

German Year Manual

Contents

Abbreviations:.....	4
0. Scope, Authoritative Character, Disclaimer	5
1. German Year	6
1.1 The German Year in the Law and Instructions	6
1.2 The German Year in Deans' Council Decisions and Standards	7
1.3 The German Year and Registering Courses at GJU	7
1.4 Petitions related to the German Year	7
1.5 The “expected to graduate status” during the German Year	7
2. Requirements for Students Applying for the German Year	9
2.1 Regulations at the Time of Application	9
2.2 Nomination and Distribution to German Host University	10
2.3 German Year Procedures at the International Affairs Department	12
2.3.1 University Application	12
2.3.2 Visa Application	13
2.4 Insurances, Housing and Financial Information	15
2.4.1 Health Insurances	15
2.4.2 Liability Insurance („Haftpflichtversicherung“)	15
2.4.3 Housing	15
2.4.4 Financial Expenses in Germany	16
2.4.5 Fintiba Blocked Account	16
3. Requirements for Students for the German Study Semester	17
3.1 Regulations at the Time of Actual Travelling	17
3.2 Rules Concerning the Study Semester in Germany	18
3.2.1 Workload	18
3.2.2 Learning Agreement	19
3.2.3 Acceptance of Courses	20
3.2.4 Grading of Examination Taken in Germany	20
3.2.5 Information Transfer from German University to GJU	21
3.2.6 Information Transfer within GJU	21
3.3 Failed German Year Courses	21
3.4 General Regulations for a Bachelor Graduation Project in Germany	22

3.4.1 Students Doing a GP/BT Affiliated with the Industry in Germany under the Academic Supervision of GJU.....	22
3.4.2 Students Doing a GP/BT Equivalent Affiliated with a Partner University in Germany under Its Academic Supervision:.....	23
4. Requirements for the German Internships Semester (“International Internship”)	25
4.1 Application for an International Internship	25
4.2 Regulations for an International Internship.....	25
4.3 Countries for an International Internship	27
4.4 Required Documents after Completing the International Internship	27
4.4.1 Internship Certificate	27
4.4.2 Internship Report	28
4.4.3 Verification of Internship Documents	28
4.4.4 Deadline for Uploading Internship Documents.....	28
4.5 Rules for Incomplete or Failed International Internships	29
4.5.1 Rules for Students Who Did Not Finish or Failed their Obligatory 20 Weeks Internship in Germany and Registration at GJU	29
4.5.2 Internship report and internship certificate requirements in case the internship was completed in more than one company (“split internship”):	31
5. Additional and Delayed Internship Semesters in Germany.....	32
5.1 Additional Semesters after Completion of the German Year.....	32
5.2 Exceptional 3rd Semester Extension for the Graduation Project	32
5.3 Exceptional 3rd Semester Extension for Delayed Mandatory Internships.....	33
5.4 No Additional 4th semester extension.....	33
6. Responsibility for Implementation of Approved German Year Regulations	34

Abbreviations:

ARD	Admission and Registration Department
BT	Bachelor Thesis
CH	Credit Hour
ECTS	European Credit Transfer and Accumulation System
GJU	German Jordanian University
GLC	German Language Center at GJU
GP	Graduation Project
GY	German Year
GYSC	German Year Subcommittee
IAD	International Affairs Department at GJU
IA-O	International Affairs Officer
SWS	Weekly Semester Contact Hours (Semesterwochenstunden)
VD-IA	Vice Dean for International Affairs

0. Scope, Authoritative Character, Disclaimer

This Manual is built on a compilation of earlier rules and isolated Deans' Council Decisions concerning the mandatory German Year (GY) for all Bachelor Programs at GJU.

Their regulations have been amended to the new International Affairs structure introduced to GJU starting the academic year 2026/2027.

Through approval by the Deans' Council the GY Manual becomes the authoritative source for the items illustrated therein. Insofar, it replaces older Deans' Council Decisions as far as they have been ruling the same items. These are referred to in the GY Manual only to document consistency.

In case of any conflict with the prior wording of regulations, instructions, or Deans' Council decisions, especially but not limited to Deans' Council Decisions addressing specific issues or individual cases, this GY Manual shall prevail, unless the prior Decision is addressing a specific aspect not covered by the more general rules laid out here.

The authoritative character does not include the following sections:

- 1.1 The German Year in the Law and Instructions
- 2.3 German Year Procedures at the International Affairs Department
- 2.4 Insurances, Housing and Financial Information

This is because section 1.1 refers to laws and instructions with authority by themselves, while sections 2.3 and 2.4 cover administrative procedures which neither need nor should be fixed by Deans' Council Decisions.

Further exceptions apply in specific regards to the following Bachelor Programs:

- B.A. German, English Business and Communication
- B.A. Translation
- B.Sc. Nursing (exceptions are not covered by the GY Manual so far)

It is intended to integrate the peculiarities at a later stage.

The GY Manual is not applicable to any hosted program.

Any amendment to the rules laid out in the GY Manual shall be integrated and directly reflected in the text through a new Deans' Council Decision.

1. German Year

1.1 The German Year in the Law and Instructions

Art. 2 of the Instructions for the Awarding of the First University Degree (Bachelor's) at the German-Jordanian University sets the following definition:

“German Year: The mandatory year during which the student must enroll, through the University's coordination, at one of the partner universities in Germany in accordance with the provisions of these instructions, regulations, and relevant decisions.”

Art. 34 of the Instructions for the Awarding of the First University Degree (Bachelor's) at the German Jordanian University stipulates (provisional translation of the version applicable starting the academic year 2026/2027) as the authoritative translation is still under preparation):

“A. The German Year is considered a mandatory requirement for obtaining a bachelor's degree from the University, in accordance with the following principles:

1. The German Year is divided into two semesters: one for study and one for internship.
2. During the study semester of the German Year, the student must enroll in courses at one of the partner German universities in accordance with the approved learning agreement, and these courses are considered part of the student's study plan.
3. The course load for a student during the academic term of the German Year must be equivalent to 12 credit hours, provided that the equivalent courses taught in German account for no fewer than 6 credit hours.
4. The student must complete an internship of at least twenty (20) weeks during the internship semester of the German Year at a company or institution in Germany after obtaining prior approval from the university. Upon completion of the internship, the student is awarded twelve (12) credit hours toward their study plan, provided they are not enrolled in any courses during that semester.
5. A student who is unable to complete the internship period stipulated in paragraph (A.4.) of this article during the internship semester due to a delay in the start date of the internship may be granted an extension for a third semester, in accordance with criteria determined by the Council, and the student shall be considered on academic probation.
6. Notwithstanding the provisions of paragraph (A.3.) of this article, a student may take additional credit hours during the study semester in Germany, provided that the total number of additional credit hours taken in that semester, plus the hours taken pursuant to the provisions of paragraph (a)

of Article (33), do not exceed nine (9) credit hours. In all cases, the practical training hours referred to in paragraph (A.4.) of this Article shall not be counted as part of the additional hours.

- B. The Council shall decide in cases where it is not possible for the student to obtain training in Germany or where it is not possible for the student to travel to Germany.

1.2 The German Year in Deans' Council Decisions and Standards

The Instructions above should be read together with the rules issued by the Deans' Council concerning the GY.

Additional administrative standards may be set by the university entities involved in administering the GY.

1.3 The German Year and Registering Courses at GJU¹

All students must spend **one full academic year** in Germany (1st Semester + 2nd Semester + Summer Semester) OR (2nd Semester + Summer semester + 1st Semester).

Students who completed all GY requirements within the 1st and 2nd Semester and finished their mandatory internship before the Summer Semester at GJU started are allowed to register courses at GJU in the Summer Semester.

The students who have not completed both parts of their GY (study and internship semesters), are not allowed to register for any courses at GJU or start their internship in Jordan while they are still officially in their GY.

1.4 Petitions related to the German Year

Petitions concerning the implementation of the regulations to specific cases must be addressed to the School (VD-IA). The School forwards justified petitions to the appropriate authority or committee such as German Year Subcommittee (GYSC), International Affairs Council (IAC), Dean's Council (DC), or President in case it is not competent to address them.

1.5 The “expected to graduate status” during the German Year

- (1) The “expected to graduate status” shall be defined consistently for all purposes, including the eligibility for substitute courses, the eligibility for the GY and German language requirements. The only exception applies to the implementation of DC Decision (23/2021/2022) on the transitional course exemption rules, where

¹ Deans' Council Decision (46/2015).

remaining German language courses are not considered relevant for determining this status.

- (2) The students are only considered “expected to graduate” prior to the obligatory GY if they have completed all study plan requirements except for:
 - a. The program courses specifically designed for the GY (in the new study plans marked by the prerequisites BSC or international internship),
 - b. GY International Internship
 - c. German VI-German Year (GERL302GY)
 - d. Graduation project(s)/BT
- (3) Once the students register for substitute courses prior to the GY, they are not allowed to drop other registered courses registered in parallel. If they do, the substitute courses need to be dropped as well.
- (4) MyGJU
 - a. automatically verifies compliance with these conditions at the level of individual courses based on their course IDs, rather than by calculating the total number of CHs,
 - b. and sends a report on all related violations to the ARD after the add-and-drop period.
- (5) Based on the report, the ARD shall request the responsible Schools to rectify the violations. If this is not done in time, the Director of the ARD shall take the necessary action before the financial closing.

2. Requirements for Students Applying for the German Year

2.1 Regulations at the Time of Application

Academic Prerequisites for GJU Students Applying for the GY

Approval by VD-IA of the related School and the IAD is needed to start the GY.

In order to be registered on the official GY outgoing list by the responsible VD-IA, GJU students must have a GPA of at least 61%. Additionally, if students apply for the GY starting in the German Summer Semester they need to have passed “German V” and registered “German VI”. If students apply for the GY starting in the German Winter Semester they need to be registered in “German V” by the time of application.

When students can prove that they will have completed all the CHs of their study program except 33 CHs left to graduate, including the 24 CH for the GY, students can register for the GY with a GPA less than 61%. In this regard students who are planning to start their GY in the German Winter Semester are not allowed to count the CHs they are expected to pass in the last Jordanian Summer Semester apart from German VI. By the time of travelling, any student has to have a GPA of at least 60%.

The students who are planning to go to Germany in the German Winter Semester have to prove that they fulfilled the minimum required number of CHs specified for each major without including the last Jordanian Summer Semester. However, due to the importance of the German language, the CHs for “German VI” taken in the last summer term before leaving to Germany shall be counted for the required number of CHs.

Arabic or English courses registered on the Jordanian Summer Semester before leaving to Germany in the German Winter Semester are not counted.²

The number of hours required to be finished by the students before travelling to Germany is based on the following parameters:³

- (1) The specific courses that a student must have registered for and successfully completed before leaving to Germany are determined by each School's study plan.
- (2) Each School is authorized to nominate the students who have fulfilled this required condition of passing all prerequisite courses before travelling in their 4th year and starting their GY.
- (3) Hours of German courses are not to be included within required hours. The required passed CHs before leaving are determined as below:

² Deans' Council Decision (160/2019/2020).

³ Deans' Council Decision (359/2014).

Major	Total passed CHs before leaving to Germany
All Engineering: Architecture: Interior Architecture	At least 90 CHs
Management Sciences: Logistic Sciences; International Accounting; Business Intelligence and Data Analytics; Digital Marketing: Computer Science: Game Design and Media Informatics; Design and Visual Communication; Nursing	At least 85 CHs
German and English for Business and Communication; Translation German, Englisch Arabic	At least 72 CHs

2.2 Nomination and Distribution to German Host University

GJU has a network of partner universities for each study program where outgoing students can conduct their study semester as part of their GY.

Each School at GJU is asked by the IAD at the beginning of the semester to inform their potential outgoing students to apply for the GY Year through MyGJU. At this stage the VD-IA is responsible to inform the IAD regarding any special cases (outgoing students with health issues, social or religious reservations, offered scholarships) so that it can be taken into consideration when students are assigned to the host universities.

As soon as the IAD made the decision, which seats of which German university will be distributed to the different majors, students will be contacted. They are allowed to choose:

- (1) Either to express unranked five wishes for partner universities in MyGJU
- (2) or to express the wish to nominate a partner student to travel with to the same German university.

Meeting the students' according wishes within the distribution process highly depends on the

- (1) Number of applicants per semester
- (2) Number of available seats at partner universities
- (3) Academic profile of students (GPA, language level)
- (4) Given wishes of other students.

It is possible and expected that not all students will be assigned in accordance with their wishes.

Dual Study Students starting their German Year in the German winter semester at the host university should be allocated to GJU partner universities whose winter semester starts by October in each academic year. Nevertheless, if this is not possible, students

who start their German Year in Sep at the host university should coordinate with their respected companies in Jordan to find away on how to compensate the missing hours during September from the Practical Training 3 (DS3001) prior travel to Germany.

A general strategy that applies to all Schools and majors is used to distribute students across the host universities.

The first priority of GJU has to be to secure a seat for everyone and to maintain the partnership agreements and related seat capacities for the future.

Apart from the student's five wishes, further distribution criteria are considered as mentioned below:⁴

- (1) Criteria 1: Special requirements requested by the partner universities. Some GJU partners set special requirements like a minimum GPA or very good German language skills for their study programs.
- (2) Criteria 2: Balanced distribution of excellent, average and weak students. Each partner university should receive excellent, average and weak students for each major and each semester in order to present a balanced impression of GJU.
- (3) Criteria 3: Social and gender aspects. No female student shall be sent to a partner university alone unless she explicitly agrees. No female student shall be sent to partner universities with inappropriate dorm offers for ladies.
- (4) Criteria 4: Geographically balanced distribution. Students shall be assigned equally to all partners with seats available in order to maintain GJU partnerships.
- (5) Criteria 5: Strategic goals. In case GJU follows a certain strategy towards one of the partner universities, students with suitable profiles shall be sent to these partners to achieve the strategic goals.
- (6) Criteria 6: Depending on the student's profile, there might be universities with more or less suitable courses, which shall be taken into consideration when implementing the criteria above.

The Outgoing Coordinators at the IAD will support every GY outgoing student during the process of application.

The distribution is done in mutual meetings with the School's VD-IA and the responsible Outgoing Coordinator at the IAD following the displayed five criteria and encrypting all students' information to have fair objective distribution. The School's VD-IA may designate the IA-O as a representative to attend the distribution meeting on their behalf.

No student can be assigned to a university that specifically requires a higher language level (such as 4 parts of B1 or B2) while the results of the language exam are still pending.

⁴ Deans' Council Meeting (1/2015).

That means that students who want to study at such a university have to have fulfilled the language requirement at the time of application for the GY.

Only language certificates that have been uploaded to MyGJU will be considered.

After the final distribution decision has been made, the IAD contacts each outgoing student and provides the necessary application forms.

Students shall not contact the host Universities on their own. The GJU IAD is responsible to facilitate the process for each and every student.

2.3 German Year Procedures at the International Affairs Department

2.3.1 University Application

Documents Needed:

- (1) Host university's application form
- (2) Accommodation application form (if applicable)
- (3) Learning Agreement (filled jointly with the EC)
- (4) Recent passport photos (personal biometric photos)
- (5) Passport copy (first page of the passport *signed*)
- (6) GJU enrollment certificate
- (7) Transcript of Records (issued by GJU Registration Department)
- (8) Language certificates
- (9) A portfolio (only for Architecture and Design students)
- (10) Signed Cancellation Rules
- (11) Signed IAD Procedures
- (12) Signed Code of Conduct
- (13) CV/ motivation letter/ recommendation or nomination letter when needed

Deadlines:

German partner universities might have different nomination and application deadlines. The IAD will supervise the different deadlines of all universities and manage the time slots for applications. The IAD Outgoing Coordinators will consult the students and arrange appointments with student groups for the same German partner university guiding them through the application.

Applications must be done as early as possible and not at the last minute as this provides the IAD with more flexibility in case of rejections of GJU students to find another good substitute.

2.3.2 Visa Application

Documents Needed:

- (1) Online visa application [VIDEX \(diplo.de\)](https://diplo.de)
- (2) Acceptance letter of German host university
- (3) Blocked bank account confirmation (status July 2026: approx. €11,904 + Fintiba fees €189 = €12,093; subject to change)
 - Deadline for students going leaving for the German Winter Semester: 1st of June
 - Deadline for students leaving for the German Summer Semester: 1st of December
- (4) Transcript of Records
- (5) GJU enrollment certificate
- (6) Language certificates
- (7) Passport copies and biometric photos
- (8) Internship confirmation ("Praktikumsbestätigung")
- (9) Governmental health insurance
- (10) Travel health insurance, valid for 3 months

The IAD will send all necessary information on the needed documents and visa appointments via email to the student. Student needs to book 2 appointments with the IAD outgoing team to check his/ her visa documents. In case there are additional documents needed, the IAD's outgoing team will inform the student accordingly. The process of issuing the visa can only start after the completion of all documents. It takes up to 8 weeks to issue the visa after the student handed in the documents to the German Embassy via VFS global.

Overview: IAD Procedure and Responsibilities

Timeline	Procedure	Responsible Entity
1	Registration MyGJU: students are informed by ECs	Student, VD-IA
2	Start of allocation process	VD-IA, IAD
3	Early nomination deadlines	IAD
4	Preparation of Learning Agreement	Students, VD-IA

4	Some host universities in Germany ask for extra fees (registration and/or services) (~250-700€).	German host universities & students
5	1st presentation (application process at the German Partner University)	IAD
6	2nd presentation (FINTIBA process + visa)	IAD
7	Visa Application Sessions	IAD, student
8	Completion of university applications	Student
9	B1 deadline (last date to attend a B1 exam)	Student
10	Proof of FINTIBA payment (money transfer confirmation for 12.093€). Please be aware that the visa application procedure cannot begin without this document.	Student
11	Follow-up on acceptances	IAD
12	Embassy appointments. Every student has to go for the assigned appointment to give fingerprints & complete documents at the Embassy. The IAD will distribute the students to the appointments.	Embassy, student
13	3rd presentation/ farewell meeting	IAD
14	Visas are expected to be issued (6-8 weeks after application)	Embassy
15	Early semester starts in Germany	Student
16	The DAAD scholarship candidates have to submit their B1 or B2 certificate with all parts passed for the purpose of the DAAD scholarship to the responsible person on MyGJU before they leave to Germany.	Student
17	Scholarship awardees will be contacted by email with the declaration of acceptance.	IAD Scholarship Coordinator

The procedures mentioned below are **not** controlled by **GJU's IAD**. Thus, GJU has no influence on the regarding decisions.

Procedures NOT Controlled by IAD	❖ Visa issuance of German Embassy Amman (dates/changing visa dates) ❖ Foreigner's Office/ Ausländerbehörde ❖ Accommodation ❖ Enrollment/registration in Germany ❖ Signing up for FINTIBA/money transfer/delivery of transfer confirmation ❖ Extra fees (registration and/or services fees) from some German host universities (250-700€). ❖ Scholarships payouts (GY, Erasmus+, host universities, etc.)
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2.4 Insurances, Housing and Financial Information

2.4.1 Health Insurances

Travel Health Insurance:

All students are required to get travel health insurances from Jordan or from Fintiba prior to their departure. The insurance shall cover the first three months in Germany.

A list of insurance companies in Jordan, which offer these services, can be found [here](#).

German Health Insurance:

Every student at a German university must have a public health insurance. The German Embassy accepts governmental health insurance such as Barmer, AOK, DAK, etc. which can be obtained via [Fintiba](#). The insurance fees are around €146.29/month for students under the age of 23 years and €151,42/month from the age of 23 years (status July 2026; subject to change). In Germany, students have the option to change their public health insurance.

2.4.2 Liability Insurance („Haftpflichtversicherung“)

The liability insurance is not mandatory for GJU students, however **it is strongly advised to get such an insurance** right after arrival in Germany. It will protect students against costs caused by accidental incidents. Fees for the liability insurance are about €55/year through Fintiba; it can be obtained elsewhere.

2.4.3 Housing

While students are responsible to secure their accommodation, themselves, most universities in Germany and the "Studierendenwerke/Studentenwerke" (Student Unions) with which they are affiliated provide accommodation for students (dorms). If not, they will help with finding private housing.

Please note the following general features of student dorms in Germany:

- (1) Although most of the rooms are single rooms, kitchen and bathroom might have to be shared between several male and female students.
- (2) If a student prefers to live in a gender separated dorm, the International Office of the German host university needs to be informed about it while applying. The German international office will try to satisfy this request within the given capacities, but students are not entitled to it.
- (3) Some dormitories offer single apartments with own bathroom, kitchen and shower. But these are usually more expensive than single rooms without and not always available. Rental fees can vary between 300 and 650 €/month (status July 2026; subject to change).

- (4) Depending on the university, a rent deposit of two months has to be paid in advance. Some dorms even require the full rent for six months in advance.
- (5) Due to the scarcity of university dorms, every offer should be carefully considered.
- (6) Finding an accommodation privately might be challenging, due to a tight housing market in some regions and cities in Germany. Private apartments are usually unfurnished and more expensive.
- (7) German students very often live in shared flats (“WGs = Wohngemeinschaften”). This is a very economic and highly sociable option for exchange students.
- (8) Some tips about housing in Germany can be found [here](#).

2.4.4 Financial Expenses in Germany

Living expenses differ from city to city in Germany; it depends on both size and location of the city. Nevertheless, and according to official German statistics, living expenses for a student in Germany vary between €992-1200/month (status July 2026; subject to change).

Further details can be found here:

- [UNICUM](#)
- [Studieren.de](#)

Some host universities ask for an extra service fee of €250-600 in addition to the registration fee of about €100-300/semester (status July 2026; subject to change). These service fees might cover special internship training or a language course. However, GJU has no influence on this.

2.4.5 Fintiba Blocked Account

In order to get a German student visa, students need to deposit a total of €12,093 (status July 2026; subject to change) for 12 months in Sutor Bank blocked account via *Fintiba*. This amount might occasionally change on short notice according to German governmental decisions that GJU has no means to influence. See: <https://www.auswaertiges-amt.de/de/sperrkonto/375488>.

The IAD will provide all necessary information and fully guide the students through this process. For more information about the blocked account: www.fintiba.com.

3. Requirements for Students for the German Study Semester

3.1 Regulations at the Time of Actual Travelling

Academic Prerequisites for GJU Students Leaving for the German Year⁵

GJU students leaving for their GY must fulfill all of the following prerequisites by the time they are actually leaving:

- (1) Students from **all Engineering** majors including **Architecture** must have passed at least **90 CHs** from their respective study plans plus the required German Language courses.
- (2) Students from the Business School together with students from the **Computer Science** major and the **Design and Visual Communication** major must have passed at least **85 CHs** from their respective study plans plus the required German Language courses.
- (3) All students from the B.A. **German and English for Business and Communication** and students from the B.A. **Translation** must have passed at least **72 CHs** from their study plan plus the required German Language courses.
- (4) Students must have passed all the **prerequisite courses** specified by their respective Schools or Departments.
- (5) The students' **GPA** must **not be less** than **60%**.
- (6) **Language Requirements for SAHSS Students** Applying for the GY:

Students of SAHSS who **enrolled in 2020 or later** must have successfully completed the course "German VI" (including the final exam) at GJU and passed three parts of the German B1 exam by June 1st or December 1st, depending on the timing of their GY application. The B1 exam must be administered by GJUDaF, the Goethe-Institut, or an ÖSD-certified institute.

Students who **enrolled in 2019** must have completed "German VI" and passed at least two parts of the B1 exam (administered by GJUDaF, the Goethe-Institut, or an ÖSD-certified institute) by the same deadline (June 1st or December 1st), depending on the time of application.

Students who **enrolled in 2018 or earlier** and hold graduate status at the time of travel (not at the time of application) are exempt from the B1 requirement for both the GY and graduation.

⁵ Deans' Council Decision (103/2021/2022).

- (7) **German VI in B1 or B2 track** must be taken before a student is eligible to travel for the GY. This means the course must not be withdrawn or the student must not be deprived of it, for example due to excessive absences.
- (8) Students can obtain the required **German certificate** for their visa application, which is automatically generated through MyGJU. This certificate can be used for both visa and university application, along with the GJU DaF certificate or any other accredited certificate (such as from the Goethe-Institut), provided it is approved by the GLC.
- (9) In any case, passing **German VI** remains a compulsory graduation requirement at GJU.
- (10) Students must have passed **ENGL1001 or ENGL 201**.
- (11) Students must have passed all the **(099) courses** at the university before leaving to Germany.⁶
- (12) Students must have completed the required **160 hour Field Training** in Jordan

If any of the aforementioned requirements are not met, the **School** and the **IAD** are authorized to cancel the GY application of the student even if such cancellation occurs at the last minute. Students will be held responsible for any financial losses caused.

3.2 Rules Concerning the Study Semester in Germany⁷

3.2.1 Workload

- (1) Regularly, the student has to enroll for GY Elective Courses in Germany carrying a total load of at least 12 CH, in general equal to at least (18) German ECTS or 12 German SWS.
- (2) Students of the B.A. German and English for Business and Communication and B.A. Translation Programs have to take GY Elective Courses at the German partner university that are equivalent to at least 15 CHs, in general equal to at least 23 ECTS or 15 SWS.
- (3) The students are allowed to study two courses at most in English language that can be mapped to their study plan. The total ECTS for aforementioned courses must not exceed 12 ECTS.
- (4) Students are allowed to additionally study compulsory courses, provided they obtain prior approval by the Head of Department and the Dean.⁸
- (5) Students who do not pass German VI (Intensive or Regular or German VI B2) can start their GY anyway. However, failure to pass the semester work in either course

⁶ Deans' Council Decision (412/2014).

⁷ Deans' Council Decision (185/2021/2022).

⁸ Dean's Council Decision (161/2018/2019).

format requires registration in the online course "German VI-German Year" (GERL302GY). This course must be registered at GJU during the study semester of the GY, in addition to the minimum required course load and ECTS credits for GY courses. Passing the online course and completing the full B1 certificate are both mandatory to pass the course and for graduation. (See also 3.2.4., item 4).

- (6) If the German university offers suitable German language classes for international students, students must register and participate in them.⁹ However, these courses do not replace the mandatory "German VI-German Year" online course for those who failed German VI.
- (7) Students are encouraged to take the B1 exam for the missing B1 parts at any provider accredited by the GLC (see GLC website) during their stay in Germany. Failure to pass the remaining B1 parts during the GY may result in a delay in graduation.
- (8) Compulsory attendance according to "Instructions for the Awarding of the First University Degree (Bachelor's) at the German-Jordanian University" applies to any course mentioned in the learning agreement disregarding whether the German university would require or take attendance.

3.2.2 Learning Agreement

- (1) The courses chosen have to be documented and approved in a formal "Learning Agreement", duly signed by the student and the IAD at GJU (ideally also by the institutional coordinator or contact professor at the German host university). The GJU VD-IA and Head of Department/Dean of the School approve the Learning Agreement in MyGJU.
- (2) The Learning Agreement has to be agreed upon, signed at GJU, and uploaded in the system by the student before leaving for Germany. To be valid, it has to show all the courses intended to be taken in Germany as well as their matching courses at GJU.
- (3) Any changes to the Learning Agreement need to be approved by the German Host University and the VD-IA (Cc to the IAD and the GJU Head of Department/Dean of the School) in written and uploaded in MyGJU as soon as possible at the beginning of the semester, latest two weeks into the lecturing period of the German study semester.
- (4) Only Learning Agreements or modified Learning Agreements that are uploaded and approved on MyGJU will be considered for the equivalency.
- (5) The equivalent course "German VI-German Year" (GERL302GY), which replaces the failed course "German VI Regular", "German VI Intensive" or "German VI-B2", should not be included in the Learning Agreement. Students have to register for the course

⁹ DC Decision (42/2020/2019/42).

during the registration/add drop period at GJU from their accounts on MyGJU. Registration fees have been waived. Tuition fees have to be paid.¹⁰

- (6) Students are not permitted to register for any courses they have already taken at GJU during the study semester for the GY, even if the course is incorrectly mentioned in the Learning Agreement. The VD-IA is responsible that such enlistment does not occur in first place.
- (7) GY pre-requisite courses especially all related-language courses in German, English, and Arabic must be completed at GJU before the beginning of the GY. Such courses are not accepted as courses for the GY. This does not apply for the “German VI-German Year” course, which must be taken during the **study semester** in the GY if the student has begun his or her GY without having passed “German VI” at GJU. The “German VI-German Year” course cannot be taken during the internship in the GY.

3.2.3 Acceptance of Courses

Courses and CHs/ECTS/SWS will only be counted if:

- (1) The courses are listed and matched accordingly in the uploaded Learning Agreement. Any course not listed in the learning agreement will not be recognized.
- (2) The course content has to be equivalent to what is indicated by the corresponding GJU study program as explained in “The Award of the (First) Bachelor’s Degree Instructions”.
- (3) The student receives the CHs/ECTS/SWS after passing the assessments specified in the course catalogue of the German university. Participation alone is not sufficient.
- (4) The courses need to be passed during the study semester. Only failed exams can be repeated during internship.

3.2.4 Grading of Examination Taken in Germany

- (1) Courses taken in Germany will be graded according to the normal German grading system.
- (2) The marks from Germany will not be included in the cumulative average of the student at GJU.
- (3) GY courses will be counted at GJU as pass/ fail courses.
- (4) The course “German VI-German Year”, which is meant to replace the failed “German VI-Regular”, “German VI-Intensive”, or “German VI-B2”, will be counted as “Incomplete” if the semester work of the course is passed. The “Incomplete” is automatically extended until the completion of the final exam of the course (the missing parts of the B1 certificate). In case, the student acquires the missing parts

¹⁰ DC Decision (185/2022/2021).

of the B1 certificate, these must be submitted to the GLC in order to change the status of “German VI-German Year” in “Passed”.¹¹

3.2.5 Information Transfer from German University to GJU

The German University is asked to electronically provide the formal Transcript of Records duly signed and stamped to the IAD of GJU.

3.2.6 Information Transfer within GJU

Once received, the IAD will verify the transcript, then upload it to MyGJU so that the School can review it.

The GJU VD-IA will:

- (1) Review the uploaded transcript on MyGJU.
- (2) Transfer the courses from the German Transcript of Records to the equivalent courses in the GJU Study Plan through MyGJU; where it must be approved by the EC, Head of Department and the Dean.
- (3) Forwards the equivalency through MyGJU to the Admission and Registration Department for processing.

Note: This process must be completed even if the student has failed all courses in Germany. In such cases, the statement "Failed all courses in Germany" should be entered in the GJU Transcript of Records. The Transcript of Records of the Host University showing the failed courses or the student's Enrollment Certificate must be uploaded to MyGJU.

3.3 Failed German Year Courses¹²

Students who have failed courses in Germany are allowed to retake the exam (not the course) during the internship semester (if offered), or to register courses of 300 level and above from any Department in the School and to consider them as elective courses. Students can find the respective courses in MyGJU under Transcript vs. Study Plan. Students might check with the responsible Head of Departments about the availability of and their eligibility for crash courses. Students who did not pass “German VI-German Year” in the GY must enrol in "German VI Regular" or "German VI Intensive" after their return to GJU, depending on the number of certificate parts they have so far. Passing “German VI” and the complete B1 is a graduation requirement for GJU students.

¹¹ Deans' Council Decision (233/2021/2022); Deans' Council Decision (46/2023/2024).

¹² Deans' Council Decision (188/2019/2020).

3.4 General Regulations for a Bachelor Graduation Project in Germany¹³

Some GJU students are offered the opportunity to perform a Bachelor graduation project (GP) or a Bachelor thesis (BT) while they are in Germany, either through GJU in cooperation with the industry or through a partner university. This opportunity contributes to the student's learning experience, enhances the German and applied dimensions and increases the student's employability chances. The following is the general procedure for all GJU Schools in such cases:

3.4.1 Students Doing a GP/BT Affiliated with the Industry in Germany under the Academic Supervision of GJU

- (1) The student submits a written request to the Head of Department at GJU stating his/her interest in registering GP/BT in GJU while doing it at the industry in Germany and specifying the title and scope of the project. The Department assigns a GJU academic staff as a potential supervisor for the student.
- (2) The student must be able to submit a GP/BT proposal to the supervisor at GJU before the "Add and Drop" period of the semester, in which the student plans to perform and register the GP/BT project. The proposal should include measurable objectives of the work to be done at the industry.
- (3) The student must have a specified advisor from the company at which the project is conducted. The contact information of the advisor should be included in the proposal.
- (4) Upon the recommendation of the student's supervisor and Head of Department at GJU, the School approves the student's request and communicates the decision to the Registration Department to allow the student to pay and register the GP/BT CHs, despite not complying to the minimum semester load of CHs.
- (5) The student must have the mandatory twenty (20) weeks of International Internship completed before doing the GP/BT (an official letter from the company is required stating the dates of the beginning and ending of the mandatory International Internship in case the GP/BT is undertaken in the same company).
- (6) The GP/BT duration must span a minimum of twelve (12) weeks if the registered GP/BT is three (3) CHs and sixteen (16) if the GP/BT is six (6) CHs.
- (7) The GP/BT must not be a continuation of the work performed during the mandatory International Internship. A clear distinction between the International Internship work and the proposed GP/BT must be evident.
- (8) If the student's study plan has 2 GPs, then any course completed during the GP duration is not eligible for credit transfer at GJU. While if the student's study plan has

¹³ Deans' Council Decision (64/2020/2021).

- only one GP/BT, the student is allowed to study a maximum of one course in addition to the registered GP/BT in the same semester.
- (9) After receiving the approval for the proposal, the student should contact the IAD in order to help him with the enrollment at his host university.
 - (10) The student is responsible for keeping legal residential status in Germany during the GP/BT period.
 - (11) The GP/BT documentation must be in English language, signed by the advisor and stamped by the company.
 - (12) As part of the GP/BT defense requirements, proof must be provided by the GJU supervisor to the examiners showing the regular updates written by the student to his/her supervisor at GJU.
 - (13) The GP/BT must be defended at GJU, following the regular defense procedure, evaluation form and grading for GP/BT. As normal, the grade of the GP/BT is shown on the students' transcript.

3.4.2 Students Doing a GP/BT Equivalent Affiliated with a Partner University in Germany under Its Academic Supervision:

- (1) This option is not possible unless all of the following conditions are met:
 - a. The student's study plan includes only one (1) GP/BT and the student's School allows a GP/BT equivalency.
 - b. The German partner university that hosts the student offers the student to enroll in a course that is explicitly titled GP or BT, where the student would be under a full academic supervision by its academic staff.
 - c. The student gets the student's School's approval following the prescribed procedures.
- (2) The student submits a written request to the VD-IA to include the GP/BT in the Learning Agreement.
- (3) The student provides the GP/BT equivalent details including its course code, course title, course description and its respective ECTS.
- (4) The student's VD-IA, Head of Department and Dean must duly approve the student's request to include the GP/BT in the Learning Agreement before the student registers it at the German partner university.
- (5) The GP/BT equivalent can be registered with other courses at the German partner university either on the study semester of the GY or on a third semester.
- (6) The GP/BT equivalent cannot be registered if the student is doing the mandatory International Internship or if the student has registered courses at GJU or elsewhere.

- (7) The GP/BT equivalent is equated as appropriate by the student's School at GJU upon receiving an official transcript revealing the successful completion of the GP/BT and the earned ECTS.

4. Requirements for the German Internships Semester (“International Internship”)

4.1 Application for an International Internship

As part of the GY all GJU Bachelor students spend the second semester doing a mandatory internship “Pflichtpraktikum” of at least 20 weeks up to 26 weeks as a full-time intern with a company in Germany.

Important information about the internship application process, internship regulations, required documents can be found by checking the homepage of the IAD: [German Year Internship Semester](#).

4.2 Regulations for an International Internship¹⁴

- (1) Finding an internship placement is the students' **responsibility**. All other parties involved are only of supportive nature.
- (2) Students have to take part in the **feedback meeting** prepared by the IAD and in the **internship training seminars** offered by the German Language Center at GJU to receive all necessary information in order to be prepared for their stay in Germany.
- (3) Students should prepare their **internship application documents** (CV, cover letter and required certificates) before leaving to Germany.
- (4) Directly (latest after 2 weeks) upon arrival in Germany students have to contact the **Career Center and/or the International Office** at the host university to inquire about assistance in finding an internship and to participate on seminars and trainings as well as job fairs organized by them.
- (5) Further **assistance** is provided by the IAD at GJU and the Project Office in Magdeburg.
- (6) Students must stay in **contact** and regularly update the IAD and the Project Office in Magdeburg about their internship status. Support by these offices in finding an internship can only be provided if students respond to emails.
- (7) Directly after the student has received an internship confirmation, company details, internship tasks and internship contract need to be **uploaded in MyGJU** under the internship tab to be verified and approved by the IAD and EC at GJU **before starting the internship** (or latest 2 weeks after started).¹⁵ In any case, the approval from the IAD must be given before signing the internship contract.

¹⁴ Deans' Council Decision (46/2015).

¹⁵ DC Decision (42/2019/2020).

- (8) Internships **without prior approval** will in general not be accepted at GJU or the internship duration only be counted from the date the contract was approved in MyGJU.
- (9) Internships are a **mandatory** part of GJU's study plans and should be completed during the second semester of the student's exchange year in Germany.
- (10) Internships / work placements must be completed with **industries, companies or institutions**. Other work placements are eligible under the condition that they show a serious link to the contents of the relevant study program; typical other work placements are laboratories of universities. These placements need the explicit approval of the respective EC and Dean.
- (11) Students have to consider the internship as a real **work placement** and adhere to the rules outlined in the internship contract (stick to office hours, holiday regulations etc.).
- (12) To prepare for the internship report, students should keep a daily **work log** during their internship and list the tasks they must complete.
- (13) The **length of the internship** is at least 20 weeks and maximum 26 weeks. In case the student proves that he was not able to find an internship for 20 weeks, the missing time should be compensated according to the "Rules for students who did not finish or failed their obligatory 20 weeks Internship in Germany".
- (14) Students are not allowed to register for any **courses** at GJU or their host university during their internship semester. Students can only retake the **final exams** for those courses already registered during the study semester if they failed these courses.¹⁶
- (15) The allowed **overlap period** between the internship and the upcoming semester registered by the students at GJU is 4 weeks for first and second semesters and one week for the summer semester.¹⁷
- (16) Students are allowed to work up to 40% **remotely** per week during their mandatory internship in Germany. Students have the chance to work a minimum of 3 days at the company and up to 2 days from home. A physical presence in the company of at least 60% is mandatory for each internship week in order to be accepted. Lumping of remote work phases over several weeks is not permitted. All contracts with a rate higher than 40% of remote work will not be approved.¹⁸
- (17) **Public holidays** in Germany (Christmas, Raster...) are included within the total internship duration, which means, there is no need to compensate any public holidays that fall on a student's internship.¹⁹

¹⁶ Deans' Council Decision (231/2015).

¹⁷ Deans' Council Decision (282/2020/2021).

¹⁸ Deans' Council Decision (282/2020/2021)

¹⁹ Deans' Council Decision (50/19/2022/2023).

4.3 Countries for an International Internship²⁰

Countries for International Internship	Internship Approval
German or international companies in Germany)	Are desirable and have priority
German or international companies in (partly) German speaking countries (Austria / Switzerland / Luxembourg)	Will be easily approved by the IAD and the VD-IA
German companies in non-German speaking European countries	Accepted upon Dean's approval
Non-German companies in non-German speaking European countries	Accepted upon President's approval
German companies in non-European countries	Accepted upon President's approval based on Deans' Council recommendation

Any Internship-applications not in line with the above-mentioned items will not be approved.

4.4 Required Documents after Completing the International Internship²¹

4.4.1 Internship Certificate

The company should provide the student with an official, signed and stamped certificate (Praktikumszeugnis) that includes:

- (1) The logo and name of the company and the name of the supervisor
- (2) Personal information about the intern (student's full name, date of birth...), internship duration, description of internship tasks
- (3) an evaluation of the internee's performance

The language of the certificate is either German or English.

The company must send the student a scanned soft copy of the certificate by email and a signed hard copy.

²⁰ Deans' Council Decision (46/2015).

²¹ Deans' Council Decision (46/2015).

The student will have to upload the verified certificate in the MyGJU internship section for final approval and accreditation.

4.4.2 Internship Report

The report must be written according to the [GJU Internship Report Instructions](#). The report must be signed and stamped by the company.

The student should finalize the internship report and sign it alongside the certificate during his or her internship. In case the student is not able to finalize the report during the internship period, a soft copy could be sent electronically (scan) to the company/institution, in order to be signed, and stamped electronically from the company/institution, and then sent back to the student. The report needs to be signed by the company but does NOT need to be signed by the School before submitting it to the IAD.

The student has to upload the verified report in the MyGJU internship section for final approval and accreditation.

If the report is not approved by the VD-IA for not fulfilling the required standards, the student has to rewrite it and undergo another approval cycle.

Internship Report instructions are available [here](#).

4.4.3 Verification of Internship Documents

The student should receive a soft copy of the internship documents by the company.

After the student received the internship documents (report+ certificate) electronically via email from the company, he/she should send it to the IAD (internship coordinator) as an email attachment, in order to be considered as official documents and to proceed with the internship equivalency.

Students have to submit original signed hardcopies of certificates upon request of the School or IAD.

4.4.4 Deadline for Uploading Internship Documents

After the student finishes the GY, the internship certificate and report should be sent to the IAD and uploaded in MyGJU latest within two months of the next semester or in accordance with the deadlines for graduation for graduating students.

4.5 Rules for Incomplete or Failed International Internships²²

4.5.1 Rules for Students Who Did Not Finish or Failed their Obligatory 20 Weeks Internship in Germany²³ and Registration at GJU

If the student failed to complete the internship in Germany, the following rules are applied:²⁰

- (1) If the student failed to find an internship in Germany (for whatever reason) or fulfilled up to less than **5 weeks** of work only, and then came back to Jordan,
 - a. The student needs to complete a **(30) - weeks**-period of internship with a company in Jordan or elsewhere.
 - b. The student will get a fail for the internship in Germany on his transcript.
 - c. The student needs to register and pay for **(12) CHs** at GJU for the internship in Jordan or elsewhere.
 - d. After completing the internship, the student will get a pass for the **(12) CH** internship in Jordan or elsewhere.
- (2) If the student fulfilled **(5) weeks** up to less than **10 weeks** of work in the internship in Germany, and then came back to Jordan,
 - a. The student needs to finish the internship by doing another internship for the duration of **(20)** weeks with a company in Jordan or elsewhere.
 - b. The student will get a fail for **(9) credits** for the internship in Germany on his transcript and a pass for **(3) credits**.
 - c. The student needs to register and pay for **(9) CHs** at GJU for the internship in Jordan or elsewhere.
 - d. After completing the internship, the student will get a pass for the **(9) CH** internship in Jordan or elsewhere.
- (3) If the student completed **(10) weeks** up to less than **(15) weeks**
 - a. The student needs to finish the internship by doing another internship for the duration of **(12)** weeks with a company in Jordan or elsewhere.
 - b. The student will get a pass for **(6) CHs** internship in Germany on his transcript and a fail for **(6) CHs**.
 - c. The student needs to register and pay for **(6) more CHs** at GJU for the internship with a company in Jordan or elsewhere.

²² Deans' Council Decision (46/2015).

²³ Germany or countries according to the agreed upon "Internship Countries" (as in 4.3).

- d. After completing the internship, the student will get a pass for the remaining **(6) CH** internship in Jordan or elsewhere.
- (4) If the student completed **(15) weeks** up to less than **(20) weeks**
- a. The student needs to finish the internship by doing another internship for the duration of (6) weeks with a company in Jordan or elsewhere.
 - b. The student will get a pass for **(9) CH** internship in Germany on his transcript and a fail for **(3) CHs**.
 - c. The student needs to register and pay for **(3) more CHs** at GJU for the internship with an international company in Jordan or elsewhere.
 - d. After completing the internship, the student will get a pass for the remaining **(3) CH** internship in Jordan or elsewhere.
- (5) All internships that will be done in Jordan or elsewhere need to be approved by the Dean of the respective School and the IAD at GJU.
- (6) The place and duration of the internships will be reflected on the transcript.
- (7) If a student finishes the whole study and internship year in Germany (1st semester + 2nd semester + summer semester*) OR (2nd semester + summer semester + 1st semester) with an incomplete international internship, the student is allowed to register courses in the semester that follows the students return from Germany provided that these courses do not require the international internship as prerequisite.²⁴
- (8) A student who obtained the approval to complete the international internship in Jordan, will not be allowed to divide or discontinue this internship in order to register courses at GJU. A student is not allowed to split his internship in more than one company in Jordan.²⁵
- (9) If the student goes back to Germany (or a German speaking country) to conduct or finish the internship there, it will be considered as a continuation of the first internship (see 5. Additional Study and Internship Semesters in Germany)

²⁴ Deans' Council Decision (231/2015).

²⁵ Deans' Council Decision (231/2015).

Appendix: Table 1

Internship duration in Germany		Number of weeks required for an internship out of Germany	Number of CHs the student has to register for	Number of credits hours failed or passed
1	NO internship (0 up to less than 5 weeks)	30 weeks	12 CH	Fail 12 Pass 0
2	5 weeks up to less than 10 weeks	20 weeks	9 CH	Fail 9 Pass 3
3	10 weeks up to less than 15 weeks	12 weeks	6 CH	Fail 6 Pass 6
4	15 weeks up to less than 20 weeks	6 weeks	3 CH	Fail 3 Pass 9

4.5.2 Internship report and internship certificate requirements in case the internship was completed in more than one company ("split internship"):

Internship duration	Internship certificate / confirmation required	Internship report required	Length of report
Less than 5 weeks	yes	no	-----
5-9 weeks	yes	yes	2-3 pages summary (no need to be signed by the company)
10 weeks and above	yes	yes	Full report signed and stamped by the company

5. Additional and Delayed Internship Semesters in Germany²⁶

5.1 Additional Semesters after Completion of the German Year

- (1) The student must have completed the GY **sequentially** – first the study semester followed by the internship semester – before the following items become relevant.
- (2) Only after having completed the GY Study Semester and GY Internship Semester, the student may ask for an **additional study or internship semester at in Germany**. The approval is subject to capacities and in the discretion of the School and IAD.
- (3) In that case, the student must contact the **IAD** through the required communication channel at GJU for the possibility of a third semester enrolment at their host university. After receiving the required approvals (see above), the responsible outgoing coordinator will contact the student's host university. Students are not allowed to contact their host university on their own.
- (4) The student has to submit a **request** to postpone the study at GJU for the additional duration (3rd semester extension) to the **Head of Department** and get an approval for the postponement from the **Dean**. The School sends the approval of the postponement to the Admission and Registration Department at GJU.
- (5) Apart from semester extensions for graduation projects and delayed mandatory internships, all additional semesters at universities or companies in Germany **will not be under the umbrella of the GY**. Those additional internships will be considered as non-curricular and voluntary with all **legal consequences** (e.g. related to minimum wages, residency, etc.) which the student has to check in his own responsibility and make the company aware of. No additional support is provided by IAD, especially with respect to securing a seat at a host university.
- (6) **Credits** from further study semesters at German universities will be counted according to the “Regulations for the Award of the (First) Bachelor’s Degree by the GJU”.

5.2 Exceptional 3rd Semester Extension for the Graduation Project

The regulations for a semester extension for doing the **Graduation Project** in Germany are laid down in 3.4.

²⁶ Deans’ Council Decision (76/2021/2022).

5.3 Exceptional 3rd Semester Extension for Delayed Mandatory Internships²⁷

- (1) Students who cannot complete the mandatory internship during the second semester of their GY (internship semester) due to a late start of the internship, **might be allowed to extend** their stay in Germany by the IAD only on discretionary basis, subject to capacities and if further enrolled in a German partner university for the purpose of finishing the mandatory internship (20 weeks up to 6 months).
- (2) Third semester extensions for the GY for delayed mandatory internships are permitted **only after contacting the IAD**. The student should contact the IAD and provide any required documents via email at the latest by January 31 during the first semester and by August 30 during the second semester of the academic year.
- (3) The **procedure** for a third semester extension requires the following:
 - a. Uploading the international internship contract in MyGJU (if not provided, the student must contact the IAD at the latest by the abovementioned dates)
 - b. Approval of the IAD regarding the following: (i) submission deadlines, (ii) duration, (iii) content, and (iv) company
 - c. Approval of the IAD for seat reservation at a partner university
 - d. Approval of the VD-IA for the tasks of the internship and their relation to the major.
 - e. Approval of the student's School for deferral of studies
- (4) Students who officially finished their GY but could not complete the mandatory internship are allowed to **postpone the internship** semester and might be allowed by the IAD to conduct it in Germany later only on discretionary basis, subject to capacities and if they can secure a seat at a German partner university through the IAD and if they provide the IAD with an internship contract before travelling. Otherwise, the Regulations for Incomplete International Internships do apply.

5.4 No Additional 4th semester extension

Students are not allowed to extend for a 4th semester in Germany.

²⁷ Deans' Council Decision (76/2021/2022).

6. Responsibility for Implementation of Approved German Year Regulations²⁸

The implementation of all GY Regulations which have been approved by the Deans' Council will be under the responsibility of the concerned Dean and communicated to the IAD and the Admission and Registration Department.

²⁸ Deans' Council Decision (231/2015).