Dual Studies Flow in MyGJU for Administrators

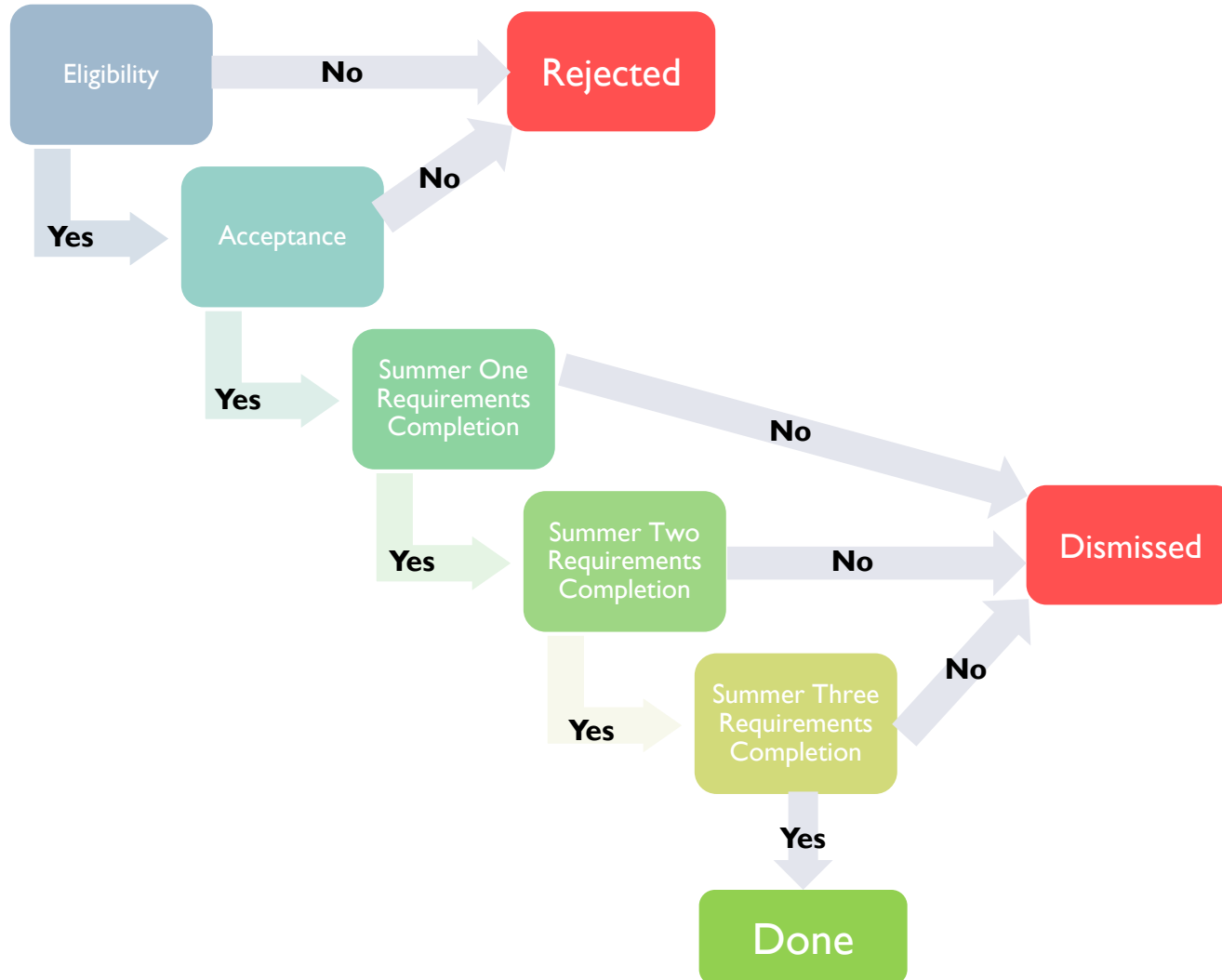Feras Al-Hawari, Omar Al-Sawaeer, Anoud Alufieshat, Hala Barham, and Omima Mashalla

Overview

- The main objective of this presentation is to demonstrate the **dual studies** flow in MyGJU [1, 2] from the administrators perspective

- The following topics are also covered:
  - Dual studies process user roles & responsibilities
  - Dual studies process flow chart
  - Typical sequence of steps to complete a dual studies application
  - Managing companies by OIL users
  - Managing calendar periods by OIL users
  - Managing dual studies plans by coordinators
  - Managing applications by different users
  - Viewing dual studies applications by registrars

User Roles & Responsibilities

	Dual Studies Process User Responsibilities			
	- Submit application [2] - Upload CV, upload cover letters, confirm disclaimer. - Upload summer one student portfolio documents - Upload summer two student portfolio documents - Upload summer three student portfolio documents	- Manage company information - Manage dual studies calendar	- Review student eligibility - Student acceptance - Review summer one completion requirements - Review summer two completion requirements - Review summer three completion requirements	- Upload summer one company evaluation documents - Upload summer two company evaluation documents - Upload summer three company evaluation documents - Send actions to students and schools - Accept, reject, dismiss, complete application
OIL User		Yes		
Student	Yes			
Dual Studies Coordinator			Yes	Yes
Dean Assistant of Industrial Relations			Yes	
Chair of Department			Yes	

Dual Studies Process Flow Chart

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Typical Sequence of Steps to Complete a Dual Studies Application

Student	Coordinator	DAIR	Chair
Submit application			
Verify eligibility by school			
Upload CV & cover letters			
	Enter company information & upload contract		
Verify acceptance by school			
Upload summer one student portfolio documents			
	Upload summer one company evaluation documents		
Review summer one requirements completion by school			
Repeat previous three steps for summer two and again for summer three			

Managing Calendar Periods by OIL User

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| My Affairs | Academic Affairs | Manager's Tasks | Coordination |

| Student Details | Email to Students | Academic Calendar | Language Certificates | GY Outgoing Applications | GY Internships |

| Dual Studies |

1. Click the Academic Calendar button

2. Select the desired period

Academic Calendar (Summer 2020/2021)

	Period Type	From Date	To Date	Clear
☐	Registration	2021-07-01 00:00	2021-07-02 00:00	Clear
☐	Add and Drop	2021-07-03 00:00	2021-09-30 00:00	Clear
☑	Dual Studies Application Submission	2021-09-26 00:00	2021-11-30 00:00	Clear

| 💾 Save | ✖ Clear |

3. Enter the From and To dates

4. Click the Save button

Note: Only the periods that you have the privilege to change are selectable

Managing Company Information by OIL User (1)

| My Affairs | Academic Affairs | Manager's Tasks | Coordination |

| Student Details | Email to Students | Academic Calendar | Language Certificates | GY Outgoing Applications | GY Internships |

Dual Studies ← **1. Click the Dual Studies button**

▸ Coordination ▸ Dual Studies

Dual Studies

Companies   Plans   Applications

2. Click the Companies link

Managing Company Information by OIL User (2)

▸ Coordination ▸ Dual Studies ▸ Companies

Filtering Criteria

Degree:	Bachelor	Name (EN):	
Faculty:	All	Name (AR):	
Department:	All	City Name (EN):	
Major:	All	City Name (AR):	
Active:	All		

🔎 Search

Dual Studies Companies

(1 of 1) ⏮ ◂◂ **1** ▸▸ ⏭ 1 ▾

	Name ⇕	Street ⇕	P.O. Box ⇕	City ⇕	ZIP Code ⇕	Country ⇕	Website ⇕	MOU File	Active
●	Google	Zahran Street		Amman	01182	Jordan	www.google.com	**Download**	Yes

✎ Edit   — Delete   ▣ Export

Total Rows: 1

← Back   + Add   🖨 Print

Select a row to Edit or Delete a company

Click the Add button to add a new company

Adding a Company by OIL User (1)

‣ Coordination ‣ Dual Studies ‣ Companies ‣ **Add Company**

After clicking the Add button in previous slide

Company Information

Degree:	Bachelor
Faculty:	School of Electrical Engineering and Informatic
Department:	Computer Science Department
Major: *	Computer Science
Name (EN): *	Google
Name (AR): *	جوجل
Street/Address: *	Zahran Street
P.O. Box:	
City Name (EN): *	Amman
City Name (AR):	عمان
ZIP Code: *	01182
Country: *	Jordan
Website: *	www.google.com
Active:	✔

Enter the desired Faculty, Department, and Major to associate the company with

Continue on next slide

Adding a Company by OIL User (2)

Website: * www.google.com

Active: ☑

MOU File

Uploaded File:

Upload File

(Valid file size: 5 MB; Valid file type is pdf.)

+ Choose   ↟ Upload   ⊘ Cancel

Choose a MOU file to upload

← Back   ▤ Save

Click the Save button to save the entered data

Click the Back button when done

Managing Dual Studies Plans by a DS Coordinator (1)

1. Click the Dual Studies button

My Affairs	Academic Affairs	Coordination

Student Details	Email to Students	GY Outgoing Applications	GY Internships	Dual Studies

▸ Coordination ▸ Dual Studies

Dual Studies

Companies   Plans   Applications

2. Click the Plans link

Managing Dual Studies Plans by a DS Coordinator (2)

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▸ **Coordination** ▸ **Dual Studies** ▸ Plans

Filtering Criteria

Degree:	Bachelor ▼	From Year:	All ▼
Faculty:	School of Electrical Engineering and Information Technology ▼	From Semester:	All ▼
Department:	All ▼	Active:	All ▼
Major:	All ▼		

🔍 Search

Dual Studies Plans

(1 of 1) |◄ ◄◄ **1** ►► ►| 1 ▼

	Name ⇕	Major Study Plan	Year ⇕	Semester	Active
◉	CS DS Plan	Computer Science 2017/2018	2017	First	Yes

✎ Edit   ⚙ Manage Courses   – Delete   🔍 View   🔍 View Students   💾 Export

Total Rows: 1

← Back   ↦ Add   🖨 Print

Select a row to Edit, View, or Delete a Plan.

Click the Add button to add a new Plan

To manage the courses of the DS plan

To view the students assigned to the selected plan

▸ 12   University Computerization Project Team   11/12/2021

Adding a Dual Studies Plan Information by DS Coordinator (1)

▸ Coordination ▸ Dual Studies ▸ Plans ▸ Add Plan

After clicking the Add button in previous slide

Plan Information

Degree:	Bachelor
Faculty:	School of Electrical Engineering and Informatic
Department:	Computer Science Department
Major: *	Computer Science
Major Study Plan: *	Computer Science 2017/2018
Name (AR): *	خطة الدراسات الثنائية علوم الحاسوب
Name (EN): *	CS DS Plan
From Year:	2017/2018
From Semester: *	First
Active:	☑

← A DS plan is associated with a specific Major Study Plan

Back   💾 Save

1. Click the Save button to save the entered information

2. Click the Back button when done

Managing Dual Studies Plan Courses by a DS Coordinator (1)

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Managing Dual Studies Plan Courses by a DS Coordinator (2)

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German Jordanian University

▸ Coordination ▸ Dual Studies ▸ Plans ▸ Courses

Courses for CS DS Plan				
(1 of 1) ⏮ ◀◀ ▶▶ ⏭ 0 ▾				
Summer Semester ⬍	Course ID ⬍	Course Name ⬍	Edit	Delete
No Data Found				
🖫 Export				

Total Rows: 0

[← Back] [+ Add] [🖶 Print]

Click the Add button to start adding courses to the plan selected in the previous slide

Managing Dual Studies Plan Courses by a DS Coordinator (3)

▸ Coordination ▸ Dual Studies ▸ Plans ▸ Courses ▸ **Add Summer Course**

Summer Course Information

Plan: CS DS Plan

Summer Level: * Second Summer ▾ ← 1. Specify the summer semester to add the courses to

2. Select the course(s) to add to the desired summer semester

Courses: * Dual Studies Course ▾

☐ data 🔍   ⊗

☑ CS223: Data Structures

☐ CS361: Database Management Systems

☐ CS462: Database Design

☐ CS468: Data Mining and Data Warehousing

☐ CS484: Special Topics in Database Technologies and Applications

← Back   💾 Save

Click the Save button to save the entered information

Click the Back button when done

Managing Dual Studies Plan Courses by a DS Coordinator (4)

▸ Coordination ▸ Dual Studies ▸ Plans ▸ Courses

Courses for CS DS Plan				
(1 of 1) ◃◃ ◃ ▹▹ ▹◃ 0 ▾				
Summer Semester ⇕	Course ID ⇕	Course Name ⇕	Edit	Delete
No Data Found				

📀 Export

Total Rows: 0

← Back   + Add   🖨 Print

After adding two courses to summer two in the previous slide

⬇

▸ Coordination ▸ Dual Studies ▸ Plans ▸ Courses

Courses for CS DS Plan				
(1 of 1) ◃ ◃◃ 1 ▹▹ ▹◃ 2 ▾				
Summer Semester ⇕	Course ID ⇕	Course Name ⇕	Edit	Delete
Second Summer	CS223	Data Structures	✏	Delete
Second Summer	GERL202	German IV	✏	Delete

📀 Export

Total Rows: 2

← Back   + Add   🖨 Print

Managing Dual Studies Plan Courses by a DS Coordinator (5)

After adding six courses to all summers

▸ Coordination ▸ Dual Studies ▸ Plans ▸ Courses

Courses for CS DS Plan				
(1 of 1) ⏮ ◀◀ **1** ▶▶ ⏭ 6 ▾				
Summer Semester ⇕	**Course ID** ⇕	**Course Name** ⇕	**Edit**	**Delete**
First Summer	CS212	Object Oriented Programming	✎	Delete
First Summer	ENGL101	English III	✎	Delete
Second Summer	CS223	Data Structures	✎	Delete
Second Summer	GERL202	German IV	✎	Delete
Third Summer	CS4921	Senior Project 1	✎	Delete
Third Summer	CS4922	Senior Project 2	✎	Delete
💾 Export				

Total Rows: 6

← Back   + Add   🖨 Print

Viewing a Dual Studies Plan by a DS Coordinator (1)

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Viewing a Dual Studies Plan by a DS Coordinator (2)

After clicking the View button in the previous slide →

> Coordination ▸ Dual Studies ▸ Plans ▸ View Plan

Dual Studies Plan Information

Plan Information

Plan Name:	CS DS Plan	**Major Study Plan:**	Computer Science 2017/2018
Faculty:	School of Electrical Engineering and Information Technology	**Total Credit Hours:**	14
Department:	Computer Science Department	**Active From :**	First 2017
Major:	Computer Science		

Summer Semesters

Courses for First Summer		
Course ID ⇕	**Course Name** ⇕	**Credit Hours**
CS212	Object Oriented Programming	4
ENGL101	English III	1

Total Credit Hours: 5

Courses for Second Summer		
Course ID ⇕	**Course Name** ⇕	**Credit Hours**
GERL202	German IV	3
CS223	Data Structures	3

Total Credit Hours: 6

Courses for Third Summer		
Course ID ⇕	**Course Name** ⇕	**Credit Hours**
CS4922	Senior Project 2	2
CS4921	Senior Project 1	1

Total Credit Hours: 3

← Back   🖶 Print

Managing DS Applications by DS Coordinators

▸ Coordination ▸ Dual Studies ▸ Applications

Filtering Criteria

Student ID:	
Name (EN):	First Name (EN) · Second Name (EN) · Third Name (EN) · Family Name (EN)
Name (AR):	First Name (AR) · Second Name (AR) · Third Name (AR) · Family Name (AR)

Degree:	Bachelor	Application Year:	All
Faculty:	School of Electrical Engineering and Information Technology	Application Semester:	All
Department:	All	Enrollment Year:	All
Major:	All	Enrollment Semester:	All
Dual Studies Plans:	Dual Studies Plan	Dual Studies Statuses:	Dual Studies Status
Eligibility:	All	Uploaded Documents:	Uploaded Document
Acceptance:	All	Assigned Companies:	Assigned Company
Completion:	All		

🔍 Search

Dual Studies Applications

(1 of 1) |◀ ◀◀ **1** ▶▶ ▶| 1 ▾

	Student ID ⇕	Name ⇕	Application Status ⇕	Faculty ⇕	Department ⇕	Major ⇕	Dual Studies Plan ⇕	Application Year ⇕	Application Semester ⇕	Enrollment Year ⇕	Enrollment Semester ⇕
◉			Submitted by Student	School of Electrical Engineering and Information Technology	Computer Engineering Department	Computer Engineering	CE DS Plan	2020	Summer		

◀ ▶

⚙ Review   ⚙ View Log   🗋 Export

Total Rows: 1

← Back   ↳ Request Group Action

1. Select an application →

2. Click the Review button →

Managing DS Applications by DS Coordinators: Eligibility (1)

Dual Studies Plan Information

Plan Name: * `CE DS Plan` ▼   1. Select a DS plan for the student

Dual Studies Eligibility Information

After step 1, the system will automatically find the prerequisite courses for summer one based on the prerequisites of the summer one courses in the major study plan

Prerequisite Courses				
Course Name	**Course Code**	**Grade**	**Status**	**Registered Now**
Computing Fundamentals	CS113	84.0	Pass	No

Eligible by Coordinator: * `Yes` ▼

Eligible by Dean Assistant of Industrial Relations: Pending

Eligible by Chair: Pending

2. When the student fulfills the prerequisite courses for summer one, confirm eligibility!

Notes

Coordinator Notes: 3. Add notes here if any

School Action

Select Action

⦿ Verify Student Eligibility   5. Select this

Dean Assistant of Industrial Relations Notes:

◯ Acceptance Requirements

◯ Approve Summer One Requirements Completion

Chair Notes:

◯ Approve Summer Two Requirements Completion

◯ Approve Summer Three Requirements Completion

6. Click here

Student Notes:

⊕ Send Request   ⊘ Cancel

↪ Request Student Action   ↪ Request School Action   ✔ Accept   ✖ Reject   ⊗ Dismiss   ⊙ Done

← Back   💾 Save

4. Send action to rest of school roles for eligibility check

Managing DS Applications by DS Coordinators: Eligibility (2)

After sending (by the coordinator) an action to the school to check the student eligibility for the dual studies track, the following users will verify eligibility in that order:
1. Dean Assistant of Industrial Relations <u>for student school</u>
2. Chair of Department

Managing DS Applications by DAIR: Eligibility

1. Select an application

2. Click the Review button

Dual Studies Applications

(1 of 1)

Student ID	Name	Application Status	Faculty	Department	Major	Dual Studies Plan	Application Year	Application Semester	Enrollment Year	Enrollment Semester
2...		Pending Student Eligibility Verification Review by Dean Assistant of Industrial Relations	School of Electrical Engineering and Information Technology	Computer Engineering Department	Computer Engineering	CE DS Plan	2020	Summer		

Review   View Log   Export

Dual Studies Eligibility Information

Prerequisite Courses				
Course Name	Course Code	Grade	Status	Registered Now
Computing Fundamentals	CS113	84.0	Pass	No

Eligible by Dean Assistant of Industrial Relations: * Yes   3. Select Yes or No as appropriate

Eligible by Coordinator: Yes

Eligible by Chair: Pending

Back   Save   Submit   4. Submit when done

Managing DS Applications by Chair: Eligibility (1)

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Managing DS Applications by Chair: Eligibility (2)

1. Select an application

2. Click the Review button

Dual Studies Applications

(1 of 1)   1

Student ID	Name	Application Status	Faculty	Department	Major	Dual Studies Plan	Application Year	Application Semester	Enrollment Year	Enrollment Semester
20...ed	...seman	Pending Student Eligibility Verification Review by Chair	School of Electrical Engineering and Information Technology	Computer Engineering Department	Computer Engineering	CE DS Plan	2020	Summer		

Review   View Log   Export

Dual Studies Eligibility Information

Prerequisite Courses				
Course Name	Course Code	Grade	Status	Registered Now
Computing Fundamentals	CS113	84.0	Pass	No

Eligible by Chair: *   Yes   ← **3. Select Yes or No as appropriate**

Eligible by Coordinator: Yes

Eligible by Dean Assistant of Industrial Relations: Yes

← Back   ▣ Save   ➜ Submit ← **4. Submit when done**

Request Student Action by DS Coordinator: Upload CV & Cover Letters

Dual Studies Applications

(1 of 1) | 1 | 1 ∨

| Student ID | Name | Application Status | Faculty | Department | Major | Dual Studies Plan | Application Year | Application Semester | Enrollment Year | Enrollment Semester |

1. Select an application

20 ... d | Student Eligibility Verification Reviewed by Chair

2. Click the Review button

Review | View Log | Exp...

Student Actions

Select Action

4. Select this option

◉ Upload CV and Cover Letter
○ Upload Summer One First Period Student Portfolio Document
○ Upload Summer One Second Period Student Portfolio Document
○ Upload Summer One Third Period Student Portfolio Document
○ Upload Summer Two First Period Student Portfolio Document
○ Upload Summer Two Second Period Student Portfolio Document
○ Upload Summer Two Third Period Student Portfolio Document
○ Upload Summer Three First Period Student Portfolio Document
○ Upload Summer Three Second Period Student Portfolio Document
○ Upload Summer Three Third Period Student Portfolio Document

5. Click here

⊕ Send Request | ⊘ Cancel

3. Click here → Request Student Action | Request School Action | ✓ Accept | ✗ Reject | ⊗ Dismiss | ⊘ Done

← Back | 💾 Save

Entering Company Information by DS Coordinator (1)

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After the student uploads the CV file and cover letters files

1. Select the application

Dual Studies Applications

(1 of 1)   1

	Student ID	Name	Application Status	Faculty	Department	Major	Dual Studies Plan	Application Year	Application Semester	Enrollment Year	Enrollment Semester
●			CV and Cover Letter Uploaded by Student	School of Electrical Engineering and Information Technology	Computer Engineering Department	Computer Engineering	CE DS Plan	2020	Summer		

⚙ Review   ⚙ View Log   ▢ Export

2. Click the Review button to enter the company information.

Entering Company Information by DS Coordinator (2)

1. Select company and then enter liaison and trainer information
2. Upload contract file

Dual Studies Company Assignment

Company Name: *   Google

Company Name:	Google
Street/Address:	Zahran Street
P.O. Box:	
City:	Amman
ZIP Code:	01182
Country:	Jordan
Website:	www.google.com

Liaison Name(EN): *   Ali

Liaison Name(AR): *   علي

Liaison Phone: *   +962 795223344

Liaison Email: *   ali@google.com

Trainer Name(EN): *   Omar

Trainer Name(AR): *   عمر

Trainer Phone: *   +962 795223344

Trainer Email: *   omar@google.com

Upload Contract File

(Valid file size: 10 MB; Valid file type is pdf.)

+ Choose   ↷ Upload   ⊘ Cancel

Uploaded Contract File:

• Contract_20179502017   ↓ Download   − Delete

Accept Application by School

1. The Coordinator starts the school acceptance process by sending an action to the school
2. The DAIR and Chair then accept the application
3. The coordinator clicks the Accept button to complete this phase

School Action

Select Action

- ○ Verify Student Eligibility
- ● Acceptance Requirements
- ○ Approve Summer One Requirements Completion
- ○ Approve Summer Two Requirements Completion
- ○ Approve Summer Three Requirements Completion

[⊕ Send Request] [⊘ Cancel]

Acceptance Information

Accepted by Coordinator: *   [Yes ▼]

Accepted by Dean Assistant of Industrial Relations: Yes

Accepted by Chair: Yes

[↳ Request Student Action] [↳ Request School Action] [✓ Accept] [✗ R...] [...miss] [✔ Done]

[← Back] [💾 Save]

Application Status ◇

Accepted by Coordinator

Student View Upon Acceptance in the Dual Studies Track

Academic Affairs ▸ Other Affairs ▸ Dual Studies ▸ **Applications**

Student Information

Name:		**Student ID:**	
Degree:	Bachelor	**Enrollment Year:**	First 2017 / 2018
Faculty:	School of Electrical Engineering and Information Technology	**Student Status:**	Enrolled
Department:	Computer Engineering Department	**Program:**	Foreign Certificates-Parallel
Major:	Computer Engineering	**Dual Studies Status:**	Accepted by Coordinator
Study Plan:	Computer Engineering 2017/2018	**Account Status:**	Active
Study Plan Credit Hours:	176		

Dual Studies Applications

	ID	Status	Year	Semester
⦿	1	Accepted by Coordinator	2020	Summer

✎ Edit   − Delete

Summer Requirements Completion

▸ After acceptance there are three summer requirements completion verification phases

▸ In each phase the student uploads three student portfolio documents that correspond to three periods, whereas the coordinator uploads three company evaluation documents for each period.

▸ The school checks all uploaded documents, required courses for the specific summer, the prerequisite courses for that summer to verify the summer requirements completion.

▸ The same steps are repeated for all summers to announce the student completion of the dual studies track by the school.

Checking Summer Course Requirements

Summer Two Requirements

Prerequisite Courses				
Course Name	**Course Code**	**Grade**	**Status**	**Registered Now**
Theory Of Algorithms	CS222	--	Not Taken	No
Computing Fundamentals	CS113	84.0	Pass	No
Discrete Structures	CS201	68.0	Pass	No
Data Structures	CS223	--	Not Taken	No

Courses				
Course Name	**Course Code**	**Grade**	**Status**	**Registered Now**
Database Management Systems	CS361	--	Not Taken	No
Database Management Systems LAB	CS3610	--	Not Taken	No

Upload First Period Student Portfolio Document

(Valid file size: 10 MB; Valid file type is pdf.)

✚ Choose	↥ Upload	⊘ Cancel

Uploaded First Period Student Portfolio Document:

Uploaded First Period Company Evaluation Document:

Uploading Company Evaluation Document (1)

Upload First Period Company Evaluation Document

(Valid file size: 10 MB; Valid file type is pdf.)

+ Choose   **↻ Upload**   **⊘ Cancel**
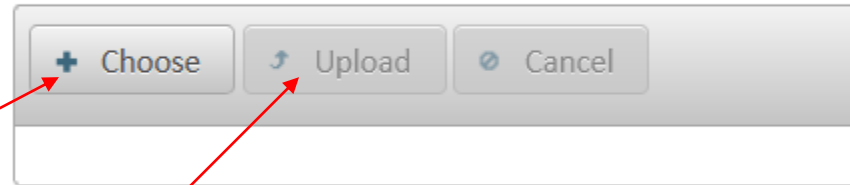
Uploaded First Period Company Evaluation Document:

1. Click the Choose button.
2. When the File Upload window shows up; browse for, and select, the desired CV file.
3. Click the Upload button (when enabled).
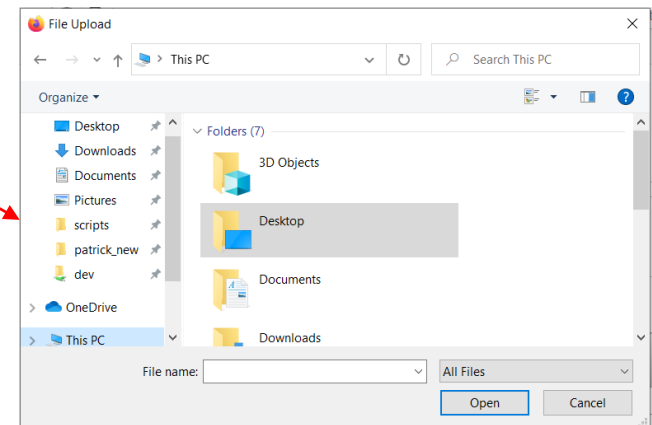
Uploading Company Evaluation Document (2)

After uploading the document in the previous slide

Upload First Period Company Evaluation Document

(Valid file size: 10 MB; Valid file type is pdf.)

+ Choose	↑ Upload	⊘ Cancel

Uploaded First Period Company Evaluation Document:

• Summer One First Period Company Evaluation Document_20179502017   ↓ Download   − Delete

Viewing Dual Studies Applications by Registrars

MOHE General Report

Admission Report

Students Prerequisite Tests Report

Prerequisite Tests Qualification Report

GY Outgoing Applications Report

GY Internships Report

Dual Studies Report

Batch Semester Results Report

Students Academic Status for Scholarships Report

Students Vaccination Certificates Report

Advisors Report

Advisor Students Report

Evaluations Report

Inactive Employees Report

Courses Report

References

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2. F. Al-Hawari. MyGJU student view and its online and preventive registration flow. International Journal of Applied Engineering Research, 2017, 12(1):119-133.

3. F. Al-Hawari, O. Al-Sawaeer, A. Alufieshat, H. Barham, and O. Mashallah. Dual studies flow in MyGJU for students.