

GJU Staff Mobility Program Handout 2024

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1. 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.

2. Duration and Purpose

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

3. Funding

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:

- Stay of **two weeks** for a total amount of **750 EUR**
- Stay of **three weeks** for a total amount of **1,125 EUR**
- Stay of **four weeks** for a total amount of **1,500 EUR**

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.

4. Application

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 must provide an invitation letter from their host institution 8 weeks before **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 prove 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 (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)

The deadline to submit your application is Thursday, November 9th, 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.

5. Before the Program

5.1 Finding a host institution

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!**

5.2 Making a plan and preparatory questions

To arrange the details of your visit to Germany, please answer the preparatory questions, given to you by the IAD on an external sheet.

All of your ideas, plans, and possible concerns are important when planning your stay in Germany. During the individual meeting with the IAD (see 5.3), we will talk about the questions and will help you to get the best outcome of your time in Germany. Answering the questions regarding your expectations, needs, and goals of your stay in Germany will guarantee the success of the Program. The preparatory questions also provide a basis for reflecting on the Program afterward. **Please note that answering the questions for preparation is mandatory and will be discussed with the participants individually.**

A detailed schedule for staff mobility with the important contact information at the host institution must be presented four weeks prior to the staff mobility.

5.3 Information sessions and preparation meetings

Before you travel to Germany and start your Program, the International Affairs Department will provide you with several meetings to prepare you as well as possible for your staff mobility.

- The **info workshop** “Introduction to GJU SMP and its processes” will be a general information meeting to which all participants are invited. This first meeting is about getting an overview of the program and all important information. All questions concerning GJU SMP will be answered in this meeting. This session will take place in December 2023, in any case before any of the participants start the Program.
- In addition to that, there will be **an intercultural training session**, which will be offered in January or February 2024.
- The preparatory **counseling session** will be held before staff mobility with each participant individually to talk about the preparation status, such as booking of the flight (see 5.4), plan for the mobility, approval for the language skills, and so on. Also, any further and individual questions will be answered in this session.

Please note that all of these sessions and meetings are mandatory! Be aware that the funding can be canceled in case of no participation.

5.4 Preparing the necessary steps

Invitation Letter

Participants must provide an invitation letter from their host institution eight weeks prior to their staff mobility. See point 5.1 for finding a host institution! The invitation letter is also needed for the Visa process (See 5.5).

Official announcement to Presidency/Human Resources Department/Finance Department

The dean (for academic staff) or director (for administrative staff) writes a letter to ask for the President's approval. As soon as the President approves the participant's leave, the dean/director contacts the HR and Finance departments to officially announce the participant's upcoming leave from GJU. **Please always send a copy of the acceptance to the HR, Finance, and International Affairs Departments.** As soon as all approvals have reached the departments, the flights can be booked, and the funding can be transferred. Please attach the invitation letter with your leave approval request to the presidency department.

Working Schedule for Staff Mobility

Participants must proof their productive cooperation with the host institution by providing a detailed working schedule for their Staff Mobility **four weeks prior to their travel.**

Booking the flight

As soon as the President, the Finance Department, and the HR Department have been informed about the approval, Mr. Muneer Baniyounis in the PR department should be contacted regarding the booking of the flight. Please check beforehand, which airport is the most convenient and how you will reach your final destination.

Receiving the Scholarship Fund

Please contact Mr. Rashed Almatar at the Finance Department after you receive all the approvals mentioned above. He will issue a check and you can withdraw the scholarship money in cash at Cairo Amman Bank.

Accommodation at the host institution

To arrange accommodation for your stay, please contact your host institution for help. Kindly be aware that the funding given to you is meant to cover your accommodation. It is highly recommended to look for accommodation as soon as possible, as it might be difficult to find suitable apartments on short notice.

Insurance

Please make sure you are fully covered by health insurance throughout your stay in Germany. Please see also the next point "Visa" for which special insurance is required.

5.5 Visa

As a Jordanian citizen, you must apply for a visa to Germany in advance. Please calculate enough time (**4-6 weeks**) for your visa process and start early. Please apply for a Germany Schengen Visa, a C-type visa (short stay trip up to 90 days). Depending on the purpose of entry to Germany a certain type of short-stay visa will apply. For a stay that is planned to last longer than 90 days, an application for a German long-stay visa, known also a D-type visa, is needed.

Please make a Schengen visa appointment using the online system of the **VFS office** for your visa application. Please be aware that the service of the VFS office charges an additional fee of **22 JOD**, which cannot be covered by the scholarship of the Staff Mobility Program:
<http://www.vfsglobal.com/Germany/Jordan/>

For your visa application, the following documents are needed:

- **Visa Appointment Letter**
Once you book an appointment at the VFS office, you will receive by email an Appointment Letter. Kindly print it and bring it with you on your appointment day so you will be allowed to access the office.
- **Visa Application Form**
The form must be filled out online completely with correct information in compliance with the information in the rest of the documents. The form must be printed and signed in blue ink.
- **Passport**
The passport must be valid for at least 3 months beyond the planned date of departure from Germany and cannot be older than ten years, as well as it should contain at least two blank pages. Two signed copies of the passport are necessary as well.
- **Two passport photos**
These photos must be identical, biometrical, and recent. If the photos are either not biometric or outdated, the embassy might not accept them and new, correct pictures need to be taken. This will make the process longer and might cause a delay in the departure from Jordan.
- **Proof of employment by the HR department**
It contains the employment contract for your work at GJU. Please contact the HR department to receive original and signed proof.
- **Proof of Bank statement**
A current bank statement for the last six months. **This needs to be an official paper, stamped, and signed.**

- **Invitation letter**

A copy of your invitation letter will be sent to you by your host institution.

- **Confirmation of acceptance/scholarship letter "Stipendienzusage"**

This is a confirmation of acceptance to the Staff Mobility Program and explains the reason why you are applying to visit Germany, how long you wish to stay, and proof of financial support by the DAAD. **This will be issued by the Project Office in Magdeburg and given to you.**

- **Proof of civil status**

A copy of the "Familienbuch" / دفتر العائلة officially translated into English.

- **Germany Travel Health Insurance**

Prior to the application, travel health insurance for the whole territory of Germany and all the other Schengen states needs to be obtained. Your insurance must cover medical emergencies with a minimum of 30,000 EUR. Travel health insurance policies for foreigners visiting Germany that fulfill German visa requirements can be purchased online from several companies. Please make sure that travel insurance policies issued by the company you choose are accepted by German authorities worldwide.

- **Proof of accommodation and liability insurance**

A document proving where the traveler will be staying during the trip in Germany (e.g., a hotel booking, rental agreement, letter of invitation from host, etc.). Advisable and sometimes required by some hosts is also liability insurance for any property damaged during your stay.

- **Round-trip Flight Itinerary**

Flight ticket reservation to Germany and back to Amman. Can be a copy of the round-trip airline reservation with passenger details and dates that prove your stay in Schengen does not exceed 90 days.

- **Proof of paid visa fee to the VFS office**

6. During the Program

During the Program, the participants should most importantly enjoy their stay in Germany, meet the objectives agreed upon, and gain as much working and cultural experience as possible. A written “Germany Survival Guide” is offered by GJU’s International Affairs Department to help with getting by in Germany and to be prepared in the best way possible.

Besides that, during the stay in Germany, the following aspects should be considered:

- **Update the International Affairs Department at GJU**
The International Affairs Department asks each participant to check in via email at least once during the stay to give a status update and short feedback.
- **Project Office check-in**
The Project Office of Hochschule Magdeburg-Stendal will contact your host to get a first update on your activities, stay, and further plans.
- **Ambassador activities**
Please keep in mind that you act as an ambassador of GJU, e.g., we expect you to give a presentation on GJU and Jordan (a presentation about GJU will be sent to you). Please contact the International Office of the host university to arrange for any such events.
- **Communication**
Don’t hesitate to talk to your host about your ideas and concerns and let them know if you would like to add something to your schedule or if you don’t feel comfortable with specific tasks. The goal is to get the most output of your time in Germany and communication is key.
- **Use of foreign language**
Every participant is required to have a B2 level either in German or English. Please do not be afraid to use your foreign language skills and feel free to ask your host institution if you can participate in any language courses in Germany; we highly support that.
- **Socialize**
Try to connect with as many people as possible, students, staff, inhabitants, or other people you might meet along the way.
- **Registration in the host city**
Upon your arrival in Germany, you might need to register at your local city hall (*Bürgeramt* or *Rathaus*). Please ask your host institution or its International Office if that is necessary.

- **Absence from host institution**

In case you have to be absent from your training for urgent (e.g., medical) reasons, please immediately inform your host institution and the GJU IAD about this. Unexcused absence from your host institution may result in the reclaim of the funds granted to you.

- **Reports preparation**

For answering the final questions, please take notes of your weekly activities and capture moments in photos.

- **Social Media activities**

We are always happy to receive photos and updates from you for our social media accounts (Instagram: @GJU_international).

7. After the Program

Please be aware that you are obliged to stay **at least one more year** at GJU after participation in the Staff Mobility Program to implement the newly learned features at your department and at GJU. If any participant fails to hand in all the necessary documents or does not fulfill the agreed-upon tasks, the funding will be reclaimed.

7.1 Answering final questions

At the end of your stay, you need to answer final questions, describing the activities and outcomes of the Training. The template with questions will be sent to you. Answering those questions is compulsory and will be shared with the host institution in Germany, the International Affairs Department, the Project Office, the Vice President for International Affairs, and your GJU supervisor. The IAD will also contact your host institution for an evaluation of your stay.

7.2 Follow-up meeting

After reading your answers to the final questions, the IAD will check in with every participant to reflect on your stay and the Program, as well as to give and get feedback from both sides.

7.3 Dissemination meeting

We ask every participant to set up a dissemination meeting within his/her department to share their experience with colleagues and supervisors and present the outcome. The goal is to determine how the program benefitted the participant, GJU, and the relation to the host institution.

8. Contact Information

For any further questions please contact:

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Program Mobility and German Partner Acquisitor Coordinator

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Working hours: Sun-Thu 8 am to 4 pm Jordan time

For any financial matters at GJU please contact:

Rashed Almatar

Accountant in the expenditure section

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For flight booking and marketing material to take to Germany please contact:

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