

## **Instructions on Calculating and Distributing the Revenue of Academic Staff Members from Work in Training and Consultations**

### **Issued According to Article (24) from the Academic Staff Regulation No. (96) for the year 2009**

<b>Article (1)</b>	These instructions shall be named "Instructions on Calculating and Distributing the Revenue of Academic Staff Members from Work in Training and Consultations" and shall be effective as of their date of approval by the Deans Council.
<b>Article (2)</b>	<p>The following words wherever mentioned in these instructions shall have the assigned specified meanings below unless indicated otherwise:</p> <p><b>Kingdom:</b> The Hashemite Kingdom of Jordan.</p> <p><b>University:</b> The German Jordanian University.</p> <p><b>Council:</b> Deans Council.</p> <p><b>President:</b> University Council.</p> <p><b>Center:</b> Any Center from the university's centers that involve training and consultations.</p> <p><b>Center Council:</b> Center Council for Training and Consultations.</p> <p><b>Director:</b> Center Director.</p> <p><b>Trainer:</b> Any academic staff member.</p> <p><b>Consultant:</b> Any academic staff member.</p>
<b>Article (3)</b>	University employees are prohibited from offering training services and consultations mentioned in these instructions only through or in a written coordination with the center at the university.
<b>Article (4)</b>	<p><b>The distribution of revenues from courses shall be as follows:</b></p> <p><b>1- Courses conducted by the center:</b></p> <p>A- The payment to trainers from academic staff members shall be in accordance with Article (17) from the academic staff members regulation followed with the exclusion of language teachers appointed to train in which they shall not be paid unless the course is an addition to their usual teaching load or are appointed to teach during their vacation.</p>

	<p>B- The executive instructions of the employees regulation followed shall be implement on the appointed trainers from administrative staff members.</p> <p><b>2- Courses held by the trainer through the center:</b> The center shall receive an overall percentage of 30% from each course revenue. In case the course trainer conducted the course at one of the university's schools and used its labs and equipment then the center shall receive 20% from the overall course revenue and the school shall receive 10% from the overall course revenue.</p> <p><b>3- The course conducted through a trainer and that uses the center's amenities:</b> The center shall pay 20% from the overall course revenue.</p> <p><b>4- Courses conducted by the trainer outside of the center whether in or outside the Kingdom:</b></p> <p>A- If the courses are conducted during the trainer's vacation, the center shall not pay a percentage from the incurred revenues.</p> <p>B- Whereas if the courses are held during working days, the center shall receive 10% from the overall trainer's fees.</p> <p><b>5- Courses conducted by trainers from outside of the Kingdom:</b> The revenues are distributed according to the agreement made with the center.</p>
<p><b>Article (5)</b></p>	<p><b>Revenues from consultations are distributed as follows:</b></p> <p><b>1- Consultation given by the consultant through the center:</b> The center shall pay 20% from the overall consultant's fees.</p> <p><b>2- Consultation given outside of the center whether in or outside the Kingdom:</b></p> <p>A- If the consultation was given during the consultant's vacation then the center shall not pay any percentage from the incurred revenue.</p> <p>B- If the consultation was given during working days then the center shall pay 10% from consultation fee.</p> <p><b>3- Consultation given by people from outside of the university:</b> The revenue shall be distributed according to the agreement made with the center as long as the center's percentage is not less than 20% from the overall incurred revenue from the consultation.</p>
<p><b>Article (6)</b></p>	<p>The center shall provide in return for the mentioned percentages in Article (4) and Article (5) of these instructions free halls for courses and</p>

	consultations conducted through the center.
<b>Article (7)</b>	<p>A- In case an academic staff member conducts a training or gives a consultation outside the training and consultations center without informing the university then he or she shall be deprived from joining any courses or consultations conducted as per the instructions, and shall be asked to return the money he or she owes the university.</p> <p>B- The deprivation will be canceled if the faculty member supplies the university's share of the revenue realized within two months from the date of the deprivation.</p>
<b>Article (8)</b>	The president shall decide on cases that do not have an article in these instructions.
<b>Article (9)</b>	The Deans Council, President, Center Director, and Center Council are responsible for the execution of these instructions.