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الجامعة الألمانية الأردنية
German Jordanian University

Academic Prerequisites for GJU Students applying and leaving for the German Year

First: By the time the students are applying (to be implemented for the student's outgoing batch second semester 2015/2016):

In order to be registered on the official outgoing list for the German Year by the Exchange Coordinator GJU students must have a GPA of **at least 61%**.

The students who are planning to go to Germany on the first semester (winter semester) have to prove that they fulfilled the minimum required number of credit hours specified for each major without including the last summer session.

Second: By the time the students are leaving to Germany:

GJU students leaving for their German Year must fulfill all of the following prerequisites by the time they are actually leaving:

1. Students from all Engineering majors including Architecture must have passed **at least 90** credit hours from their respective study plans plus the required German Language courses.
2. Students from the School of Management and Logistic Sciences together with students from the Computer Science major and the Design and Visual Communication major must have passed **at least 85** credit hours from their respective study plans plus the required German Language courses.
3. All students from the B.A. German and English for Business and Communication and students from B.A. Translation following the new study plan from first semester 2014/15 must have passed **at least 72** credit hours from their study plan plus the required German Language courses.

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- 4.** Students from the B.A. Translation following the former study plan (prior to the academic year 2014/15) must have passed **at least 70** credit hours from their study plan plus the required German Language courses.
- 5.** Students must have passed all the obligatory courses specified by their respective Schools or Departments.
- 6.** The students' GPA must **not be less than 60%**.
- 7.** Students must have **passed** the **5th** or **6th** level of the German language courses offered at GJU depending on the student's ID number.
- 8.** Students must have **passed** the **5th** level of the English language courses offered at GJU.
- 9.** Students must have completed the required **160**_hour Field Training in Jordan (with the exception of all B.A. Translation and all B.A. German and English for Business and Communication students).

Failure to fulfill any of the prerequisites mentioned above will authorize the **Schools** together with the **International Office** to deprive the student from going to Germany even if such cancellation occurs at the last minute. Students will be held responsible for any financial losses caused.

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Rules Concerning the Study Semester in Germany

First: Learning Load:

1. Normally the student will have to enroll for courses in Germany carrying a total load of at least (18 to 21) German ECTS or 12 German SWS.
2. For students in B.A. German and English for Business and Communication and B.A. Translation: The student should take courses at the German Partner University that are equivalent to 15 credit hours.
3. At least 50 % of the courses taken in Germany must be taught in the German language.

Second: Learning Agreement:

The courses chosen have to be documented and approved in a formal "Learning Agreement", duly signed by

1. The Student
2. The Exchange Coordinator, the Department Head/Dean of the School and the International Office
3. The Contact Professor and the Institutional Coordinator at the German Host University.

The "Learning Agreement" has to be agreed upon and signed at GJU before leaving for Germany.

Any "Changes to the Learning Agreement" need to be approved by the German Host University and the Exchange Coordinator (Cc to the International Office and the head of department of GJU) as soon as possible (at the beginning of the semester).

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Third: Acceptance of Courses:

Courses and Credit Hours / ECTS / SWS will only be counted if:

1. The course content is equivalent to what is indicated by the corresponding GJU study program. (Please check with your GJU Exchange Coordinator/Officer.)
2. The student received the credit hours / ECTS / SWS after passing the assessments specified in the course catalogue. Participation alone is not sufficient.
3. The marks from Germany will **not** be included in the cumulative average of the student at GJU.
4. The transcript from Germany will be attached to the final transcript students receive from GJU.

Fourth: Grading of Examination taken in Germany:

1. Courses taken in Germany will be graded according to the normal German Grading System
2. A "German Failed" will be counted corresponding to a "GJU Failed".

Fifth: Information Transfer from German University to GJU:

The German University will send the formal Transcript of Records duly signed and stamped to the **International Office of GJU** via mail. Copies or printouts will only be accepted by GJU when officially signed. If possible the student should bring a copy of the transcript with him/her from Germany.

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Sixth: Information Transfer within GJU:

1. The International Office at GJU will send the original transcript to the Admission and Registration department and a scanned copy to the relevant GJU-Exchange Coordinator; the International Office at GJU will keep a copy.

2. GJU-Exchange Coordinator will:
 - a. Legally transfer the courses from the German Transcript of Records to the formal courses in the GJU Study Plan.
 - b. Fill the required form, approve it by the Dean, department head and forward it to the Admission and Registration department.



German Year: Cancellation Rules for Outgoing Students

With my signature I oblige myself to comply with the following rules:

I will only be allowed to start my German Year if by the time I am leaving to Germany:

1. My GPA is **60% or higher**.
2. I **pass** the GJU German language course **level 5 or 6** (German V or VI).
3. The total amount of my passed credit hours at GJU is **90** credit hours or higher for all engineering majors including Architecture plus the required German Language Courses; it is **85** credit hours or higher for all Business majors, Design and Visual Communication and Computer Science plus the required German Language Courses; it is **72** Credit Hours or higher for B.A. German and English for Business and Communication and Translation major following the new study plan from 2014 plus the required German Language Courses.
4. I finished all the obligatory courses specified by my School or Department.
5. I finished the required **160** hours Field Training (does not apply for the B.A. Translation and B.A. German and English for Business and Communication).
6. I did not pay the required 900 JOD German Year Organizational Fee to the GJU account before the deadline set by GJU International Office (for students registered at GJU since first semester 2015/16 and later).
7. I did not arrange my liability insurance in Germany (time of implementation to be announced).

I am aware that all extra costs resulting from late cancellation of my exchange term at the German host university will be at my expenses.

Student's full name:

Student ID:

Student Signature

International Office

Name of Exchange Coordinator

.....

.....

.....

Date:

Stamp and signature

Signature and date



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System of allocating GJU students to German Partner Universities

Students shall be asked which host university they would prefer and they can make up to three choices. However their choice will be only one criteria among the other five mentioned below.

- Criterion1: Special requirements requested by the Partner Universities. Some of GJU partners set special requirements like a minimum GPA or very good German Language Skills for their study programs.
- Criterion2: Balanced distribution of excellent, average and weak students. Each partner university should for each major and each semester receive excellent, average and weak students in order to show a balanced picture of GJU.
- Criterion3: Social and gender aspects. No female student shall be sent to a partner university alone unless she explicitly agrees. No female student shall be sent to partner universities with inappropriate dorm offers for ladies.
- Criterion4: Geographically balanced distribution. To maintain GJU partnerships students shall be equally distributed to all partners with seats available.
- Criterion5: Strategic goals. In case GJU follows a certain strategy towards one of the partner universities students with suitable profiles shall be sent to these partners to achieve the strategic goals.

Amendment: Depending on the student's profile there might be universities with more or less suitable courses. The Schools shall take the professional profile of the student into consideration before implementing the criteria above.

Time of implementation

The criteria shall be implemented for all Schools at GJU and all students going to Germany starting from the first semester 2015/16.

Rules Concerning the Internship Semester in Germany

First: Internship Obligation

1. Internships are an obligatory part of GJU's study plans and should be accomplished during the second semester of the student's exchange year in Germany.
 - a. If the student has to do this internship during another than the above mentioned time, the formal approval of the respective Dean is needed.
2. Internships / work placements have to be undergone with industries, companies or institutions.
3. Other work placements are eligible under the condition that they show a serious link to the contents of the relevant study program; typical institutions are laboratories of universities. But these placements need the explicit approval of the respective Exchange Coordinator and Dean.
4. Students have to consider the internship as a real work placement and follow the rules stipulated in the internship contract (stick to office hours, holiday regulations etc.).
5. Students should keep an internship diary (daily work report) and note down the tasks he/she has to fulfill during the internship in order to prepare for the internship report.

Second: Internship Duration

The length of the internship is 20 weeks (minimum)

In case the student proves that he was not able to find an internship for 20 weeks, the missing time should be compensated according to the "Rules for students who did not finish or failed their obligatory 20 weeks Internship in Germany".

Third: Internship Countries

1. Internships with German or international companies in Germany are desirable and have priority.
2. Internships with German or international companies in German or partly German speaking countries will be easily approved (Austria / Switzerland / Luxembourg).
3. Internships with German companies in non-German speaking European countries will be accepted if the respective Dean explicitly approved this internship.
4. Internships with non-German companies in non-German speaking European countries will only be accepted if the President explicitly approved this internship.
5. Internships with German companies in non-European countries could be exceptionally accepted upon recommendation of GJU's Deans' Council and if approved by GJU's President.
6. Internship-applications off this above mentioned framework are generally not approved.

Fourth: Internship Preparation

1. Students are themselves responsible for the internship placement. All other parties involved are only of supportive nature.
2. Students have to take part in the **internship training seminars** offered by the Office for Industrial Links (OIL) at GJU to receive all necessary information in order to be prepared for their stay in Germany.
3. Students should **prepare the application documents** (CV, cover letter and required certificates) before leaving to Germany.
4. Directly (latest after 2 weeks) upon arrival in Germany **students have to contact the Career Center, the International Office (IO) or German contact professor** at the host university to check the application documents and to inquire about assistance in finding an internship.

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- a. Further assistance is provided by the Project Office in Magdeburg and Office for Industrial Links (**OIL**) at GJU.
5. **Students have to stay in contact with** the Project Office in Magdeburg and/or the Office for Industrial Links on a regular basis and report on the internship situation continuously. Help by these offices in finding an internship can only be provided if students respond to emails.
6. Directly after the student has received an internship confirmation **company details** and **internship contract** if available **must be sent to the Exchange Coordinator** at GJU (cc **Office for Industrial Links**) for approval.

Fifth: Required Internship Documents

1. Internship Certificate:

The company should provide the student with an official signed and stamped certificate (**Praktikumszeugnis**) that includes:

- a. The logo and name of the company and the name of the supervisor
- b. Personal information on the intern, internship duration, description of internship tasks, and the evaluation of the intern's performance

The language of the certificate could be either German or English.

The original certificate and three hard-copies should be delivered by the student to the Office for Industrial Links (OIL) at GJU. The original will be returned to the student.

The company can also send the original certificate by post:

Mailing address: German Jordanian University, Office for Industrial Links, P.O.Box: 35247, Amman, 11180 Jordan

2. Internship Report:

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The report should be written according to the GJU Internship Report Instructions.
The report should be signed and stamped by the company.

In case the student was not able to finalize the report during the internship a soft copy could be sent electronically (scan) to the company/institution, be signed, stamped, scanned, and then returned to GJU.

Students should deliver the signed and stamped report (and a second hard copy) to the **Office for Industrial Links** (OIL) at GJU. (Additional hard copies might be required by the school).

The **Office for Industrial Links** will send the internship documents to the respective **Exchange Coordinator** for approval. If the report is not approved by the **Exchange Coordinator**, i.e. does not fulfill the required standard, the student has to rewrite it in order to be accepted.

3. Delivery of Documents

After the student finishes the German Year the internship certificate and report should be handed in within two months of the next semester.

Sixth: Rules for students who did not finish or failed their obligatory 20 weeks internship in Germany *

All students have to spend ONE FULL ACADEMIC YEAR in Germany (**1st semester + 2nd semester + summer semester**) OR (**2nd semester + summer semester + 1st semester**).

Those students who do not stay one full academic year in Germany are not allowed to register ANY courses at GJU or start their internship in Jordan, as long as they are supposed to be in Germany.

If the student failed to complete his/her internship in Germany the following rules (Dean's Council decision number 300/2013) will be applied:

If the student **failed to find an internship** in Germany (for whatever reason) or **fulfilled up to less than 5 weeks of work only, and then came back to Jordan**, s/he needs to complete a **(30) - weeks-period** of internship with a company in Jordan or elsewhere.

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The student will **get a fail for the internship** in Germany on his transcript.

The student needs to register and pay for **(12)** credit hours at GJU for the internship in Jordan or elsewhere.

After completing the internship, the student will get a pass for the **(12)** credit hour internship in Jordan or elsewhere.

If the student fulfilled **(5) weeks up to less than 10 weeks** of work in the internship in Germany, and then came back to Jordan, s/he **needs to repeat the full (20) -weeks-period** of internship with a company in Jordan or elsewhere.

The student will get a **fail for (9)** credits for the internship in Germany on his transcript and a pass for **(3) credits**.

The student needs to **register** and **pay** for **(9)** credit hours at GJU for the internship in Jordan or elsewhere.

After completing the internship, the student will get a **pass** for the **(9)** credit hour internship in Jordan or elsewhere.

If the student completed **(10) weeks up to less than (15) weeks** s/he needs to finish the internship by doing another internship for the duration of **(12) weeks** with a company in Jordan or elsewhere.

The student will get a **pass for (6)** credit hours internship in Germany on his transcript and a **fail for (6)** credit hours.

The student needs to **register** and **pay** for **(6)** more credit hours at GJU for the internship with a company in Jordan or elsewhere.

After completing the internship, the student will get a pass for the remaining **(6)** credit hour internship in Jordan or elsewhere.

If the student completed **(15) weeks up to less than (20) weeks** s/he needs to finish the internship by doing another internship for the duration of **(6) weeks** with a company in Jordan or elsewhere.

The student will get a **pass for (9)** credit hour internship in Germany on his transcript and a **fail for (3)** credit hours.

The student needs to **register** and **pay** for **(3)** more credit hours at GJU for the internship with an international company in Jordan or elsewhere.

After completing the internship, the student will get a **pass** for the remaining **(3)** credit hour internship in Jordan or elsewhere.

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If the student **goes back to Germany (or a German speaking country)** to conduct or finish the internship there, then it will be considered as a **continuation** of his/her first internship.

All internships that will be done in Jordan or elsewhere need to be approved by the **Dean of the respective School and the Head of the Office for Industrial Links.**

The place and duration of the internships will be reflected on the transcript.
Any case that will not follow the above mentioned rules will go to the Dean's Council.

Appendix: Table 1

Internship duration in Germany		Number of weeks required for an internship out of Germany	Number of credit hours the student has to register for	Number of credits hours failed or passed
1	NO internship (0 up to less than 5 weeks)	30 weeks	12 cr. hr.	Fail 12 Pass 0
2	5 weeks up to less than 10 weeks	20 weeks	9 cr. hr.	Fail 9 Pass 3
3	10 weeks up to less than 15 weeks	12 weeks	6 cr. hr.	Fail 6 Pass 6
4	15 weeks up to less than 20 weeks	6 weeks	3 cr. hr.	Fail 3 Pass 9

*** Germany or countries according to the agreed upon "Internship Countries" (as in Third)**