

## **Required Internship Documents (German Year)**

### **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

### **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.



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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.

### **3. Delivery of Documents**

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

Students who do not hand in the report on time will be blocked from registering for the next semester.

Approved in the Deans' Council  
(Deans' Council Decision 2015/46)