



UKAN International Accreditation Scheme Application Form

## **Applying for UKAN Accreditation**

Thank you for your interest in applying for the UKAN International Accreditation Scheme. UKAN is proud to establish the first independent and voluntary scheme to enable UK and International institutions/ Schools to gain recognition for their high commitment and professional practises in relation to international students' academic journey. Hence, UKAN has been recognised as a coaching and training organisation by the Association for Coaching. Below are the steps that an Institution/School needs to undertake in order to complete the application process.

1. The institution needs to complete the application form and send it back to our office with the application fee of £1,000 (institution/school from outside the UK may be eligible for 50% grant).
2. Once we receive the application form, it will be checked by our assessors. UKAN may request further documents or information.
3. UKAN will then contact the Institution//School to discuss the final arrangements for either full accreditation route or candidacy route.

**APPLICATION FORM****1. Institution /School Information**Name of Institution /School: 

Details of Institution//School to be accredited:

Head of Institution//School (name and title): Prof. Fawwaz M. Al-Abed Al-Haq, President  
 Address: The Hashemite University, Zarqa, Jordan  
 Postcode: P.O. Box 330127, Zarqa 13133  
 Telephone Number: +962 (5) 3903333  
 Email Address: huniv@hu.edu.jo  
 Website Address: https://hu.edu.jo/2020/UnitCenter/?unitid=27000000

Email Address of Head of Institution//School:

Name &amp; Email Address of person to whom all correspondence regarding the accreditation process should be addressed:

Dr. Ebrahim Mansour  
 Director of the HUCC  
 [The Hashemite University]  
 Zarqa- Jordan  
 Tel: +962 (5) 3903333 -( 3340)  
 P.O. Box 150459, Zip code 13115  
 mobile: +962788004155  
 Email: HUCC@hu.edu.jo  
 Email: ebrahim\_mansour@hu.edu.jo

Where did you hear about UKAN International Accreditation Scheme?

**2. LEGAL STATUS**Establishment date of the Institution/School: 

Is the Institution//School public or privately owned? Public

If the institution/school is private, please give the names of the Owners and Directors

Owners:

Directors:

### 3 Institution//School Facility

Please give details of space available to run activities to help students in their journey to study within library, student common rooms, counselling rooms etc *(Please include photos)*:

The Hashemite University Career Centre (HUCC), was established in cooperation with the Business Development Centre and with the support of the American Embassy in Amman to provide career counselling services, support the career path, provide training and career rehabilitation programs, provide job opportunities for university students, create their own businesses, and enhance their concepts of entrepreneurship. Within a state of cooperation and partnership between the centre and the university's colleges, centres and various units, in addition to cooperation and partnership with the public sector and various business sectors.

The centre consists of two departments, four divisions, and two fully equipped presentation rooms to provide its services to the students. Extra spaces are also available for special events such as career day and job fairs.

Verification for photos can be found in the web site of the centre under gallery category drop list  
<https://hu.edu.jo/2020/UnitCenter/?unitid=27000000>

Please give details of resources and equipment to support students search and planning their journey to study aboard e.g. LCD projectors, interactive whiteboards, internet connection, research resources etc *(Please include photos)*:

Many resources and equipment to support students search and planning their journey to study aboard are available at the University level and at the Centre level, LCD projectors, interactive whiteboards, internet connection, research resources among many others are made available for our student.

Please give details of activates you conducted in the past to support the journey to study aboard *(Please include photos)*:

To extend reach to students, especially high performing undergraduate student whom are considering pursuing a prestigious graduate study opportunity after graduation, the Career Centre has conducted many sessions through the scholarships division to enhance the student's awareness of their academic career path, such sessions include how to:

- Follow-up scholarships on social media, universities, embassies and supporting bodies.
- Communicating with University colleges and the Deanship of Academic Development regarding scholarships and grants that may come through them.
- Communication with the US Embassy, Missions Department.
- Communicating with the sources that provide scholarships, such as local and international Universities, and various donor institutions.
- Communicating with the resources provided to grant cultural exchange for students such as local and international universities and various donor institutions for the purpose of cultural exchange of students between universities for the purpose of academic development.

The HU Career Centre also collaborates with student leaders with regards to academic engagement in challenges and competitions as well as events.

Please visit the centre's website to check for photos as well as the Centre's Facebook page (@HUCareerCenter)

**4 Commitments to International Education**

Do you encourage and help students to plan their journey to study abroad? Yes  No

Describe how you encourage and help students to plan their journey to study abroad:

1. Lead by example and present our own experience in studying abroad
2. Focus in the academic opportunities available for students studying abroad
3. Encourage student to attend webinars and exhibitions regarding studying abroad
4. Publish and disseminate all information related to the available scholarship to study abroad
5. Conduct different awareness sessions to enhance the students' understandability of the benefits of studying abroad

How many of your students have chosen to study aboard in the last two years?

What are the top five counties your students normally select?

How many of your students have chosen to study in the UK in the last two years?

Do you have any accreditation or membership similar to UKAN accreditation?

At the university level and within the departmental accreditation scheme, different departments were able to achieve an international accreditation like ABET and NAP, other departments' accreditation however are still in process.

How do you stay in touch with your alumni?

The University has a department which belong to the Deanship of students' affairs that handle all the relationship with University's alumni.

**5 Students Counsellor**

Name and title:

Mr. Abdulkarem Rabeia Al-Khazaleh

Qualifications:

The Hashemite University Education  
 Career counseling specialist  
 Group and individual career mentor  
 Job market setup coach

Number of years in post:

9 years

Country of graduation:

Jordan / The Hashemite University

Telephone Number: +962797544466/+962788887725

Email Address: abed\_khazaleeh@hu.edu.jo

Training courses attended related study abroad:

- Training of the Community Entrepreneurship Program within the project (start) of the Dutch Spark Organization 2018/2019.
- Training the project of digital literacy and e-financial portfolios in cooperation with the Foundation and the funding of the German Agency GIZ, for the year 2018/2019 Mafrag.
- Training the project of digital literacy and electronic financial portfolios in cooperation with the Foundation and the funding of the German Agency GIZ, for the year 2018/2019 Zaatari camp for Syrian refugees.
- Training of women's economic and development empowerment within the program "able women" 2018/2019 within the capacity of the community development and the will of the Ministry of Planning and International Cooperation.
- Business Development Center Training Coordinator 2018/2019
- Active Labor Market Project Instructor, School to Work Program World Bank and International Youth Organization Future Career Project on Vocational Counseling for Jordanian University Students Career Counseling Offices and Graduates Follow-up in Jordanian Universities 2018 / 2015.
- LOYAC Foundation trail project during the period (2019-2018-2017-2016) on: - (self-knowledge - communication - capacity building - the labor market - initiatives and volunteer work).
- Injaz Foundation to prepare Jordanian youth for economic opportunities Training university students on: - (leadership and creativity - work ethics - communication skills - leadership).
- Jordan Foundation for Education for Employment JORDAN CAREER on: - (CV - Interview - Jordanian Labor Law).
- Injaz Al Arab Foundation within the program of waves of joy on: - (campaigns and community initiatives)
- Trainer of Youth Initiatives Project / Ambassadors of Life Foundation for Community Development in Za Governorate in 2018.
- Waves of Joy Project Instructor Community Initiatives INJAZ Al-Arab / Education for Employment Jordan 2016-2019.
- Instructor of Foras Portal Project for Employment of Jordanian Youth / King Abdullah II Fund for Development (KAFD 2017).

Have you attended any training related UK education and admission?

no

Do you follow any code of practices or are you a member of any related professional body?

I follow any rules or practices, but I work as a career counsellor and a professional specialist in a career counseling office. The graduates have worked hard for some time. I have a good background and reality about the labour market, professional programs that encourage the labour market, and a lot of other programs and ideas.

Are you familiar with the General Data Protection Regulation (GDPR)?

Yes, as a concept but without technical details. It's my understanding that: The General Data Protection Regulation 2016/679 is a regulation in EU law on data protection and privacy in the European Union and the European Economic Area. It also addresses the transfer of personal data outside the EU and EEA areas.

How do you normally help student wishing to study in the UK?

Through several methods, the most prominent of which is to benefit from success stories on this topic and to seek the help of specialists from individuals and institutions in addition to reviewing the information available on social networking sites, websites, and some friends and relationships

**6 Institution/School Voluntarily Agreement**

The Institution//School will voluntarily agree to:

1. Nominate a member of staff to liaise with UKAN	✓
2. Encourage the nominated member of staff to attend UKAN training programme	✓
3. Make students aware of the UKAN platform	✓
4. Encourage students to use the UKAN platform	✓
5. Facilitate coaching and information sessions on UKAN	✓
6. Comply with the GDPR	✓
7. Follow UKAN recommended Code of Good Practice	✓
8. Declare any conflict of interest	✓
9. Make adequate facility to allow UKAN mission to help students in their journey	✓
10. Accept that UKAN might update or change its platform without prior notices	✓
11. Allow UKAN to share the institution's information with other UKAN partners	✓
12. Allow UKAN partners to visit and meet students if needed	✓
13. Get approval from UKAN on interviews or press coverage related to UKAN	✓
14. Declare any change of students' or admin fees on UKAN service	✓
15. Not represent or act on behalf UKAN without approval	✓



## 7 References

Please give the names of two people willing to write in support of the institutions/school application for accreditation. At least one should be able to provide a personal reference for the Principal.

Person 1

Dr. Ebrahim Mansour, Director of the HUCC, The Hashemite University,  
Zarqa –Jordan. Tel: +962 (5) 3903333 -( 3340)  
P.O. Box 150459, Zip code 13115  
Tel: +962(5)3903333- 3340  
mobile: +962788004155  
Email: HUCC@hu.edu.jo  
Email: ebrahim\_mansour@hu.edu.jo

Person 2

Prof. Adnan M. S. Abu-Surrah, Dean of Deanship of Academic  
Development and International Outreach (DADIO) at the Hashemite  
University  
Tel: +962(5)3903333- 4315, 3226  
E-Mail: asurrah@hu.edu.jo

8 Declaration:

1. I affirm that all the information submitted in this application is accurate and complete and that all supporting documents are genuine and correct.
2. I affirm that I have taken reasonable steps to check the accuracy of the qualifications, trainings and experiences of the staff.
3. I am prepared to accept the final decision of UKAN assessment.
4. I authorise UKAN to contact the nominated two referees to seek information related to this application with the understanding that this information will be treated in the strictest confidence.
5. I accept that the term "UKAN International Accreditation Scheme" means that my institution/school has satisfied all accreditation requirements after it has been assessed by UKAN, and I undertake not to represent my institution as enjoying this recognition before it has been granted nor after it has been withdrawn or expired.
6. I understand that failure to continue to comply with all accreditation criteria and conditions may result in the cancellation of my institution/school accreditation by UKAN.

Signed:



Date:

9/5/2021

Name:

Prof. Fawwar M. Al-Abed Al-Haq

Position / Title:

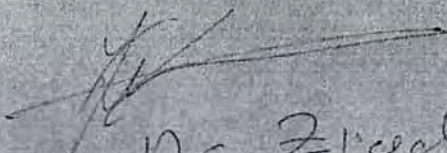
President

For and on behalf of (name of institution/school):

The Hashemite University



Approved on 31/05/2021

  
Dr Ziad Hamarji