



Dual Studies Flow in MyGJU for Students

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

Overview

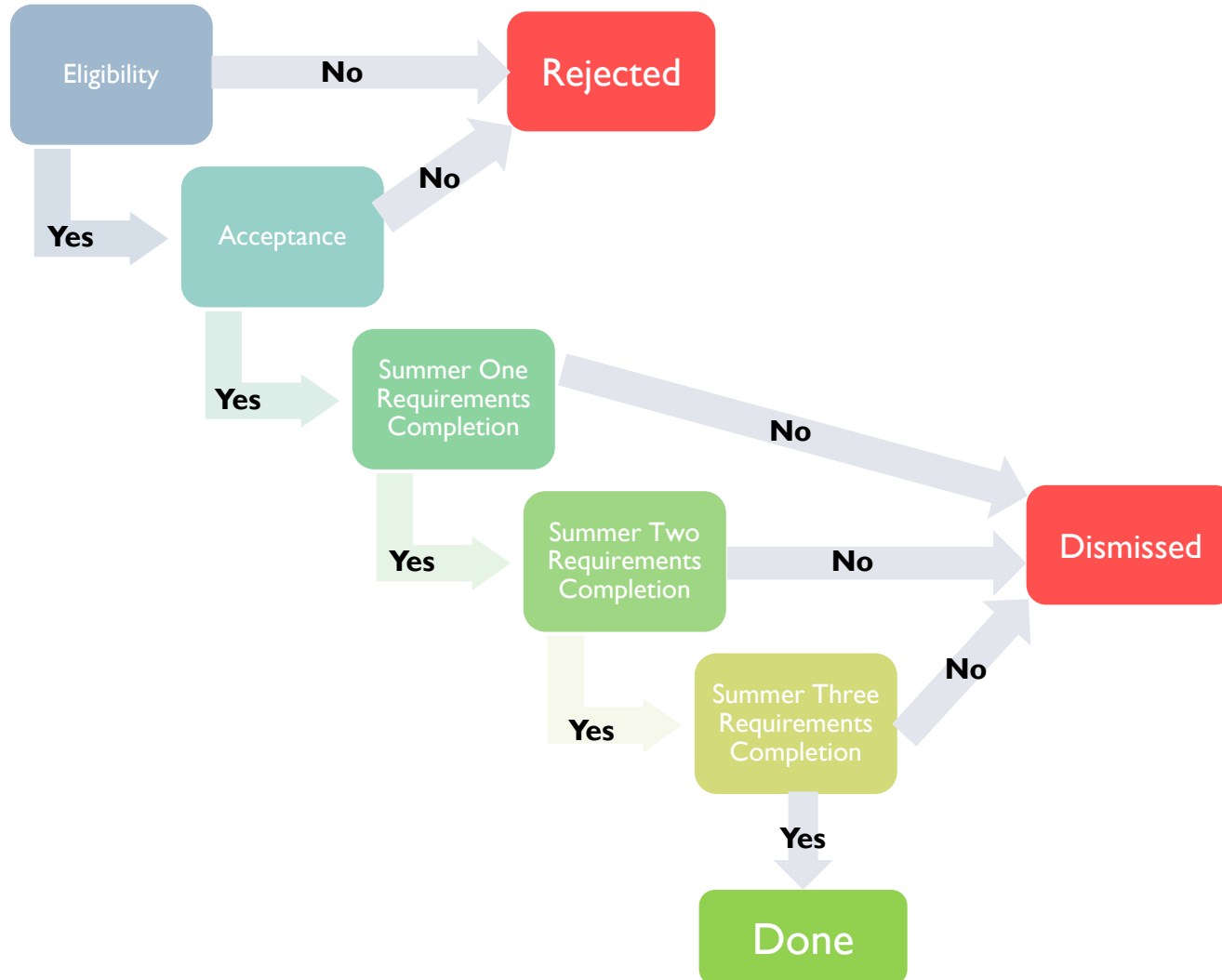
- ▶ The main objective of this presentation is to demonstrate the **dual studies** flow in MyGJU [1, 2] from the student perspective
- ▶ The following topics are covered:
 - ▶ Dual studies process user roles & responsibilities
 - ▶ Dual studies process flow chart
 - ▶ Typical sequence of steps to complete a dual studies application
 - ▶ Applying for the dual studies track
 - ▶ Uploading your CV and cover letters
 - ▶ Uploading your student portfolio documents for all summers
 - ▶ Viewing dual studies plan and companies

User Roles & Responsibilities

	Dual Studies Process User Responsibilities			
	<ul style="list-style-type: none"> - Submit application - 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 	<ul style="list-style-type: none"> - Manage company information [3] - Manage dual studies calendar 	<ul style="list-style-type: none"> - Review student eligibility [3] - Student acceptance - Review summer one completion requirements - Review summer two completion requirements - Review summer three completion requirements 	<ul style="list-style-type: none"> - Upload summer one company evaluation documents [3] - 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



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			



Applying for the Dual Studies Track (1)

Profile Academic Affairs Financial Affairs Registration

Course Sections Schedules Evaluations Grades Transcript German Year Other Affairs

1. Login to your MyGJU account and then go to Academic Affairs

Academic Affairs Other Affairs

2. Click the Other Affairs button

Student Information

Name:	[Redacted]	Student ID:	[Redacted]
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		

Other Affairs

- | | | |
|--|---------------------------------|---|
| Academic Calendar | Student Status | Advisors |
| Study Plan | Hold Status | Prerequisite Tests |
| Dual Studies | Major Transfers | Transfer Credit |
| Study Plan versus Transcript | Feedback | Vaccination Certificate |

3. Click the Dual Studies link

Applying for the Dual Studies Track (2)

Profile Academic Affairs Financial Affairs Registration

Course Sections Schedules Evaluations Grades Transcript German Year Other Affairs

Academic Affairs Other Affairs Dual Studies

Dual Studies

[Companies](#)

[Plan](#)

[Applications](#)

← Back

To view your dual studies plan (if any), click the Plan link

To apply for the first time, or to see a previous application, click on the Applications link

To view the companies that you may apply to, click the companies link

Applying for the Dual Studies Track (3)

► Academic Affairs ► Other Affairs ► Dual Studies ► Applications

Student Information

Name:	[Redacted]	Student ID:	[Redacted]
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
No records found			
<input type="button" value="Edit"/> <input type="button" value="Delete"/>			

Total Rows: 0

Click the Add button in case it is enabled!

Applying for the Dual Studies Track (4)

► Academic Affairs ► Other Affairs ► Dual Studies ► Applications ► [Add Application](#)

Dual Studies Summary

Application Year: 2020
Application Semester: Summer
Application Status: Pending

Notes

Coordinator Notes:

**Dean Assistant of
Industrial Relations
Notes:**

Chair Notes:

Student Notes:

Add your note here if needed.

[← Back](#) [Save](#) [+ Submit](#)

Click the Submit button to Apply!

Applying for the Dual Studies Track (5)

After clicking the Submit button in previous slide!

▸ Academic Affairs ▸ Other Affairs ▸ Dual Studies ▸ Applications

Student Information

Name:	<input type="text"/>	Student ID:	<input type="text"/>
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:	Submitted by Student
Study Plan:	Computer Engineering 2017/2018	Account Status:	Active
Study Plan Credit Hours:	176		

Dual Studies Applications				
	ID	Status	Year	Semester
<input checked="" type="radio"/>	1	Submitted by Student	2020	Summer

Total Rows: 1

Always check Application status for further action when needed

Note: You will get a notification at your GJU Email when an action is required by you

Uploading CV & Cover Letters by Student

After getting an Email notification from coordinator to upload CV and cover letters

1. Select the application

Dual Studies Applications				
	ID	Status	Year	Semester
<input checked="" type="checkbox"/>	1	Pending CV and Cover Letter Upload by Student	2020	Summer

Total Rows: 1

← Back + Add

2. Click the Edit button to edit the application (see next three slides)

Uploading CV File by Student

1. Check the Agree checkbox

Confirm Regulations

Thank you for showing interest in the Dual Studies program! We would like to confirm that you have understood the following: 1- When getting accepted to the program you will be transferred from the regular study track to the dual studies track. 2- You have to commit to the program and the company you will have a contract with. 3- You have to follow a particular study plan (Summer courses are reduced and determined to those, mentioned in the program's study plan).

Agree

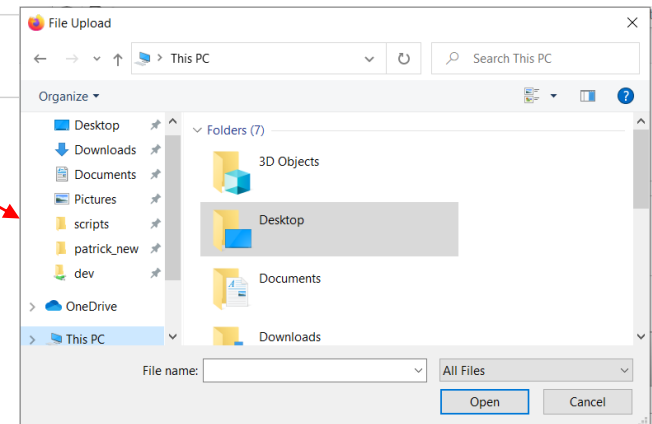
2. Click the Choose button.
3. When the File Upload window shows up; browse for, and select, the desired CV file.
4. Click the Upload button (when enabled).

Student CV

Upload CV File

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

Uploaded CV File:



Uploading Cover Letter Files by Student (1)

Uploaded CV File:

- CV_20179502017

Student Cover Letters

Note: Please add a cover letter for each desired company.

Cover Letter	Company Name
No records found	
<input type="button" value="Delete"/>	

1. Click the Add button to add a cover letter

Student Cover Letter Information

Company Name: *

Uploaded Cover Letter File: • Google_20179502017

Upload Cover Letter File

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

2. Select company of cover letter

3. Upload File

4. Click here

Uploading Cover Letter Files by Student (2)

After uploading the cover letter for Google in the previous slide.

Note: You may add more cover letter for other companies

Student Cover Letters

Note: Please add a cover letter for each desired company.

	Cover Letter	Company Name
<input type="radio"/>	Google_20179502017	Google

- Delete

+ Add

Upon Acceptance in the Dual Studies Track

▸ Academic Affairs ▸ Other Affairs ▸ Dual Studies ▸ Applications

Student Information

Name:	[REDACTED]	Student ID:	[REDACTED]
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
<input checked="" type="radio"/>	1	Accepted by Coordinator	2020	Summer

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

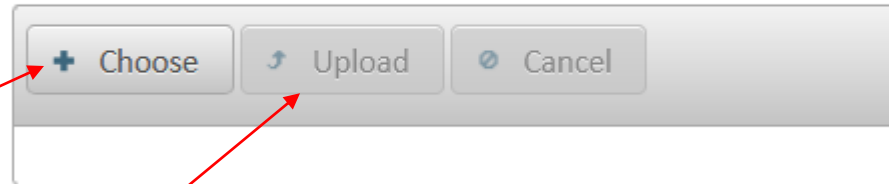
Uploaded First Period Student Portfolio Document:

Uploaded First Period Company Evaluation Document:

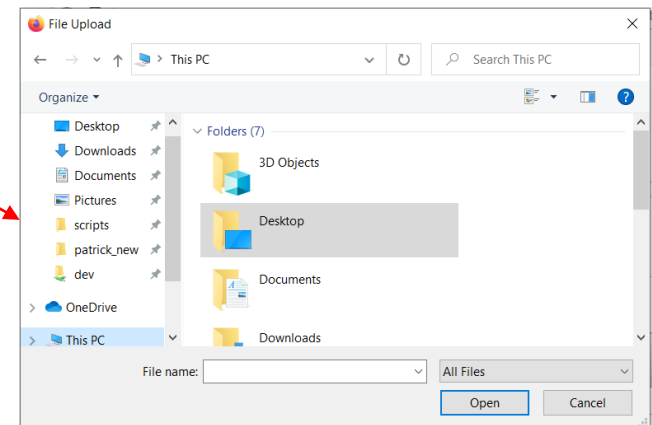
Uploading Student Portfolio Document

Upload First Period Student Portfolio Document

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



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).



Viewing Dual Studies Plan (1)

Profile Academic Affairs Financial Affairs Registration

Course Sections Schedules Evaluations Grades Transcript German Year Other Affairs

Academic Affairs Other Affairs Dual Studies

Dual Studies

[Companies](#) [Plan](#) [Applications](#)

Back

To view your dual studies plan (if any), click the Plan link

Viewing Dual Studies Plan (2)

▸ Academic Affairs ▸ Other Affairs ▸ Dual Studies ▸ View Plan

Dual Studies Plan Information

Plan Information

Plan Name: CE DS Plan	Major Study Plan: Computer Engineering 2017/2018
Faculty: School of Electrical Engineering and Information Technology	Total Credit Hours: 11
Department: Computer Engineering Department	Active From : First 2017
Major: Computer Engineering	

Summer Semesters

Courses for First Summer

Course ID ↕	Course Name ↕	Credit Hours
CS223	Data Structures	3

Total Credit Hours: 3

Courses for Second Summer

Course ID ↕	Course Name ↕	Credit Hours
CS361	Database Management Systems	4
CS3610	Database Management Systems LAB	0

Total Credit Hours: 4

Courses for Third Summer

Course ID ↕	Course Name ↕	Credit Hours
CE592	Senior Project I	1
CE594	Senior Project II	3

Total Credit Hours: 4

← Back Print

Viewing Dual Studies Companies (1)

Profile Academic Affairs Financial Affairs Registration

Course Sections Schedules Evaluations Grades Transcript German Year Other Affairs

Academic Affairs Other Affairs Dual Studies

Dual Studies

[Companies](#) [Plan](#) [Applications](#)

Back

Click the Companies link



Viewing Dual Studies Companies (2)

▸ Academic Affairs ▸ Other Affairs ▸ Dual Studies ▸ Companies

Filtering Criteria

Name (EN):

Name (AR):

City Name (EN):

City Name (AR):

Search

Dual Studies Companies						
(1 of 1) 1						
Name	Street	P.O. Box	City	ZIP Code	Country	Website
Google	Zahran Street		Amman	01182	Jordan	www.google.com

Export

Total Rows: 1

Back Print

References

1. MyGJU. Available from <https://mygju.gju.edu.jo> [last accessed November, 2021].
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-Sawaer, A. Alufieshat, H. Barham, and O. Mashallah. Dual studies flow in MyGJU for administrators.