

# GJU Staff Mobility Program 2024

## Call for Applications

### Program Description

Every year, Hochschule Magdeburg-Stendal and German Academic Exchange Service (DAAD) support staff members from GJU to participate in the GJU Staff Mobility Program (GJU SMP, former Train the Trainer) to Germany.

The program provides GJU academic and administrative staff with first-hand working experiences at one of GJU's German Partner Universities of Applied Sciences as well as within industries related to GJU's programs of studies. GJU SMP strengthens relations between GJU and its partners. It is expected that academic staff will be involved in teaching and research and administrative staff will be involved in professional activities related to their working profile at GJU.

**Please make sure to read the following information before sending your application:**

- 1. The funding is subject to the allocation of funds by DAAD given to the scholarship provider Magdeburg-Stendal UAS and will be reduced by any grants from third parties in the corresponding amount. Excluding the travel allowance paid by GJU.**
- 2. The distribution of the seats and the stay duration will be as follows:**
  - **12 seats for academic staff (one month each)**
  - **2 seats for administrative staff (two weeks up to four weeks each)**
  - **4 seats for administrative staff (two weeks each)**
- 3. The scholarship amount will be calculated per week of stay (not as a lump sum). The distribution of the scholarship funding will be as follows:**
  - **Stays of two weeks for a total amount of 750 EUR**
  - **Stays of three weeks for a total amount of 1,125 EUR**
  - **Stays of four weeks for a total amount of 1,500 EUR**

**4. This amount should cover all visa costs, accommodation, and living expenses in Germany. The GJU covers travel expenses of up to 650 JOD and continues the salary payment during the stay in Germany.**

For **Academic Staff**, the Staff Mobility Program supports a stay of four weeks during the academic semester or during the summer semester for the purpose of:

- Teaching at one of GJU's partner universities
- The initiation or development of teaching and/or research cooperation in future partner faculty/universities
- Discovering and practicing new teaching methods and techniques, in addition to familiarizing oneself with academic and self-management approaches in class
- Participating in field-related projects
- Development of study programs with the partner universities as well as the exchange of teaching methods and curriculum contents

**Please note that personal research projects will not be supported in the frame of the GJU staff mobility program!**

For **Administrative Staff**, the Staff Mobility Program supports a stay of two weeks (**4 seats**) and four weeks (**2 seats**) for the purpose of:

- Observation
- Job Shadowing
- Study visits
- Participating in Seminars and Workshops
- Exchange best practices for the benefit of GJU administrative tasks

Participants have to attend mandatory preparation sessions:

1. Introduction to the GJU SMP and Intercultural training session
2. Individual preparation meetings

Participants have to engage with their host institution before their travel in order to develop a concrete working agenda for their Staff Mobility. Participants have to present their experiences, findings and results in a professional report to their departments and offices as well as in a general report that will be published on IAD's website.

## Who can apply?

Any academic and administrative staff at GJU, who has been employed at GJU for **at least two years** and commits to stay at GJU for **at least one year** after the program, can participate. In addition to that, a **B2 level of English (or German)** is mandatory when applying. (Relevant only for administrative staff: language level must be certified no longer than two years ago.)

Please kindly note:

- Applicants are responsible for reasonable time management (visa application, finding accommodation, booking flights, working schedule, and the like). Last-minute cancellations due to bad time management led to exclusion from the program in the following two years
- Employees who were funded in 2023 will not be considered in 2024
- Applicants with German citizenship cannot be considered
- Applicants cannot combine Erasmus+ Staff Mobility and GJU SMP – Applicants who received Erasmus+ Staff Mobility Scholarship cannot apply for GJU SMP
- GJU SMP participants have to provide an invitation letter from their host institution **8 weeks prior to the planned travel date**. A working schedule for the staff mobility has to be presented 4 weeks prior to the travel date.
- GJU SMP participants attend mandatory preparation sessions and have to proof their continuous active involvement at their host institution as GJU representatives/ambassadors

## How to apply?

The application needs to include the documents mentioned below and must be submitted to the International Affairs Department digitally via email to ([Nedal.Alsmarat@gju.edu.jo](mailto:Nedal.Alsmarat@gju.edu.jo)). If you do not have a host institution yet, please tell the International Affairs Department at GJU and they will assist you. **Please do not contact partner institutions on your own – first contact must be made through a faculty or the International Affairs Department!**

### Required Documents:

- **Application form**
- **Letter of recommendation** by your dean or supervisor
- **Updated CV**
- **Proof of English** or German B2 level (Only for administrative staff)
- **Letter of intent** in English (or German), that states:
  - Why do you want to participate in the program?
  - Why did you choose this host institution in Germany?
  - Which value will this program have for you personally and professionally?
  - How does GJU benefit from your participation?
- Invitation Letter from the host institution (optional)



International Affairs  
Department



Deutscher Akademischer Austauschdienst  
German Academic Exchange Service



الجامعة الألمانية الأردنية  
German Jordanian University

**The deadline to submit your application is Thursday, November 9<sup>th</sup>, 2023. Only complete applications will be considered.**

You can find the [GJU SMP Handout 2024](#) and the [Application form](#) for download on the IADs website.

All eligible applicants will be invited for an interview with a GJU selection committee, which will nominate suitable candidates. The committee decisions will be based on the following criteria:

- Qualification as presented in the application and in the interview
- Capability of the candidate to represent GJU accordingly
- GJU's benefit resulting from the candidate's mobility

The final decision is then made by the President of GJU and the Project Office at Hochschule Magdeburg-Stendal. The results will be communicated to the candidates and their respective supervisors.

The contact person in all cases is the Program Mobility Coordinator Nedal Alsmarat from the International Affairs Department:

**Eng. Nedal Alsmarat**

Program Mobility and German Partner Acquisitor Coordinator

International Affairs Department

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