**

With consideration to Article V of these regulations, if a student fails in any of the first five years in the Faculty of Medicine, he/she is allowed to repeat that year once only, and he/she should retake all the courses designated for that year. The student is exempt from retaking the optional and compulsory university requirements if he/ she had passed them. The student is also exempt from retaking the science courses designated in the first year if he/ she had attained a grade (C ) or more in them.

### **Article XXIV:**

Sixth year:-

a) In order to pass the sixth year a student should achieve the following :

1) He / she should pass all the courses designated for the sixth year.

2) He / she should attain 2 points or more in the annual average for the sixth year.

3) He/ she should pass both parts of the final comprehensive exam and attain a grade (C ) or more in that exam which is held at the end of the sixth year after having passed all courses of that year.

b) If the student attains 2 points or more in the annual average for the sixth year but fails in one of the courses, he/ she has the right to sit for a make- up exam in that course after undertaking a period of four weeks of clinical training in that course,

Competitively acceptable to the faculty for the year in which the student passed the General Secondary Examination, or for the year in which the student wishes to transfer to the Faculty of Medicine.

2) If there is a vacancy available for the student in the Faculty of Medicine.

b) On transfer to the Faculty of Medicine, courses taken by the student in the Faculty from which he/she has transferred can be chosen by student and credited to him/ her in the faculty of Medicine provided that they are included in the study plan of the Faculty of Medicine, The marks of these courses are entered into the cumulative average of the student.

Article XXX; conditions for transfer from the faculty of medicine in another university to the faculty of medicine in the University of Jordan:

First:

It is possible to consider the transfer of students to the faculty of medicine in the University of Jordan in the case of availability of vacancies according to the following conditions;

a) If the student is transferring from a faculty of medicine recognized by University of Jordan.

b) If the student's grade average in the general secondary examination is competitively acceptable to the faculty of medicine at Jordan University for the year in which the student passed his/her General Secondary Examination, or for the year of registration at the University of Jordan, and provided that the student attained a grade of at least very good in the cumulative average for the courses studied at the university from which the student wishes to transfer.

c) Transfer should be to the second year or beyond, i.e. the student may be admitted to the second, third or fourth years, it is not allowed to transfer to a year beyond the fourth year, the transferring student should study at least three consecutive years at fourth years, the transferring student should at least three consecutive years at the Faculty of Medicine of the University of Jordan before graduating.

d) The Marks of the courses taken by the student before transferring to the faculty of medicine at the Jordan University, are not included in the calculation of the annual average or the cumulative average for his/ her studies at the faculty of medicine of the University of Jordan.

Second:

a) A committee (called the committee for the transfer of students to the faculty of medicine) comprising the membership of one of the vice- presidents, the dean of the faculty of medicine and the registrar, looks into the applications of students wishing to transfer from other universities to the faculty of medicine.

b) The faculty determines the academic level at which the student is to be admitted, according to the curriculum of the faculty of Medicine at the University of Jordan after consulting with the respective departments, the Faculty may require the student to take up courses that may be considered as complementary to the academic year to which he / she has been admitted, in which case the student is not allowed to move to the following year until he/ she passes these courses.

Third:

Applications for transfer are to be forwarded to the admission and registration office. A decision of acceptance or refusal is issued by the Transfer committee. Transfer is allowed once only regardless of any circumstances.

Fourth:

If a new student is admitted to the faculty of Medicine at the University of Jordan and he/ she had passed courses previously in a University, college or institute recognized by the University of Jordan; then it is possible for the faculty of medicine to determine the academic level at which the student is to be admitted, but these courses are not included in the student's annual or cumulative average, the faculty may require the student to take up courses that may be considered as complementary to the academic year that has been equated, in which case the student is not allowed to move to the following year until he/she passes these courses.

Fifth;

If a student is admitted to the medical school at the University of Jordan as a new student, and had previously studied courses as part of the study plan to obtain a science degree before admission to the University of Jordan, and in the case that these courses were included within the curriculum of Faculty of medicine, then the faculty may determine the academic level at which the student is admitted, the faculty may require the student to take up courses that may be considered as complementary to the academic year to which he/ she passes these courses. In such case the rules for transfer from another University are applied regarding the time span.

**Article XXXL:**

The annual average for students transferring to the faculty of Medicine at the University of Jordan and the maximum period of study are calculated on the following basis:

a) Students transferring to the second year:

20% for each of the second through to the sixth years.

The maximum period of study is seven years.

b) Students transferring to the third Years.

c) Students transferring to the fourth years:

35% for each of the fourth and fifth years.

30% for each of sixth year.

The maximum period of study is five years.

**Article XXXII:**

The transferring student is treated as a new student as for the purposes of deferral, discontinuation and withdrawal from the faculty.

**Article XXXIII:**

Clinical training outside the Jordan University Hospital:

a) It is permitted for students in the clinical years at the faculty (fourth, fifth and sixth years) to undergo clinical training in hospitals, centres and institutes specializing in treatment and diagnosis in the Hashemite kingdom of Jordan according to standards ordained by the faculty of medicine; these hospitals, centres and institutes are designated by a decision of the University president in accordance with recommendations from the council of the faculty of Medicine.

b) sixth year students at the faculty of medicine are permitted to spend a period not exceeding two months of the clinical training designated in the study plan of that year in a university teaching hospital or a clinical institute outside Jordan approved for that purpose by the dean, provided that the student's period of training in any one course should not be less than one month. The student should apply in writing to the head of the concerned clinical department at least two months before the beginning of the clinical training, the head of department forwards the application to the dean for a decision, and the University does not incur any financial expenses.

**Article XXXIV:**

- a) – Supervision of clinical training to students at the faculty of medicine in the clinical year (fourth, fifth and sixth years) is effected through a daily log book for clinical training for each of the clinical departments. The student receives his own log book before starting his/ her clinical training to the head of the department concerned.
- b) – the student is evaluated according to the information registered in his own log book of clinical training and any other required reports.



## Appendix

The School of Medicine is accredited by the Accreditation Commission on Colleges of Medicine (ACCM).

The accreditation period is from 31st of May 2016 for a six year period until May 31<sup>st</sup> 2022.

Medical schools are required to have a clearly published complaints or grievance procedure which is accessible to students. All complaints should first be addressed to the medical school. ACCM will not intervene in internal matters such as admissions, appointments, promotions, withdrawals or dismissals. Anonymous complaints will not be dealt with. Only complaints which indicate non-compliance with accreditation standards will be investigated.

Students can contact ACCM in writing via details below:

131 Belmont

Southern Cross Road

Bray, Co. Wicklow

Ireland

Tel: +353872388502

E-mail: [office@accredmed.org](mailto:office@accredmed.org)

Also via their website link available on school of medicine website