



Enhancing Quality of Technology-Enhanced Learning at Jordanian Universities, EQTel

Mid-Term Project Meeting

UNiversita' degli Studi Guglielmo Marconi

Rome, Italy

3-5 October, 2016



Ministry of Higher Education and Scientific Research

**Directorate of Recognition of Universities and
the Equalization of non - Traditional
Certificates from non Jordanian Universities**

The Directorate of Recognition Duties

- Contributes to set quality standards and outcomes of higher education through the study of higher education institutions outside the Kingdom.
- Establishes lists of institutions recognized by the Ministry based on principles and criteria included in the legislation governing the work of the Ministry.
- Directs students to study in higher education institutions with a level of excellence.
- Equalizes certificates issued by higher education institutions outside the Kingdom after being subject to applicable regulations and instructions.
- Validates the documents and certificates issued by higher education institutions within and outside the Kingdom.
- Offers information and specific forms for its services provided on the Ministry's website www.mohe.gov.jo.
- Seeks to get recipients' satisfaction on its services through simplifying the procedures and providing the best services.

Departments

Directorate of Recognition and the
Equalization of Certificates from
non Jordanian Universities

Dept. of
Validation

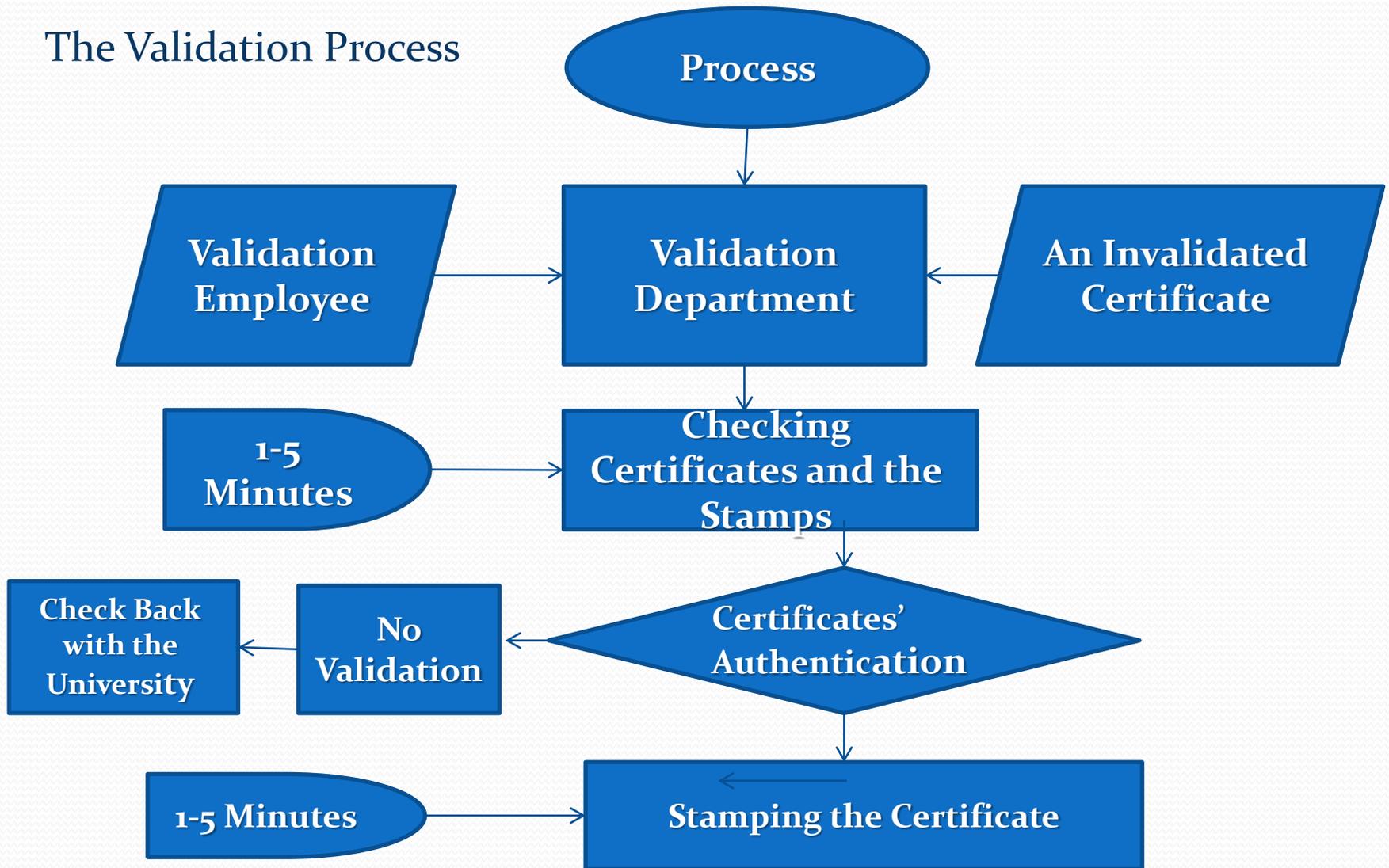
Dept. of
Recognition

Dept. of
Equalization

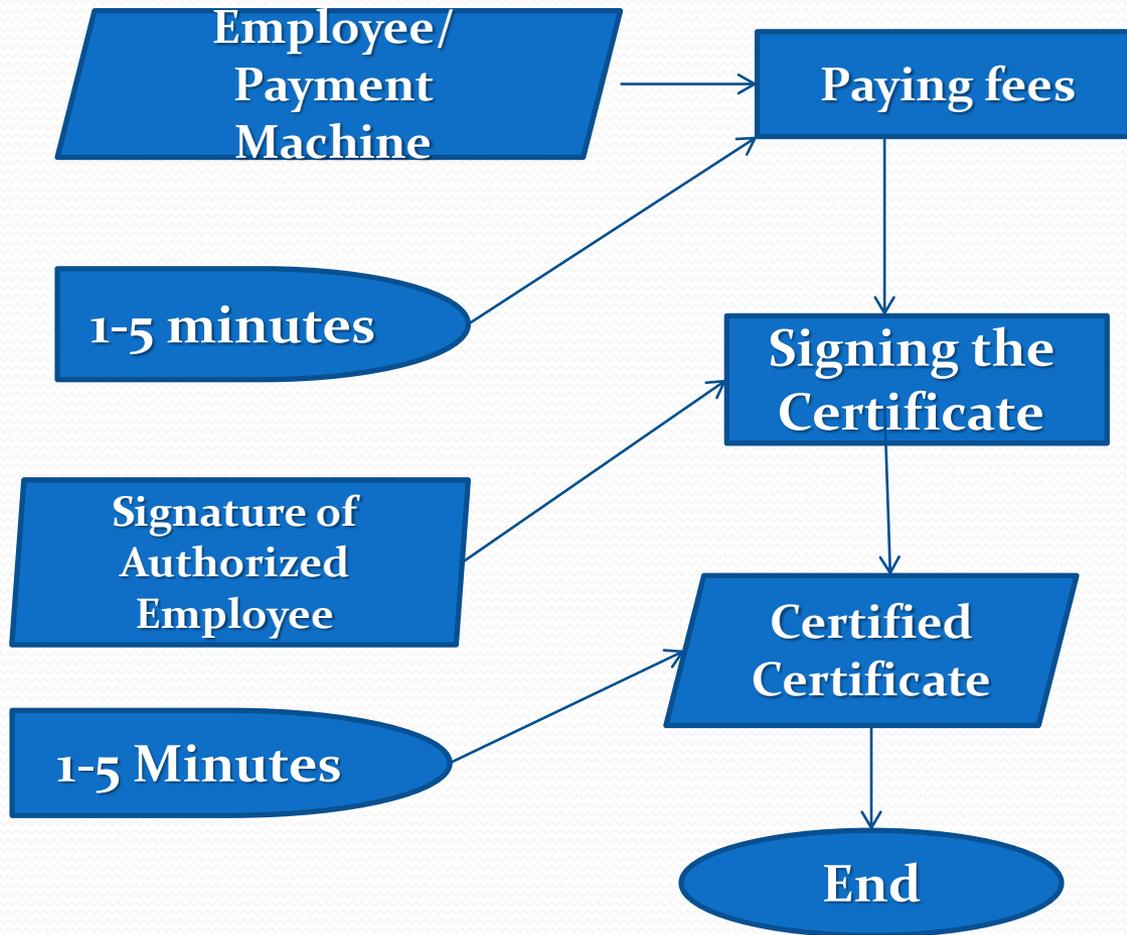
The Validation Department Duties

- Checks on certificates and documents issued by higher education institutions within and outside Jordan to ensure their accuracy in order to ratify them in light of applicable legislation, and to pursue fraud cases with the relevant authorities.
- Examines and validates certificates and scientific documents issued by higher education institutions within and outside Jordan and then follows up on forgery issues with the relevant authorities.
- Condition 1: If the certificates to be validated are issued by educational institutions in the United Kingdom, they must be validated first from the British Council and then endorsed by the Ministry of Higher Education.
- Condition 2: If the certificates to be validated are issued by educational institutions in the United States, they must be validated first from the AMIDEAST and then endorsed by the Ministry of Higher Education.

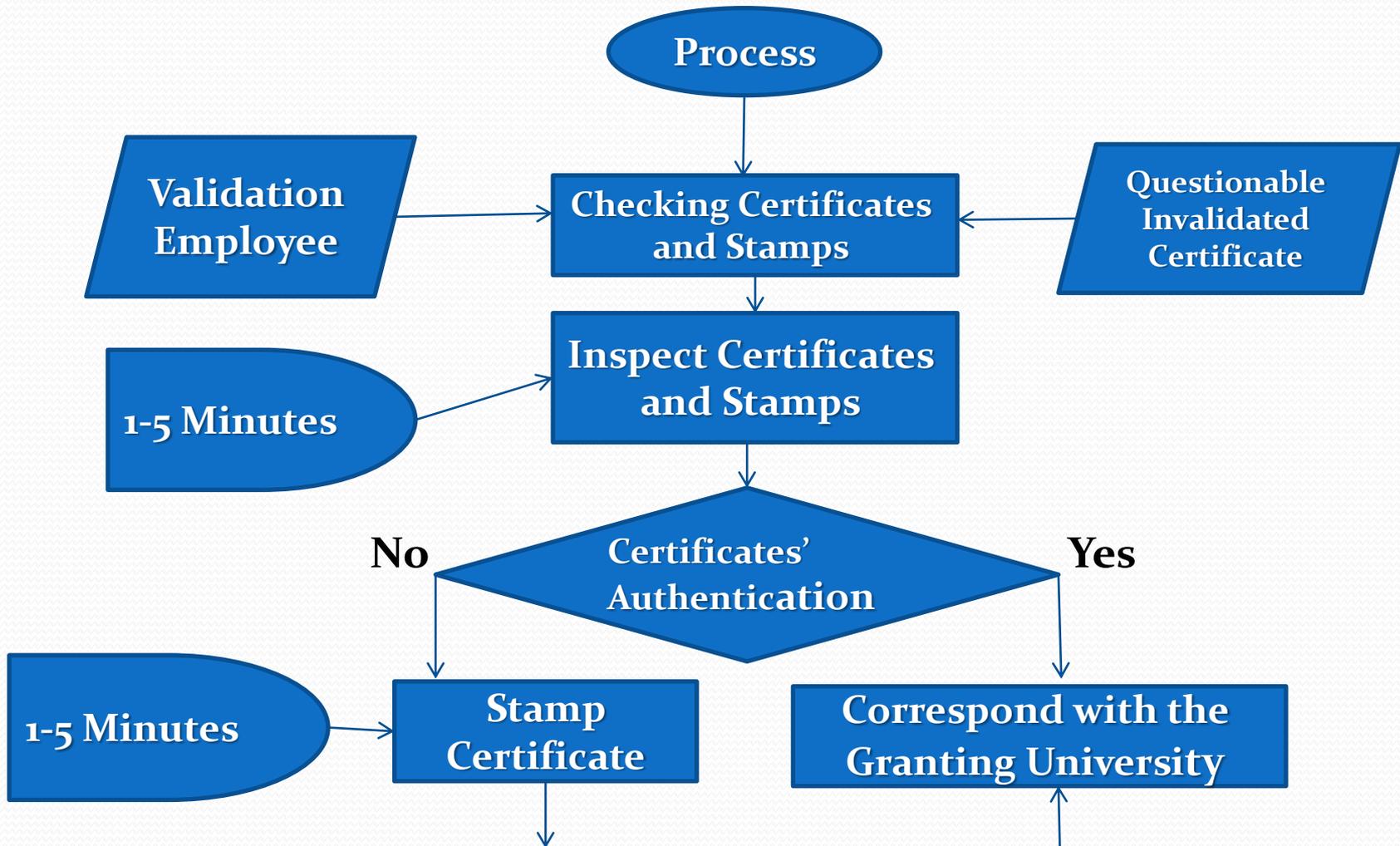
The Validation Process



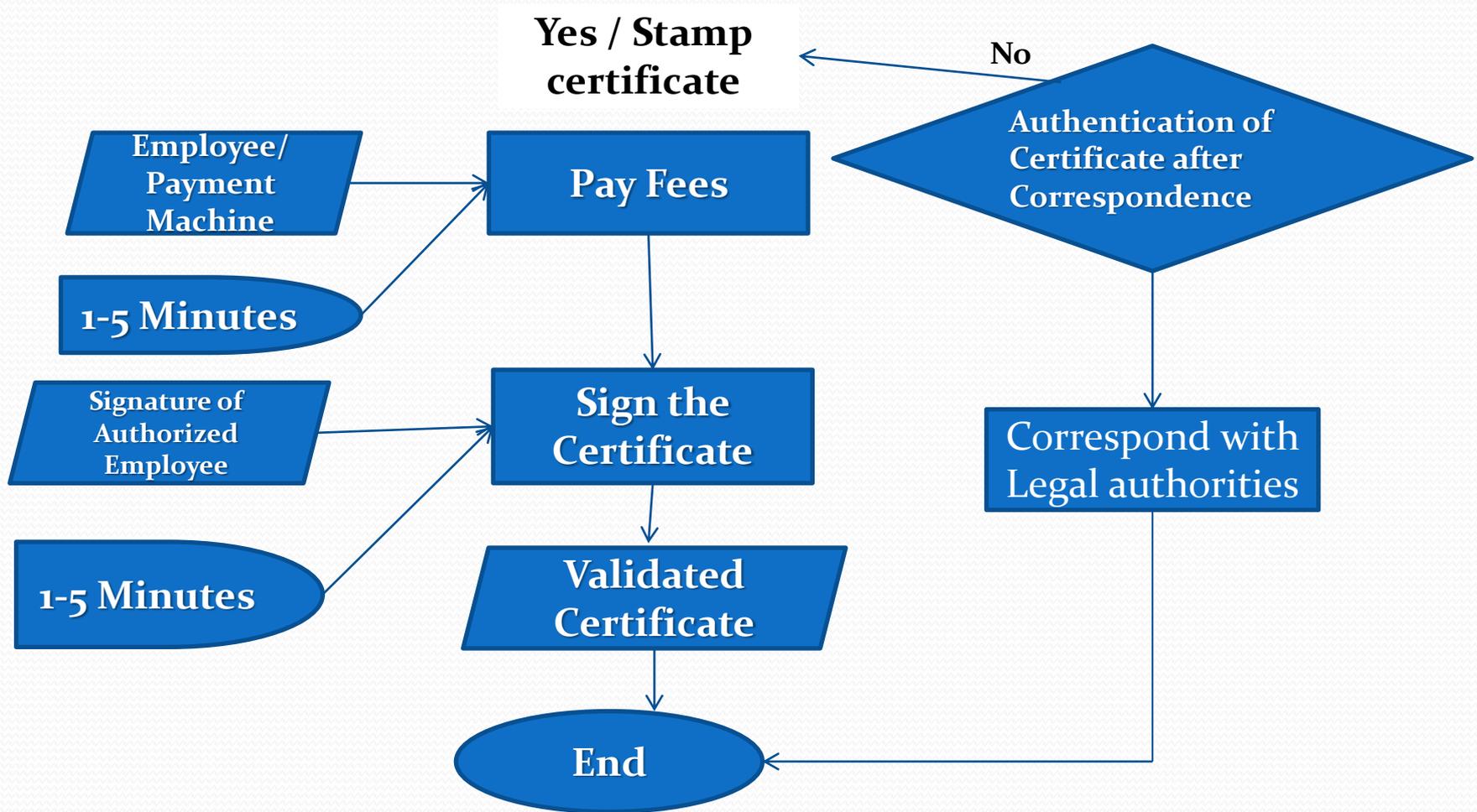
Flow Chart Continued



Validating Questionable Certificates Flow Chart



Questionable Certificate Flow Chart



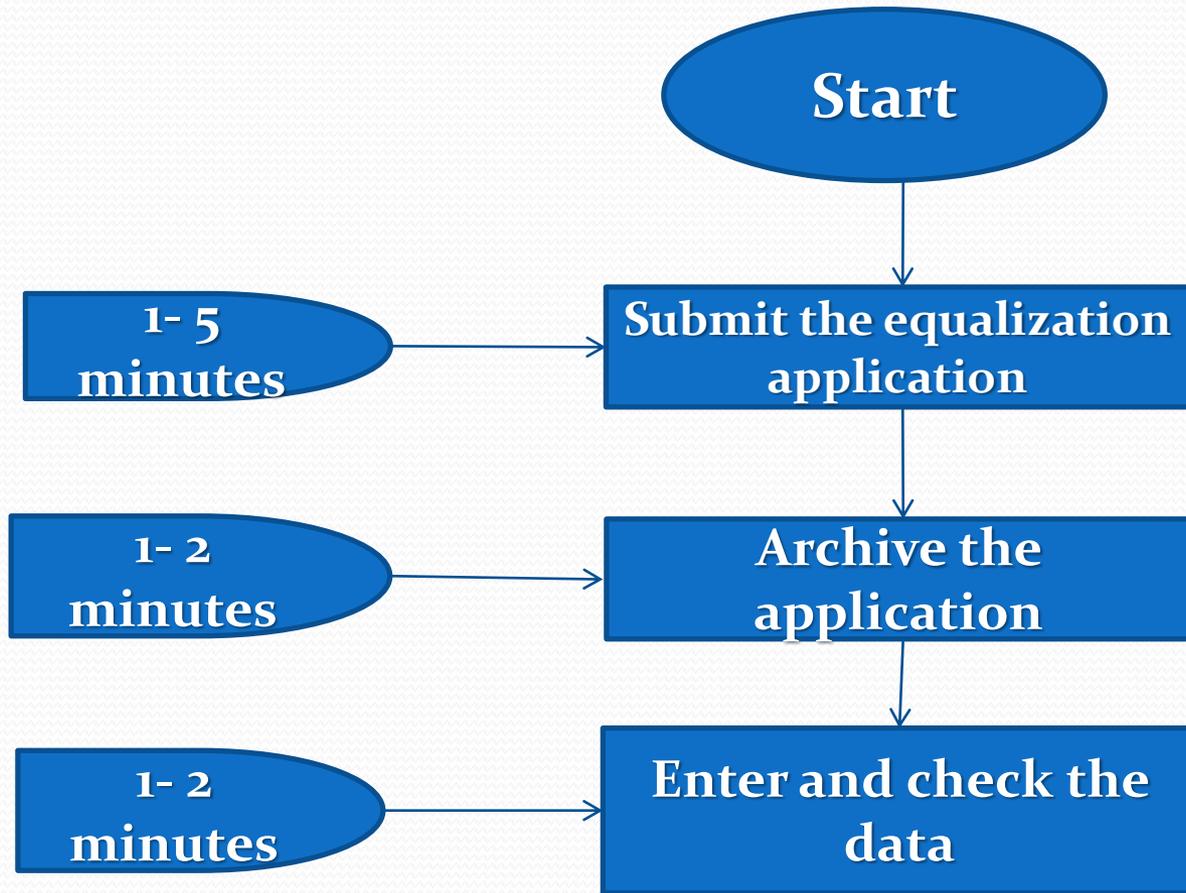
Equalization Department Committees

- **The Equalization Department has three main committees:**
 - Medical Science Committee
 - Engineering Sciences Committee
 - Humanities committee

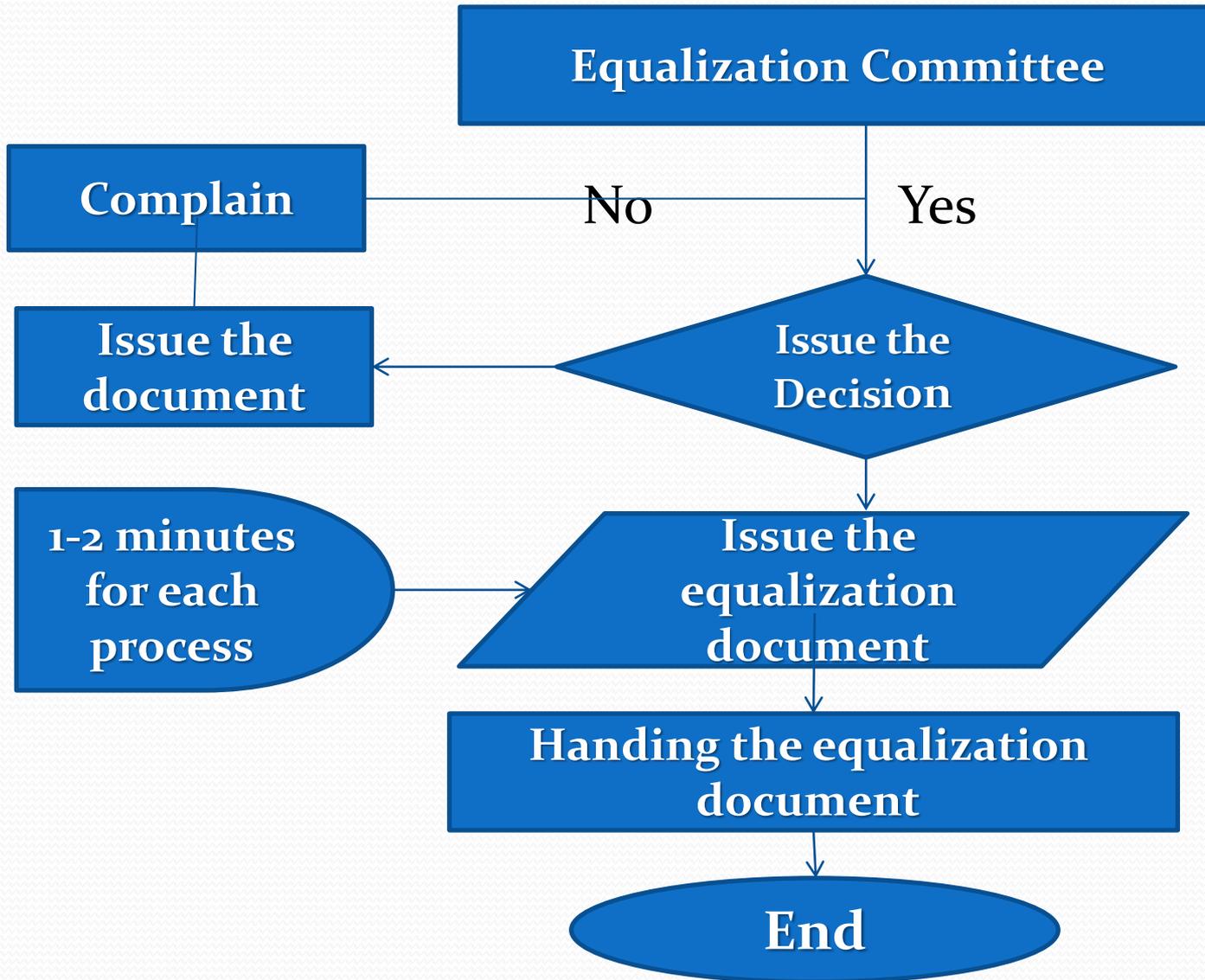
Equalization Department **Duties:**

1. Equalizes certificates issued by non-Jordanian higher education institutions in accordance with the implemented rules and regulations of the Ministry.
2. Maintains the educational level of certificates received from abroad in order to control the quality and the outcomes of degrees from outside the Kingdom.
3. Receives the equalization requests for non-Jordanian certificates, and check the documentation for each application.
4. Prepares the consequent implementation of the equalization decisions certificates to the concerned stakeholders.
5. Prepares necessary correspondence to verify the certificates.
6. Issues the equalization documents in accordance with the decisions taken by the equalization committee, and follow up on the implementation of these decisions to stakeholders.
7. Publishes all concerned rules, principles and guidance related to the equalization certificates process on the Ministry's website: www.mohe.gov.jo

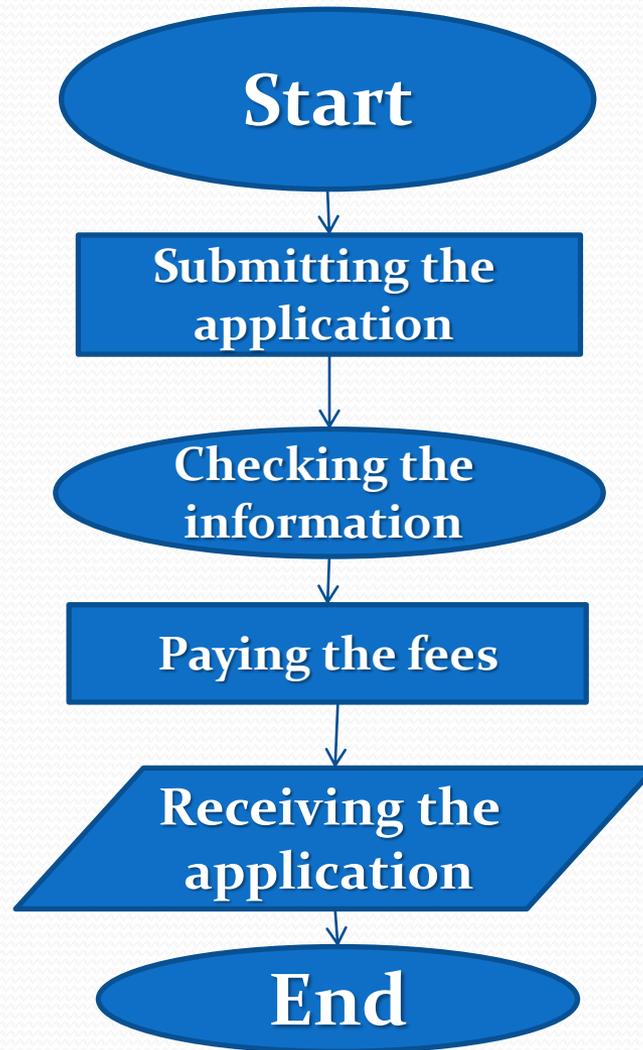
The Overall Scheme for the Workflow in the Equalization Department



Continued...



Receiving the Application Flowchart



وزارة التعليم العالي والبحث العلمي - [المعادلة]

نظام معادلة الشهادات

ابيرة عويمر
09:02:31 27/08/2015

صيانة بيانات طلبة معادلة الشهادات مع الأرشفة
STDEQSCN

رقم الطالب
رقم الطلب
اسم الطالب
الجنس
الجنسية
نوع الوثيقة
الرقم الوطني
رقم الهاتف
التاريخ الإرسفه
البريد الإلكتروني
عنوان الطالب

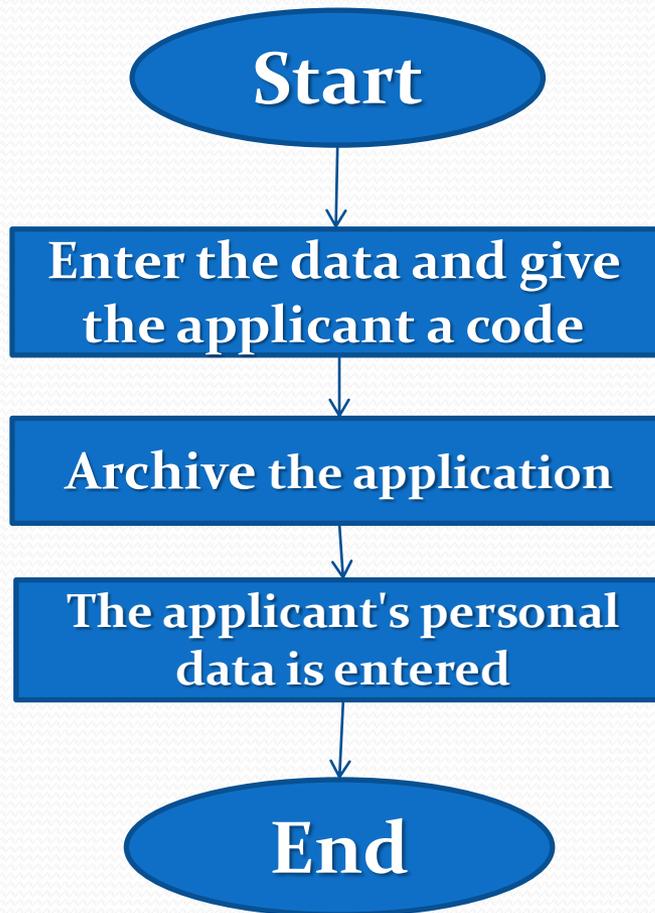
أرشفة الصورة
أرشفة الوثائق
عرض الوثائق

القرار القديم
ملاحظات سابقة

صيانة رموز اللجان
صيانة رموز أعضاء اللجان
صيانة رموز المحافظات والمدن
نظام المعادلة
برامج الصيانة
صيانة بيانات طلبة معادلة الشبر
صيانة بيانات طلبة معادلة الشبر
صيانة طلبات معادلة الشهادات
صيانة توصيات اللجنة المتخصصة
صيانة قرارات اللجنة العليا
إصدار وثيقة المعادلة
إدخال الشهادات
أرشفة محاضر اللجنة العليا - الأ
تقارير النظام
تقرير بحالة المعاملات المقدمة
تقرير بالمعاملات التي صدر لها
تقرير الطلبات المقدمة حسب حا
تقرير بالطلبات التي تم عرضها
تقرير بالطلبات التي تم عرضها
الإستعلام عن طلبية المعادلة
الإستعلام عن شهادات الطالب
الإستعلام عن طلبية المعادلة من
متغيرات النظام
تتسلسل أرقام طلبات المعادلة
تتسلسل أرقام طلبية المعادلة

Through this screen of the electronic equalization system documents and picture profile of applicant are archived by giving the student a number and enter the data shown in the screen above.

The Archiving Process Flow Chart



نظام معادلة الشهادات

ابيرة عويمر
09:02:31 27/08/2015

صيانة طلبات معادلة الشهادات
STDORDER

رقم الطلب ٤٠١٢٥٦٤
اسم الطالب روان فريد علي حسين
التاريخ ٠٩/٠٩/٢٠١٥

رقم الطلب ١ طلب جديد
نوع الطلب ١ طلب معادلة
اللجنة اللجنة الطبية

ملاحظات الجنسيات لا يوجد
ملاحظات اضافية توصي اللجنة بمعادلة شهادة درجة البكالوريوس بالدرجة الجامعية الأولى (البكالوريوس) في

رقم الوصل المالي ٥٦٤٣٢٧
تاريخ الوصل المالي ٢٠١٣/٠١/٢٧

التشهادات المدخلة

عرض الشهادة عرض الوثائق ادخال الشهادات اصدار توصية شهادات سابقة معادلة آلية

اسماء اللجان

Find %

اسم اللجنة
لجنة العلوم الهندسية والتطبيقات الإنسانية
لجنة العلوم الإجتماعية والإنسانية
اللجنة الطبية
انسانية / بكالوريوس
لجنة العلوم الانسانية والاجتماعية فقرة ١٠/ج

Find OK Cancel

نظام المعادلة
برامج الصيانة
صيانة بيانات طلبية معادلة الشب
صيانة بيانات طلبية معادلة الشب
صيانة طلبات معادلة الشهادات
صيانة توصيات اللجنة المتخصصة
صيانة قرارات اللجنة العليا
إصدار وثيقة المعادلة
ادخال الشهادات
أرشفة محاضر اللجنة العليا - ا
تقارير النظام
تقرير بحالة المعاملات المقدمة
تقرير بالمعاملات التي صدر لها
تقرير الطلبات المقدمة حسب حا
تقرير بالطلبات التي تم عرضها
تقرير بالطلبات التي تم عرضها
الاستعلام عن طلبية المعادلة
الاستعلام عن شهادات الطلاب
الاستعلام عن طلبية المعادلة من
متغيرات النظام
تتسلسل ارقام طلبات المعادلة
تتسلسل ارقام طلبية المعادلة
نظام مؤسسات التعليم العالي
لبرامج الصيانة

In this screen of the equalization system, data for each application is entered and documents of the application are reviewed and sorted underneath a selection committee whether humanitarian or medical or engineering.

ادخال الشهادات

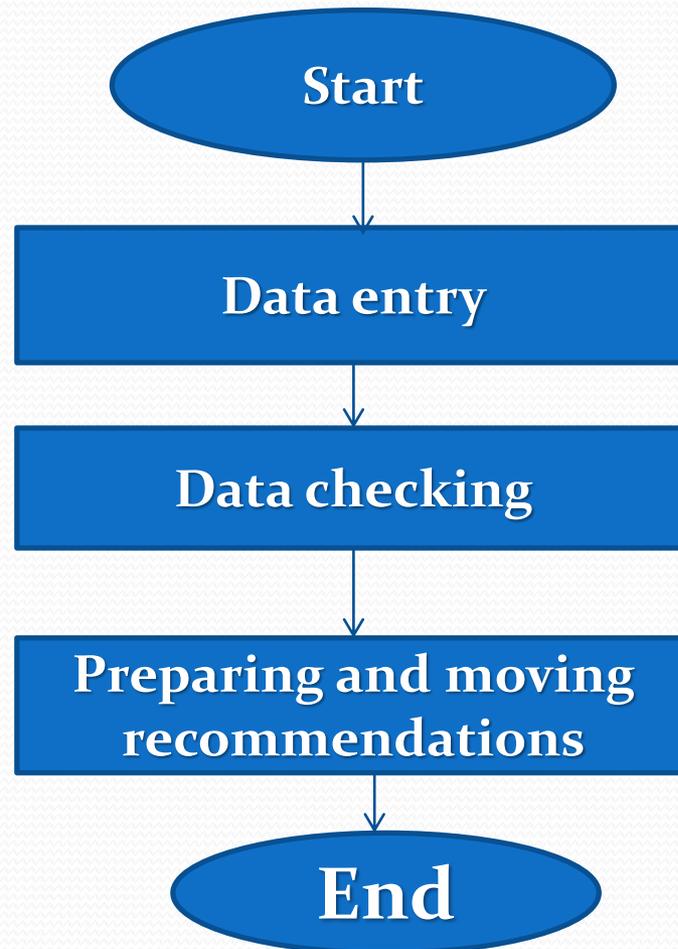
STDCER

رقم واسم الطالب	٤٠٢٧٠٩١	ميسر عبد الرزاق علي الحباري
رقم الطلب	١	رقم الشهادة ٥
	تعم	شهادة جديدة
الدرجة العلمية	٦	الدرجة الجامعية الثالثة (الدكتوراه)
شهادة الدرجة	٩٧٥	درجة دكتوراه الفلسفة
الدولة	٣٧	السودان
اسم الجامعة	٧	جامعة الزعيم الازهري
التخصص العام	٧	التربية
التخصص الفرعي	٧٥	المناهج وطرق التدريس
التخصص الدقيق		التربية / مناهج وطرق تدريس
نوع التطبيق	١	
شروط الانتظام	١١	حسب المادة رقم (١٠) ج من تعليمات ٢٠١٠
شروط الاعتراف	١	محقق
تاريخ الالتحاق	٢٠١١	تاريخ التخرج ٢٠١٤
عنوان الرسالة		اثر جلسات محكات التفكير في دروس المحادثة على التحصيل الدراسي
ملاحظات الشهادة		لم يرد الاسم بالقائمة* لا يوجد ايميلات

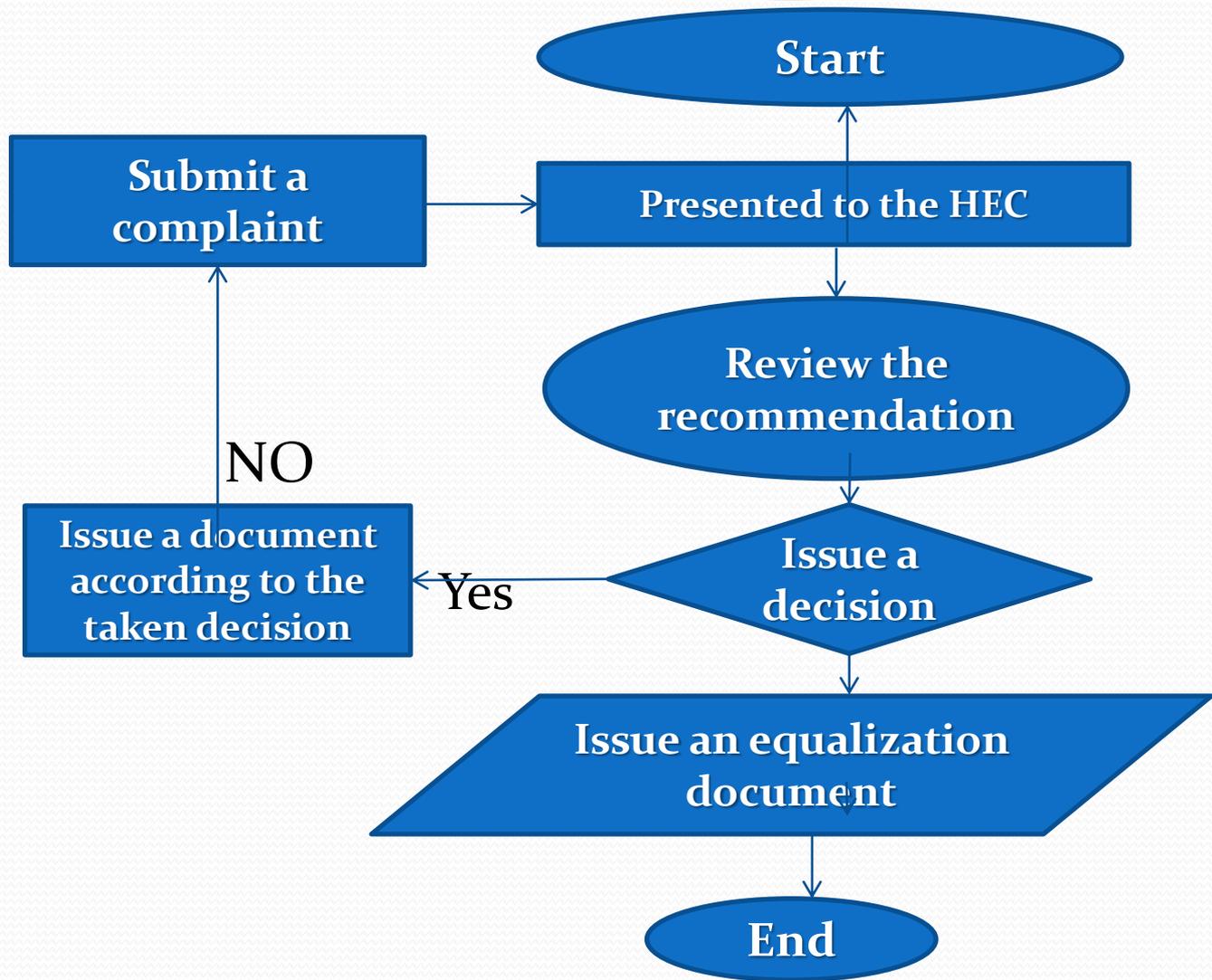
- الصيانة رموز المحافظات والمدن
- نظام المعادلة
- برامج الصيانة
 - صيانة بيانات طلبية معادلة الشب
 - صيانة بيانات طلبية معادلة الشب
 - صيانة طلبات معادلة الشهادات
 - صيانة توصيات اللجنة المتخصصة
 - صيانة قرارات اللجنة العليا
 - إصدار وثيقة المعادلة
 - ادخال الشهادات
 - أرشفة محاضر اللجنة العليا - ا
- تقارير النظام
 - تقرير بحالة المعاملات المقدمة
 - تقرير بالمعاملات التي صدر لها
 - تقرير الطلبات المقدمة حسب حا
 - تقرير بالطلبات التي تم عرضها
 - تقرير بالطلبات التي تم عرضها
 - الاستعلام عن طلبية المعادلة
 - الاستعلام عن شهادات الطالب
 - الاستعلام عن طلبية المعادلة من
- متغيرات النظام
 - تتضمن ارقام طلبات المعادلة
 - تتضمن ارقام طلبية المعادلة
- نظام مؤسسات التعليم العالي
 - لبرامج الصيانة

This screen shows the specified numbers of the degrees, name of the issuing country, university name, education and specialization, type and duration of education, admission and joining date, and graduation date.

Entry and Checking Process Flow Chart



**Flow chart of
Higher
Equalization
Committee
Process**



A Model of the Equivalency Document

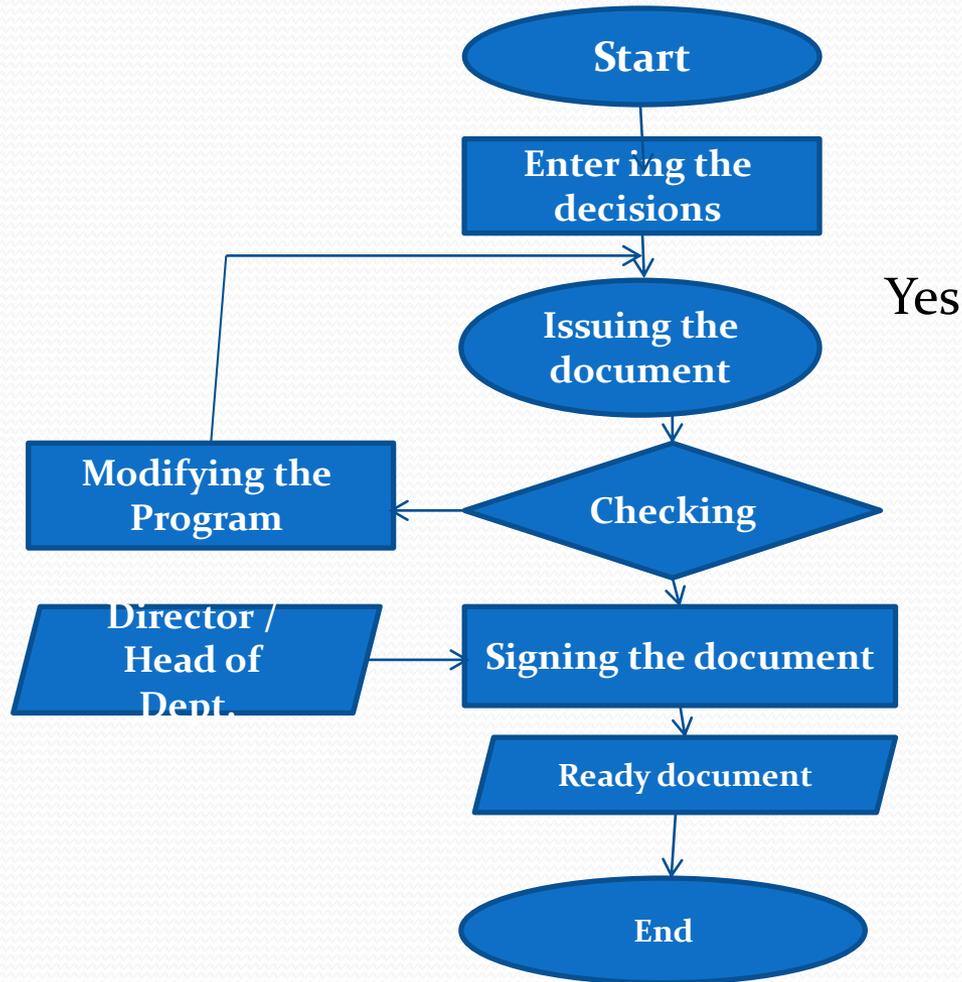
The Ministry of Higher Education and Scientific Research certifies that the certificates carried by Mr.

(with the national identification number 999999999999) are:

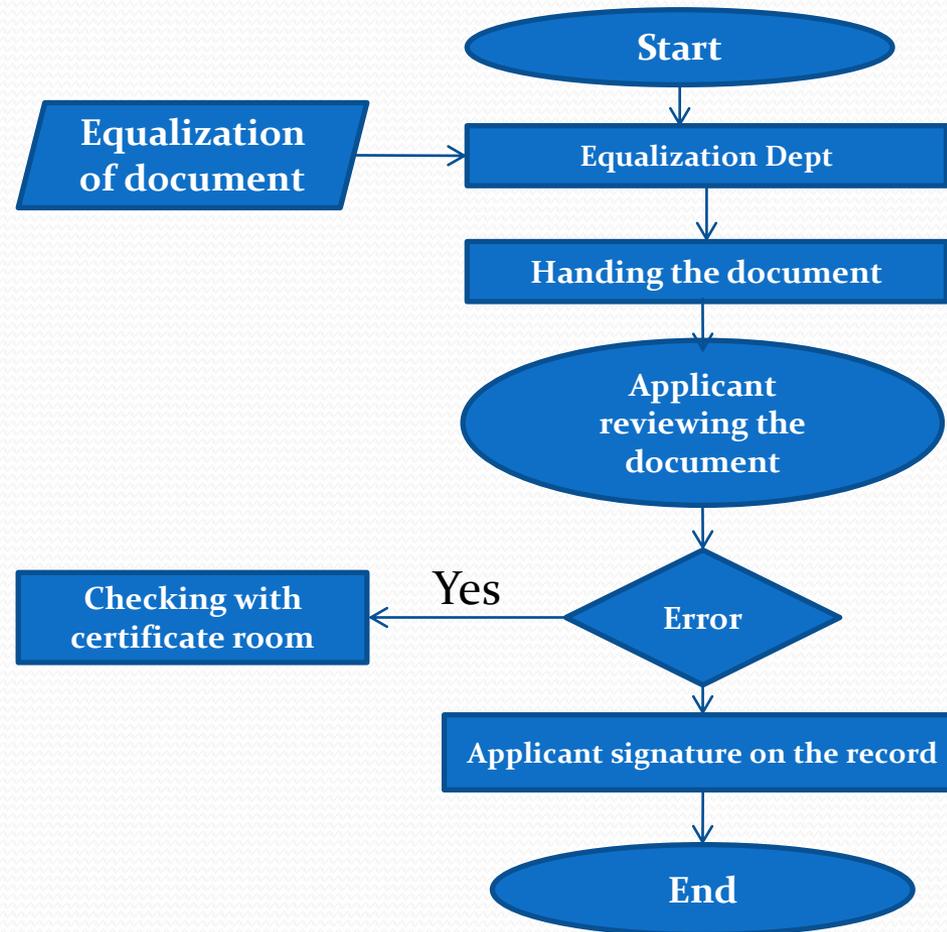
- 1. The Jordanian general secondary certificate / scientific branch in 2002.**
- 2. The diploma certificate in Civil Engineering and Environmental Engineering from Universitat der Bundeswehr Munchen in federal Germany in 2008.**
- 3. Diploma engineer in Civil Engineering and Environmental Engineering from Universitat der Bundeswehr Munchen in federal Germany in 2010.**

Equilaize the first degree (Bachelor's degree) in civil engineering.

The process of Preparing an Equalized Document Flow Chart



Handing in an Equalized Document Flow Chart



University Recognition Department Duties

1. Conducts studies on non-Jordanian higher education institutions and an overview of their education systems.
2. Issues a list of names of non-Jordanian higher education institutions in order to advise students to pursue their education at well known academic universities.
3. Collects the necessary information on higher education systems in different countries in the world and its institutions, reviews them, and writes and submits the reports, to the Committee.
4. Sets the principles for selecting the recognized non-Jordanian higher education institutions by the Ministry, issuing special lists of those institutions, and publishes them in the Official Gazette and the website of the Ministry after being reviewed and approved by the Committee.

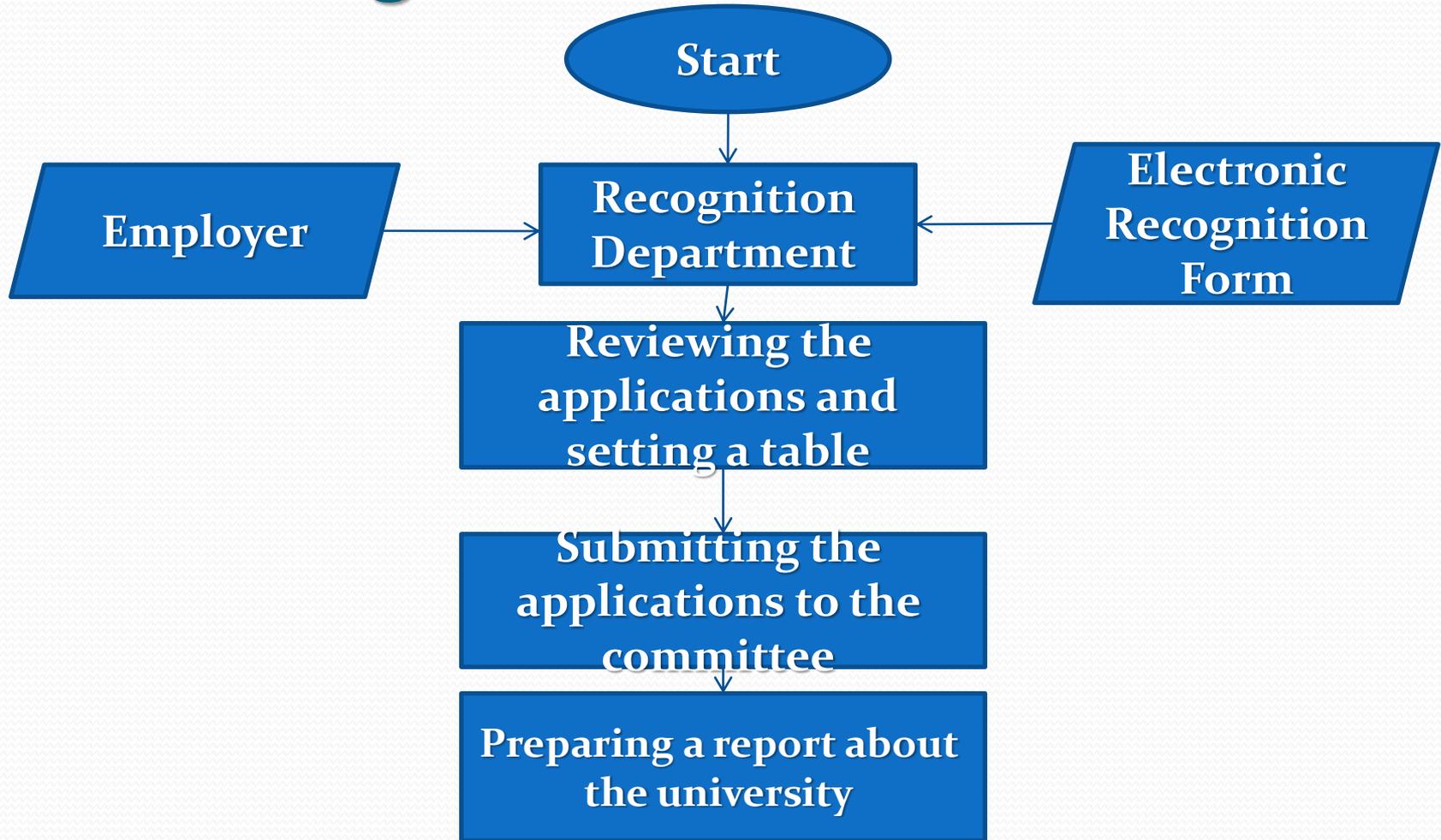
Continued

5. Provides non-Jordanian institutions wishing to obtain the Ministry's recognition with information and an application form prepared in Arabic and English to be filled out and validated as expected.
6. Studies the forms and the data filled out by non-Jordanian institutions of higher education attaching all relevant documents.
7. Prepares them to be presented on the committee to enable it to take the appropriate decision.
8. Continuously updates the lists of higher education institutions issued by the Ministry in the department and on the Ministry's website, according to:
 - Decisions taken by the recognition committee of the new non-Jordanian recognized higher education institutions.
 - Provides information on the change of the names of institutions of higher education.

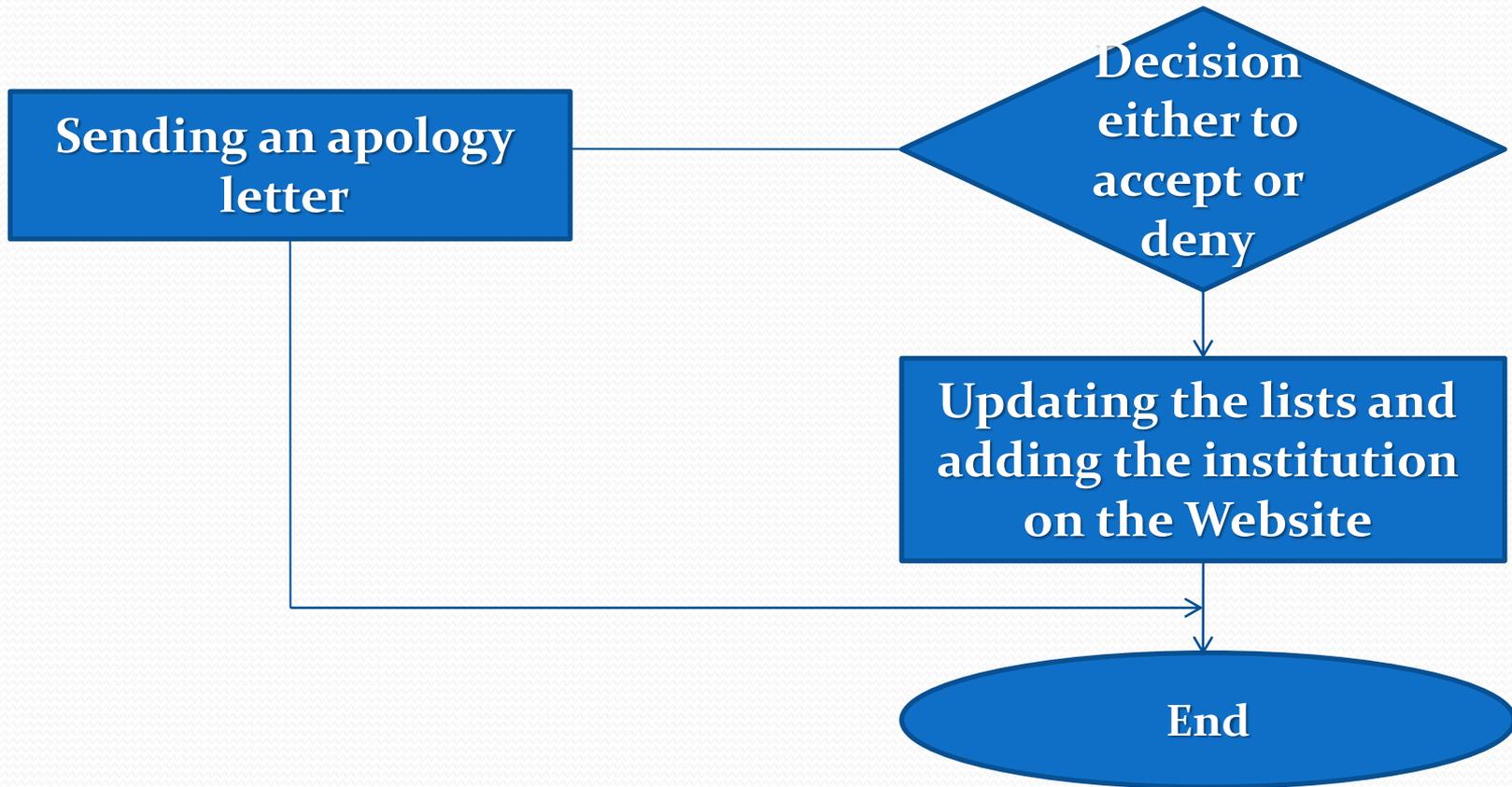
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8. Provides Jordanian students wishing to study abroad with lists of recognized universities, in cooperation with the Department of studying abroad.
9. Prepares the agendas for the non-Jordanian universities recognition committee and the minutes of its meetings as well as documenting and archiving the decisions made.
10. Posts them on the Ministry's website <http://rce.mohe.gov.jo> to be accessible to students to maintain the educational level of certificates from outside the country; **noting that the objective of this process is to improve the quality of the outcomes of non-Jordanian higher education institutions by guiding students to study in very well known higher education institutions.**

The Recognition Process Flow Chart



Continued...





On-Line Learning Accreditation Standards and Instructions

Open Learning shall be cited as an educational system that deals with the presence of students and lecturers in different places and times, includes distribution of books, attendance, receiving electronic materials, browsing electronic websites with interactive dialogues between students and supervisor through advanced electronic learning styles.

The following criteria shall be applied:

- Classroom meetings shall not be less than 25% of lectures of credit hours.
- Synchronized virtual meetings shall cover at least 25% of the total credit hours per week.
- Interactive unsynchronized (face to face) meetings shall cover no more than 50% of the total credit hours per week.
- Electronic system and software mechanism shall be available to follow up hours student proceeded.

- **Mission, vision and aims** shall be clear and be reviewed regularly. The institution shall provide proof of its ability to achieve goals effectively.

The following shall be available:

- Specific location to accommodate all the technical, educational and administrative requirements
- Classes, scientific computer labs connected to internet to boost interaction between students and lecturer, binding with servers of the main branch, as well as the presence of centre manager.

- Institutions must have academic organizing structure as provided in Jordanian universities law.

Institutions shall be provided with:

- Executive director for managing the affairs of institution, assisted by deputies and assistants, including deputy for technical affairs.
- Branch council
- Academic departments council for branch
- Heads of academic departments in the branch.

- Institution/branch shall have organizational, administrative, academic, technical and financial structure that follow President/branch manager directly and be completely independent from the owner.
- Owner, shareholder or any person having direct benefit shall be prohibited to work in administrative or academic career at institution/branch.

Institution council headed by branch manager and the membership of:

- Vice-director
- Deans of colleges and/or heads of departments.
- Directors of centers in different governorates.

Council Responsibilities:

- Establishing colleges, departments, programs, and incorporating or cancelling them.
- Appointing faculty members, promoting, tenuring, assigning, seconding, granting them sabbaticals, unpaid leaves, and accepting their resignation.
- Evaluation of faculty, their academic activities, teaching methods, scientific researches.
- Transferring faculty members, full time lecturers (teaching and research assistants), technicians, and determining the duration of their deployment and any other matters relating to the candidates.
- Recommendation to council with the appropriate students' numbers who are accepted each year in various programs and tuition fees.

- Studying plans submitted by department councils, discussing them and making decisions about them.
- Assessing the level of academic performance and achievements.
- Granting degrees and certificates.
- Establishing professional courses.
- Setting admission instructions according to regulations approved by Jordanian higher education council.
- Setting appropriate instructions for the implementation of regulations related to academic work.
- Considering any subject relating to academic work presented by branch head that is not within the authorities of any party scripted in these instructions.

Council responsibilities

- Reviewing study plans in colleges/branch departments and submitting them to concerned councils.
- Suggesting extra conditions for student's admission in the department.
- Supervising organization of study at college/branch and coordination between different departments
- Organizing and supervising exams procedures at college/branch
- Recommendation of exams' results at the end of each semester.
- Recommendation for granting degrees and certificates.

- Supervising and encouraging scientific research organizing with coordination with scientific research deanship.
- Recommendation on all matters relating to faculty members such as appointment, promotion, transferring, delegation, seconding, granting sabbaticals, accepting resignations and other tasks in accordance with regulations.
- Preparing annual budget drafts of college/branch
- Forming various committees on the work of college/branch
- Considering issues referred to by the Dean of college/branch.

- Institution whose headquarter is in the kingdom, its branch shall be provided with administrative, technical units responsible for institution programs implementation and achieving its objectives that shall include the followings:
- Production unit provided with sufficient tools and software for developing educational materials electronically.
- Computer and communication unit responsible for the communication and data structure.
- Admission and registration unit
- Administrative and finance unit
- Rehabilitation and development unit of full time and part time faculty members, students, employees and administrators.
- Student affairs unit.
- Administrative unit to follow up centers affairs.
- Quality assurance unit.
- Supplying and distributing Educational materials unit.
- Technical assistant unit (Help Desk).

- Faculty members and assistants shall be sufficient, and qualified in open education within the following criteria:
- Full timers of PhD holders shall not be less than 3 and their specialties covering various fields of knowledge.
- Academic coordinator of PhD holder with an average of one academic supervisor for calculating institutional program capacity and educational hours for each supervisor shall not exceed 16 credit hours
- A sufficient number of supervisors holding a PhD to cover direct and virtual meetings, but no less than one full time supervisor, holding a PhD. The institution may also hire academic part timers to cover direct and virtual meetings.

- The following shall be taken into account for the purpose of calculating program capacity:
- Percentage of students to supervisors: 1:80
- Full time MA holders shall not exceed 40% of supervisors of PhD holders
- Full time faculty members shall prepare materials and requirements appropriately.

- A faculty member who is over the age of 70 shall:
- Be professor
- Have more than 12 years of practical experience at university, and have not stopped publishing in his area in the last five years from the date of renewal of his contract.
- The appointed professors in accordance with this paragraph shall not exceed 10% of the total of full time faculty members in the BA program. Exceeding this percentage requires the commission council approval if university offers justifications.

Educational materials shall have the following criteria:

- Various detailed information ensures interaction between student and educational material.
- Websites, homework, projects, references and other online materials could be used to ensure interaction between students and learning resources.
- Materials shall be designed in a way that allows students to acquire knowledge and understanding.

- Electronic infrastructure shall be available that guarantees presenting educational materials.
- Educational materials prepared electronically in any specialization shall not be less than 75% of total hours of obligatory study plan.
- Holding final exams in writing on a common date under academic supervision, and may use electronic tools (E-Exams) by using a developed electronic system.

- The minimum number of credit hours required for an online Bachelor's degree or higher Diploma in any discipline should be equal to the minimum of its counterpart in the traditional higher education institutions.
- The minimum length of time for obtaining an online degree shall be equal to the minimum of that in the traditional higher education institutions and not more than 11 years for undergraduate, 4 years for higher diploma as well.

- It is permissible to enroll no more than 18 credit hours and no less than 6 credits per semester. In particular cases, students may enroll 3 credit hours per semester with the approval of the Dean.
- It is permitted to transfer from institutions of traditional or online learning inside or outside the Kingdom to another institution that uses online learning according to the following:
 - The institution shall be recognized by the Ministry of Higher Education if it is outside the Kingdom and by the Accreditation Commission if it is inside the Kingdom.
 - The high school average of the transferring student should be equivalent to that of the specialization in the year of obtaining high school degree or the year of enrolling in the institution.

- The institution or the branch shall not establish any academic programs before obtaining a prior license from the Ministry of Higher Education Council.
- The institution or the branch shall announce each semester the specializations that have been accredited by HEAC.
- Students shall not be registered in any unaccredited or unlicensed program.

- The institution shall take into consideration intellectual property rights, preparation of public private policies that are disseminated, and copyright as well as local laws and regulations.

Certain criteria must be met by the institution concerning:

- a) the structural area of the institution or the branch
- b) Classrooms
- c) Faculty and support staff
- d) Library
- e) Administration and registration unit
- f) Clinics

Electronic and hard copies of Bulletins shall be issued that display the following requirements, standards and plans:

- Requirements of academic programs.
- Admissions, fees, exams, warnings, termination, withdrawal, deferral, transfer, refunding, and any items related to the course of study.
- Study plans for all programs.
- Requirements of granting degrees and certificates.



- **Requirements of documents:**

- Mechanisms and procedures in the assessment of students including exams, places of exams, methodology used to ensure the confidentiality and credibility.
- Procedures to ensure the continuity of contacts and interaction among students and supervisors, faculty members.

Technical Requirements

First: equipment, communication media and networking:

- a) The institution shall provide necessary equipment, communication media and networking.
- b) The institution can use external providers of services provided that technical specifications of equipment meet the required criteria mentioned in Item (a) above.

Second: software programs

The institution shall provide the following:

- a) Efficient software for the learning process that can preserve all learning materials and their websites for each student electronically.
- b) Management software.
- c) Production software unit.
- d) Software programs to support educational materials such as compilers, scientific programs, statistical programs, databases and others.

Third: labs

The institution shall provide the following:

- a) Applicable labs required by the programs.
- b) One computer lab (for each 500 students) equipped with:
 - 20 computers.
 - 3 advanced printers.
 - 1 scanner.
 - 1 data show.
- C) A production of visual and audio tools unit shall be provided with a digital camera, a recorder, visual audio tapes, CD writers, scanners, software programs, multimedia and other necessary tools.

Fourth: Website

An online multilingual website both in Arabic and in English should be provided with the following specifications:

- a) The website shall fork to other websites and links: one for each academic department containing data about the department, faculty members, their specializations, scientific degrees, numbers of students within various years, curriculum, resources, sites of electronic materials and others.
- b) The website shall be provided with a forum that combines all employees, faculty members, students and alumni for the purpose of communication.

Fifth: Records and files

The institution shall provide the following:

- Records and files of the financial department, including files, cards, receipts, fees, earnings, expenses, and supplies.
- Records and files of personnel such as their dates of appointment, contracts, degrees and others.
- Records and files of the institution management.
- Printed brochures that include names of employees and faculty members, their phone numbers, a student handbook, an institution guide, a yearbook and others.

Other requirements

- The institution shall provide a hall for Video Conferencing in each educational center that has more than 300 students.
- The institution shall update its information system, software and equipment periodically.
- The institution shall provide a high quality monitoring system to monitor to monitor the administrative and academic performance.
- The institution may open other branches in different cities in the Kingdom.
- The admission process shall comply with the regulations of Ministry of Higher Education.



Thank you
For Your Kind Listening