

Regulations for Bachelor Project in Germany

School of Applied Technical Sciences
German Jordanian University

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Abstract

Many students of the German Jordanian University (GJU) find opportunities to perform their bachelor graduation project at a company or research institute in Germany. This document describes the requirements of the School of Applied Technical Sciences (SATS) to conduct a graduation project in Germany and have it counted at GJU as “Graduation Project I” and “Graduation Project II”. Such projects are usually posted under the term “*Bachelorarbeit*”. The project should contain elements of background research, engineering design, development, and performance assessment. See the SATS graduation project guidelines.

Regulations

The student must ensure that all the following rules are honored in order to count the project at GJU as “Graduation Project I” and “Graduation Project II”, otherwise the student will fail the graduation project modules registered at GJU, and accordingly, the work performed during the project semester will be considered a voluntary extension of the International Training.

1. A project proposal, approved by the prospective advisor at GJU, must be submitted to the HoD at the latest two weeks prior to the semester attendance day for faculty members for that specific semester, during which the student plans to perform the project.
2. The student must ensure continued registration at the host university during this third (project) semester, and make sure that the residential status in Germany is legal. Note: Not all GJU partner universities will approve such a request.
3. The student must complete 20 (twenty) weeks of the compulsory International Internship (Praktikum) before starting the graduation project.
4. The graduation project duration must span a minimum of 16 (sixteen) uninterrupted weeks and cannot overlap with the training period.
5. Any coursework completed during the graduation project period is not eligible for credit transfer at the GJU. Furthermore, the student will not be allowed to register any other courses at GJU during the graduation project semester.
6. The student must be physically working full-time on the graduation project at the company in Germany the whole 16 weeks.
7. The project cannot be a continuation of the work performed during the compulsory International Internship . There must be a clear distinction between the compulsory International Internship work and the proposed project content.
8. The project must have a project advisor at the company in Germany and at the GJU in Jordan.
9. The project must be documented properly following SATS guidelines at GJU; even industry secrets and

confidential data must be at the disposal of the advisor at GJU and the graduation project examination committee. The advisor and committee may have to sign a non-disclosure agreement with the company if requested.

10. The project documentation must be in the English language, signed and approved by the German advisor and stamped by the company.
11. The project must be successfully presented and defended at GJU to receive a grade for the credits of both “Graduation Project I” and “Graduation Project II”.

Procedure

1. The student contacts a faculty member at GJU to act as a prospective advisor at GJU and delivers a full proposal as described below.
2. The advisor at GJU presents the proposal at the earliest possible Department meeting. The HoD submits the Department recommendation to the Dean for the final decision.
3. After the Department and Dean approval of the proposal:
 - a. The student signs the project contract at the company
 - b. The School requests the registration of “Graduation Project I” and “Graduation Project II” simultaneously from the registration department for the semester during which project will be conducted
4. The student provides the advisor at GJU with a bi-weekly status report with a copy of the report to the advisor at the Company/Institute in Germany.
5. Upon completion of the project, the student must submit:
 - a. An English language documentation (signed by the advisor and stamped by the company).
 - b. An official letter/contract form the company certifying a minimum duration of uninterrupted 16 weeks without overlap with the compulsory International Internship period.
 - c. A written/verbal confirmation from the advisor at the German company/institute confirming the project’s proper completion and validity of the project documentation.
6. The advisor at GJU arranges for the project defense time before an examination committee.
7. The defense date must be in line with the approved GJU academic calendar; the defense must be conducted physically at GJU prior to the last date of final exams on that respective semester.
8. Upon successful defense of the project physically at GJU, a grade point will be given by the project advisor and examination committee for both “Graduation Project I” and “Graduation Project II”. If the project work is deemed unsatisfactory, it may receive a failing grade for either “Graduation Project II”, or both “Graduation project I” and “Graduation Project II”.

Proposal Content

The graduation project proposal must address the following points and include the indicated documents (in the English language):

1. Student’s name, GJU number.



2. Contact information of the advisor at the company/institute in Germany.
3. Contact information of advisor at the GJU.
4. The duration of the compulsory International Internship (including start date and end date).
5. The duration of the intended graduation project (start date and end date).
6. A statement confirming that the compulsory International Internship period and the graduation project period do not overlap.
7. The compulsory International Internship report; if not completed yet, the student must submit a comprehensive draft.
8. If conducted at the same company, the student must provide a statement declaring a clear distinction between the compulsory International Internship and the graduation project
9. A technical summary of the project content (i.e., problem statement, procedure, and clear deliverables and timeline).
10. List of the deliverables that will be achieved every two weeks during the project period.

For example:

| After Week Number | Due Date | Deliverables |
|-------------------|---------------|---|
| 2 | 15 Jan 2023 | Write literature review + define the design |
| 4 | 30 Jan 2023 | Complete parts list & purchasing + write documentation skeleton |
| 6 | 15 Feb 2023 | Develop part 1 |
| 8 | 30 Feb 2023 | Test and document part 1 |
| 10 | 15 March 2023 | Develop part 2 |
| 12 | 30 March 2023 | Test and document part 2 |
| 14 | 15 April 2023 | Integrate parts 1 and 2 |
| 16 | 30 April 2023 | Test final solution and finish documentation |