

December. 2014



الجامعة الألمانية الأردنية
German Jordanian University

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).

December. 2014

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.

December. 2014

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.**