

German Year Manual

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0. Disclaimer

This Manual is a compilation of rules concerning the German Year. The intention is to make them available and transparent for all. The Manual has been drafted with utmost diligence. In case of any conflict with the original wording of regulations, instructions, or Deans' Council decisions, especially but not limited to Deans' Council Decisions addressing specific issues or individual cases, the latter prevail and derogate whatever is mentioned in the Manual. No direct claims can be derived from the explanations in this Manual.

1. German Year

In order to graduate at GJU, the student has to spend one full academic year of studying and training in Germany according to the following rules:

- (1) The academic year is divided into two semesters, the first semester for studying at one of the partner universities, and the second semester for training in German companies or industries.
- (2) The student will get an equivalency for the courses studied at the partner universities, provided it does not exceed (21) credit hours.
- (3) The training semester will be equal to (12) credit hours.

The instructions above should be read together with the rules issued by the Deans' Council concerning the German Year. The Deans' Council should decide upon the cases when the student is unable to find training in Germany or unable to travel to Germany.¹

¹ Article 25 H-I of the Instructions for the Award of the (First) Bachelor Degree by the German Jordanian University.

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 German Year

Only students who went through the official German procedures provided by the Exchange Coordinators of the School and the International Office (IO) of GJU shall be allowed to start their German Year.

In order to be registered on the official German Year Outgoing list by the responsible Exchange Coordinator, GJU students must have a GPA of at least 61% by the time of application, unless they can prove, that they will have less than 33 Credit Hours (CH) left to graduate, including the 24 CH for the German Year and for the students who are planning to start their GY on the 1st semester without counting the Credit Hours they are expected to pass in the last summer semester. By the time of travelling those students should have a GPA of at least 60%.

The students who are planning to go to Germany on the 1st semester (German winter semester) of the academic year have to prove that they fulfilled the minimum required number of Credit Hours specified for each major without including the last summer term. However, due to the importance of the German language, the Credit Hours for German 6 taken in the last summer term before leaving to Germany shall be counted for the required number of Credit Hours. It is not possible to count any Arabic or English courses in the summer term before leaving to Germany in the 1st semester of the academic year.²

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

- Each School's study plan determines the specific courses that the student must have registered and passed before travelling to Germany.
- 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 German Year.
- Hours of German courses are not to be included within required hours. All Engineering majors including Architecture students must have passed at least 90 credit hours, School of Management and Logistic Sciences students together with students from

² Deans' Council Decision 160/2019/2020.

³ Deans' Council Decision (359/2014)

the Computer Science major and the Design and Visual Communication major must have passed at least 85 credit hours , B.A. German and English for Business and Communication and from B.A. Translation students following the new study plan from first semester 2014/15 must have passed at least 72 credit hours to be finished before travelling.

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 German Year.

Each GJU School sends an application link created by the IO to their nominated outgoing students through email in the 1st or 2nd week of the first or second semester. At this stage the Exchange Coordinator has to inform the IO regarding special cases (outgoing students with health issues, social or religious reservations, offered scholarships) in order to take it into consideration when students are distributed to the host universities.

As soon as the IO made the decision, which seats of which German university will be used for the majors, students will be contacted and are allowed to express 5 wishes for partner universities in a google form. There is no priority among these 5 wishes.

Meeting the students' according wishes with in the distribution process highly depends on the

- number of applicants per semester,
- number of available seats at partner universities,
- academic profile of students (GPA, language level) and
- given wishes of other students.

It is possible and to be expected that not all students can be distributed according to one of their wishes.

The distribution of students among host universities is based on a universal approach valid for all Schools and majors. The first priority of the University 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 5 wishes further distribution criteria are considered as mentioned below.⁴

⁴ Deans' Council Meeting (1/2015).

- Criteria 1: Special requirements requested by the partner universities. Some of GJU partners set special requirements like a minimum GPA or very good German language skills for their study programs.
- 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 show a balanced picture of GJU.
- 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.
- Criteria 4: Geographically balanced distribution. To maintain GJU partnerships, students shall be equally distributed to all partners with seats available.
- 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.
- Amendment: Depending on the student's profile, there might be universities with more or less suitable courses. The Schools shall take the professional profile of the student into consideration before implementing the criteria above.

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

The distribution is done in mutual meetings with the School's Exchange Coordinators/Officers (EC/EO) and the responsible Outgoing Coordinator at the International Office strictly following the displayed 5 criteria.

The criteria are implemented for all Schools at GJU and all students going to Germany since the first semester 2015/16.

According to criteria 2 (balanced distribution of excellent, average and weak students) no student can claim to have priority by having higher a GPA than a fellow student.

No student can be distributed to a university that asks explicitly for a higher language level (e.g., 4 parts B1 or B2) with a pending outcome of the language exam. That means that students who want to study at this university have to have a full B1 or a full B2 certificate in the moment of application for the German Year.

Students who did not study the German language courses at GJU (German I-VI) and want to apply with a B2 certificate have to provide this certificate in the moment of application for the German Year.

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

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

2.3 German Year IO Procedures

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 Exchange Coordinator)
4. 3 recent passport photos (personal biometric photos)
5. 3 passport copies (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 IO Procedures
12. Signed Code of Conduct
13. CV/ motivation letter/ recommendation or nomination letter when needed

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

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

2.3.2 Visa Application

Documents Needed

- Visa form:
<https://amman.diplo.de/blob/1605532/f9342033f2933dc05da54151efe283db/pdf-antrag-nationales-visum-data.pdf>

- Security form:
<https://amman.diplo.de/blob/1696928/a102d95946f4454bcd01e8b4bfdd6145/belehrungsbogen-data.pdf>
- Acceptance Letter of German host university
- Blocked bank account confirmation (10,332€ + Fintiba fees 189€)
- **Deadline for students going for 1st semester: 10th of June**
- **Deadline for students going for 2nd semester: 10th of December**
- Transcript of Records
- Enrollment certificates
- Language certificates
- Passport copies and biometric photos
- Internship confirmation/Praktikumsbestätigung (provided by OIL)
- Health insurance (DAK and travel health insurance, valid for 3 months)

Note: The IO will send all necessary information on the needed documents and visa appointments via email to the student. In case there are additional documents needed, the IO will inform the student. The process of issuing the visa can only start after the completion of all documents. It takes between one and two months to issue the visa after the student handed in the documents.

Overview: IO Procedure and Responsibilities

Timeline	Procedure	Responsible Entity
1	Registration MyGJU: students are informed through Exchange Coordinators and GJU Outgoings Index (Facebook page)	Students
2	Start of allocation process	EC / IO
3	Early nomination deadlines	IO
4	Please be aware that 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)	IO
6	2nd presentation (FINTIBA process + visa)	IO
7	Visa Application Sessions	IO/ Students
8	Completion of university applications	Students
9	B1 deadline (last date to attend a B1 exam)	Students
10	Proof of FINTIBA payment (money transfer confirmation for 10,332€) DEADLINE. !!Please be aware that without submitting this document, no visa processes can be started!!	Students
11	Follow-up on acceptances	IO
12	Embassy appointments. Every student has to go for the assigned appointment to give fingerprints & complete documents at the Embassy. The International Office will distribute the students to the appointments.	Embassy & Students
13	3rd presentation/ Farewell meeting	IO
14	Visas are expected to be issued (6-8 weeks after application)	Embassy
15	Early semester starts in Germany	Students

16	The DAAD scholarship candidates have to submit their B1 or B2 certificate with all parts passed for the DAAD scholarship purpose to the responsible person on MyGJU before their leave to Germany	Students
17	Scholarship awardees will be contacted per Email with the declaration of acceptance.	Scholarship coordinator

Procedures mentioned below are **not** controlled by the **IO** at **GJU**. Thus, we have no influence on the regarding decisions.

Procedures NOT Controlled by IO	<ul style="list-style-type: none"> ❖ 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 (German Year, 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 shall acquire travel health insurance from Jordan 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, is available [here](#).

German Health Insurance (DAK)

Every student at a German university must have a public health insurance. The German Embassy only accepts DAK, which is obtained via [Fintiba](#). The insurance fees are around 110 Euro per month. In Germany, students can switch to another public health insurance.

2.4.2 Liability Insurance („Haftpflichtversicherung“)

The liability insurance is not yet 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 60 EURO per year through Fintiba.

2.4.3 Housing

Most universities in Germany respectively the “Studentenwerk” (Student Association) they are associated with offer student accommodation (dorms). If not, they will help in finding private housing.

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

- Although most of the rooms are single rooms, kitchen and bathroom might have to be shared between several male and female students.
- 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 IO will try to satisfy this request within the given capacities, but no claim can be raised.
- 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 200 and 500 EURO per month.
- Depending on the university, a rent deposit of two months has to be paid in advance. Some dorms even require the full six months rent up-front.
- University dorms are very scarce, so every offer should be taken into consideration.
- It is difficult to find an accommodation privately due to a tight housing market in Germany. Private apartments are usually unfurnished and more expensive.

For private housing, the following websites are recommended:

- Studis Online: Wohnungsbörse
- WG-Gesucht.de
- Immobilienscout 24
- Kalaydo: Immobilien
- Nestoria

German students very often live in shared flats (WGs = Wohngemeinschaften). This is a very economic and highly sociable option for exchange students. For this option, the following websites are recommended:

- Studenten-WG.de
- WG-für-Dich.de
- Studentenwohnungsmarkt.de
- WG-Gesucht.de
- ClickLodge.com
- Housing Anywhere

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 varies between 700 and 1000 Euros monthly in Germany.

Further details can be found here:

- UNICUM
- Studieren.de

Note: Some Host Universities ask for an extra service fee of 250-600 Euros in addition to the registration fee of about 100-300 Euros per semester. This service fees might cover special internship training or a language course. However, GJU has no means to or influence on this.

2.4.5 Fintiba Blocked Account

In order to get a German student visa, the students need to deposit around 10,500 Euro for 12 months in Sutor Bank blocked account via Fintiba. Be aware that this amount might occasionally change on short notice according to general Governmental decisions that GJU has no means to influence. See: <https://www.auswaertiges-amt.de/de/sperrkonto/375488>.

The IO will provide all necessary information and fully guide the student 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 German Year 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 Credit Hours** from their respective study plans plus the required German Language courses.
2. Students from the **School of Management and Logistic Sciences** together with students from the **Computer Science** major and the **Design and Visual Communication** major must have passed at least **85 Credit Hours** 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** following the new study plan from first semester 2014/15 must have passed at least 72 Credit Hours from their study plan plus the required German Language courses.
4. Students must have passed all the **obligatory courses** specified by their respective Schools or Departments.
5. The students' **GPA** must **not be less** than **60%**.
6. Students must have passed at least **5 levels** of the German courses of the German Language Center (except students studying at the School of Applied Humanities and Languages, see 7.).⁶
7. Students from the School of Applied Humanities and Languages must have passed at least **5 levels** of the German language courses offered by their School.⁷
8. Starting with the first semester 2021/2022, the former rules exempting students from German language courses if they bring certificates from outside the university have been terminated. Students should sit for a German placement test or present an official German language certificate not older than 12 months from Goethe Institute, ÖSD (Österreichisches Sprachdiplom), Telc gGMBH, TestDaF, Deutsches

⁵ Deans' Council Decision (160/2019/2020).

⁶ Deans' Council Decision (118/2020/2021).

⁷ Deans' Council Decision (118/2020/2021).

Sprachdiplom or Kultusministerkonferenz (DSD) when they are admitted to the university and then accordingly will be allowed to register in a certain higher level of the German language courses (not in German VI though).⁸

9. Students must have passed the **5th** level of the English language courses offered at GJU.
10. Students must have passed all the **(099) level courses** at the university before leaving to Germany.⁹
11. Students must have completed the required **160 hour Field Training** in Jordan (with the exception of B.A. Translation and all B.A. German and English for Business and Communication students who started their study program before the first semester 2017/18).

Pre-Semester (before the German Year): Students that went through the official procedures of the GJU German Year, and who passed only up to 6 Credit Hours less than the minimum required number given above by the time of travelling, are allowed to take a pre-semester in Germany at the Host University they have already applied to, given that their GPA is not less than 60% and given that they fulfilled all the other requirements specified for the German year. This pre-semester shall not be part of the official German Year, and students are allowed to transfer only 1,1p to 6 Credit Hours from that semester to GJU. After the pre-semester students are obliged to start their German Year with their study semester only, and to do the internship semester after finishing their official German Year study semester. However, whether the pre-semester can really be provided to the students is an individual decision of the School and the International Office according to the overall picture, and conditions.

Failure to fulfill any of the prerequisites mentioned above will authorize the **School** together with the **International Office** to deprive the student from going to Germany 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 Germany¹⁰

First: Learning Load:

1. Normally the student will have to enrol for courses in Germany carrying a total load of at least (18 to 21) German ECTS or 12 German SWS.

⁸ Deans' Council Decision (31/2020/2021).

⁹ Deans' Council Decision (412/2014).

¹⁰ Deans' Council Decision (157/2019/2020).

2. For students in B.A. German and English for Business and Communication and B.A. Translation: The student should take courses at the German Partner University that are equivalent to 15 Credit Hours.
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 having failed “German VI (Regular)” respectively “German VI (Intensive)” can start the German Year but have to register an equivalent German language course for “German VI (Regular)” respectively “German VI (Intensive)” (as assigned to them according to their achievements in “German V”) additionally to the generally required amount of ECTS for German Year courses at a German University partner during his German Year Study Semester. If the students pass the equivalent German course in addition to the TestDaF B1 parts the students have failed before (if any), the students are exempted from “German VI (Regular)” respectively “German VI (Intensive)”. Otherwise, the students need to register and pass “German VI (Regular)” respectively “German VI (Intensive)” (as assigned to them according to their achievements in “German V”).¹¹

Second: Learning Agreement:

1. The courses chosen have to be documented and approved in a formal “Learning Agreement”, duly signed by the student, the Exchange Coordinator, the Department Head/Dean of the School and the International Office at GJU as well as the Contact Professor and the Institutional Coordinator at the German Host University.
2. The Learning Agreement has to be agreed upon and signed at GJU 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 Exchange Coordinator (Cc to the International Office and the Head of department of GJU) as soon as possible at the beginning of the semester.
4. During the study semester of the German Year, students are not allowed to register any courses they have completed already at GJU even if the course is wrongly listed in the Learning Agreement. The exchange coordinator should make sure such enlistment does not occur in the first place.
5. German Year pre-requisite courses especially all related-language courses in German, English, and Arabic must be completed at GJU before the beginning of the German Year. Such courses are not accepted as courses for the German Year.

¹¹ Deans’ Council Decision (118/2021/2020).

Third: Acceptance of Courses:

Courses and Credit Hours / ECTS / SWS will only be counted if:

1. The courses are listed and matched accordingly in the Learning Agreement. Any course not listed in the learning agreement will not be recognized.
2. The course content is equivalent to what is indicated by the corresponding GJU study program as explained in the Bachelor Degree regulations.
3. The student receives the Credit Hours / ECTS / SWS after passing the assessments specified in the course catalogue. Participation alone is not sufficient.
4. The marks from Germany will not be included in the cumulative average of the student at GJU.

Fourth: Grading of Examination Taken in Germany:

1. Courses taken in Germany will be graded according to the normal German Grading System.
2. A "German Failed" will be counted corresponding to a "GJU Failed".
3. German Year courses will be counted at GJU as pass/ fail courses.

Fifth: Information Transfer from German University to GJU:

1. The German University will electronically provide the formal Transcript of Records duly signed and stamped to the International Office of GJU. Copies or printouts will only be accepted by GJU when officially signed.

Sixth: Information Transfer within GJU:

1. The International Office at GJU will electronically provide the original transcript to the Admission and Registration Department and to the relevant GJU Exchange Coordinator. The International Office at GJU is responsible for archiving the transcripts.
2. The GJU-Exchange Coordinator will:
 - a. Legally transfer the courses from the German Transcript of Records to the formal courses in the GJU Study Plan.
 - b. Fill the required form, have it approved by the Dean and Department Head as well as forward it to the Admission and Registration Department.

The form must be created even if the student failed all courses in Germany and in that case, the "Failed all courses in Germany" sentence must be added instead of courses.

3.3 Failed German Year Courses¹²

Students who have failed in their courses in Germany are allowed to register courses of 300 level and above from any department in the school and to consider them as elective courses.

3.4 General Regulations for a Bachelor Graduation Project in Germany¹³

Many students of GJU are offered the opportunity to perform a Bachelor graduation project (GP) or a Bachelor thesis (BT) while they are in Germany, either through the industry or through a partner university. This opportunity contributes to the students'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:

First: 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 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 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 department head 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 Credit Hours, despite not complying to 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

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

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

- 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) if the 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's study plan has 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. 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 and stamped by the company.
 11. As part of the GP/BT defense requirements, a 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.
 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 the GP/BT is shown on the students' transcript.

Second: 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 could offer 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 school's approval following the prescribed procedures.
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 ECS.

4. The student's EC, Department Head and Dean must duly approve the student's request to include the GP/BT in the Learning Agreement before he/she 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 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 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 “German Year” all GJU Bachelor students spend the second semester doing an obligatory internship (“Studentisches Pflichtpraktikum”) of at least 20 weeks full time with a company in Germany.

Important information about the internship application process, internship rules, regulations and required documents can be found by visiting the links below:

- [Part 1: The CV](#)
- [Part 2: The Cover Letter](#)
- [Part 3: The application procedure and the internship](#)
- [Part 4: The Interview](#)

Cover letter

- [Structuring cover letter \(German\)](#)
- [Possible content of cover letter \(German\)](#)

Curriculum Vitae

- [CV sample general \(German\)](#)

4.2 Regulations for an International Internship¹⁴

1. Students are themselves responsible for the internship placement. All other parties involved are only of supportive nature.
2. Students have to take part in the internship training seminars offered by the Office for Industrial Links (OIL) at GJU to receive all necessary information in order to be prepared for their stay in Germany.
3. Students should prepare the 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, the International Office (IO) or German contact professor at the host

¹⁴ Deans’ Council Decision (2015/46).

- university to check the application documents and to inquire about assistance in finding an internship.
5. Further assistance is provided by the Office for Industrial Links (OIL) at GJU and the Project Office in Magdeburg.
 6. Students have to stay in contact with the Project Office in Magdeburg and/or the Office for Industrial Links 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.
 7. Directly after the student has received an internship confirmation company details and internship contract if available must be sent to the Exchange Coordinator at GJU (cc Office for Industrial Links) for approval.
 8. Internships are an obligatory part of GJU's study plans and should be accomplished during the second semester of the student's exchange year in Germany.
 9. If the student has to do this internship during another than the above mentioned time, the formal approval of the respective Dean is needed.
 10. Internships / work placements have to be undergone with industries, companies or institutions.
 11. Other work placements are eligible under the condition that they show a serious link to the contents of the relevant study program; typical institutions are laboratories of universities. But these placements need the explicit approval of the respective Exchange Coordinator and Dean.
 12. Students have to consider the internship as a real work placement and follow the rules stipulated in the internship contract (stick to office hours, holiday regulations etc.).
 13. Students should keep an internship diary (daily work report) and note down the tasks he/she has to fulfill during the internship in order to prepare for the internship report.
 14. The length of the internship is 20 weeks (minimum). 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".
 15. Students are not allowed to register for any courses during their internship semester. Students can only sit for the final exams for those courses already taken during the study semester if they failed these courses.¹⁵

¹⁵ Deans' Council Decision (231/2015).

4.3 Countries for an International Internship¹⁶

1. Internships with German or international companies in Germany are desirable and have priority.
2. Internships with German or international companies in German or partly German speaking countries will be easily approved (Austria / Switzerland / Luxembourg).
3. Internships with German companies in non-German speaking European countries will be accepted if the respective Dean explicitly approved this internship.
4. Internships with non-German companies in non-German speaking European countries will only be accepted if the President explicitly approved this internship.
5. Internships with German companies in non-European countries could be exceptionally accepted upon recommendation of GJU's Deans' Council and if approved by GJU's President.
6. Internship-applications off this above mentioned framework are generally not approved.

4.4 Required Documents after Completing the International Internship¹⁷

4.4.1 Internship Certificate:

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

- a. The logo and name of the company and the name of the supervisor
- b. Personal information on the intern, internship duration, description of internship tasks, and the evaluation of the intern's performance

The language of the certificate could be either German or English.

The original certificate and three hard-copies should be delivered by the student to the Office for Industrial Links (OIL) at GJU. The original will be returned to the student.

The company can also send the original certificate by post:

Mailing address: German Jordanian University, Office for Industrial Links, P.O.Box: 35247, Amman, 11180 Jordan

¹⁶ Deans' Council Decision (2015/46).

¹⁷ Deans' Council Decision (2015/46).

4.4.2 Internship Report:

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

In case the student was not able to finalize the report during the internship a soft copy could be sent electronically (scan) to the company/institution, be signed, stamped, scanned, and then returned to GJU.

Students should deliver the signed and stamped report (and a second hard copy) to the Office for Industrial Links (OIL) at GJU. (Additional hard copies might be required by the school).

The Office for Industrial Links will send the internship documents to the respective Exchange Coordinator for approval. If the report is not approved by the Exchange Coordinator, i.e. does not fulfill the required standard, the student has to rewrite it in order to be accepted.

After the student finishes the German Year the internship certificate and report should be handed in within two months of the next semester.

4.5 Rules for Incomplete or Failed International Internships¹⁸

Rules for students who did not finish or failed their obligatory 20 weeks internship in Germany¹⁹

All students have to spend ONE FULL ACADEMIC YEAR in Germany (1st semester + 2nd semester + summer semester) OR (2nd semester + summer semester + 1st semester).

Those students who do not stay one full academic year in Germany are not allowed to register ANY courses at GJU or start their internship in Jordan, as long as they are supposed to be in Germany.

If the student failed to complete his/her internship in Germany the following rules will be 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,

¹⁸ Deans' Council Decision (2015/46).

¹⁹ Germany or countries according to the agreed upon "Internship Countries" (as in 3.3)

²⁰ See also Deans' Council Decision (300/2013).

- a. S/he 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) credit hours** at GJU for the internship in Jordan or elsewhere.
 - d. After completing the internship, the student will get a pass for the **(12) credit hour** 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. S/he needs to repeat the full **(20) -weeks**-period of internship 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) credit hours** at GJU for the internship in Jordan or elsewhere.
 - d. After completing the internship, the student will get a pass for the **(9) credit hour** internship in Jordan or elsewhere.
3. If the student completed **(10) weeks** up to less than **(15) weeks**
- a. S/he 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) credit hours** internship in Germany on his transcript and a fail for **(6) credit hours**.
 - c. The student needs to register and pay for **(6) more credit hours** at GJU for the internship with a company in Jordan or elsewhere.
 - d. After completing the internship, the student will get a pass for the remaining **(6) credit hour** internship in Jordan or elsewhere.
4. If the student completed **(15) weeks** up to less than **(20) weeks**
- a. S/he 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) credit hour** internship in Germany on his transcript and a fail for **(3) credit hours**.
 - c. The student needs to register and pay for **(3) more credit hours** 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) credit hour** internship in Jordan or elsewhere.

5. **If the student goes back to Germany (or a German speaking country) to conduct or finish the internship there, then it will be considered as a continuation of his/her first internship.**
6. All internships that will be done in Jordan or elsewhere need to be approved by the Dean of the respective School and the Head of the Office for Industrial Links.
7. The place and duration of the internships will be reflected on the transcript. Any case that will not follow the above mentioned rules will go to the Dean's Council.
8. If a student finishes the whole study and internship year in Germany (1st sem. + 2nd sem. +summer sem. OR 2nd sem. +summer sem. +1st sem.) 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 and after receiving a prior approval from the School.²¹
9. A student who got 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.²²

Appendix: Table 1

Internship duration in Germany		Number of weeks required for an internship out of Germany	Number of credit hours 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

²¹ Deans' Council Decision (231/2015).

²² Deans' Council Decision (231/2015).

5. Additional Study and Internship Semesters in Germany²³

- Students must complete their German Year sequentially: first the study semester followed by the internship semester (unless the student has a scholarship other than the GJU-DAAD German Year scholarship).
- Only after they have completed the German Year, students may take additional study or internship semesters.
- In that case, students should submit a request to postpone their study at GJU for the additional duration (semester/ semesters) to their department heads and get approval for the postponement from their Deans. They should also inform the Admission and Registration department. Students should ask the Host University for the possibility of a third semester enrolment and inform the outgoing coordinator of the International Office of GJU.
- 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”.
- All additional semesters at universities or companies in Germany won’t be under the umbrella of the German Year.

²³ Deans’ Council Decision (231/2015).

6. Responsibility of Implementation of Approved German Year Regulations²⁴

The implementation of all German Year Regulations which have been approved by the Deans' Council will be under the responsibility of the concerned Dean and communicated to the IO, OIL and Admission and Registration Department.

²⁴ Deans' Council Decision (231/2015).

7. Exchange Coordinators (EC)²⁵

7.1 Appointment

- Each Department Council shall nominate up to 3 suitable candidates for each specific major to the German Year Committee (GYC). The Dean in cooperation with the GYC shall select one candidate to be formally in charge of all international programs for his/her major, with priority to organizing and running the “German Year” for the students and nominate him/her to the President.
- This person will be called “Exchange Coordinator” (EC).
- The EC shall be appointed for a period of 1 year, and the appointment shall be renewed automatically in accordance with the regulations for a Head of Department.
- The EC shall recommend a substitute to be appointed by the Dean to guarantee the continuity of the administrative work, preferably another EC.
- Each EC can request the Dean to assign an assistant for administrative support, preferably German and English speaking. The assistant shall be called Exchange Officer (EO). The EO is considered to be a full-time administrative staff member.
- The EC must be part of the academic staff and should preferably speak German.
- One representative of the ECs in each School shall be a regular attendee of the School’s Council. The representative is to be selected by the Dean.
- Before taking up his duties the EC shall receive an official letter by the President declaring his assignment as an Exchange Coordinator.

7.2 Duties/Responsibilities

- The EC is the academic contact person for outgoing students during their year in Germany, for international students during their stay at GJU and for the academic staff of the German Partner Universities, especially the Head of the Network in his/her major.
- The EC has to train and mentor the Exchange Office in the School or Department.
- The EC has to establish a general email contact within the School, identifying him/her as “Exchange Coordinator” (for example: exchange.coordinator.architecture@gju.edu.jo).

²⁵ Deans’ Council Decision (452/2014).

- The EC assigns the student to specific German partner universities in coordination with the International Office, approves the courses to be studied by the outgoing student based on course description of the partner universities and accepts and signs the initial “Learning Agreement” (LA) as well as any further changes.
- The EC should call for regular information meetings with the outgoing students of each semester according to the IO’s mile stone plan (once per semester).
- The EC should accept the courses taken by the student according to the approved Learning Agreement at the German partner university as soon as the student’s original certificate of records is received.
- The EC has to check and accept the internship certificate and report within 2 months after the return of the student from their year in Germany.
- The EC should maintain the network of German partner universities for his/her major in coordination with GJU Project Office Magdeburg and the German Network Heads.
- The EC shall initiate new partnerships if necessary and schedule the yearly network meeting in cooperation with the German Head of Network and the GJU Project Office Magdeburg.
- The EC shall attend the Network Meetings.
- The EC shall academically advise all international incoming students and support them in establishing their learning agreement.
- The EC shall be in charge of promoting and coordinating with the Department all international programs for his/her major, such as Flying Faculty, Train the Trainer and Scholarship Programs.

8. Exchange Officers (EO)²⁶

8.1 Appointment

- Each Exchange Coordinator (EC) has the right to nominate up to 3 suitable candidates to his/her Dean. The Dean shall select up to 2 candidates (see below) to assist the EC in running international programs within the School/Department/major with priority to organizing and running the “German Year” for the students.
- This person will be called “Exchange Officer” (EO).
- The EO should be appointed and hired according to the regulations of full-time administrative staff at GJU.
- The EO shall speak English and preferably German.
- There has to be at least 1 EO for each School.

8.2 Duties/Responsibilities

The EO shall assist and support the EC in fulfilling the administrative and advisory tasks concerning the international programs of each School/Department/major such as:

- Maintaining the correspondence with the GJU students, especially during their German Year, and with international students
- Running the application process for the German Year
- Administering and filing documents concerning the German partner universities and the German Year (Learning-Agreement, Transcript of Records, internship certificate and report)
- Maintaining the online information regarding the German Year
- Any other duties assigned to the EO by the EC.

8.3 Monitoring

- The Exchange Coordinator shall call a monitoring committee to follow up on the performance of the Exchange Officers in each School/Department.

²⁶ Deans’ Council Decision (3/2014).