



Regulations for a Bachelor Project in Germany

Abstract

Many students of the German Jordanian University (GJU) find opportunities to perform their bachelor graduation project at a company or research institute in Germany. This document describes the requirements of the civil and Environmental engineering, to conduct a graduation project in Germany and have it count at GJU as “Graduation Project I” and “Graduation Project II”.

Academically, we recommend the student looks for a graduation project in a company other than the company at which the student has done the industrial training. Such projects are usually advertised under the term “Bachelorarbeit”. The project should contain elements of background research, engineering design, development, and performance assessment.

Regulations

The student must ensure that all the following rules are honored in order to count the project at GJU, otherwise the student will fail the graduation project courses registered at GJU, and the work performed during the project semester will be considered an extension of the industrial training.

1. A project proposal must be submitted to the advisor at the GJU three weeks before the “Add & Drop Period” of the semester, in which the student plans to perform the project.
2. The student has to ensure he/she stays registered at the host university during this third (project) semester, and make sure his/her residential status in Germany is legal. Not all GJU partner universities will approve such a request.
3. The student must complete 20 (twenty) weeks of regular industrial training (Praktikum) before starting the graduation project.
4. The graduation project duration must span a minimum of 16 (sixteen) weeks and can not overlap with the training period.
5. Any course work completed during the graduation project period is not eligible for transfer credit at the GJU.



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6. The student must be physically working full-time on the graduation project at the company in Germany the whole 16 weeks.
7. The project cannot be a continuation of the work performed during the training. There must be a clear distinction between the training work and the proposed project content.
8. The project can not be an industry secret and must be documented properly following guidelines at GJU.
9. The project must have a project advisor at the company in Germany and at the GJU in Jordan.
10. The project documentation must be in the English language, signed and approved by the German advisor and stamped by the company.
11. As part of the defense requirements, a handout document must be provided to the examiners, that contains the bi-weekly status updates written by the student to his/her advisor at GJU.
12. The project must be successfully defended at GJU to receive a grade for 6 credit hours of “Graduation Project I” and “Graduation Project II”.

Procedure

1. The student finds an advisor at GJU and sends him/her a full proposal as described below.
2. The advisor at GJU presents the proposal at the earliest possible Department meeting.
3. After the Department and School approval of the proposal:
 - a. the student signs the project contract at the company
 - b. the student registers “Graduation Project I” and “Graduation Project II” simultaneously at GJU, for the semester which will be spent in Germany for the project.
4. The student sends 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.



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5. Upon completion of the project, the student must submit:

a. English language documentation (signed by the advisor and stamped by the company)

b. An official letter from the company certifying the training (Praktikum) duration to be 20 weeks and the activities performed.

c. 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.

d. An email confirmation from the advisor in Germany stating the project's proper completion and validity of the project documentation. This email will be considered legally binding.

6. The GJU advisor arranges for the project to be defended at GJU in front of an examination committee.

7. Upon successful defense of the project at GJU, a number 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".

Proposal Content

The graduation project proposal must address the following points and include the indicated documents (in English):

1. Student's name, GJU number.

2. Contact information of the advisor at the company/institute in Germany.

3. Contact information of advisor at the GJU.

4. How many weeks did the training (Praktikum) span? (start dates & end date)

5. How many weeks will the project (Bachelorarbeit) span? (start date & end date)

6. Does the training period overlap with the project period?



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7. Include the training report - a good draft is acceptable.
8. How does the proposed project content differ from the internship work?
9. Give a technical summary of the project content. (problem statement, procedure, deliverables)
10. List the expected deliverables that will be achieved every two weeks during the project period. For example:

Week Number	Work to be delivered
2	Write literature review + define the design
4	Complete parts list & purchasing + write documentation skeleton
6	Develop part 1
8	Test and document part 1
10	Develop part 2
12	Test and document part 2
14	Integrate parts 1 and 2
16	Test final solution and finish documentation