

## **Procedure of allowing students doing Bachelor Graduation Project (or Bachelor's Thesis) in Germany**

### **Preamble:**

Many students of the German Jordanian University (GJU) are offered the opportunity to perform a bachelor graduation project (GP) or bachelor's thesis (BT) while they are in Germany, either through 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. This document presents the general procedure for all GJU schools in such cases.

### **First: Students doing a GP/BT affiliated with the industry in Germany under the academic supervision of GJU:**

- 1) The student submits a written initial request to the department head 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. The proposal should include measurable objectives of the project 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 department head in GJU, the school approves the student's request and communicates the decision to the Registration Department to allow the student pay and register the GP/BT credit hours, despite not complying the minimum semester load of credit hours.
- 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) credit hours and sixteen (16) weeks if the registered GP/BT is six (6) credit hours.
- 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 study plan has only one GP/BT, the student is allowed to study maximum of one course in addition to the registered GP/BT in the same semester.
- 9) The student is responsible for keeping legal residential status in Germany during the GP/BT period.
- 10) The GP/BT documentation must be in English language, signed by the advisor in Germany and stamped by the company.
- 11) As part of the GP/BT defense requirements, a proof must be provided by the GJU advisor to the examiners showing the regular updates written by the student to his/her supervisor at GJU.
- 12) 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 GP/BT is shown the student's transcript.

**Second: Students doing a GP/BT equivalent affiliated with a partner university in Germany and 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 could offer the student to enroll in a course that is explicitly entitled GP or BT, where the student would be under a full academic supervision by its academic staff,
  - c. the student's gets the school's approval following the prescribed procedure.
- 2) The student submits a written request to his/her Exchange Coordinator (EC) to include the GP/BT in his/her 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 EC, Department Head and Dean must duly approve the student's request to include GP/BT in the Learning Agreement before s/he registers it in 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 German Year 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 is 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.