Guidelines for Senior Projects in German Companies (CS, CE and CME)

General

Students are allowed to do their senior projects in a company in Germany, Europe or Jordan. All such projects need prior approval by the Dean of the school and the department head.
The projects are graded graduation projects and have to adhere to the following guidelines in order to be accepted.

Procedure

1. Students who want to do their senior project in a German company should first communicate with the exchange officer of the school.
2. Students are responsible for obtaining residency and work permit. As the senior projects are not part of the obligatory German year, they are not covered by the MOUs with our partner universities. Equally the conditions for obtaining residency and work permit may be more difficult.
3. SIC needs a detailed proposal for the project that is base for the acceptance. The project proposal should be submitted in English to the department head and must include relevant contact information of a supervisor in the company. A project can only be accepted if the department head and the company agree on a common project description. The exchange officer and the Dean should be CC'ed in this communication.
4. The department head will assign a GJU supervisor to the project.
5. The student is required to send a short weekly report to the GJU supervisor. Failure to do so may result in failing the whole project.
6. The supervisor in the company is asked to send a short report to the GJU supervisor in the middle and at the end of the project duration.
7. The obligatory final project presentation will take place at GJU in Jordan.
8. Grading is done by the GJU supervisor and two experts that are assigned by the department. The supervisor of the German company will be asked for input, but he / she is not responsible for the grading.
9. Courses that students take at a German partner university during the senior project will **not be transferred** to credits at GJU.

Requirements

1. The senior project for CS students has a duration of 3 months, for CE and CME students of 5 to 6 months.
2. Students work on a well separated topic. They are responsible for their project.
3. All help from the company must be declared. If the student uses parts developed by other people in the company or by himself during the internship *before* he started his senior project, these parts must be clearly declared.
4. The student has to write a project report that follows academic regulations and he must declare all sources.
5. The senior project report must be submitted within 8 weeks after the start of the following regular term (fall or spring term). This equally holds if the student does not register for this specific term.

6. The student is required to make a public project presentation in front of the faculty and other students of his school at GJU. The project presentation shows his achievements, methods and results. The presentation must be made in person at GJU. Presentation via skype, etc. is not accepted.
7. The report submitted by the student must disclose the details of his project, his approaches, implementations, solutions, evaluations, etc.
8. In addition to the official presentation the student is to demonstrate his project to the GJU supervisor and examiners.
9. The company signs a statement to accept the student's senior project.
10. If the student wants to submit the senior project equally as (part of) an examination at another university, prior written approval by the relevant department head and the supervisor is required.

Requirements (6) to (8) are necessary in order to allow for a grading at GJU. Failure to follow these requirements may lead to failure in the project.

If these requirements contradict privacy or nondisclosure statements of the company, the company may ask for the presentation (6) to be only open to the supervisor, Dean, Department head and examiners. Faculty at GJU is required to respect the non-disclosure request of the company.

GJU has no means to assure that the student himself will respect the non-disclosure request by the company.

Requirements 7 and 8 must be fulfilled and ensured by the company and the student.

The project proposal

The project proposal must specify the following topics:

- field of the project which must be related to the student's study field (CS, CE or CME resp.)
- short statement about state of the art in the prospective field or the current situation in the company
- short description of the project goal / the main research or development question
- proposed time plan
- description of how this project relates to existing projects in the company
- required resources
- short statement on risks related to the project start (e.g. hardware that might arrive late; delays in the development of other parts of a larger project the described project depends on, etc.)

By submitting the described project proposal the company agrees that the project will be carried out. The company is responsible to make sure that the required resources will be available to the student.

approved in the School Council on March 14th 2013