

# Regulations for Special Study

Regulation Number (4) for the year 2019  
Regulations for Special Study (Non-degree enrollment)  
Issued in accordance with the Provisions of Article (19) for the  
Fundamental Structure of Princess Sumaya University of Technology  
No. (1), 2005

## Definitions

### Article (1):

These regulations are called “The Regulations for Special Study (Non-degree enrollment) at Princess Sumaya University for Technology, No. (4), year 2019”. They shall be effective upon approval from the Board of Trustees.

### Article (2):

It is permissible to register for special study (Non-degree enrollment) in any course taught at the University, and obtain an official document showing the results in those courses. This possibility is open to persons from the following categories:

1. Students who study at universities or higher education institutes inside or outside Jordan and want to study some courses at PSUT.
2. Individuals who wish to deepen their specialized knowledge with a view to improving their performance and skills in their field of work, or who wish to enrich their cultural or scientific knowledge.
3. Students at other universities that are linked to PSUT under student exchange agreements.

### Article (3):

**First:** In order to be accepted for registration in special study, the student must meet the following requirements:

- a) Hold a Jordanian General Secondary School Certificate, or equivalent.
- b) Hold a Bachelor's degree or its equivalent with a minimum ranking of ‘Good’, if applying to study courses at Master’s level.
- c) There must be vacant seats available for the courses for which he/she wishes to register.

**Second:** The student who wishes to register for special study (Non-degree enrollment) is required to provide the following supporting documents:

- a) A transcript of the General Secondary School Certificate or equivalent, or a transcript of Bachelor’s or Master’s degrees or equivalent.
- b) Proof of enrollment in study at another university or university college, if the student is enrolled at another university or institute of a university level.

**Third:** Students are accepted for special study by a decision from the President, upon the recommendation of the Dean of Admissions and Registration.

**Article (4):**

Students who do not meet the admission requirements for the courses they wish to register to study, may be permitted to enroll as attending students. They are not required to take the course exams and will be provided with a certificate to prove they attended.

**Article (5):**

Special study students shall be subject to the disciplinary regulations applicable to other students at the University.

**Article (6):**

The maximum academic load per semester for a private study student is as follows:

- a) A maximum of 18 credit hours if the courses are of the undergraduate level, with a maximum of 9 credit hours in the summer semester.
- b) A maximum of 12 credit hours if the courses are of the Master's or PhD level.

**Article (7):**

Students enrolled in special study are subject to the regulations governing attendance, exams and grades, as laid forth in the 'Regulations for Granting a Degree'.

**Article (8):**

A special study student benefits from all services and facilities available at the university, and is granted a University ID.

**Article (9):**

The hourly fee for special study students is twice that of the regular study counterpart, in addition to registration fees and miscellaneous fees.

**Article (10):**

The Deans' Council shall make the final decision in the case of any circumstances not covered by these regulations.

**Article (11):**

The President and the Dean of Admissions and Registration are responsible for implementing the provisions of these regulations.