

German Jordanian University
Deanship of Innovation, Technology Transfer & Entrepreneurship
DI-TECH
Dual Studies Program

Guidelines for Students & Partner companies

Introduction

The Dual Studies Program at the German Jordanian University (GJU) is built on a unique concept of bridging the gap between academic learning and hands-on industry experience. To ensure a successful, transparent, and mutually beneficial collaboration, all participants must clearly understand their roles, responsibilities, and the procedures that govern the program.

The following two documents—Guidelines for Companies and Guidelines for Students—serve as the foundational reference for both parties. The first outlines the expectations for company partners as co-educators, from the annual intake cycle to supervision and conflict resolution. The second provides students with the rules, timeline, and conduct standards required to remain in good standing within the Dual Studies track.

Please read the guidelines relevant to you carefully. Adherence to these procedures ensures a fair, structured, and productive dual studies journey for everyone involved.

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Dual Studies Program

Guidelines for Companies

1. Understanding Your Role

- You are a co-educator. Your supervisors act as practical trainers alongside GJU academic instructors.
- You commit to hosting a specific number of students per academic year based on your intake capacity.
- You will sign a Student Nomination Letter (SNL) for each accepted student.

2. Key Steps in the Annual Cycle.

- By Mid-January you are expected to respond to email sent to you by Deanship of Innovation, Technology Transfer & Entrepreneurship “DI-TECH” regarding your student intake capacity during summer of the current year (preferred majors, number of students).
- Based on your response in step 1 (before end of March at Maximum), you will receive CVs and motivational letters of nominated students from Deanship of Innovation, Technology Transfer & Entrepreneurship (DI-TECH).
- Within 2-3 weeks you will shortlist candidates and return selections to DI-TECH.
- On Career Fair & Company Day “which usually takes place in May” you will be called to attend “Career Fair optional” and conduct the interviews with the shortlisted students by your company. We prefer to assign an interviewer or more to conduct the interview and someone else will remain in your company’s both at the career fair “if attended”
- By mid-May at maximum, you will send the names of final selected students to DI-TECH, subsequently, you will receive, fill in, sign, and return the Student Nomination Letter “SNL” to DI-TECH.
- By Mid-June receive final confirmation of student placements (including returning students who already had been with you last year and/or the year before).
- Late June / Early July you will send your company expected supervisor/s to the joint training session (with GJU academic instructors) about how to supervise the student during his/her stay in your company.
- By early July you will host first year and returning students “if any” for their practical training. Coordinate with academic instructor training plan, company visit, any raised issues and final evaluation.

3. Dismissal of a Student.

- If an issue arises, submit a written complaint (email or hard copy) to the student’s academic instructor, clearly stating the issue.
- The instructor will discuss the issue with you and the student to seek resolution.

- If termination is unavoidable (e.g., not complying with company rules, absence, serious misconduct), notify the instructor and “if instructor not available” inform DI-TECH.
- You may be asked to provide a clearance letter if the student withdraws.

4. Student Transfer to Another Company.

- Transfers are rare and require a justifiable reason (e.g., company-specific mismatch, unforeseen circumstances in the company)
- The student must submit a written request to their academic supervisor. You will be contacted for discussion and investigation.
- If approved, the student must find a new company (with dual studies coordinator at school assistance if needed). You will be formally notified by DI-TECH.”.

5. Important Notes

- All formal communications with companies must go through DI-TECH, not directly through students or schools.
- Do not share GJU’s internal forms (e.g., evaluation forms) with other companies without permission.
- You are not obliged to host new students each year, however, would be highly valuable and appreciated.
- Each student will remain with your company for three consecutive summers.

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Guidelines for Students

1. Eligibility and Application.

- Only first-year students registered in the first semester of relevant majors can apply.
- You must attend the information session (or watch the recorded version).
- Express interest via the Microsoft Form sent to your GJU email.
- Do not register any university electives during the first semester.

2. Selection Process Timeline

- Information session Middle of first semester
- Submit interest by filling in the designated form sent to you by your school's Dual Studies coordinator. This is usually Within one week after session.
- CV & cover letter training Within first two weeks of second semester.
- Submit CV & CL Max two weeks after training.
- Interview day (Company Day) Fixed date (e.g., this year, Tuesday, May 5, 2026).
- Receive offer / SNL for signature After Company Day, before end of May.

3. Rules You Must Follow

- You may select a maximum of 3 companies from the company booklet that matches your major.
- Summer semester credit limit: Maximum 6 credit hours.
- Midterm and final exams for crash courses will be held on Saturdays to avoid conflict with company duties.
- Once accepted, you will be transferred from the regular track to the Dual Studies track by the Admission & Registration Department (ARD).

4. Leaving the Dual Studies Program.

- Preferably decide during Practical Training 1, 2, or 3.
- Complete the "Leaving Dual Studies" form (available from your school's DAIR or Dual Studies Coordinator), stating your reason.
- If you withdraw during practical training (before grades are submitted), your academic instructor must discuss consequences with you and sign the form.
- If you withdraw after the course ends, the form goes directly to DAIR.
- You must obtain a clearance letter/email from your company confirming good behavior and no liabilities.
- Final approval comes from DI-TECH, then ARD changes your status back to regular track.

5. Dismissal by a Company.

- If a company submits a written complaint against you, your academic instructor will arrange a discussion with you and the company.
- If dismissal is justified, you may have either:
 - ✓ Find another company (if you wish to continue in Dual Studies), or
 - ✓ Transfer back to the regular track.
- The school's DAIR will investigate, and a final internal decision will be made.

6. Transferring to Another Company.

- Allowed only with a justifiable written reason (e.g., company no longer able to provide required training). Academic difficulty alone is not sufficient.
- Submit a written transfer request to your academic supervisor, preferably during or immediately after practical training.
- The request will be discussed with you, then investigated with the company.
- You are responsible for finding a new company (DAIR can assist in unforeseen cases).
- Obtain official acceptance from the new company (email or letter).
- The transfer must be finalized before June 1 of each academic year.
- First-year students are not allowed to transfer during their practical training.

7. Communication and Conduct

- Always use your official GJU email.
- Check your email regularly for reminders from the Dual Studies coordinator and DAIR.
- Dress and behave professionally during the interview day and throughout practical training.
- Register for the correct practical course section (DS101, DS201, DS301) as instructed.

Summary of Key Responsible Parties (For Both Companies & Students)

- DI-TECH manages company outreach, booklet creation, interview day, SNL distribution, final approvals, and practical course grades approval.
- DAIR (Dean's Assistant for Industrial Relations) School-level liaison; coordinates with DI-TECH, students, and instructors; handles dismissals and transfers.
- Dual Studies Officer/Coordinator (at school) manages student recruitment, course registration guidance, CV collection, shortlisting, and tracking sheets.
- Academic Instructor teaches crash courses, supervises practical training, discusses withdrawals, investigates complaints & visits company at least one time during practical training.
- Company Supervisor provides on-site training, evaluates student performance through C forms, communicates issues to academic instructor.