

## Instructions for Dual Study Tracks at the German Jordanian University - Synopsis

<b>Article 1</b>	These Instructions are called "Instructions for Dual Study Tracks at the German Jordanian University"
<b>Article 2</b>	<p>The following words and phrases wherever stated in these Instructions shall have the meanings set forth below unless otherwise indicated by the context:</p> <p><b>University:</b> The German Jordanian University.</p> <p><b>Dual Study:</b> A concept of university education based on the integration of the theoretical side with practical application in companies linked to agreements with the University, in which the student trains on the practical side during practical classes.</p> <p><b>Dual Study Track:</b> A study track within a study program based on Dual Study. The student is awarded a Bachelor's Degree at the end in his field of specialization.</p> <p><b>Regular Track:</b> The path to which all new students are accepted, and does not include practical classes in companies.</p> <p><b>Company:</b> The institution participating with the German Jordanian University in the Dual Study Tracks, in which the student trains on the practical side of the Dual Study Courses during the Practical Semesters.</p> <p><b>Practical Semester:</b> The twelve weeks spent by a Dual Study student in practice in the company covering each of the first three summer semesters.</p> <p><b>Dual Study Course:</b> The course offered during the Practical Semester for the students enrolled in a Dual Study Track, which are characterized by a mix between both the theoretical side and the practical application.</p> <p><b>Dual Study Practical Course:</b> The course offered during each of the Practical Semesters and is allocated zero credit hours.</p> <p><b>Student:</b> Every student enrolled in the Dual Study Track.</p> <p><b>President:</b> President of the German Jordanian University.</p> <p><b>Dean:</b> Dean of the School, which presents the course of the Dual Study in one of its departments.</p> <p><b>Department:</b> The academic department that presents the course of the Dual Study.</p> <p><b>Dual Study Coordinator:</b> Coordinator of the Dual Study Track in the department concerned.</p> <p><b>GIZ:</b> Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH (German Association for International Cooperation).</p>
<b>Article 3</b>	Students can complete their bachelor's degree requirements by enrolling in the Dual Course of study in the disciplines in which they are offered.
<b>University Dual Study Committee</b>	
<b>Article 4</b>	A. The President forms a Committee named "University Dual Study Committee" chaired by the President, or whomever the President may

	<p>delegate among any of the Vice-Presidents, and comprising the following members:</p> <ol style="list-style-type: none"> <li>1 - Two Deans of Schools offering or working on a Dual Study Track.</li> <li>2 - One Dual Study Coordinator of Schools offering a Dual Study Track.</li> <li>3 - The Director of the Office of Industrial Links.</li> <li>4 - Three Representatives of Companies.</li> <li>5 - A representative of GIZ or any other dual study <b>expert</b> in case GIZ decided not to be part of the program.</li> </ol> <p>B. The President nominates one of the employees of the Office of Industrial Links to serve as Secretary of the Board.</p> <p>C. The Committee's Members are to be appointed for a period of two academic years. In case of a Member dropping out, the President nominates a substitute from the same category for the remaining tenure.</p> <p>D. The Board holds its meeting twice a year (once every six months), or whenever needed on invitation of its Chairperson.</p> <p>E. The quorum shall consist of six members, whereas the Chairperson and one of the representatives of the Companies are among the members. Decisions shall be based on majority vote, excluding the Chairperson. If the vote is a tie, the vote of the Chairperson decides.</p> <p>F. The Board is to assume the following tasks and responsibilities:</p> <ol style="list-style-type: none"> <li>1- Discussing and adopting the annual report on Dual Study at GJU prepared by the Office of Industrial Links, considering i.a. significant results of the evaluation of Dual Studies.</li> <li>2- Suggesting the principles for Dual Studies at GJU.</li> <li>3- Strategic counselling and advising on sustainability, fundraising and acquisition of additional Companies.</li> <li>4 - Networking and lobbying for Dual Study within the political and Higher Education frameworks.</li> <li>5- Suggesting ideas to support and further develop Dual Study and its implementation at GJU.</li> <li>6- Identification of Needs for Professional Staff Development.</li> <li>7- Suggesting principles of concepts for the integration of the two learning locations at the GJU and the Company.</li> <li>8- Discussing and recommending on any other item related to Dual Study.</li> </ol>
<b>School Dual Study Committee</b>	
<b>Article 5</b>	<p>A. The School Council forms a Committee named "School Dual Study Committee" in each of the Schools, chaired by the Dual Study Coordinator of the respective School, and comprising the following members:</p> <ol style="list-style-type: none"> <li>1 - At least two faculty members of the School teaching in a program offering a Dual Study Track; all Dual Study Tracks of the School should be represented.</li> <li>2 - The similar number of representatives of Companies cooperating with a Dual Study Tracks offered by the School.</li> <li>3 - One Dual Study Student of a Dual Study Track offered by the School.</li> </ol>

	<p>B. The Committee Members are to be appointed for a period of two academic years. In case of a Member dropping out, the Dean nominates a substitute from the same category for the remaining tenure.</p> <p>C. The Committee holds its meeting twice a year (once every six months), or whenever needed on invitation of its Chairperson.</p> <p>D. The quorum shall consist of three members, whereas the Chairperson and at least one of the representatives of the Companies are among the members. Decisions shall be based on majority vote, excluding the Chairperson.</p> <p>E. The Committee is to assume the following tasks and responsibilities:</p> <ol style="list-style-type: none"> <li>1- Discussing and adopting the annual report on Dual Study at the School prepared by the Chairperson, considering i.a. the results of the evaluation of the School's Dual Study Track.</li> <li>2 - Suggesting ideas to support and further develop Dual Study and its implementation at the School.</li> <li>3 - Advising on amendments to the study plan, courses (esp. of the Dual Study Courses) and learning content (including the practical semester).</li> <li>4 - Suggesting a concept for integrating the learning places on the School and Department level.</li> <li>5 - Discussing and advising regarding identified problems and congruities.</li> <li>6- Setting up the selection criteria for the Companies.</li> </ol>
<b>Dual Study Coordinator</b>	
<b>Article 6</b>	<p>The Dean's Assistant for Industrial Relations at the school that offers Dual Study Tracks acts as a Dual Study Coordinator, who is responsible for the following tasks:</p> <ol style="list-style-type: none"> <li>1 - Making recommendations regarding the criteria for the transfer of students from the Regular Track to the Dual Study Track to the concerned department.</li> <li>2 - Supervising the process of selecting students to join the Dual Study Track in coordination with the Companies.</li> <li>3 - Supervising of the registration of courses for students enrolled in the Dual Study Track.</li> <li>4 - Supervising the registration of courses for students enrolled in the Dual Study Track.</li> <li>5 - Supervising the process of distributing the students of the Dual Study Track on Companies in Coordination with the Companies.</li> <li>6 - Communicating and coordinating with Companies regarding academic matters.</li> <li>7 - Visiting Companies partnering with the School on a yearly basis, subject to capacities physically.</li> </ol>

	<p>8 - Coordinating all related matters to the Dual Study that are put forward during the practical semesters and coordinating with the Admission and Registration Department in this regard.</p> <p>9 - Following-up matters related to students during the practical semesters.</p> <p>10 - Coordinating with the Office for Industrial Links in all aspects of Dual Study.</p> <p>11 - Following-up all other academic matters related to the Dual Study.</p>
<b>Enrollment in Dual Study</b>	
<b>Article 7</b>	The Dual Study Track shall be offered for the enrollment of students who meet the general requirements commensurate with the structure of the Dual Study Track in the department.
<b>Article 8</b>	Students from the Regular Track who are interested in the Dual Study Track can be transferred in a manner commensurate with the absorptive capacity of the companies and according to the rules approved by the department in accordance with the recommendation of the Dual Study Coordinator during the second semester of each academic year.
<b>Article 9</b>	The Department Head, upon the recommendation of the Dual Study Coordinator, approves the list of students accepted for admission to the practical classes at the companies.
<b>Registering Students in the Dual Study Courses</b>	
<b>Article 10</b>	<p>Dual Study students are marked as such in My GIU upon acceptance and enrollment.</p> <p>The Dual Study Coordinator informs the students as well as the Admission and Registration Department with the study plan structure that should be followed by the Dual Study students.</p> <p>The Dual Study students are given priority in registration to ensure their ability of following their structured study plan.</p>
<b>Dual Study Courses</b>	
<b>Article 11</b>	<p>A. Every department has to identify a total of six courses for each Dual Study Track (two for each of the study years 1-3) from its study plan to be offered as Dual Study Courses. These courses will receive an ID similar to the one of the regular course but marking them as the dual variant.</p> <p>B. The department has to guarantee that these will be offered to Dual Study students every summer semester. The Dual Study Courses have to be prepared well before the summer semester and in a practice-orientated way that would reflect the Dual Study approach as well as be compatible with the students' practice phase at the industry partner and integrate a scientific reflection of the practical teaching contents and provide the student with theory to be integrated in his/her practical semester.</p> <p>C. The Dual Study Courses are split in a Lecturing Phase of 24 contact hours delivering the basic content of the regular course in a concentrated way,</p>

	<p>and an Applied Phase equivalent of 24 contact hours in form of a guided, project based and supervised deepening in related praxis skills and respective reflections throughout the Practical Semester; this will be regarded as physical, synchronous education.</p> <p>D. The ways to structure Dual Study Courses are the following; the alternative options need a decision by the responsible department and approval by the Dean:</p> <ol style="list-style-type: none"> <li>1. Mandatory Option: The Lecturing Phase of each Dual Study Course has to be prepared as asynchronous online teaching (fallback solution).</li> <li>2. Alternative Option 1: Dual Study Courses (physical or online) can be opened for students of the Regular Track (e.g. to reach the required minimum number of registered students for synchronous teaching); in the Practical Phase, students of the Regular Track would be given practical assignments (e.g. case studies, project assignments) or taught synchronously.</li> <li>3. Alternative Option 2: Dual Study Courses (partially or <b>as a whole</b>) can be taught in the facilities respectively together with employees (as co-instructors or participants) of a Company.</li> <li>4.</li> </ol>
<b>Graduation Project</b>	
<b>Article 12</b>	The Company is encouraged to suggest to the <b>department</b> a topic of relevance to the Company for the student's graduation project/thesis. If accepted, student, academic supervisor and Company shall be coordinating throughout the process of writing. The results shall be presented in presence of one or more representatives of the company and the University.
<b>Practical Semester and Attendance</b>	
<b>Article 13</b>	The student enrolled in the Dual Study Track is obliged to conduct a practical semester at a company covering the first three summer semesters of his studies. He must adhere to the training periods during the Practical Semesters and must register the Dual Study Courses and the Dual Study Practical Courses offered in the Dual Study Track. If he does not, the student is suspended from the Dual Study Track and returned to the Regular Track.
<b>Evaluating Student Performance</b>	
<b>Article 14</b>	The School Council concerned, upon the recommendation of the Department Council concerned, adopts the method of distributing the marks for the evaluation of the students in the Dual Study Courses they register during the Practical Semesters. A recommended scheme for distributing the marks could be the following: midterm exam: 30 marks; project (e.g. report and presentation related to the Practical Semester): 30 marks; final exam: 40 marks (whereas 10 of these marks could again be done in practical terms); if the Dual Study Courses concerned are delivered in the mode mentioned in Art. 9 para. 2 No. 2 (Alternative Option 2), the midterm exam and the final exam could be one and the same for students of the Dual Study Track and the Regular Track to create synergies.

<b>Article 15</b>	The student is required to pass the Dual Study Practical Course which is added to the student's study plan in the form of a course with zero credit hours to continue the Dual Study Track. Subject to prerequisites, completing a Practical Course substitutes the Field Training.
<b>Article 16</b>	Passing the Dual Study Practical Course requires timely submitting the required reports about the Practical Semester to and getting them approved by the Dual Study Coordinator, who takes into regard any related feedback from the company.
<b>Academic Load</b>	
<b>Article 17</b>	Dual Study Courses are counted within the teaching load of faculty members according to their credit hours.
<b>Article 18</b>	The Lecturing Phase in the Dual Study Course should be twenty-four hours in addition to the Applied Phase of twenty four hours.
<b>Suspending Students from the Dual Study Track</b>	
<b>Article 19</b>	The student is suspended from the Dual Study Track and transferred to the Regular Track by a decision of the department council upon the recommendation of the Dual Study Coordinator in the following cases: <ol style="list-style-type: none"> <li>1- The student's desire to return to the Regular Track upon written request submitted by the student to the Dual Study Coordinator explaining the reasons for that.</li> <li>2- Non-commitment of the student to the working hours in the company during the working semesters.</li> <li>3- The student not passing the Practical Semester.</li> <li>4- Any other justifications <b>approved</b> by the department on the recommendation of the Dual Study Coordinator, <b>and</b> this recommendation may be <b>based</b> on a report from the company.</li> </ol>
<b>Article 20</b>	In the event that the student is suspended from the Dual Study Track and returns to the Regular Track, all the courses he passed during his enrollment in the Dual Study Track, including the Dual Study Courses will be counted in his transcript.
<b>Quality Assurance</b>	
<b>Article 21</b>	The Quality Assurance and Accreditation Department evaluates the Dual Study specifics on a yearly basis. This includes items such as transfer performance, integration of the two learning locations in terms of curriculum and institutional interaction, practical training content during the Practical Semester including the appropriateness of the academic level, relation to the curriculum and especially the Dual Study Courses, supervision in the Companies, qualification of the supervisors in the Companies, and applied methods of practical knowledge transfer at the Companies. The practice partner are to be involved.

### **Companies and their Relationship with the University and the Students**

<b>Article 22</b>	<p>A. Companies are selected upon assessment of the following criteria:</p> <ol style="list-style-type: none"><li>1 - Interest and commitment to the University's Dual Study Concept and willingness to sign the according binding contract.</li><li>2 - Availability of positions matching the learning outcomes of the specific study program offering the Dual Study Track as defined in the respective study plan and willingness to potentially offering available vacant positions to the students upon their graduation subject to the general selection criteria.</li><li>3 - Qualification of potential supervisors/trainers.</li><li>4 - Training concept for the practical semester.</li><li>5 - Support infrastructure at the Company.</li></ol> <p>B. The selection process for the companies is done in the responsibility of the Dual Study Coordinator in coordination with the Head of Department and the Office for Industrial Links.</p>
<b>Article 23</b>	<p>The Company shall sign two contracts:</p> <ol style="list-style-type: none"><li>1 - A contract with the University to regulate the relationship between them in relation to the Dual Study Tracks concerned. The contract shall address i.a. the following:<ol style="list-style-type: none"><li>a - Acknowledgement of the concept of Dual Study as outlined in these Instructions.</li><li>b - Outline of the alternative employee and intern concepts.</li><li>c - Support infrastructure for students provided by the Company.</li><li>d - Required qualification of the supervisors/trainers.</li><li>e - Support infrastructure for Companies provided by the University.</li><li>f - Agreement on the template for the Company Student Contract</li><li>g - Obligation to provide a training plan for each student.</li><li>h - Definition of methods for the practical knowledge transfer.</li><li>i - Selection criteria and process for students.</li><li>j - Coordination regarding projects jointly conducted between the Company, student and academic supervisor of the University for Graduation Projects/Theses and the presentation of the results.</li><li>k - Leave for student to be able to join the Dual Study Courses and any curricular exam.</li><li>l - Coordination of the Company with the University regarding the evaluation of the student's achievements for passing the Practical Course.</li><li>m - Obligation to undergo evaluation conducted by the University.</li><li>n - Commitment to exchange with the University and especially the Dual Study Coordinator.</li><li>o - Appointment of a Liaison Officer of the company in charge of the communication with the University.</li><li>p - Confidentiality</li></ol></li></ol>

	<p>2- A contract with the student that has to be approved by the University. The student must abide by this contract as a condition for continuing the Dual Study Track. The contract shall address i.a. the following:</p> <ul style="list-style-type: none"> <li>a - Determination whether the student is considered an employee or an <b>intern</b>.</li> <li>b - Description of the possible placements provided for students.</li> <li>c - Working days, working hours, training plan for the practical semesters and vacation leave.</li> <li>d - Appointment of a supervisor/instructor by the company.</li> <li>e - Monthly salary if the student is considered an employee or monthly allowance if the student is considered an intern as well as criteria for having to pay back the money.</li> <li>f - Provision of insurance coverage for the student at the company during the Practical Semester.</li> <li>g - Obligations of the student towards the Company.</li> <li>h - Cooperation in a possible Graduation Project/Thesis conducted on a topic with relevance for the Company.</li> <li>i - Intention to offer the students an appropriate position, subject to its availability in the Company, and in reasonable time.</li> <li>j - Criteria for ending the contractual relationship.</li> <li>k - Confidentiality.</li> </ul>
<b>Certification</b>	
<b>Article 24</b>	Successful participation in a Dual Study Track is documented in the Transcript of Records by listing the passed Dual Study Practical Courses and Dual Study Courses.
<b>Responsibilities for Implementation</b>	
<b>Article 25</b>	The President, the schools and departments having established a Dual Study Track, the respective Deans and Heads of Department, the Dual Study Coordinator, the instructors teaching Dual Study Courses, the Office for Industrial Links, the Admission and Registration Department and the Finance Department are responsible for executing these instructions.