

**Procedure:**

1. The student should obtain an approval from the Host University/ Company (supervisor for the project) in Germany.
2. A written request should be submitted from the student to the head of the department specifying the title and scope of the project (GJU Form).
3. The head of the department send an approval via Email and assigns an advisor to follow up with the student.
4. The Head of the department send the approval to the registration department to allow the student to register for GP1+GP2 as co-requisite (It is the student responsibility to send an email during the registration period to the head of the department to remind him/her).
5. The student sends to the advisor in Jordan, a status update via email every two weeks with a cc to the German advisor. These updates must be included in the final documentation.
6. Upon completion of the project, the student must submit:
  - English language documentation (thesis) following the **GP handbook Instructions**, it should be signed by the advisor and stamped by the company.
  - An official letter from the company certifying the project (Bachelorarbeit) duration to be 16 weeks without overlap with the training period. It should include a description and evaluation of the completed project.
  - A confirmation email from the advisor in Germany stating the project's proper completion, evaluation and student performance, or a filled evaluation form that is found in GJU Handbook.
7. The GJU advisor arranges for the project to be defended at GJU in front of an examination committee.
8. Upon successful defense of the project at GJU, a numerical grade will be given by the project advisor and examination committee for "Graduation Project I" and "Graduation Project II". If the project work is not satisfactory, it may receive a failing grade for "Graduation Project II", or for both "Graduation Project I" and "Graduation Project II".