

**Instructions for the Dual Study Track
at the German Jordanian University**

<p>Article 1</p>	<p>Naming</p> <p>These instructions are called "Instructions for the Dual Study Track at the German Jordanian University", issued based on paragraph (A) of Article (4) of the Regulation of Awarding Degrees and Certificates at the German Jordanian University No. (72) of 2008, based on the decision of the Deans' Council no (304/2024/2025) dated 7/7/2025.</p>
<p>Article 2</p>	<p>Definitions</p> <p>The following words and phrases shall have the meanings set forth below in these Instructions unless the context indicates otherwise:</p> <p>The University: The German Jordanian University.</p> <p>The President: The President of the University.</p> <p>The Deanship: The Deanship of Innovation, Technology Transfer and Entrepreneurship.</p> <p>The Dean: The Dean of the Deanship.</p> <p>The Dean of the School: The Dean of the School that provides the dual study track</p> <p>The Department: The academic department that offers the dual study track.</p> <p>The Head of Department: The head of the academic department who offers the dual study track.</p> <p>The Dual Study: An educational concept that combines the theoretical aspect and practical training in companies.</p> <p>The Student: Each student enrolled in the dual study track.</p> <p>Regular Track: The regular course of study leading to a bachelor's degree.</p> <p>Dual Study Track: A course of study with practical training leading to a bachelor's degree.</p> <p>Dual-study candidate: A student who has applied for an interest in the dual study program and has been accepted as a candidate in the dual study track.</p>

	<p>Partner Companies: Any public or private companies or institutions that agree with the University to participate in the Dual Studies track.</p> <p>The Company: Any public or private company or institution from the partner companies that agree with the student on its practical training.</p> <p>The Practical Course: The student's internship in the company for (12) weeks during the summer semester for the first three years of his/her studies in the dual study track.</p> <p>Core Course: A course of study that fits the requirements of the dual study and is considered part of the study plan.</p> <p>The Dual Study Officer: The dual study track officer at the university is named by the Dean.</p> <p>The Coordinator: Coordinator of the dual study track in any of the university's schools.</p> <p>Academic Supervisor: A school member or lecturer assigned to teach a practical course.</p> <p>The Council: The Deans' Council of the University.</p>
	Dual Study Track
Article 3	<p>A. The Dual Study Track is a track within the university's undergraduate degree program that includes a dual study method based on the integration of the theoretical aspect with practical training in partner companies.</p> <p>B. The dual study track within any undergraduate program at the university is approved by a decision of the Deans' Council based on placement from the School Council and the recommendation of the concerned department council and the deanship.</p> <p>C. In addition to what is stated in these instructions, the rest of the provisions contained in the legislation in force at the university, especially the instructions for granting a bachelor's degree applicable to students for the regular track students, including the requirements, provisions and conditions of the German language and the German year, shall apply to the students of the dual study track.</p>
	Transfer in the Dual Study Track
Article 4	<p>A. During the first year of his/her studies at the university, the student may submit a request for interest to the coordinator to switch to the dual study track.</p>

	<p>B. The coordinator shall nominate those who have completed the requirements for admission to the dual studies track and provide the candidates with the list of available partner companies and notify the Deanship thereof in writing.</p> <p>C. Dual-Study candidates must apply for internships at available partner companies.</p> <p>D. The company alone has the final decision to select and accept the candidates for its internship.</p> <p>E. Each dual-study candidate who has been accepted for practical training in one of the partner companies must sign a contract or a letter of nomination proposed by the university with that company, in coordination and supervision of the coordinator, according to the forms or according to what is approved by the Deanship.</p> <p>F. The coordinator shall notify the student, the Admission and Registration Department, and the Finance Department in writing to link the student to the study plan of the dual study track and shall be classified in the (MyGJU) system.</p> <p>G. The student must complete a total of 36 weeks of practical training (12 weeks per year) during the summer semesters of the first three years, which is one of the most important requirements for obtaining any bachelor's degree at the university on the dual study track.</p> <p>H. The student must enroll in the core courses as specified in the study plans.</p> <p>I. A student can complete the requirements for a bachelor's degree by enrolling in the dual study track in the disciplines in which the dual study track is offered.</p> <p>J. Dual study students are given priority in enrollment to ensure that their planned study plan is followed up on.</p> <p>K. Successful participation in the dual study track is documented in the student's transcript by adding the practical courses and dual study courses that have been passed, and the student receives a certificate from the deanship indicating the duration of the internship, the name of the company, and the title of the graduation project.</p> <p>L. The minimum number of students to open a dual course of study for a major or to add a new group within an existing track is ten students per group unless the President approves a smaller number of students.</p>								
	<p>The Practical Course</p>								
<p>Article 5</p>	<p>A. The practical courses are accredited as follows:</p> <table border="1" data-bbox="597 1766 1260 1877"> <thead> <tr> <th data-bbox="597 1766 792 1877">Course</th> <th data-bbox="792 1766 959 1877">Course Code</th> <th data-bbox="959 1766 1109 1877">Credit Hours</th> <th data-bbox="1109 1766 1260 1877">Mark</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Course	Course Code	Credit Hours	Mark				
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	<table border="1"> <tr> <td>Dual Study Practical 1</td> <td>DS101</td> <td>3</td> <td>Mark of 100</td> </tr> <tr> <td>Dual Study Practical 2</td> <td>DS201</td> <td>3</td> <td>Mark of 100</td> </tr> <tr> <td>Dual Study Practical 3</td> <td>DS301</td> <td>0</td> <td>Pass / Fail</td> </tr> </table>	Dual Study Practical 1	DS101	3	Mark of 100	Dual Study Practical 2	DS201	3	Mark of 100	Dual Study Practical 3	DS301	0	Pass / Fail
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	<p>B. Practical courses offer specialized practical training in the company.</p> <p>C. The academic supervision of the student in the course of dual study practical 1 (DS101) and dual study practical 2 (DS201) shall be by the academic supervisor and the supervisor from the company, and the student's performance during the practical training period shall be evaluated, taking into account any observations by the company using the forms prepared by the deanship and after the student makes a presentation.</p> <p>D. The academic supervisor will have (3) credit hours for the course of Dual Study Practical 1 (DS101) and Dual Study Practical 2 (DS201).</p> <p>E. The sections of Dual Study Practical 1 (DS101) and Dual Study Practical 2 (DS201) may be combined into the same department, between the departments of the same school or between different schools to ensure the optimal use of resources, provided that the number of students in one section does not exceed 15 students.</p> <p>F. The academic supervision of the student in the course of Dual Study Practical 3 (DS301) is by the coordinator and the supervisor from the company, and the student's performance during the practical training period is evaluated, taking into account any observations by the company using the forms prepared by the deanship and after the student makes a presentation.</p> <p>G. The coordinator's additional burden for academic supervision does not count towards the Dual Study Practical 3 course (DS301) and is considered part of the assigned tasks.</p> <p>H. The student of the course of Dual Study Practical 3 (DS301) is responsible for early coordination and informing the coordinator and the supervisor of the company of the date of the induction week for the German year in the case that he/she is a student enrolled in the German year on the first semester that follows the summer semester during which he/she is training at the company.</p>												
	Core Courses												
Article 6	<p>A. Some compulsory courses are approved to be courses specific to the dual study track.</p> <p>B. Dual courses of study are marked with the symbol "DS".</p>												

	<p>C. The content of the dual courses is divided into 50% lectures, and 50% as supervised self-paced learning.</p> <p>D. Dual study courses are evaluated according to the university's approved standards.</p> <p>E. A student who fails to pass the core course will be transferred to the regular course of study by a decision of the Dean of the School based on the placement of the coordinator and the dual study officer through the university's Admission and Registration Department.</p>
	Summer Internship
Article 7	<p>A. The student must commit to completing the practical training in the summer semester at the company for the first three summer semesters of his/her studies and adhere to the internship periods and working hours as determined by the company.</p> <p>B. The student must enroll in one practical course and one core course in each of the first three summer semesters of his/her studies.</p> <p>C. The student may change the company only in justified cases approved by the coordinator and the dual study officer.</p>
	Graduation Project
Article 8	<p>A. In case the student agrees with the company to implement the graduation project:</p> <ol style="list-style-type: none"> 1. The student discusses the topics of the graduation projects with the company and the academic supervisor to choose a topic that suits the company. 2. The project proposal is submitted within the first two weeks of the following semester after the end of the internship and in accordance with the study plan. 3. The project is defended before a committee that includes a representative from the company. 4. This course applies to students of schools that have approved the graduation project as a core course within the study plan of the dual studies track. <p>B. Notwithstanding what is stated in A, the instructions in force in each school regulate the graduation projects.</p>
	Partner Companies
Article 9	<p>A. Partner companies are selected based on criteria that include the company's capabilities and potential in adhering to the concept of practical training for the dual study track, the availability of infrastructure, and qualified trainers in the student's major.</p> <p>B. The process of selecting partner companies shall be in coordination with the Deanship and the Coordinator and based on the following criteria:</p> <ol style="list-style-type: none"> 1. Registered and established in the Hashemite Kingdom of Jordan.

	<ol style="list-style-type: none"> 2. Interest and commitment to the concept of dual study and readiness to train university students in exchange for a symbolic financial allowance set by the Deanship. 3. Availability of jobs matching learning outcomes for the specific program of study that offers the dual study course as defined in the relevant study plan with an option that is not obligated to provide vacancies to students upon graduation. 4. The competence of potential supervisors and trainers and the availability of the necessary infrastructure in the company. 5. The extent of commitment to provide a training plan for each student in agreement with the academic supervisor of the practical training course, and to determine the methods of transferring practical knowledge, to coordinate with regard to the projects implemented jointly between the company, the students, and the academic supervisor of the university for graduation projects, to present the results, and to coordinate between the company and the university on evaluating the student's achievements to pass the practical course, and to allow the university to conduct the evaluation. 6. The company's readiness to sign a memorandum of understanding with the university to regulate the relationship between them.
	<p>Dual Study Track Management</p>
<p>Article 10</p>	<p>The Deanship undertakes the following tasks:</p> <ol style="list-style-type: none"> A. Prepare the annual report on the dual study at the university, including an analysis of the program's performance, achievements, challenges, and proposals for development and present it to the President. B. Prepare drafts of instructions, bylaws, and policies related to the dual study and submit recommendations thereon to the President of the University to be presented to the Council for approval, including developing or amending instructions, bylaws, and policies to ensure the effectiveness of the dual study track. C. Prepare and update the guidelines and forms for the dual study periodically. D. Implementing the action plans in line with the university's strategic plan to develop, support, and expand the scope of the dual study track and ensure its sustainability, including attracting new partners and strengthening cooperation with existing companies. E. Forming working teams in cooperation with partner companies to propose mechanisms for integrating the concepts of integration of learning sites (university and company).

	<ul style="list-style-type: none"> F. Organize events and activities related to the dual study track including the "Companies Day" to enhance communication between the University, students and companies. G. Form joint working teams with partner companies to study and implement joint initiatives that support the objectives of the Dual Study Track, including curriculum development, practical training, mentoring and capacity building programs. H. Providing training programs and technical and administrative support to the concerned parties including students, school members, and partner companies. With the aim of ensuring that all parties understand the requirements of the dual study track and its implementation mechanisms. I. Prepare and analyze studies, statistics, and surveys related to the dual study track to make recommendations for development. J. Award training certificates to students in coordination with partner companies while ensuring that all specific requirements are met, including documentation of training and skills acquired. K. Perform any other tasks related to the Dual Study Track to support the objectives of the Dual Study Track.
	<p>The Coordinator</p>
<p>Article 11</p>	<ul style="list-style-type: none"> A. Appointment: The President appoints a school member as the coordinator of the dual study track at the school and serves as the "Dean Assistant for Industrial Relations" and reduces his/her teaching load by (3) credit hours. B. Tasks: <ul style="list-style-type: none"> 1. Making recommendations to the Dean on the criteria for transferring students from the regular track to the dual study track. 2. Supervise the process of nominating students to join the dual study at the school. 3. Counseling and supervising the registration of courses for students enrolled in dual studies. 4. Supervise the distribution of dual study students to companies. 5. Communicate and coordinate with companies regarding academic matters. 6. Visiting companies with school members and employees at the university, taking into account coordination with the Deanship. 7. Coordinating all matters related to the dual study courses offered during the practical semesters and coordinating with the Dean of the School and the Admission and Registration Department.

	<p>8. Follow up on matters related to students during practical training.</p> <p>9. Coordinating with all organizational units at the university regarding all aspects of dual study.</p> <p>10. Follow up on all other academic matters related to dual study.</p>
	Requirements for Admission to the Dual Studies Track
Article 12	<p>A. The student must be registered at the university as a student in the first semester of the first year.</p> <p>B. The student must pass the courses required to enter the dual studies track.</p> <p>C. The student must express his/her interest in entering the program in writing and commit to attend the qualifying training courses approved by the Deanship.</p>
	General provisions
Article 13	<p>A. The student shall transfer the dual study track to the regular track in the following cases:</p> <ol style="list-style-type: none"> 1. The student have failed the practical program. 2. The student fails to meet the prerequisites for the core courses. 3. Termination of the contract by the company and the student is unable to sign a new contract with another company. 4. Based on a written request submitted by the student to the coordinator stating the reasons, and upon the recommendation of the coordinator to the head of the department and with the approval of the dean of the school. 5. Any other reasons based on the student's performance in the company, upon the recommendation of the coordinator to the head of the department and with the approval of the dean of the school. <p>B. The core courses successfully completed by the student in the Dual Studies track are recognized and accredited when returned to the regular track while the practical training courses are not.</p> <p>C. The Dean of the School, in coordination with the Coordinator, shall provide the Deanship with an annual report that includes the results of the evaluation of the dual study in the school, and any suggestions or recommendations regarding amendments to the study plan, dual study courses, and learning content, including practical training.</p> <p>D. The coordinator submits annual technical reports on the deanship's dual study track.</p> <p>E. The Dean of the School shall assign a research and teaching assistant who will provide the dual study track to support the</p>

	<p>administrative tasks of the coordinator, provided that his/her administrative load is reduced to 50%.</p> <ul style="list-style-type: none">F. Each school prepares dual study plans, nominates academic supervisors, and offers core courses for the dual study track.G. The student is solely responsible for any violation or damage caused to the company, and the university has the right to apply the provisions of the student disciplinary instructions to the dual study student if he/she commits a violation within the company.H. Any case not provided for in these instructions shall be decided by the President.I. The President, Deans, Heads of Departments, Coordinator, Academic Supervisor, and Deanship are responsible for implementing these instructions.
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