

Code of Conduct German Year

All Gju's students Jordanians or none Jordanians should follow these rules related to German year:

Study Semester

1. Classes attendance is compulsory during the study semester.
2. Classes' attendance on time is obligatory.
3. Orientation week's attendance and preparatory activities are obligatory.
4. Free German language refresher course attendance is obligatory.
5. All payments due to German universities should be on time.
6. Attendance of offered internship application trainings at the host university is obligatory.
7. Students that give presentations or compose essays, papers etc. are not allowed to plagiarise. Plagiarism is defined as expropriating other persons' ideas, research findings, texts or parts of texts without mentioning the source, which is an infringement of intellectual property rights. This serious misconduct disqualifies the wrongdoing student as a scientist. Be aware that the German Professors have to take measures based on the regulations and policy of their Department. This could be a grading of the academic input as "failed" or expelling the student from the courses and/or expelling From examination.
The same scientific ethical code is valid for composing the internship report.

Internship Semester

1. Students have to stay in contact with the Office for Industrial Links and/or Project Office in Magdeburg on a regular basis and report on the internship situation continuously. Help by these offices in finding an internship can only be provided if students respond to emails.
2. Internships have to be approved BEFORE starting with the internship (or latest 2 weeks after started), otherwise the internship will NOT be accepted and accredited on the student's transcript at GJU.
3. The contract and internship information has to be uploaded by filling the provided approval form.
4. Students also have to inform their host university in Germany (International Office) about the secured internship.

Communication

1. Students must contact the relevant person in their department in Germany and Jordan (EC) regarding any academic issues, including changes related to their learning agreements and issuing transcripts.
2. Email is the most used and often the only accepted form of communication in Germany.
3. The international office at the German universities will contact the student only via email for urgent issues.
4. Students should make sure that all emails are working; (especially the German university email and official GJU email) students must check these emails regularly and respond maximum within 2 working days.
5. The German IO should be informed formally beforehand of any long absence.
6. Students must use the office hours and stick to the given appointments – if students wish to speak to someone out of office hours – an alternative appointment must be arranged by official email (sticking to the arranged appointment is a **must**, this is a sensitive topic at the German working culture).
7. Students must communicate politely and formally via email using the recommended email form to the International Office staff during the study and internship semester.
8. Students must not provide any kind of misleading or untrue information to any involved entities during the German Year. This is a sensitive topic; any counter behaviors will not be tolerated.
9. Students must be aware that they are ambassadors of GJU, Jordan, their families and their countries. Any inappropriate behavior could damage the cooperation of the universities, the image of Jordanian students and the image of Jordan. According to article 4, paragraph p from Instructions of the Students Disciplinary Regulation, all GJU students laws and regulations are valid too in the German Year.
10. Not Complying with the above-mentioned terms based on formal complaints from the German universities will lead to consequences illustrated by official warnings (added to the GJU transcripts) from the side of GJU (mutual action of the School and the IAD). The continuity of any inappropriate behavior at our partner universities would lead to the cancellation of the GY and pausing studies for the rest of the year. In this case, students will not be allowed to take any courses or conduct internships during the planned time of the German Year.
11. The Outgoing Team at the International Affairs Department (IAD), the Office for Industrial Links (OIL) and the Exchange Coordinators (EC) at GJU are always available to support you for any questions concerning your GY. Please turn to the respective concerned entity for any specific cases.

I hereby acknowledge that I have received and read this code of conduct and will comply with

Date: _____ **Name:** _____ **Signature:** _____

Logistics: Accommodation and Registration in the German Year

Study semester

1. German laws require students to register in the city. Students must register within max. 14 days of your arrival to Germany at the town hall (Rathaus). Students will also need to get a German student residence permit (if they don't hold a Jordanian passport and didn't apply for a visa to travel to Germany) at the immigration office (Ausländerbehörde). Useful tips for these processes are available on the DAAD website www.study-in.de under the heading "Plan Your Stay / Registration and Residence Permit."
2. Only students with an official address can follow up the Fintiba Process and activate governmental Health Insurance.
3. Nowadays, the accommodation situation in Germany is tensed. It is highly advised to follow the recommendation of the university regarding the accommodation (most universities don't have an influence on this topic). Late cancellation for accommodation will lead to further fees and fines with the tenants.
4. In case of any problems or issues during the whole Year in Germany, students have to turn to the IO at German University and the Project Office at HS Magdeburg-Stendal (support.GY@german-jordanian.org) +49 391 886 4704). These mentioned entities will always be offering you direct support in Germany. Please be informed that the Hashemite Kingdom of Jordan maintains an official embassy in Berlin that you can contact in emergencies too (+ 49-30- 36 99 600).

Internship semester

1. Students must keep themselves registered at their host university during their internship semester (do not forget to pay the fees of the German university for the internship semester).
2. If a student moves to another city for the internship, students must de-register from the city of their study semester, and register again in the city where they will be doing their internship. The IO of the German university has to be informed about this, they provide internship-semester enrollment, so it is necessary to inform them.
3. At the end of stay in Germany, students should do the "Exmatrikulation" from the Host University as well as cancelling their insurance and paying any fees left. Students should also get a "Wohnungsgeberbestätigung" for cancelling the housing contract, and should do the "Abmeldung" from the city hall. Furthermore, students should close all accounts (banks, BahnCard, gym, phone contract, library etc.) and pay any fines to avoid future trouble with German/European Authorities.

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