



جامعة الحسين التقنية
Al Hussein Technical University

Student Handbook

2017/2018

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Introduction

Al Hussein Technical University (HTU) is a higher education institution established to support Jordanian youth's pursuit of vocational, technical and applied education. As a true advocate of STEM education, HTU works to achieve a world-leading education for young people in science, technology, engineering and mathematics (STEM). The university offers diploma and bachelor degree programs in the fields of applied engineering. Our hands-on curriculum is informed by industrial needs, local and global challenges. It is designed to spur innovative, problem solving, and entrepreneurial spirit among our students.

Campus life centers on students' intellectual, innovative and creative abilities. This holistic approach to education sets our graduates apart, and marks their future success. HTU serves the larger community through skill development programs that aim to refresh and advance the skills of unemployed university graduates. Our programs focus on highly needed expertise, and aim to enhance participants' employability as well as technical skills.

Forward by the President

Welcome to Al Hussein Technical University (HTU), your home institution for the next few years. I hope our campus and curricula will broaden your horizons and inspire innovation in every class, lab, and workshop. I encourage you to excel, ask questions, and above all, make mistakes—it is through your missteps that you will learn the most. Higher education is an opportunity to develop your intellectual, professional, and personal character. I challenge you to keep an open mind and value others' opinions; allow your beliefs to be challenged, for discomfort fosters growth. More importantly, I urge you to measure your achievements here at HTU based on academic integrity, diligence and hard work, respect for yourself and others, and commitment to learning.

HTU will provide you with an array of unique opportunities to support your success: a rigorous STEM curriculum, industry-based learning, entrepreneurial skills training, an immersive English program, and soft skills preparation. I challenge you to take full advantage of these resources. The time you spend at HTU will be invaluable to building your competency and enhancing your employability. I hope you will seize every opportunity to participate actively in the many activities offered here at HTU. Practical knowledge will usher you through your career and help you cultivate a productive, fulfilling, and meaningful life.

We have the highest hopes for your time at HTU and beyond as you prepare to enter the professional arena as a highly skilled engineer. College education is a privilege that opens the door to many prospects and allows you to transform your life and the lives of others. I trust you will acknowledge and uphold your obligation to serve as a responsible citizen with the potential to shape and advance our society.

I wish you a successful and productive academic year and look forward to seeing you on campus.

Sincerely,
Prof. Labib Khadra



***Advocate STEM education,
through interdisciplinary,
and industry-based learning***

HTU Unique Features

- Labor market-driven curriculum
- Unique degree structure
- STEM-based education
- Vibrant campus and outstanding location in the heart of Amman's business hub (King Hussein Business Park)
- National and International accreditation
- Study abroad options in (France, USA, and UK)
- Applied entrepreneurship training
- State of the art laboratories
- English speaking campus and curriculum
- Focus on employability soft skills
- Competitive and transparent admission policy
- Students are selected based on grades and an interview.

Admission Requirements

The following certificates are acceptable for admission to Al-Hussein Technical University (HTU):

1. The Jordanian General Secondary Certificate (Tawjihi), SAT II, IB, IGCSE, GCE, and other non-Jordanian certificates, etc. accompanied by a Jordanian equivalency certificate issued by Jordan's Ministry of Education.
2. Minimum required score for admission to Bachelor Programs:
 - B. Sc. in Architectural Technology: %80 - Scientific Stream
 - B. Sc. in Engineering Mechanical, Energy, Electrical and Civil Engineering: %80 - Scientific and Industrial Streams
 - B. Sc. in Computer Science and in Information Sciences: %65 - Scientific, IT and Industrial Streams.

Minimum required score for admission to Technical Degree Programs

- Technical Engineering Degree in Architectural Technology: %60 - Scientific Stream
- Technical Engineering Degree in Mechanical, Energy, Electrical and Civil Engineering: %60 - Scientific and Industrial Streams
- Technical Degree in Computer Science and in Information Science: %60 - Scientific, IT and Industrial Streams.

Required Documents

- Original copy of the Jordanian General Secondary Certificate (or equivalent).
- A certified copy of candidate's birth certificate
- A certified copy of candidate's personal identification card (for Jordanians) or passport (for non-Jordanians)
- A copy of the Military Service Booklet or Service Exemption Certificate (for Jordanians male candidate)
- Two recent colored photographs

For Transfer and Exchange Students:

In addition to the documents mentioned above, transfer students are also required to submit the following:

- HTU accepts transfer and Exchange students only from accredited universities
- Official transcript from the previous university certified by the Ministry of Higher Education and Scientific Research in Jordan
- Description of all courses taken
- Clearance and good conduct certificate from the university (For transfers from Jordanian universities)

Document Authentication:

- Certificates issued outside Jordan are authenticated by the Embassy of Jordan in the country of origin and by the Ministry of Foreign Affairs in Jordan
- Secondary School certificates issued outside Jordan are: in addition to the first point, are authenticated by Jordan's Ministry of Education

For Transfer and Exchange Students:

- University transcripts issued outside Jordan are authenticated by the Jordanian Ministry of Higher Education & Scientific Research.

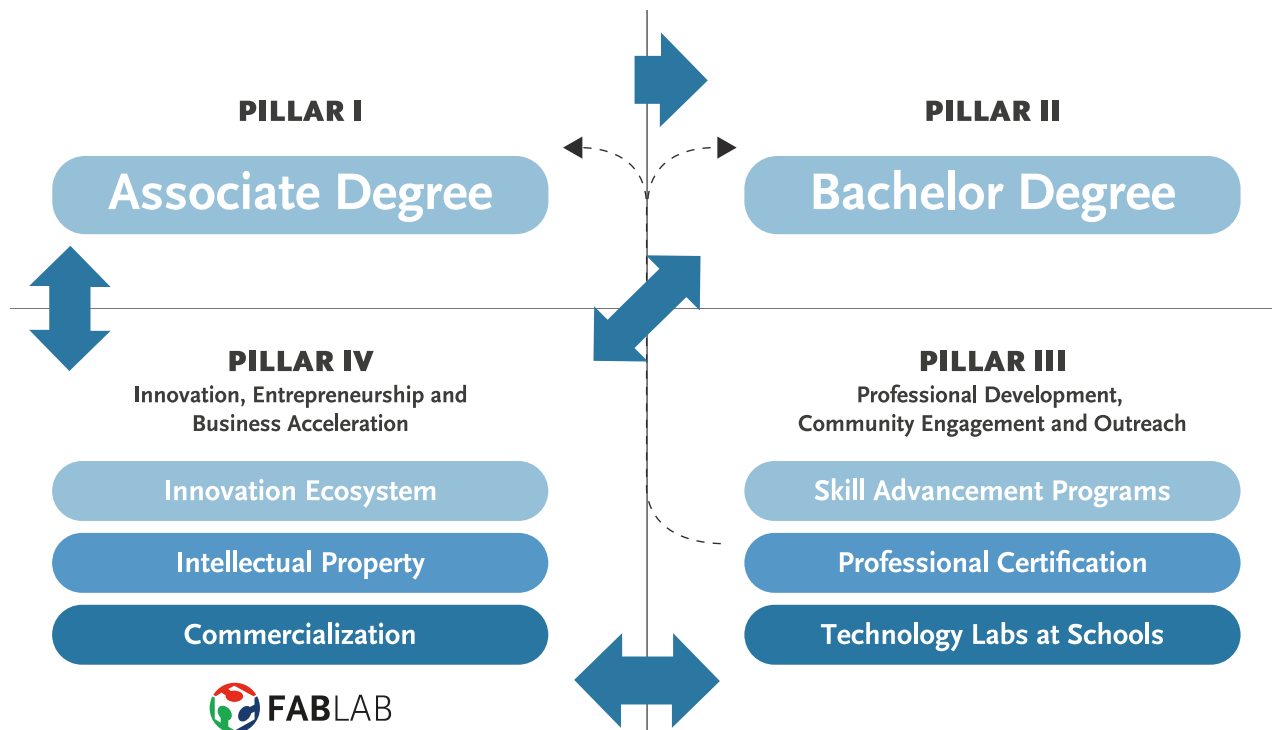
Academic Degrees and Programs

The followings are the scientific degrees and certificates granted at Al-Hussein Technical University (HTU) as approved by the Deans' Council of the university under Article (4) of Granting Scientific Degrees and Certificates By-Law No. (11)/ 2017.

Degrees Offered

- Bachelor of Science degree (BSc)
- Technical Engineering Associate Degree/ and Technical Informatics Degree)
- Technical Associate Degree (Technician)

Degree Fields and Progression



Academic Programs

Mechanical Engineering

The Mechanical engineering program will focus on the creation, design and implementation of product assembly and processing systems ranging from small component designs to complex plants.

A mechanical engineer works on all stages of a product, from research and development, design and manufacture, to installation and final commissioning. The reliance on mechanical engineering is almost universal in industry: aerospace, automotive, biomedical, construction, manufacturing, energy, and general industries. The program will also focus on courses related to the management of people, projects and resources, as well as the development and use of new materials and technologies.

Degrees offered:

- Technician
- Technical Degree (Intermediate University Program)
- B.Sc. Degree

Pathways:

Mechanical Engineering
Manufacturing Engineering
Operation Engineering

Energy Engineering

The energy engineering program focuses on energy efficiency, energy services, facility management, plant engineering, environmental compliance and alternative energy technologies. The program combines knowledge from the fields of electrical, mechanical and thermal engineering with sound economic and environmental engineering practices.

Students will acquire the expertise to engineering renewable energy such as hydro, solar, biomass, and geothermal. They will determine the most efficient and sustainable ways to operate buildings and manufacturing processes, audit the use of energy, and improve existing systems.

Each student will spend a year in Jordan or abroad working in his or her field solving problems and contributing to their profession with close collaboration with academic and industry advisors.

Degrees offered:

- Technician
- Technical Degree (Intermediate University Program)
- B.Sc. Degree

Pathways:

Thermal Engineering
Heat, Ventilating, and Air Conditioning Engineering
Renewable Energy Engineering

Electrical Engineering

The Electrical engineering program deals with the study of the design, development, and maintenance of electrical and electronic systems and their components to ensure quality, safety, reliability, and sustainability. Students can specialize with a wide range of subfields including electronics, computers, power engineering, telecommunications, control systems, radio-frequency engineering, signal processing, instrumentation, microelectronics, and nanotechnology. Many of these sub-disciplines overlap with each other and with other engineering branches including hardware engineering, power electronics, electromagnetics & waves, microwave engineering, electrochemistry, renewable energies, mechatronics, electrical materials science, and many more.

Students will be able to operate, develop, design and manufacture electrical equipment used in factories, control stations, communication facilities, construction, building and the production and distribution of power.

Degrees offered:

- Technician
- Technical Degree (Intermediate University Program)
- B.Sc. Degree

Pathways:

Electrical Engineering
Electronic Engineering

Civil Engineering

The Civil Engineering program prepares students to excel as professionals within their field. It provides students with comprehensive education in all facets of Civil Engineering by a combination of classroom, laboratory and practical on-site experience. Each student will perform as a member of an engineering team in actual projects, The student will participate from the initial design to its construction through HTU's many partnerships with Civil Engineering firms. Each student will receive not only the finest classroom learning outcomes from both academics and experienced professionals, but will have ample opportunity to apply those lessons learned on the ground.

Degrees offered:

- Technician
- Technical Degree (Intermediate University Program)
- B.Sc. Degree

Pathways:

Structural Engineering
Quantity Surveying Engineering

Architectural Technology

The Architectural Technology program at HTU prepares students for comprehensive excellence in the construction industry. The program gives students the tools to make immediate and substantial contributions and to adapt to its rapidly-changing future. The program uses the latest technology to develop competence in design, methods, materials and environmental concerns. Students will learn to analyze existing designs, create new ones with close attention to both the practical concerns of on-site execution of the design within the larger aesthetic and cultural context of Jordan and the region.

Students will learn by taking the class lessons to actual sites and contributing to both the field and the office.

Degrees offered:

- Technician
- Technical Degree (Intermediate University Program)
- B.Sc. Degree

Pathways:

Construction Technology
Construction Management
Building Engineering Systems

Computer Science

The Department of Computer science involves the understanding and design of computers and computational processes. It is devoted to the study of the theory, experimentation, and engineering that form the basis for the design and use of computers.

Degrees offered:

- Technician
- Technical Degree (Intermediate University Program)
- B.Sc. Degree

Information Sciences

IT is the study of the characteristics and behavior of information, the factors governing its flow and the means of processing it to facilitate the maximum utilization of information. It includes the activities of processing, broadcasting, assembling, organizing, storing, retrieving, interpreting and using information.

Degrees offered:

- Technician
- Technical Degree (Intermediate University Program)
- B.Sc. Degree

Pathways:

- General
- Cyber Security
- Data Analytics
- Application Development

Study Plans

Study plans are developed within the approved credit hour system.

Academic Program	BSC Duration / year			Credit Hours		
	Theoretical	Practical	Total	BSC	Technical	Technician
Mechanical Engineering	3	1	4	166	132	72
Energy Engineering	3	1	4	166	132	72
Electrical Engineering	3	1	4	166	132	72
Civil Engineering	3	1	4	166	132	72
Architectural Engineering	3	1	4	170	136	76
Computer Science	3	1	4	135	105	72
Information Sciences	3	1	4	135	105	72

- Technical Degree Duration 2+1 years
- Technician Degree Duration 2 years

- Study plans distribute courses according to their requirements, which include:
 - University requirements
 - Program requirements
 - Specialization requirements
 - Any other requirements approved by the Council.

- The study plans show the optional courses, practical applications, pre- and equivalent requirements, if any.

- The study plans indicate the mechanism for calculating the hours adopted for theoretical and practical lectures as follows:
 1. One credit hour equals (15) Theoretical lectures of 50 minutes each.
 2. For labs and practical training, each credit hour equals three actual hours.

- The school year shall be divided into three mandatory semesters, the duration of which is as follows:

Semester I (Fall) 15 weeks

Semester II (Spring) 15 weeks

Semester III (Summer) 10 weeks

Placement Tests

All new students are required to sit for a one-time mathematics and English Language placement tests according to the stated conditions and times provided by HTU Academic Departments.

Student placement in these two courses are decided on the basis of the tests' results.

Attendance

1. The student must attend all the theoretical and practical courses he or she is registered for.
2. Any absence from lectures or hands-on training shall be subject to severe penalty as stipulated in the Student Code of Conduct.



2017-2018 HTU Student Academic Calendar

Fall Semester

Date	Description
13/8/2017	Start of Admission
9/9/2017	Open Day
25/9/2017	English Placement test for new students
5-16/9/2017	Attendance of Academic Staff
17-19/9/2017	Open Days
16/9/2017	Commencement of the Academic Year 2017/2018
15/10/2017	Classes Start
15-19/10/2017	Courses Cancellation Period for Fall Schedule
11/20/2017	Holiday: Al-Mawled Al-Nabawi Al-Shareef (approximately)
26/11/2017	Last Day for College s to Deliver Spring Schedule
3-16/12/2017	Mid Term Assessment Period
25/12/2017	Holiday: Christmas
1/1/2018	Holiday: New Year's Day (2018)
2-4/1/2018	Registration for Spring Semester
16/1/2018	Last Day to Withdraw Courses "W"
21-25/1/2018	Final assessment period
23/1/2018	Last Day to Withdraw or/and Postpone the Semester
25/1/2018	Last day of classes

26/1 - 17/2/2018	Fall Semester Break (for students)
28/1/- 8/2/2018	Grade Announcement
4-8/2/2018	Application for Program Change
9-17/2/2018	Fall Semester break for faculty
15/2/2018	Last Day for Grade Appeal
Fall Semester	
Dates	Description
18/2/2018	Attendance of Academic Staff
18/2/2018	Classes Begin
18-22/2/2018	Add/Drop Period
22/2/2018	Orientation Day for New Students
19-21/2/2018	Courses Cancellation Period for Spring Schedule
26/2/2018	Last Day for Incomplete Grade Removal
9-11/4/2018	Mid Term Assessment Period
25/4-10/5/2018	Registration for Semester Three
1/5/2018	Holiday: Labor Day
25/5/2018	Holiday: Independence Day
29/5/2018	Last Day to Withdraw Courses
30/5/2018	Last Day to Withdraw or/and Postpone the Semester

31/5/2018	Last day of classes
27-31/5/2018	Final Assessment Period
1/6/2018	Spring Semester Break (for students)
3-12/6/2018	Applications for Program Change
3-14/2018	Grade Announcement
15-23/6/2018	Semester break for faculty
28/6/2018	Last Day for Grade Appeal

Code of Student Conduct

Violations

Academic Violations

1. Violation of discipline during lectures, seminars and activities held on campus.
2. The intended abstention from attending lectures or other university activities that require student attendance and compliance.
3. Deliberate Falsification: Deliberate falsification of a written or verbal statement of fact to a Faculty member and/or university employee, so as to obtain unearned academic credit.
4. Forgery: Forgery, alteration, or misuse of any University document relating to the academic status of the Student.
5. Distortion: Any act that distorts or could distort grades or other academic records.
6. Any act of academic dishonesty including acts of direct cheating and plagiarism, aiding and abiding others to cheat, or seeing and not reporting acts of dishonesty during an exam or an assignment. See Code of Academic Integrity for further rules.

Conduct Violations

1. Any insult or abuse committed by the student against the faculty member or any of the employees or students at the university at large.
2. Any act committed by the student that affects ethical manners and good conduct, whether inside the university or in activities and activities in which the university participates.
3. Acts of violence and to engage in fights with other students or other persons within the university or the Host Campus.
4. Use of university buildings and facilities for non-permitted purposes without the prior written permission of relevant authority on Campus and Host Campus.
5. Distribution or affixing of leaflets, banners or collecting donations without obtaining the approval of the relevant authority on campus.

6. Participating or recruiting for an unlicensed organization active on or off campus.
7. Engaging in any activity that endangers or threatens to endanger the security and order within the university.
8. Carrying licensed or unlicensed weapons
9. Dealing, handling or consuming illegal substance.
10. Intention to or acts that destroy any of the University's movable or immovable property.
11. Smoking in places where smoking is prohibited.
12. Forging documents
13. Personification
14. Any violation of University rules and regulations

Penalties

Article 4: A student who commits any of the offenses stipulated in Article (3) of these Regulations shall be punished in accordance with one or more of the following penalties:

- A- A Verbal Notice
- B- Written Warning.
- C- An Official First and Second-Degree Warning.
- D- A final warning and probation.
- E- Failing one or more courses of the semester in which violations took place.
- F- Banning for a limited period from participating in student activities.
- G- Denial of benefits or student support funds for one semester or longer.
- H- Temporary dismissal from the university for one semester or longer.
- I- A final dismissal from the University.
- J- Deprive the student of the awarded university certificate in case there was forgery or fraud in the procedures of awarding the certificate

Jurisdiction: The power of imposing penalties

The power of imposing penalties provided in these Regulations shall be determined as follows:

1. The instructor of the course may issue a verbal notice for (1) and (2) of the academic violations.
2. The head of the academic department may impose the penalty of a written warning for (1) and (2) of the academic violations.
3. The Dean of the Faculty shall have the right to impose penalties (A-E).
4. The Dean shall have the right to impose penalties (A, B, C, F).
5. The President or his Deputy shall have the right to impose penalties (A-H).
6. The Deans Council shall have the right to punish the two penalties (A-J).
7. The penalty shall be imposed by the Dean based on the recommendation of the investigation committee.
8. If the Dean is not satisfied with the recommendation of the Committee, the matter shall be brought to the Deans' Council for final decision on the penalty.
9. In the event that the Committee attributes a penalty beyond the authority of the Dean, the matter shall be brought to the Deans' Council for final decision.

Committees and Investigation procedures

Article 6: The following committees shall be formed at the university at the beginning of the academic year:

(A) Investigation Committee at the College level:

1. The College Council shall form a committee to investigate the academic violations of the students provided for in paragraph (A) of Article (3) of these Regulations, which shall be comprised of three faculty members, and a fourth faculty member on stand-by.

2. The College Council shall name the Chairman of this Committee and the Presidency of the University shall be informed of the names of its members.
3. The Dean shall refer the offenses committed by the students within his college to this committee for investigation and recommending the placement of the appropriate penalty.
4. The head of the academic department, with the recommendation of the faculty members, shall impose the penalty of a written warning if the student commits one of the offenses (1) and (2) provided in paragraph (A) of Article (3) of these Regulations directly without transferring them to the investigation committee.

(B) Investigation Committee at the University level;

1. The Deans' Council shall form a committee or more to investigate the behavioral violations of the students provided for in paragraph (B) of Article (3) of these Regulations, which shall include three faculty or staff members, a student representative (if needed), and a fourth member on stand-by.
2. The Deans' Council shall designate one of the three committee members (a faculty member) as the Chairperson of Committee.
3. The Dean of Students' Affairs shall refer to this Committee the students' behavioral offenses for investigation and placing the appropriate penalty.

4. The Dean of Students' Affairs can inflict a penalty in case a student commits one of the two violations (6) and (9) provided for in paragraph (B) of Article (3) of these Regulations, without transferring them to the Investigation Committee. The Dean may substitute the penalty of written notice with a community service at one of the university facilities.

(C) General provisions of the investigation procedures

1. The investigation committees referred to in paragraphs (A) and (B) of this Article shall consider the offense referred to them within one week of its date. The Committee shall issue its recommendation to the party to whom it referred within one week from the date of the completion of the investigation proceedings.
2. The student shall be informed of any penalty imposed on him in writing within three days of the decision of the Commission of Inquiry.
3. The student shall not be punished for one offense from more than one entity on campus.
4. Except as provided in paragraphs A/4 and B/4 of Article (6) of these Regulations, no penalty shall be imposed on any student without the procedures of investigation and appeal provided for in these Regulations.
5. A faculty member may not participate in more than one of the two committees referred to in paragraphs (A) and (B) of this article.
6. The meetings of the committees shall be legal in the presence of the majority of the members and their decisions shall be taken by a majority.

Penalty appeal

Article 7:

(A) The student shall have the right to appeal the penalty imposed on him within one week from the date of his notification in writing.

(B) The student shall submit a request to appeal the penalty to the Deans' Council through the Dean.

(c) The Dean shall submit the application for appeal to the Council within three days from the date of submission. The application shall be accompanied by the investigation proceedings and any other relevant documents.

(D) The Deans' Council shall examine the request for appeal at their first session after the request is received and issues its decision based on the investigation, other data and consultation with the university's legal adviser if necessary within a period not exceeding fifteen days from the date of receipt of the request. The decision issued by the Deans' Council shall be final and the student shall be informed of the decision in writing by the Dean.

General Provisions

Article 8: If the violation committed by the student causes the destruction of university property or the property of a third party, the student shall be made responsible to pay the value of what he/she caused by a decision of the president on the basis of a recommendation by the concerned authority. Payment does not exempt him/her from the imposition of other penalty commensurate with the nature of the offense.

Article 9: Two or more of the penalties provided for in these Regulations may be combined as per the jurisdiction specified in Article (5).

Article 10: Rulings to impose sanctions shall be shared in writing with the student. Student shall sign the receipt of the rulings. A copy of the rulings is kept in a student file at the Deanship of Student Affairs. Other copies are shared with the Dean of the College concerned, and the Department of Admission and Registration and the scholarship authority, if any.

Article 11: The Deans' Council shall decide in cases where no provision has been made in these Regulations or in case of conflicts arising from their application.

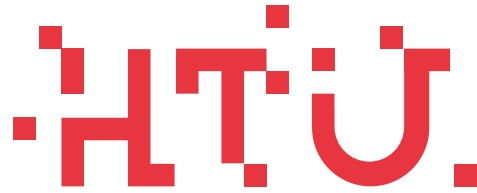
Scholarships and Financial Aid

The University offers several types of merit and need based scholarships to deserving students based on published rules and regulations.

Non-Discrimination Policy

HTU considers students, applicants for admission, and those seeking access to University programs on the basis of their individual merit. The University does not discriminate on the basis of religion, sex, origin, age, social class, or status as an individual with a disability. Affirmative action may apply for certain need-based scholarships. Otherwise, students have equal access to resources, services, facilities at all times.





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