

Foundations of the Consultation and Training Centre at the German Jordanian University

Article (1)	<p>The following words and expressions, wherever appearing in this law, shall have the meaning assigned thereto unless the context indicates otherwise:</p> <p>Kingdom: The Hashemite Kingdom of Jordan</p> <p>University: German Jordan University</p> <p>Council: The Deans council</p> <p>Director: The Director of the Consultation and Training Centre at the German Jordanian University</p> <p>Centre Council: The Council of the Consultation and Training Centre</p> <p>Head of Council: The Head of the Council of the Center.</p> <p>Director: The Director of the Center.</p> <p>Agreement: Any agreement or memorandum of understanding that aims to execute a study or a mission whether training or consultation conducted by the Centre or in cooperation with another body.</p>
Article (2)	<p>A. The Centre shall be considered a unit of the University, whereby the regulations and Instructions of the University shall apply.</p> <p>B. The Director holds a managerial and academic power over the Centre whereby he may delegate his powers to any of his deputies.</p>
Article (3)	<p>The Centre aims to achieve the goals of the university in the service of the Jordanian society in particular, and in the service of other communities in general through the following:</p> <ul style="list-style-type: none"> ▪ Providing charged training and consultation services for individuals and organizations both inside and outside the Kingdom, as well as supervising the management and execution of these services.

	<ul style="list-style-type: none"> ▪ Developing and enhancing the expertise, capabilities, and skills of the employees and students of the University for the purpose of increasing the University capability and ability in offering services and encouraging employees to contribute to their community and provide both financial and motivational incentives for the employees.
Article (4)	The center executes the missions that shall be determined by the Council of the Center, in the light of the needs of the Jordanian community and other communities.
Article (5)	<p>The Center shall have a council called "The Council of the Consulting and Training Centre" It shall be chaired by the President and the membership of the following:</p> <ul style="list-style-type: none"> ▪ The Director of the Center ▪ Three members from the University either deans or from the administrative departments who are nominated by the President upon the recommendation of the Deans council. ▪ Four members from outside the University, who have experience in working in fields the Center works in, nominated by the President. ▪ The Chairman shall assign one of the employees in the Centre as a secretary of the Council upon the recommendation of the Director. ▪ Membership of the Council shall be for 2 consecutive years, renewable upon the approval of the President.
Article (6)	The Council shall assemble at least once every six months or when the need arises upon summon from the President.
Article (7)	<p>The Council shall undertake the following duties and powers:</p> <p>A. Suggesting and adopting the basis which applies to the work of the Centre.</p>

	<ul style="list-style-type: none"> ▪ Adopting a work plan for the Centre. ▪ Discussing draft budget of the Center and submitting it to the Deans council. ▪ Discussing the annual report and its approval thereof. ▪ Providing support the Centre and further develop it. ▪ Determining the pricing mechanism and its policies. ▪ Discussing any other topics. <p>B. The university shall allocate only one seat to the members of the Council of the Center without exemption from the fees and within the general conditions of acceptance at the University In the case of multiple applications from the Council of the Center, the Instructions of the University and principles of preferences followed therein shall apply.</p>
Article (8)	<p>A. The Chairman of the Council of the Center shall practice the power vested in him according to these Instructions including:</p> <ul style="list-style-type: none"> ▪ Representing the Centre in front of other parties both inside and outside Jordan. ▪ Signing agreements and memoranda of understanding. ▪ Contacting the concerned parties both inside and outside the kingdom to achieve the goals of the center. <p>B. In the case of absence of the Chairman of the Council, one of the Council members, who is a University employee, shall be assigned with the duties and powers of the Chairman.</p> <p>C. The Chairman of the Council shall be entitled to delegate in written form some of his powers and duties that are mentioned in these Instructions.</p>

Article (9)	<p>A. The Director shall be appointed by a President decision for a term of two years, renewable. The director's terms of office is terminated either by the completion of the first term, or the director's resignation, replacement, or transfer.</p> <p>B. The Director shall undertake the powers of the Unit manager, according to the Regulations of the University and shall be responsible for managing the affairs of the Centre for the purpose of ensuring the proper functioning of the center in accordance with the Law of the University and the Regulations and Instructions issued pursuant thereto. Additionally, the following tasks shall be entrusted to him:</p> <ul style="list-style-type: none">▪ Direct supervision of the progress of work in all units and divisions of the Centre as well as directing its work.▪ Preparing drafts for agreements between the center and other parties.▪ Suggesting work plans and supervising its programs.▪ Submitting pricing policies, which are reinforced with an effective study, for all the training and consultation services or any other services offered by the center to the council enhanced by a feasibility study.▪ Preparing proposals concerning the center budget and presenting it to the council of the center for discussion.▪ Releasing brochures of the center works and various activities.▪ Preparing the annual report about the center activities.▪ Approving to allow the participants who are university employees or their children to pay the fees in installments.▪ Recommending to the president the return of fees to the participants who have signed up for courses that were not held or were not completed in addition to those who have withdrawn from the courses for reasons the director sees fit.▪ Preparing financial clearances of studies and training courses in
-------------	---

	<p>coordination with the financial department of the University.</p> <ul style="list-style-type: none"> ▪ Recommending to the president the financial remunerations of the University employees. ▪ Any other responsibilities or missions assigned to the director by the president or council. <p>C. The director assumes the responsibility of preparing an organizational structure for the center, and presenting it to the head of the council for ratification and subsequently approval and passing. The director shall have the powers to amend to the structure according to the benefit of the center and university with the approval of the president.</p> <p>D. The director shall have the power of transferring employees inside the center in the interest of the center and university while considering the regulations and instructions applicable in the university.</p> <p>E. Employment in the center shall be according to the University Instructions and the applicable appointment principles.</p>
Article (10)	<p>A. The center revenues consist of:</p> <ul style="list-style-type: none"> ▪ The income from holding training courses, offering consultations, conducting studies, and any other activity that is in accordance with the goals of the center. ▪ Donations and gifts. ▪ Any other returns that are in accordance with the goals of the center. ▪ The amount of money the university annually allocated as part of its budget for the center. ▪ The amounts of money faculty and administrative members pay when holding training courses during their work at the university which consists 10% of what they get. <p>B. Earned savings shall be transferred to the University revenue, and shall be calculated as part of the University budget for the following year. Additionally, any losses are countered by accounting the loss within the university budget for the following year.</p>

Article (11)	Revenue of the center shall be deposited in the “Training and Consultation Centre” account, whereby deposit and withdrawal is done according to the implemented financial regulations of the University.
Article (12)	The income of the center received from the missions that have been executed whether training services or consultation or other business activities shall be distributed in such a manner that ensures there is a part of the income is used to cover the cost of executing activities, paying financial remunerations for experts, those who helped in the execution, and for the employees at the center.
Article (13)	The financial department of the university manages the required bookkeeping and accounting records for the purpose of managing the financial affairs of the center.
Article (14)	<p>A. Subscription fees to the training courses shall be determined by the director, and the discounts mentioned below are given on the set fees:</p> <ul style="list-style-type: none"> ▪ 25% off for registered university students and graduates. ▪ 25 % off for university employees and their first-degree relatives if subscription is on his/her own expense. ▪ At most 30% off with the concurrence of the director in the following cases: <ul style="list-style-type: none"> • Parties sending more than one participant • Parties which form a training agreement with the center. • Participants who have joined on the expense of charities and local clubs. <p>B. The president shall exempt any or all participants from the fees either wholly or partially upon the recommendation of the director.</p>
Article (15)	<p>Persons assigned to provide consultation, perform studies, and give training courses at the house are:</p> <ul style="list-style-type: none"> ▪ Faculty members and other university employees, wherein the priority is always theirs. ▪ Those who possess outstanding expertise from outside the University or when there is no such experience in the university, the director of

	the center deems it possible to agree with these experts.
Article (16)	If there is a need to hire individuals who don't hold academic qualifications or a university degree arises, the President may, upon the recommendation of the director, decide to allocate financial remunerations to them in accordance with the salary and allowances laws applicable at the University or according to signed contracts with the related parties.
Article (17)	The president can, with the concurrence of the director, approve of holding non-profit training courses (whereby revenue is less than expenses) for marketing purposes or for serving the students or the local community.
Article (18)	In spite of what is mentioned in Articles (16) and (17), in certain cases whereupon the benefit of the university is concerned, the dean's council shall decide the amount of the deserved financial remuneration with recommendation from the director and concurrence of the president.
Article (19)	Employees at the university are only allowed to offer the stipulated services through the center.
Article (20)	For the purposes of distributing the revenue accrued from the courses and consultations, the applicable "instructions for calculating and distributing the income of university employees from work outside the university" are applied.
Article (21)	The council shall decide on the cases that are not mentioned in these principles.
Article (22)	The center shall offer its services according to the agreements or contracts made with the beneficiaries (in the cases that require such action) based on the principles and conditions determined by the council of the center with the approval of the president.
Article (23)	The dean's council, the president of the university, the chairman of the council, and the director are responsible for executing these principles.