



The University of Jordan

Equality, Diversity and Inclusion policy

2022-2027

Deans' council Decision No.:2023/19

Vision

A leading university in scientific, technological, economic, social, and cultural transformation, outstanding in performing its role in the development and modernization of the Jordanian state, and a pioneer in serving the local and global community.

Mission

To create an outstanding educational, learning, and research environment that stimulates creativity, innovation, and entrepreneurship to prepare competent individuals capable of contributing to sustainable development locally and globally.

Values

- Excellence
- Creativity, entrepreneurship, and innovation
- Diversity
- Civic engagement and social responsibility
- Good governance

Strategic Goals

First	Good governance and modern management
Second	Purposeful and motivating learning and teaching experience for students and a supportive environment
Third	Knowledge-producing scientific research with impact on development
Fourth	Effective societal role
fifth	Safe and stimulating university environment
sixth	Sustainable and impactful partnerships

Basic and supporting pillars of the plan

Basic pillars

Learning and teaching: University excellence in learning and teaching that is purposeful, motivating, and based on the competencies required for the labor market and modern era, to graduate students capable of entrepreneurship, creativity, critical thinking, and self-development to contribute to sustainable development.

Scientific research: Excellence in knowledge-producing scientific research with impact on development; and endeavoring to develop the research capabilities of faculty and students, to enhance research pathways, and to conduct research through teams with various specializations with focus on national and global priorities and sustainable development.

Social responsibility: Institutionalizing the University's social responsibility towards society, strengthening its role in developing the Jordanian society, and maximizing its awareness-raising and educational leadership in the various national issues, to contribute to the development of the state in its second centenary, to promote volunteerism among students, faculty, and employees, and to involve the local community in University events.

Supporting pillars

Institutional development: Focusing on the institutional development of the University and governance of its operations (setting the targeted results for the University, developing, applying, and evaluating the methodologies needed for its operations, and improving them based on the evaluation results) to comply with the international quality standards.

Human resources: Providing outstanding academic and administrative staff and developing their capabilities in line with the latest scientific, practical, administrative, and technological developments.

University environment: Developing a university environment that is stimulating, safe, healthy, and environment-friendly, modernizing the University infrastructure, and providing classrooms with technical equipment suitable for e-learning.

Digital Transformation: Enhancing digital transformation and automating the University's educational and administrative systems.

Financial Resources: Growing the University's financial resources and rationalizing common public expenditures.

Good governance and modern management

Strategic objectives	Initiatives (Programs)	Performance indicator	Targeted outcomes
Strengthening good governance practices including participation, transparency, justice, gender equality, accountability, and effectiveness	Good governance initiative	Rate of employees' satisfaction with the University's adherence to good governance practices	The employee satisfaction rate is not less than 3 out of 5, according to the employee satisfaction assessment form regarding the adherence to good governance/integrity standards.
		Existence of employee complaints management policy, procedures, and forms	Issuing policies, procedures, and forms
		Rate of employee complaints and suggestions dealt with and resolved	66% of complaints and suggestions are resolved.
		Rate of employees' satisfaction with the effectiveness of the complaints and suggestions platform	The rate of employee satisfaction is not less than 3 out of 5 according to the employee satisfaction (faculty members - employees) based on the items related to dealing with employees utilizing the employee satisfaction assessment form
		Rate of students' satisfaction with the University's adherence to good governance practices	The students' satisfaction rate is not less than 3 out of 5, according to the students' satisfaction assessment form regarding the adherence to good governance/integrity standards.
		Existence of student complaints management policy, procedures, and forms	Issuing policy, procedure, and forms

		Existence of an electronic system for managing student complaints	setting up the electronic system
		Percentage of student complaints and suggestions dealt with and resolved	66% of complaints and suggestions
		Rate of students' satisfaction with the effectiveness of the complaints and suggestions platform	Student satisfaction rate is not less than 3 out of 5 according to the student satisfaction assessment form, communication and dialogue item (the university's strategies in dealing with complaints and suggestions)
		Number of violations linked to institutional values committed by the University employees	20% decrease compared to the previous year, where the number of disciplinary violations was 140.
		Number of violations linked to institutional values committed by the University students	20% decrease compared to the previous year, where the number of disciplinary violations was 97.
		Rate of student satisfaction with communication with the University leadership	Student satisfaction rate is not less than 3 out of 5, according to the student satisfaction evaluation form the item related to the (communication with university leaders)
	Initiative of student participation in governance councils	Percentage of councils and committees in which students participate as members	66% of the councils and committees
	Student body diversity	Existence of an integrated marketing plan to attract a	Issuing the university marketing plan

	initiative (University marketing abroad plan)	large number of international students to increase their ratio	
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Purposeful and motivating learning and teaching experience for students and a supportive environment

Strategic objectives	The authorized entity	Initiatives (Programs)	Performance indicator	Targeted outcomes
Developing academic and professional programs to keep pace with labor market requirements and contemporary challenges	School and department councils; Curriculum committee; University requirements coordination office; Center of Excellence in Learning and Teaching Accreditation and Quality Assurance Center	Initiative to align academic programs with labor market requirements and to keep pace with scientific developments, and contemporary issues and challenges	Number of schools that have an advisory council (consisting of representatives of employers, students, alumni, unions and professional councils, and directors of public or private institutions, etc.) to the number of schools at the University	100% of schools having an advisory council.
			Rate of graduates' satisfaction with the quality and diversity of educational programs	5% increase in satisfaction rate compared to the previous year, where the rate was 70%, while 90% of the previous year's target was achieved.
Adopting learning and teaching strategies that keep pace with modern developments	schools; educational centers; Office of coordinating	Initiative to develop interactive learning and teaching strategies	Number of courses whose learning and teaching strategies have been revised according to recent developments that are based on results of scientific research in learning and teaching to the total number of courses for each program	A rate of 66% of the courses for each program

	university requirements; Center of Excellence in Learning and Teaching; Accreditation and quality assurance center		Number of lectures in each course prepared by a team as ideal lectures for use as a reference for students, and whose allotted lecture time was used to actively involve students in the learning process through using active learning and discussions, and where the faculty member serves as a facilitator of the learning process	20% of the lectures in each course are exemplary prepared
			Percentage of faculty who have been qualified to use interactive/active learning strategies, case analysis, and discussions	33% of faculty are qualified to use those learning strategies
			Rate of students' satisfaction with the quality of learning and teaching (learning and teaching strategies)	A satisfaction rate of at least 3 out of 5, according to a questionnaire measuring student satisfaction with the quality of learning and teaching
Developing transparent, fair, and impartial measurement	Accreditation and Quality Assurance;	Initiative for continuous monitoring and evaluation of academic processes	Percentage of courses whose reports and files are reviewed each semester by the departments' councils and whose syllabi are improved based on the evaluation process	100% of courses are evaluated quarterly and improved.

and evaluation processes in accordance with academic standards that contribute to continuous improvement	Center of Excellence in Learning and Teaching		Rate of adherence to the policy, procedures, and forms of tests and exams	100% compliance rate.
			Percentage of courses in which students are evaluated according to the learning outcomes of the course	66% of courses are reviewed each semester
			Number of programs into which admission is suspended or postponed	Two programs are reopened
			Number of bachelor's programs that receive international accreditation	Three programs that have accreditation bodies or international institutions for accreditation, and obtain international accreditation if accreditation institutions are available.
			Percentage of faculty who receive a rating of at least 3.5 out of 5 in the evaluation of the quality of learning and teaching by final year students	66% of faculty receive a rating of at least 3.5 out of 5 in the level of evaluation of learning and teaching quality
Developing students' creativity, innovation,	Deans;	Initiative to develop students' creativity, innovation, and	Number of courses that focus on developing students' creativity, innovation, and entrepreneurship skills	One course per program

and entrepreneurs hip skills	Deanship of Student Affairs; Innovation and Entrepreneurs hip Center; Office of University Requirements Coordination; International Program, alumni and Marketing unit;	entrepreneurship skills	Number of courses, workshops, lectures, and programs held to develop students' creativity, innovation, and entrepreneurship skills	Five activities.
			Number of creativity, innovation, and entrepreneurship initiatives accomplished by students	An increase of 5% in the number of initiatives compared to the previous year, where there were 26 initiatives
			Number of students' participation in external creative activities	At least one participation in external creative activities
			Number of activities that prepare students for local and international competitions	An increase of 10% in the number of activities compared to the previous year, where 29 activities were held
			Number of projects incubated in the business incubator at the Innovation and Entrepreneurship Center as a result of students' creativity and innovation	An increase of 5% in the number of projects hosted in the technology business environment, while there were 16 projects in the previous year
			Rate of student's satisfaction with the creativity, innovation, and entrepreneurship activities	A satisfaction rate of no less than 3 out of 5 in evaluating the effectiveness of activities in creativity, innovation and leadership

			Number of students honored during the academic year for their achievements and creativity	A rate of 100% of all students who have outstanding achievements
			Number of graduates honored during the academic year for their achievements and creativity	A rate of 66% of alumni who have outstanding achievements
Continuous preparation and motivation of students for purposeful learning, critical thinking, and self-development	Learning Outcomes Committee; Deans; Office of University Requirements Coordination and Quality Assurance Center	Initiative for academic development and education improvement for bachelor's, master's, and doctoral programs	Establishing a learning and teaching center specialized in improving education	Presence of a center for learning and education
			Rate of adherence to policies, procedures, and forms of academic operations	100% compliance rate
			Percentage of programs in which learning outcomes and assessment methods have been reviewed and developed to focus on and stimulate critical and analytical thinking	66% of programs
			Number of learning outcomes that enhance learning skills, critical and analytical thinking skills, and problem-solving skills in each course	One learning outcome per course that enhances one of the learning skills and critical thinking

			Percentage of students who achieve the learning outcomes that enhance learning skills and critical and analytical thinking skills in each course	66% of students achieve learning outcomes per course
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Knowledge-producing scientific research with impact on development

Strategic objectives	The authorized entity responsible for the governance of the initiative and determining achievement rates	Initiatives (Programs)	Performance indicator	Targeted outcomes
Creating a stimulating, advanced and sustainable research environment	Deanship of Scientific Research; Schools; Accreditation and Quality Assurance Center; Library Unit	Developing scientific research instructions initiative	Modifying and developing scientific research instructions	Issuing regulations
			Rate of satisfaction of the University's researchers with the scientific research instructions	A satisfaction rate of at least 3 out of 5 with regard to scientific research instructions
		Incentivizing outstanding researchers initiative	Existence of incentivizing instructions for researchers linked to the evaluation of research performance	Issuing of incentivizing instructions
			Rate of satisfaction of the University's researchers with the incentivizing instructions	Satisfaction rate of at least 3 out of 5 with the incentivizing instructions

		Student scientific research clubs initiative	Number of established clubs	One research club
			Number of students participating in clubs	25 students per club
			Number of activities carried out by clubs	Two activities
			Rate of students' satisfaction with clubs	Satisfaction rate of at least 3 out of 5 for clubs

Effective societal role

Strategic objectives	authorized entity	Initiatives (Programs)	Performance indicator	Targeted outcomes
Developing an administrative system for social responsibility	Community Development and Services Center; Accreditation and Quality Assurance Center	Initiative to develop and implement the University's social responsibility strategy	Existence of a strategic plan for social responsibility	Issuing the plan
			Rate of implementing the social responsibility strategic plan	70% implementation rate
		Initiative to develop instructions, foundations, policies, procedures, and forms for the community service system	Number of instructions, foundations, policies, procedures, and forms developed for the community service system	66% of the developed instructions, foundations, policies, and procedures

Developing value-added community development services	Community Development and Service Center; Deanship of Student Affairs; Schools; centers; units; departments; offices; Faculty for factory program; Center for Accreditation and Quality Assurance	Initiative for developmental community service and sustainable development consultations that are based on the needs of beneficiaries	Number of developmental events, programs, and community consultations provided to the community according to its needs	An event/program for each school/center
			Rate of adherence to use forms for implementing development programs and for consultations provided to the community	80% compliance rate
			Number of students, faculty members, researchers and administrative staff participating in providing each program annually	25% of students
				10% of faculty and researchers

				10% of administrative staff
			Number of international students involved in supporting and serving the community	25% of international students
			Number of students from low-income backgrounds benefiting from the “Student Corner for Clothes” Project	50 low-income students annually
			Percentage of needs met based on the implementation of community service activities	60% of needs are met
			Rate of satisfaction among beneficiaries with the services provided to them	Beneficiaries’ Satisfaction rate of at least 3 out of 5 with the services provided to them
			Number of faculty members participating in the “Faculty for Factory” program annually	One doctor in one company or factory

			Rate of faculty members' participation in professional societies and/or national and/or international committees	50% of faculty participate in professional societies and/or national and/or international committees
			Rate of employees' participation in local/community committees	25% of employees participate in local/community committees
			Rate of students' participation in local/community committees	10% of students participate in local/community committees
Developing the culture of voluntary work and social entrepreneurship among students, faculty members, and employees	Center for Community Development and Service; Deanship of Student Affairs	Initiative for the participation of students and the University employees in voluntary programs on campus and with institutions engaged in voluntary work	Number of institutions participating in voluntary programs	Two participating institutions in voluntary programs
			Number of voluntary programs and implemented campaigns	One voluntary program/ One voluntary campaign
			Number of students, faculty members, and administrative staff	One activity per student, faculty, researcher, and administrative

			participating in voluntary programs	
			Rate of beneficiaries' satisfaction with voluntary programs, campaigns, and services provided to them	Satisfaction rate of at least 3 out of 5 with voluntary programs, campaigns, and services provided
		Community-serving student clubs and societies initiative	Number of student clubs or societies serving the community	Four clubs or societies
			Number of activities held to serve the community through student clubs and societies	One activity per semester
			Rate of beneficiaries' satisfaction with the implemented activities and services provided to them	Beneficiaries' satisfaction rate of at least 3 out of 5 with the implemented activities and services
Enhancing the University's awareness-raising, educational,	Deanship of Student Affairs; Community Development	The University's awareness role initiative	Number of activities and awareness-raising lectures held by each school and center	Two activities/lectures

national, and religious roles in national issues	and Service Center; Media and Public Relations and Radio Unit; Cultural Forum; Schools; Centers		Number of students participating in formal and non-formal university activities and events.	One participation per student
			Number of university staff participating in formal and non-formal university activities and events	One participation per faculty, researcher, employee, and technician
			Number of university leadership participations in community activities	One activity for each university leader
			Number of educational, national, and religious seminars	Two seminars (educational, national, and religious)
			Number of university theses linked to societal issues and contributing to their solution	One thesis for each social issue based on national priorities

			Number of educational radio programs aimed at raising awareness of societal issues	One weekly radio program for raising awareness of societal issues service
Enhancing local community involvement in the various university activities	Community Development and Service Center; Deanship of Student Affairs.	Community participation in university activities initiative	Number of agreements with local community institutions	One agreement per school or center
			Number of activities in which the community participated with the university	Two activities hosted by the community at the university level
			Rate of satisfaction of community participants with the activities	Community participants Satisfaction rate of at least 3 out of 5 with the activities
			Number of awards and certificates of appreciation presented by the community to the University	One award or certificate of appreciation
			Number of activities in which the local community used the University facilities	One activity in which the local community used university facilities

			Number of experts from the community who participated in awareness and training programs	Five experts participating in awareness and training programs

A safe and stimulating university environment

Strategic objectives	The authorized entity	Initiatives (Programs)	Performance indicator	Targeted outcomes
Providing a safe, healthy, and sustainable university environment	Student Affairs Dean's Office; Community Development and Services Center; Water, Energy, and Environment Center; Accreditation and Quality Assurance Center; School of Agriculture; Engineering Department; Maintenance Department; General Safety Office;	Initiative of Sustainable University Environment, green space, recycling, promoting health and well-being, and public safety (initiative that adopts one or more of the United Nations' 17 Sustainable Development Goals)	Number of activities aimed at raising awareness among students and employees about the importance of green space, recycling, promoting health and public safety	Annual activity/ lecture/ course/ workshop in the following areas: green space, recycling, promoting health and well-being, and public safety
			Number of trees and plants planted annually	5% increase in the number of trees and plants planted compared to the previous year
			Ratio of green space to buildings on campus	5% increase compared to the previous year
			rate of reliance on alternative energy sources on campus	5% increase compared to the previous year

	Food and Nutrition Services Department; schools; Centers; Support Services Department		Percentage reduction in electricity and water costs.	1% reduction in cost compared to the previous year
				Reduction in consumption rate per student and individual on campus
			Number of activities carried out by students and employees at the university to preserve the environment	70% of students and faculty and employees who carry out one activity to preserve the environment
			Percentage of food waste generated from university restaurants	5% less than the previous year
			Number of environmentally friendly waste containers	5% increase in the number of environmentally friendly waste containers.
			The percentage of waste collected for recycling compared to non-recyclable waste	10% increase over the previous year
			The number of sustainable development initiatives completed by students	At least five initiatives specifically related to sustainable development completed by students
			The university's international environmental ranking	The university's international environmental ranking improved by 1% over the previous year

			Compliance with the university's public safety and security policies, procedures, and forms	100% compliance rate
			Number of electronic gates in the university	5% increase in the number of electronic gates in the university compared to the previous year
			rate of employee satisfaction with the university environment	66% satisfaction rate
			rate of student satisfaction with the university environment	5% increase in satisfaction compared to the previous year, where the satisfaction rate was 61% in the previous year
		Clean Public Amenities Initiative	Compliance with the policy of support services, its procedures, and forms	90% compliance rate
			level of employee satisfaction with the university's facilities	66% satisfaction rate
			level of student satisfaction with the university's facilities	66% satisfaction rate
		Maintenance of university public facilities and	Compliance with maintaining buildings, equipment, and natural	90% compliance rate

		infrastructure and their renovation initiative	resources to ensure optimal implementation of the university's strategy	
			Percentage of facilities, infrastructure, and vehicles that have been maintained and rehabilitated	10% increase in the percentage of facilities, infrastructure, and vehicles maintained compared to the previous year
			Percentage of preventive and corrective maintenance operations carried out internally by external maintenance contracts for technical equipment	66% preventive maintenance operations
			percentage of closed maintenance contracts completed on time and within specified costs	66% of closed maintenance contracts
			rate of employee satisfaction with facilities, infrastructure, equipment, and supplies	66% satisfaction rate
			level of student satisfaction with facilities, infrastructure, equipment, and supplies	66% satisfaction rate

		developing internal transportation service Initiative	The number of buses for internal transportation	One bus dedicated to transporting students on campus
		Enhancing students' participation in scientific, professional, and sports clubs Initiative	Percentage of students participating in scientific, professional, and sports clubs	5% increase in the number of students belonging to clubs and actively engaged in their activities compared to the previous year
			Number of activities per club	Two activities per club
Providing appropriate support for students with disabilities and qualifying them to perform their duties	Deanship of Student Affairs; Community Development and Services Center; Engineering Department; Maintenance Department; Support Services Department; General Safety Office; Accreditation and Quality Assurance Center	Supporting students with disabilities Initiative	Percentage of buildings renovated to be suitable for students with physical disabilities	5% increase in renovated buildings over the previous year
			rate of satisfaction of students with visual impairments regarding the availability of safe pathways	Satisfaction rate of at least 3 out of 5
			Percentage of adoption of modern and advanced technologies, such as smart text reading applications for students with disabilities, simulation systems, and chat bots	30% of students have access to the service
			rate of satisfaction of students with disabilities with assistance programs	5% increase in satisfaction rate compared to the previous year.

			Number of volunteers, employment and training opportunities to interact with and assist students with disabilities	5% increase in the number of volunteers from the previous year
			Number of awareness activities within the university campus to raise awareness of the characteristics and needs of students with disabilities	Two activities
			The rate of awareness among students and staff regarding the impairment and needs of students with disabilities	66% rate of awareness
Providing excellent guidance and counseling services for students in educational, psychological, and professional fields	Deanship of Student Affairs; schools; educational centers; Accreditation and Quality Assurance Center;	Initiative of guarding and guiding students in education, psychological, and professional aspects	Compliance with the policy of educational, psychological, and professional services for students and its procedures and forms	90% compliance rate
			The number of educational activities, services, and guidance provided to students according to their needs	5% increase in the number of activities and services from the previous year

	Admission and Registration Unit; Financial Affairs Unit		The number of psychological activities, services, and guidance provided to students according to their needs	5% increase in the number of activities and services from the previous year
			The number of professional activities, services, and guidance provided to students according to their needs	5% increase in the number of activities and services from the previous year
			Percentage of students benefiting from health care and psychological counseling services at the university	5% increase in the number of students benefiting from the services
			rate of compliance of faculty with the students' academic advising policy and its procedures	70% compliance rate of faculty with the academic the students' advising policy and its procedures
			The number of counseling, awareness-raising, and guidance sessions between faculty and students	Eight sessions
			Student satisfaction rate with the care and services provided to them	5% increase in student satisfaction with the care and services provided to them over the previous year

			Percentage of financially challenged students who received financial support	5% increase in the provided financial support compared to the previous year
			Percentage of students employed by the university	3% increase in the number of employed students compared to the previous year
			Percentage of students expelled from the university	5% decrease in the number of expelled students compared to the previous year
			Percentage of academically struggling students out of the total number of university students	5% decrease in the number of academically struggling students compared to the previous year
			Percentage of disciplinary violations committed by students	5% decrease in the number of disciplinary violations compared to the previous year
			Number of institutions providing work experience opportunities for students	5% increase in the number of institutions providing work experience opportunities for students compared to the previous year
			Employability reputation level of graduates in QS ranking	Continued employment reputation level of graduates in global rankings to be among the top 400 universities worldwide

			Percentage of students who graduated within the specified time period	95% of students
			Percentage of graduates who obtained jobs or enrolled in graduate programs within one year of graduation	5% increase in the number of graduates obtaining jobs or enrolling in graduate programs within one year of graduation compared to the previous year.
Raising awareness among students and educating them about the value of political parties and enhancing their role in political participation	Deanship of Student Affairs	Students and Political Life Initiative	Number of dialogue sessions on legislation regulating political life	Six sessions
			Number of awareness and educational campaigns on the value of political participation	Six campaigns
			Number of awareness and educational seminars on the value of party work	Six seminars
			Number of awareness programs to combat extremist ideology	Two programs
			rate of student satisfaction with political awareness activities	66% satisfaction rate

(Code of Conduct for Students of the University of Jordan)

Issued by the Board of Deans Pursuant to its Resolution No. (167/2017) on 6/3/2017 Based on Article (17/b/12) of the Jordanian Universities Law No. (20) of 2009 and its Amendments

- Article (1):** This code is called “Code of Conduct for Students of the University of Jordan”, and it shall be enforced as of the date of its issuance.
- Article (2):** The University of Jordan is a distinguished academic edifice with an independent identity and history, committed to noble human values and seeking to strengthen and consolidate them among university students and employees. In its quest to provide students with a distinguished learning experience, to adopt research that produces knowledge, and to build strong community bridges and effective partnerships, the University of Jordan promotes the values of creativity, innovation, excellence, tolerance and openness.
- Article (3):** This code of conduct applies to all students of the University of Jordan. It documents the university's expectations of students regarding the rules of conduct at the academic and non-academic levels, in a way that contributes to building students’ personalities and making them able to assume responsibility within a framework of respect, honesty and responsible freedom.
- Article (4):** This code aims to explain the rules of acceptable behavior for students, help them understand the consequences of violating these rules in the educational environment, and help them make responsible decisions. Students should inquire and enrich their information about the laws, regulations and instructions of the university through consulting several sources. These include:
1. University website
 2. Deanship of Student Affairs website
 3. Student counseling offices
 4. Assistant deans for student affairs
 5. Student Affairs Office
 6. Deans’ offices
 7. Students' Union

8. University staff, each according to his/her specialization

- Article (5):** The University of Jordan expects its students to adopt all noble human values, especially virtue, honesty, sincerity, loyalty, integrity, love, tolerance, love of work and helping others. It also expects them to uphold high ideals and moral principles. The university is working on preparing its students to become responsible people, capable of leading their society for the better. It also seeks to inculcate and consolidate academic and ethical principles and norms in their souls.
- Article (6):** University of Jordan students must abide by the principles of personal integrity, academic honesty, and respect for the rights, dignity, and identity of others in classrooms, laboratories, and library, on campus and during events held by the university on and off campus.
- Article (7):** The University of Jordan encourages freedom of expression and the exchange of ideas and opinions, but it does not allow any breach of ethical principles of conduct or any form of violence, harassment, discrimination or violation of academic integrity.
- Article (8):** Students admitted to the University of Jordan must abide by the laws, regulations, instructions, values, traditions, and rules of the university, including the university's right to take disciplinary measures for any behavior that is a violation of these legislation.
- Article (9):** Students must realize that their ignorance of the rules regulating the university's progress and this code of conduct does not absolve them of responsibility, and that ignoring and violating them will expose them to applying the penalties stipulated in the university's student disciplinary system and legal accountability before the judiciary.
- Article (10):** The forms of misconduct and their definitions mentioned below are not exhaustive. A student will be subject to disciplinary action if he/she commits any of the acts listed below or violates one of the principles mentioned in the introduction to this Code.

First: Academic Misconduct: it includes, but is not limited to:

- 1- Premeditated abstaining from attending lectures. Students may not interrupt lectures in any way. Side conversations outside the topic of the lecture are prohibited. Unacceptable behavior during lectures, including eating or drinking; and unauthorized use of electronic devices, including mobile phones, are prohibited, as well.

- 2- Cheating: students, during examinations, may not cheat, attempt to cheat or participate in cheating using any means, including cellphones. Cheating includes attempting to provide or obtain information during the examination or attempting to take the examination in place of the examinee.
- 3- Plagiarism: this is done using the documented ideas or expressions of another person without giving credit to that person or the source from which those ideas or expressions were taken. Thus, students should document the information they have used when citing other people's work.
- 4- Dishonesty: students must act with integrity and honesty in all their dealings at the university. Forms of dishonesty include, but are not limited to:
 - a- Forging or signing official documents, or parts of them, including medical reports
 - b- Claiming to do an individual or collective action in an attempt to obtain a favor, a privilege, or a benefit
 - c- Illegal copying of computer programs
 - d- Involvement in bribery of any kind
 - e- Providing false information

Second: Non-Academic Misconduct

- 1- Disruption and obstruction of academic activities: students of the University of Jordan have the right to express their views to the university administration in an organized and civilized manner. It is prohibited for any student or group of students, including the Student Union, to call for the suspension of work hours and/or classes without the approval of the university administration, as the university president is the only one authorized to suspend classes. It is also strictly forbidden to disrupt the conduct of lectures, seminars, courses, exams, and university activities and events, due to a student demonstration, sit-in or strike. Moreover, it is prohibited to prevent students, faculty members and administrators from going to their lectures or offices.
- 2- Distributing and disseminating unapproved material: pre-approval must be obtained for distributing and publishing any materials on campus, such as statements, leaflets, posters, and audio-visual materials; and the written approval must be stamped with the stamp of the Deanship of Student Affairs. This includes publishing materials on social

networking sites that might offend the university and its reputation, its employees, or other individuals and groups. It is also strictly prohibited to publish inflammatory materials, or those that might cause conflicts and strife.

- 3- Theft: it is strictly forbidden to steal from students or from others on campus or during any event held by the university off campus. This includes using any of the university's devices (such as phones, photocopiers or computers) and services without prior approval. The university also prevents possession of stolen property.
- 4- Property damage/intimidation/endangering public safety: students are expected not to threaten others, to maintain their safety, and to protect and preserve university property. This includes offices, classrooms, laboratories, library, auditoriums, parks, and squares. Prohibited behavior in this respect include, but is not limited to:
 - a- Participation in acts of vandalism and willful damage of property and trees on campus or during university activities off campus (such as spraying paint or drawing on walls)
 - b- Dumping and disposing of rubbish (empty bottles, cigarette butts, food cans, etc.) in places other than those designated for it on campus
 - c- Irresponsible and frivolous use, destruction or tampering of fire extinguishers, fire alarm system or other safety devices
 - d- Vandalism or attempted vandalism of private property
 - e- Possession of private property without prior consent of its owner or the person legally authorized to maintain it
 - f- Unauthorized entry to buildings, copying of keys without prior permission, or any unauthorized use of university facilities
 - g- Participation in events and parades on campus, individually or in groups, without prior approval; and wearing masks or full head and face coverings
 - h- Carrying out military or paramilitary activities on campus
 - i- Setting fires on campus for any reason
- 5- Inflicting or causing psychological or physical harm: any actions that lead to any psychological or physical harm are prohibited. These include, but are not limited to:
 - a- Use of force that causes injury to people; or attempt to use force, incite violence, or inflict harm on others on campus or during any university event off campus

- b- Participating directly or indirectly in intimidation, coercion, extortion, bribery, bullying, harassment, or threat to use force or harm others on campus or any university activity off campus
 - c- Participation in any physical assault, including physically attacking others
 - d- Participating in any behavior that poses a danger or injury to others, such as deliberately starting a fire or causing a riot
 - e- Participating in any activity that endangers the safety and health of individuals, behaving in a manner that degrades and humiliates others, or behaving in a way that prevents an individual from pursuing his/her academic work.
 - f- Participation in a hunger strike on campus, whether actual or fabricated, voluntary or involuntary, for whatever reason
 - g- Possession of weapons or dangerous materials; use or distribution of any kind of weapons, explosive devices, dangerous chemicals, dangerous materials, or any tools designed to cause bodily harm or threaten to cause bodily harm on campus or at any event related to the university off campus. This also includes the use of firecrackers and fireworks. Also, tools and devices that use and simulate weapons and that endanger or potentially endanger the life of a person are a type of weapon.
 - h- Possession, use, distribution, sale, attempt to sell or distribute narcotics, narcotic drugs and stimulants on campus or at any event for the university off campus
- 6- Discrimination: The University of Jordan prohibits discrimination based on race, color, religion, age, gender, marital status, disability, disease, or nationality. This includes intimidating, insulting or threatening others verbally, in writing, or through electronic means.
- 7- Harassment: it is strictly forbidden to do or say anything that harms honor and dignity, offends modesty, or violates good conduct and morals observed on or off campus. It is strictly forbidden to sexually harass others, to utter words and comments of a sexual nature, and to acquire and display devices, films, pictures, tapes, newspapers or magazines that contain what is contrary to morals and ethics inside the university and its facilities.
- 8- Smoking, alcohol and drugs: the consumption of alcoholic beverages or drug use by students on campus is not permitted at all. Smoking is not allowed inside the buildings of the University of Jordan.

- 9- Using computer systems: it is not permitted to access protected computer accounts or disrupt any other computer functions at the University of Jordan; to deliberately transmit computer viruses, or to use university computers or its website unethically.
- 10- Misbehavior in the library: it is not allowed to engage in any work that hinders the safe and effective use of the library by all its visitors, for the purpose of individual and group study, research, reading and any other academic activities
- 11- Other forms of impermissible behavior:
- a- Criminal behavior and rebellion against laws, regulations and instructions
 - b- Refusal to provide personal identification and appropriate documents to security guards upon request
 - c- Bringing any kinds of animals to university campus without prior permission from its administration.
 - d- Taking someone else's property without prior and express permission
 - e- Inviting speakers to the university without prior written permission
 - f- Disclosure of general information on behalf of the university without prior written permission
 - g- Organizing or holding any activity or event at the university without prior written permission
 - h- Using university property without prior written permission
 - i- Holding gatherings or races at the university without prior written permission
 - j- Holding gatherings, races, or events off campus without prior written permission
 - k- Using the university's name, logos, units, or facilities for any purpose without prior written permission
 - l- Not taking into account the customs and traditions of the Jordanian society in choosing clothes, grooming and general appearance

Article (11): Faculty members and the administrative staff are responsible for implementing the provisions of this code of conduct.

(Code of Conduct for Faculty Members at the University of Jordan)

Issued by the Board of Deans Pursuant to its Resolution No. (151/2017) on 27/2/2017 Based on Article (17/b/12) of the Jordanian Universities Law No. (20) of 2009

Article (1): This code shall be called “**The code of conduct for faculty members at the University of Jordan**”, and it shall be enforced as of the date of its issuance.

Article (2): The following terms, wherever mentioned in this code, shall have the meanings assigned to them below, unless the context indicates otherwise: -

University: University of Jordan.

President: University's president.

Faculty Member: A faculty member or a full-time lecturer at the university

Article (3):

- A. The provisions of this Code apply to all faculty members at the university.
- B. Each faculty member must sign a document pledging to abide by what is stated in this code; a copy of this document is kept in his/her file in the human resources department at the university.
- C. This code is based on the following values and principles: justice, professional integrity, impartiality, pertinence, keenness to achieve the university's mission and goals, responsibility, and adhering to the legislation governing the work of a faculty member at the university.
- D. A faculty member subjects himself/herself to accountability and disciplinary measures in accordance with the provisions of the faculty system and instructions in force at the university in case of violation of the provisions of this Code.

Article (4): This code aims to establish basic standards, rules and principles for the ethics of a faculty member at the university and to promote commitment to them. It also aims to establish the foundations of ethical practices and good governance. This is accomplished by educating the faculty members and directing them towards sound job ethics and self-discipline frameworks that govern the workflow at the university in line with the legislation in force, by stating their job duties and responsibilities.

Article (5): The duties of a faculty member include, but are not limited to, the following:

- a) Taking the oath of faculty before the president before starting work at the university
- b) Actively performing his/her job duties and tasks entrusted to him/her with honesty, integrity, accuracy, professionalism and impartiality; and working to serve the university's goals, objectives and interests.
- c) Familiarity with the laws, regulations and instructions that govern the work at the university and applying them objectively and without any transgression or negligence
- d) Devoting official working hours to the tasks and duties of his/her job, and not doing any activity that contradicts the mission and goals of the university
- e) Constantly striving to improve his performance, develop his professional capabilities, follow up on the latest developments in his/her field of specialization, and submit proposals that would improve the level of performance in the academic department to which he/she belongs
- f) Refraining from any practices or actions that violate morals and good behavior
- g) Refraining from offending the religious beliefs or political opinions of others on or off university campus; or inciting such offense
- h) Strengthening the links between the university and other universities, institutions, bodies and scientific institutes nationally, regionally and globally
- i) Not to strike work or incite others to strike, and to adhere to the legal and legitimate means of grievance
- j) Fulfilling all financial dues to the university, if any, in accordance with the legislation in force without delay
- k) Maintaining a high level of mastery in his/her scientific specialization, with an emphasis on the correctness and up-to-dateness of the academic subject content
- l) Using appropriate educational methods and activities that ensure the achievement of the objectives of the course
- m) Positivity and honesty in dealing with various academic topics

- n) Ensuring the development of scientific, independent and creative thinking, personal initiative and the spirit of teamwork among students
- o) Commitment to attend the required lectures and academic meetings without delay, and if circumstances call for absence or delay in lectures, the faculty member must make up for those lectures
- p) Attending academic and non-academic events, such as graduation ceremonies
- q) Adhering to the announced office hours

Article (6): Dealing with Others.

A- In dealing with students, the faculty member must abide by the following:

1. Respecting the rights of students, and dealing with them fairly, respectfully, impartially and objectively without discrimination on the basis of race, gender, religious or political beliefs, social status, disability or any other form of discrimination
2. Gaining the students' trust through integrity, responsiveness and correct behavior in all aspects in accordance with the legislation in force
3. Correcting students' exams and their semester work with the required speed and accuracy; answering their inquiries accurately and objectively, and stating the reasons in the event of a delay in announcing their results
4. Giving adequate care and attention to students with special needs and providing them with aid and assistance
5. Dealing with documents and personal information related to students in strict confidence and in accordance with the applicable legislation, and not using these documents and information for personal purposes
6. Refraining from any action that negatively affects the students' confidence in the teaching process
7. Not to be lenient in taking the necessary measures when controlling cheating among students
8. Evaluating students' performance in an objective and fair manner that reflects the reality of their performance
9. Commitment to the evaluation mechanisms stipulated in the course plan
10. Enhancing the moral and religious values of students and paying attention to the Arab-Islamic heritage
11. Developing a sense of belonging to the homeland and a sense of responsibility among students
12. Not to assign students to any tasks outside the framework of academic courses and university activities

B- In dealing with his/her superiors, a faculty member must abide by the following:

1. Adherence to the implementation of the orders, directives and instructions of his/her superiors according to the administrative hierarchy and in accordance with the legislation in force at the university
2. Dealing with his/her superiors with respect and not trying to achieve any privileges by unfair or illegal methods
3. Not to use any university documents with the aim of influencing the decisions taken or impeding the progress of work
4. Cooperating with his/her superiors and providing them with objective and honest opinion, advice and experience
5. Informing his/her immediate superior of any transgression, violation or difficulties he/she faces to ensure the continuity of work
6. Cooperating with his superiors when forming committees at the department, school or university presidency levels

C- In dealing with colleagues, a faculty member must abide by the following:

1. Dealing with respect, tact and honesty with his/her colleagues; maintaining sound and friendly relations with them without discrimination; respecting their privacy, and refraining from using any information related to their private lives with the intent to offend them
2. Cooperating with his/her colleagues and sharing his/her opinions with others with high professionalism and objectivity; providing them with assistance wherever possible to solve the problems they face in the field of work; and making sure to spread positive trends among colleagues to help advance work and improve its environment
3. Not to allow students to criticize the performance of any other colleague or criticize his personality
4. Not inciting students to file a complaint against another colleague
5. Not urging students to take certain courses or refraining from taking them with other colleagues, regardless of those colleagues' competencies and experience

D- In dealing with his/her subordinates, a faculty member must abide by the following:

1. Developing the capabilities of his/her subordinates, assisting and motivating them to improve their performance, and setting a good example for them by working to adhere to the legislation in force
2. Transferring his/her acquired knowledge and experiences to his/her subordinates and encouraging them to increase the exchange of information and knowledge transfer among them

3. Supervising his/her subordinates and holding them accountable for their work, evaluating their performance objectively and impartially, and seeking to provide training and development opportunities for them in accordance with the legislation in force
4. Refusal of any pressures from others that would lead to preferential treatment of the subordinate
5. Not assigning administrative staff to work that is not entrusted to them or outside their job description
6. Respecting the rights of his/her subordinates and cooperating with them in a highly professional manner without favoritism or discrimination
7. Respecting the rights of students and dealing with them objectively and professionally without discrimination

Article (7): Trust and Reliability

The faculty member must abide by the following:

- a) Not to disclose the confidentiality of information, manuscripts and documents obtained or viewed during the performance of his/her work, whether in writing, verbally or electronically, especially regarding the confidentiality of which legislation, instructions or special decisions have been issued
- b) Refraining from making any comment, statement, or intervention related to topics that are still under study or deliberation at the university.
- c) Maintaining the confidentiality of information related to the student and his/her privacy, so that it is not disclosed except with the consent of the student himself/herself or his/her guardian, or for legal or academic purposes
- d) Full and accurate disclosure to the competent references of all official information that is required to be disclosed by virtue of the faculty member's job.
- e) Not to exploit information related to the student to achieve personal interests, even if it is research or teaching
- f) Refraining from performing any activity that would lead to the emergence of a real, apparent or potential conflict of interests between a faculty member's responsibilities and his/her job duties

(Article 8): Accepting or Requesting Gifts and other Privileges

The faculty member must abide by the following:

- a) Not accepting or requesting cash, gifts, benefits or any other privileges, of any kind or amount, directly or indirectly, from students or their families

- b) If a faculty member, by virtue of his/her administrative work, obtains a gift, it should be handed over to the university and kept with the concerned administrative authority
- c) The university opens a special record for gifts granted to the university in which the gifts mentioned in paragraph (b) of this article are recorded and the mechanism of how to deal with them is determined, whether keeping them at the university, donating them, or keeping them with a faculty member
- d) Avoiding the establishment of close relations with individuals or institutions whose interests depend mainly on his/her decisions or the decisions of the administrative body within which he/she works

Article (9): Preserving the University's Interests and Property

The faculty member must abide by the following:

- a) Preserving the university's interests and property, not compromising any of its rights, and informing his/her direct superior of any encroachment on public money or the public interest of the university and of any negligence or behavior that harms its interests
- b) Not to use university funds and properties for personal gain or to promote goods or benefits for others
- c) The following should be observed when the faculty member uses his/her personal computer on campus: -
 - 1. Taking all necessary measures to protect the computer from damage
 - 2. Not to download programs to the device until after consulting with the computer center at the university
 - 3. Ensuring that the device is turned off before leaving the workplace
 - 4. Maintaining the confidentiality of the information found or saved on his/her own device by using his/her password and not divulging it to others
 - 5. Not using the device for entertainment purposes and not downloading entertainment programs
 - 6. Not to enter other people's devices and try to obtain information from them
 - 7. Using the device for the purpose of developing skills and capabilities in line with the interests of the university
 - 8. Rationalizing the use of printers as much as possible and using them for work purposes only
- d) The faculty member must observe the following when using the Internet and social media: -

1. Commitment to using the Internet and social media for work purposes, including teaching, research, and developing capabilities and skills related to the nature of the faculty member's work
2. Adhering to the terms and requirements of intellectual property rights for files and programs, and observing the terms of licensing their use
3. Immediately consulting with the computer center at the university when noticing any abnormalities during the use of the Internet
4. Not to download texts and images that contain immoral or racist materials, or contain extremist political views, or incite violence and hatred or any illegal activities
5. Not to download files that are not directly related to the nature of the faculty member's work, such as video files and multimedia files, such as movies, songs, music, and the like
6. Not to use the Internet to send confidential materials, or material that contain threats and harassment to others
7. Not to use social media with students for non-academic matters

e) A faculty member must observe the following when using his/her email:

1. Not to use his/her e-mail to create and distribute messages that contain propaganda, personal, or immoral materials, or those that include extremist political views or racist comments about religious beliefs and practices, gender, age or race. If any message is received from any faculty member in this regard, the computer center must be informed about it directly.
2. Not to send incoming messages that may contain jokes, pictures or movie files
3. Not to resend incoming messages that may contain viruses or files that may be suspected of containing viruses. In this case, the help of the university's computer center must be sought.
4. Taking into account that there is no privacy with regard to messages that reach a faculty member or that he sends through the university's e-mail system, as the e-mail of any faculty member may be monitored by authorized employees without prior notice
5. Not to open any incoming messages whose source is suspicious
6. Using e-mail for the purposes of teaching, research, and developing capabilities and skills in accordance with work requirements

Article (10): Rights of a Faculty Member

Towards the faculty member, the university is committed to the following:

- a) Clearly defining the duties and responsibilities of the faculty member
- b) Dealing with a faculty member in everything related to his/her job situations on the basis of merit, competence, competitiveness and equal opportunities; and motivating him/her to develop and achieve
- c) To secure good and safe working conditions for the faculty member and to ensure that no discrimination is practiced against him/her in the workplace, due to his/her position.
- d) To provide appropriate and continuous training opportunities to improve the faculty member's career progression in accordance with the legislation in force at the university
- e) To guarantee his freedom of opinion and expression within the framework of law and in accordance with the provisions of this code
- f) To guarantee the faculty member's right to file a complaint about any wrong or unjust decision taken against him/her, in accordance with the legislation in force
- g) Faculty members with disabilities have the right to obtain the possible adaptations, modifications and facilities that help them perform their duties in line with the provisions of the Law on the Rights of Persons with Disabilities No. (25) of 2017.

Article (11): General Provisions

- a) The faculty member must review this code, be familiar with its contents, and abide by it.
- b) The university shall enable faculty members working at the university and all its students to view and read this code.

Article (12): The president, deans of schools and chairs of academic departments at the university are responsible for supervising the implementation of this code.

University of Jordan
Human Resources Department

Acknowledgement

I, the undersigned faculty member, (.....), acknowledge that I have read the provisions of “The code of conduct for faculty members at the University of Jordan”, and I pledge to fully abide by its provisions.

Name:

Signature:

Date:

(Code of Conduct and Job Ethics for Members of the Administrative Staff at the University of Jordan)

Issued by the Board of Deans Pursuant to its Resolution No. (188/2017) on 3/13/2017

Article (1): This code shall be called “**The Code of Conduct and Job Ethics for Members of the Administrative Staff at the University of Jordan**”, and it shall be enforced as of the date of its issuance.

Article (2): The following terms, wherever they appear in this Code, shall have the meanings assigned to them below, unless the context indicates otherwise:

University: University of Jordan

The employee: the person appointed to a classified and permanent position within the administrative staff of the university, including those appointed by contract or part-time.

Article (3): The provisions of this code shall be applied to all university employees.

Article (4): The efficiency of the staff and its ability to perform its mission in providing pioneering services to service recipients is an indicator for judging the efficiency and positivity of management systems. Therefore, the university pays attention to the employee as the mainstay of the comprehensive system of rational management, by acknowledging his/her rights and specifying his/her duties and job responsibilities in order to determine the ethical standards that should govern and frame the employee’s performance. Moreover, the university is committed to assigning employees to administrative positions on the basis of merit, adequacy, entitlement, qualification and job training according to the terms and conditions stated in the applicable regulations and instructions in force. Therefore, the university adopts a set of rules of conduct to serve as a guide to achieve the university’s vision, mission and goals.

Article (5): This code is based on the foundations and principles of justice, transparency, accountability, integrity, professionalism and impartiality; and aims to achieve the following:

1. Instructing employees and directing them towards sound job ethics and self-discipline frameworks that govern workflow. These frameworks are compatible with the legislation in force and are regulating of work at the university.
2. Disseminating and promoting ethical standards, noble values, binding institutional rules of professional conduct and job ethics

3. Clarifying an employee's job duties and responsibilities to improve the quality of work
4. Ensuring commitment to professionalism and objectivity of performance and prioritizing the public interest over any other interests

Employee Duties

Article (6): In addition to what is stated in the university staff system in force and its instructions, employees must abide by the following:

- 1- The Legislation regulating work and its effective implementation without any abuse, violation or negligence
- 2- Performing their duties and job tasks efficiently and effectively to achieve the university's vision, mission and goals. Employees must be fully aware that serving the university is a source of honor and pride.
- 3- Investing working hours in an optimal manner, and not doing any activity that is not related to their job duties or any other work assigned to them
- 4- Refraining from any practices or actions that would violate the rules of proper conduct and public morals or offend the beliefs and opinions of others
- 5- Offering suggestions that contribute to developing work methods, improving its quality, developing its capabilities and functional skills; and contributing to any work and activities that improve the overall performance level at the university
- 6- Maintaining the confidentiality of data, information and all documents and papers, as they enjoy legal protection. They may not be published, copied, photocopied or kept personally by any means unless the job duty or the judiciary requires otherwise
- 7- Not to exaggerate or abuse the rights granted to them by law, including their right to express their job-related opinions
- 8- Paying attention to their appearance by wearing the appropriate dress that takes into account the social values and customs and in a way that does not carry any symbols or phrases that would provoke religious, ethnic or regional tendencies

Dealing with Others

Article (7): A- In dealing with the service recipient, employees must abide by the following:

- 1- Respecting the rights, interests and privacy of others; and dealing with them with respect, impartiality and objectivity without discrimination
- 2- Completing the required paperwork efficiently and effectively, and seeking to gain the trust of the service recipient through positive behavior and integrity, in accordance with the legislation in force
- 3- Providing the required information to the service recipient within the scope of their job duties and in accordance with the legislation governing work; actively listening to his/her inquiries, and guiding him/her to the mechanism for filing a complaint to the concerned authorities if he/she wishes to do so

B. In dealing with superiors, employees must abide by the following:

- 1- Respecting and implementing the orders and directives of their superiors and dealing with them tactfully according to the administrative hierarchy in a manner that does not violate the legislation in force
- 2- Not to hide any information related to work from superiors with the aim of influencing the decisions taken or impeding the progress of work
- 3- Informing their superiors of any violations, irregularities or difficulties they encounter at work

C. In dealing with subordinates, an employee must abide by the following:

- 1- Transferring knowledge and experiences to his/her subordinates, developing their capabilities, and motivating them to develop and improve their performance, as well as guaranteeing their job-related rights
- 2- Following up the performance of the work of subordinates and evaluating it professionally and objectively; and rejecting any pressures that would lead to dealing with subordinates on subjective grounds
- 3- Not assigning a subordinate any tasks outside the scope of his/her job

D. In dealing with colleagues, an employee must abide by the following:

- 1- Cooperating with his/her colleagues in the performance of job duties and working in a team spirit, to root corporate culture and spread positive trends in the work environment
- 2- Dealing respectfully and tactfully with his/her colleagues, observing their privacy and refraining from any practices or behaviors that violate public morals

Article (8): Preserving University's Funds, Properties and Public Facilities

The employee must abide by the following:

- 1- Preserving the university's funds and properties, and not compromising any of its rights; informing direct superior of any abuses of the university's funds and interests, and of any behavior that may harm the interest of the university
- 2- Commitment to using university's equipment and property for work purposes in a correct and effective manner; avoiding any negligence that would result in loss of one of the university's rights

Article (9): Conflicts of Interest and Acceptance of Gifts

The employee must abide by the following:

- 1- Not to use his/her job powers to achieve personal interests for himself/herself or for others; and to permanently refrain from carrying out any preferential treatment for any person in contravention with the legislation regulating work
- 2- Not to employ and exploit the information obtained during the performance of his/her official duties at the university after the end of his/her working hours to achieve personal benefits for himself/herself or others or to offend others.
- 3- Not to accept or solicit gifts or any other benefits directly or indirectly, so that they have an impact on his/her objectivity in the performance of his/her job duties

Article (10): 1- The employee must review this code and sign an acknowledgement form stating that he/she is fully committed to its provisions. This form should be kept in his/her job file.

2- If the employee commits a violation of the provisions of this Code, he/she will be held accountable, and necessary disciplinary measures and penalties will be taken against him/her, in accordance with the legislation in force at the university.

3- The university shall enable service recipients to view this code by publishing it on its website, or any other means it deems appropriate.

University of Jordan
Human Resources Department

Acknowledgement

I, the undersigned employee, (.....), acknowledge that I have read the provisions of “The Code of Conduct and Job Ethics for Members of the Administrative Staff at the University of Jordan”, and I pledge to fully abide by its provisions.

Name:

Signature:

Date: