



# German Year Outgoing Applications Flow in MyGJU for Administrators

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# Overview

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- ▶ The main objective of this presentation is to show the German Year (GY) outgoing applications flow in the MyGJU portal [1, 2] from the administrators perspective.
- ▶ The following features will be covered:
  - ▶ User roles & responsibilities
  - ▶ GY calendar management
  - ▶ Host universities and majors management
  - ▶ Language certificates approval
  - ▶ Outgoing applications management
  - ▶ ToR and GY courses management
  - ▶ Viewing the GY outgoing applications by registrars
  - ▶ Defining GY prerequisite courses in the study plans by registrars
  - ▶ Posting the GY courses to the students transcripts by registrars

# User Roles Management

- ▶ Several users have stake in the GY flow such as: *students, IO employees, OIL employees, GLC employees, exchange coordinators, registrars, chairs, and deans.*
- ▶ Therefore, additional user roles were introduced to MyGJU to support the GY flow. The new user roles are: **IO User**, **OIL User**, and **GLC User**.
- ▶ All roles are managed by the ISTC admin via the MyGJU Registration Admin [3] and are **granted/revoked** upon request from the related entities.

Role	All
Name (AR) :	QA User
Name (EN) :	Dean of Graduate Studies and Scientific Research
Faculty :	Assistant Dean for Quality Assurance
Department :	Accounting Admin
	GSSR Coordinator
	International Office User
	German Language Center User
	Office of Industrial Links User

# User Responsibilities

					GY Outgoing Application				
	Manage Calendar Periods	<ul style="list-style-type: none"> <li>- Manage Host Universities</li> <li>- Assign Majors to Host Universities</li> </ul>	Upload B1 and/or B2 Certificates  (see [4] for details)	Review B1 and/or B2 Certificates	<ul style="list-style-type: none"> <li>- Add application</li> <li>- Select partner or wish host university</li> <li>- Upload learning agreement</li> </ul> (see [4] for details)	<ul style="list-style-type: none"> <li>- Request student action</li> <li>- Request coordinator action</li> <li>- Approve language courses</li> <li>- Assign host university</li> <li>- Upload signed learning agreement</li> <li>- Approve application</li> </ul>	<ul style="list-style-type: none"> <li>- Approve requisite courses</li> <li>- Approve field training</li> </ul>	Approve learning agreement	- Upload and management of Transcript of Records (ToR) & GY courses
<b>IO User</b>	Yes	Yes				Yes			Yes
<b>Student</b>			Yes		Yes				
<b>GLC User</b>				Yes					
<b>Exchange Coordinator</b>							Yes	Yes	Yes
<b>Chair/Dean</b>								Yes	Yes

# Calendar Management by IO User

- ▶ An **IO User** can now manage the calendar periods that are related to the GY outgoing applications flow.
- ▶ For example, the IO user can define the **GY Outgoing Applications Submission** period and the **GY Outgoing Applications Approval** period.
- ▶ Students who did not apply before may submit new outgoing applications during the **GY Outgoing Applications Submission** period.
- ▶ Administrators can process the submitted applications during the **GY Outgoing Applications Approval** period.

## Setup Steps

My Affairs   Coordination

Course Sections   Student Details   Email to Students   **Academic Calendar**   GY Host Universities   GY Outgoing Applications

Academic Calendar (First 2020/2021)				
<input checked="" type="checkbox"/>	Period Type	From Date	To Date	Clear
<input type="checkbox"/>	Registration	2020-09-27 00:00	2020-09-29 00:00	Clear
<input type="checkbox"/>	Add and Drop	2020-09-30 00:00	2020-09-30 00:00	Clear
<input checked="" type="checkbox"/>	GY Outgoing Application Submission	2020-09-03 00:00	2020-09-30 00:00	Clear
<input checked="" type="checkbox"/>	GY Outgoing Application Approval	2020-10-01 00:00	2020-11-26 00:00	Clear
<input type="checkbox"/>	Incomplete Grades Submission			Clear

Save   Clear

1. Select period(s)

2. Enter From/To Dates for each period

3. Click the Save button

# Host Universities and Majors Management by IO User (1)

Student Details

Email to Students

Academic Calendar

B1 Certificates

GY Host Universities

GY Outgoing Applications

► Coordination ► GY Host Universities

GY Host Universities							
(1 of 1) [Navigation icons]							
	Name	Street	P.O. Box	City	ZIP Code	Country	Active
<input type="radio"/>	Munich University			Munich	12345	Germany	Yes
<input type="radio"/>	Bonn University			Bonn	23456	Germany	Yes
<input checked="" type="radio"/>	Berlin University			Berlin	12345	Germany	Yes

Buttons: Edit, View, Majors, Delete

Total Rows: 3

+ Add

- An **IO User** can also manage (add, edit, view, and delete) the partner host universities as well as **assign majors** to any university (after selecting it in the table above).

# Host Universities and Majors Management by IO User (2)

- ▶ The screen below shows how a host university may be **added** to the GY host universities list in the previous slide (you can reach this screen by clicking the **Add** or **Edit** -in case of edit- button in the screen in the previous slide).

Student Details   Email to Students   Academic Calendar   B1 Certificates   **GY Host Universities**   GY Outgoing Applications

▶ Coordination ▶ GY Host Universities ▶ Add

Host University Information

Name (EN): \*

Name (AR):

Street:

P.O. Box:

City Name (EN): \*

City Name (AR):

ZIP Code: \*

Country: \*

Active: \*

Save your changes when done!

# Host Universities and Majors Management by IO User (3)

- ▶ The screen below can be used to associate a host university with majors (you can reach this screen by clicking the [Majors](#) button in the screen in slide 6)



▶ Coordination ▶ GY Host Universities ▶ Majors

Filtering Criteria

Faculty:

Department:

Major:

Active:

The already assigned majors to Berlin University

Search

Berlin University Majors					
(1 of 1) [Navigation icons]					
	Faculty	Department	Major	Active	Edit
<input type="radio"/>	School of Electrical Engineering and Information Technology	Computer Science Department	Computer Science	Yes	
<input type="radio"/>	School of Electrical Engineering and Information Technology	Computer Science Department	Computer Science/Business Informatics	Yes	

Total Rows :2

Click the **Add** button to associate more majors with Berlin University



# Host Universities and Majors Management by IO User (4)

Course Sections

Student Details

Email to Students

Academic Calendar

GY Host Universities

GY Outgoing Applications

Coordination > GY Host Universities > Campuses > Majors > Add Major

1. Select the filtering criteria to find the majors to be associated with the selected host university in the previous slide

Filtering Criteria

Faculty: School of Applied Medical Sciences

Department: Biomedical Engineering Department

Major: All

Search

2. Click the **Search** button to find the desired majors, if any

3. Select the desired majors to add

Majors			
(1 of 1)			
	Faculty	Department	Major
<input checked="" type="checkbox"/>	School of Applied Medical Sciences	Biomedical Engineering Department	Biomedical Engineering
<input checked="" type="checkbox"/>	School of Applied Medical Sciences	Biomedical Engineering Department	Biomedical Engineering- Biomedical System, Biosignals, and Imaging
<input checked="" type="checkbox"/>	School of Applied Medical Sciences	Biomedical Engineering Department	Biomedical Engineering -Biomechanics Biomaterial and Tissue Engineering
<input checked="" type="checkbox"/>	School of Applied Medical Sciences	Biomedical Engineering Department	BioMEMS

+ Add

Click the **Add** button to associate the selected majors with the host university

# Language B1 /B2 Certificates Approval by GLC User (1)

- ▶ A **GLC User** may view all submitted (by students, see [4]) B1/B2 certificates for review, approval, rejection, or return.
- ▶ Return a certificate, if you need the student to modify anything
- ▶ Reject it, if something is wrong
- ▶ Approve it, if all is fine.

My Affairs Academic Affairs Manager's Tasks Coordination

Student Details Email to Students Language Certificates GY Outgoing Applications

Coordination > Language Certificates

Filtering Criteria

Student ID:

Name (EN):  First Name (EN)  Second Name (EN)  Third Name (EN)  Family Name (EN)

Name (AR):  الإسم الأول  الإسم الثاني  الإسم الثالث  إسم العائلة

From Date:

To Date:

Certificate Number:  e.g.: 1125-B1-04789-19

Certificate Location (EN):

Certificate Location (AR):

Certificate Type:  All

Status:  Status

Pending  
 Submitted  
 Under Review  
 Approved  
 Rejected  
 Returned

Student ID	Certificate Number	Certificate Date	Result	File	Status
201	B1	1125-B1-999	2020-09-01	Reading 92 Listening 85 Writing 87	<a href="#">1125-B1-999</a> Submitted

Review

1. Select the certificate to review
2. Click the Review button

# Language B1/B2 Certificates Approval by GLC User (2)

My Affairs Academic Affairs Manager's Tasks Coordination

Student Details Email to Students Language Certificates GY Outgoing Applications

► Coordination ► Language Certificates ► Review Student Language Certificate

Student Information

Student ID: [Redacted] Faculty: School of Electrical Engineering and Information Technology  
Name: [Redacted] Department: Computer Engineering Department  
Degree: Bachelor Major: Computer Engineering

Language Certificate Information

Status: Under Review  
Certificate Type: B1  
Certificate Number: 1125-B1-999  
Certificate Date: 2020-09-01  
Certificate Location (EN): Amman  
Certificate Location (AR):  
Student Note:  
German Language Center Note: \*

Add note here for student, if needed

Uploaded File: [1125-B1-999](#)

Result			
Name	Date	Attained Score	Maximum Score
Reading	2020-09-01	92	100
Listening	2020-09-01	85	100
Writing	2020-09-01	87	100

← Back Save **✓ Approve** ✗ Reject ↶ Return

Click the button of the desired decision

# GY Outgoing Applications Management

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- ▶ A student can submit a GY outgoing application during the submission period, only if he/she is eligible to apply for the GY (see [4])
- ▶ The system automatically checks if the student is eligible to apply for the GY based on the student's registration records (see [4])
- ▶ During the approval period, the IO User checks if the student completed the language requirements (i.e., language courses and B1 certificate completion)
- ▶ Then, the IO User asks the exchange coordinators to verify if the students fulfilled the prerequisite courses and field training (if any) requirements
- ▶ The students are then given the option to select five wish host universities or a partner student
- ▶ The IO User assigns each student to a host university
- ▶ Later on, the students are asked to upload their learning agreements for approval by their schools
- ▶ The IO User then uploads the approved and signed learning agreement
- ▶ If all is fine, the IO User approves the application

# GY Outgoing Applications Management by IO User (1)

My Affairs Coordination

Course Sections Student Details Email to Students Academic Calendar GY Host Universities GY Outgoing Applications

Coordination > GY Outgoing Applications

Filtering Criteria

Student ID:

Name (EN): First Name (EN)  Second Name (EN)  Third Name (EN)  Family Name (EN)

Name (AR):  الإسم الأول  الإسم الثاني  الإسم الثالث  إسم العائلة

Faculty: All

Department: All

Major: All

Application Year: All

Application Semester: All

Host University Name: Status

Application Status: Status

Pending  
 Submitted  
 Under Review  
 Pending Field Training and Prerequisite Courses Rev  
 Field Training and Prerequisite Courses Reviewed  
 Pending Host Universities or Partner Selection  
 Host Universities or Partner Selected

Student ID	Major	Year	Semester	Host University Name	Application Status	Transcript Data
	Engineering and Information Technology	2020	First	N.A.	Submitted	N.A.

Review Transcript Data Export

Total Rows: 1

Request Group Action

1. Select an application to work on

2. Click the Review button to work on it

# GY Outgoing Applications Management by IO User (2)

Enrollment Year: 2014  
 Enrollment Semester: Second  
 Degree: Bachelor  
 Program: Regular Program  
 Faculty: School of Electrical Engineering and Information Technology  
 Department: Computer Engineering Department  
 Major: Computer Engineering  
 Scholarship: N.A.  
 Study Plan: Computer Engineering 2014  
 Study Plan Credit Hours: 179  
 Total Passed Credit Hours: 117  
 Total Registered Credit Hours for First 2020/2021: 0  
 Remaining Credit Hours: 62  
 Cumulative Average: 72.7  
 Transcript: [Transcript](#)

1. Check the completion of the Language Courses

Language Courses Completion

Language Courses			
Course Name	Course Code	Grade	Status
Arabic 99	ARB099	N.A.	Exempted
English II	ENGL099	N.A.	Exempted
English V	ENGL201	73	Passed
German I	GERL101	78	Passed
German II	GERL102	85	Passed
German III	GERL201	90	Passed
German IV	GERL202	N.A.	Exempted
German V	GERL301	N.A.	Exempted
German VI	GERL302	72	Passed

Completed Language Courses:

2. Make a decision regarding the language courses completion

Language Certificates Completion

Certificate Type	Certificate ID	Location	Certificate Date	Result	File	Status
B1	1125-B1-999	Amman	2020-09-01	Reading 92 Listening 85 Writing 87	<a href="#">1125-B1-999</a>	Approved

Completed B1 certificate:

# GY Outgoing Applications Management by IO User (3)

The screenshot displays the application management interface for an IO User. At the top, there is a 'Note' field with the text 'International Office Notes:'. Below this is a large text area labeled 'Add IO User notes here'. Two modal windows are open: 'Coordinator Actions' on the left and 'Student Actions' on the right. The 'Coordinator Actions' window has a 'Select Action' section with two radio buttons: 'Review Field Training and Prerequisite Courses' and 'Review Learning Agreement'. Below these are 'Send Request' and 'Cancel' buttons. The 'Student Actions' window has a 'Select Action' section with three radio buttons: 'Select Host Universities or Student Partner' (selected), 'Upload Learning Agreement', and 'Approve B1 Certificate'. Below these are 'Return Application', 'Send Request', and 'Cancel' buttons. At the bottom of the interface is a horizontal toolbar with buttons: 'Back', 'Save', 'Request Coordinator Action', 'Request Student Action', 'Approve', and 'Reject'. Red arrows point from the 'Request Coordinator Action' and 'Request Student Action' buttons to their respective modal windows.

To ask the exchange coordinator to work on the application, click this button

To ask a student to perform an action, click this button

# GY Outgoing Applications Management by IO User (4)

To assign the student to a host university

Host University Assignment  
Assign Host University: Berlin University

To upload the signed learning agreement, after the approval of the school

Learning Agreement  
Uploaded File:

Learning Agreement Approval  
Learning Agreement Approval Status: Pending

Signed Learning Agreement  
Uploaded File:  
Upload File  
(Valid file size: 1 MB; Valid file type is pdf.)  
+ Choose Learning Agreement File Upload Cancel

Note

International Office Notes: Add IO User notes here

Coordinator Notes:

Student Notes:

← Back Save ↶ Request Coordinator Action ↷ Request Student Action ✓ Approve ✗ Reject

To Approve or Reject the application



# GY Outgoing Applications Management by Exchange Coordinator (1)

My Affairs   Academic Affairs   **Coordination**

Student Details   Email to Students   **GY Outgoing Applications**

Coordination > GY Outgoing Applications

Filtering Criteria

Student ID:

Name (EN):

Name (AR) :

Faculty:

Department:

Major:

Application Status:

Application Year:

Application Semester:

Host University Name:

Search

1. Select an application to work on

2. Click the Review button to work on it

GY Outgoing Applications									
(1 of 1)									
Student ID	Name	Faculty	Department	Major	Year	Semester	Host University Name	Application Status	Transcript Data
		School of Electrical Engineering and Information Technology	Computer Engineering Department	Computer Engineering	2020	First	N.A.	Pending Field Training and Prerequisite Courses Review	N.A.

Review   Export

# GY Outgoing Applications Management by Exchange Coordinator (2)

1. Check the completion of the Prerequisite Courses
2. Make a decision regarding the prerequisite courses completion
3. Check the completion of the Field Training based on the student transcript
4. Make a decision regarding the Field Training completion
5. Submit the application to send it back to the IO User for more processing

Prerequisite Courses Completion

Courses			
Course Name	Course Code	Grade	Status
Workshop	IE121	59.0	Pass
Electrical Circuits lab	ENE213	69.0	Pass

Completed Prerequisite Courses: \*

Field Training Completion

Completed Field Training: \*

Field Training Completion

Completed Field Training: \*

Host Universities or Student Pa

Select Option: Pending

ent

Student Notes:

Back Save Request School Action Submit

# GY Outgoing Applications Management by Exchange Coordinator (3)

1. Download the learning agreement, which was uploaded by the student [4], by clicking on the Download button

2. Make a decision regarding the learning agreement

Learning Agreement

Uploaded File:

- learning\_agreement\_20141502035

Learning Agreement Approval

Learning Agreement Approval Status:

Signed Learning Agreement

Uploaded File:

Note

International Office Notes:

Coordinator Notes:

Student Notes:

3. **OR**, delegate the decision regarding the learning agreement to the school by clicking on the Request School Action button and then selecting the action

# GY Outgoing Applications Management by Dean/Chair (1)

My Affairs | Academic Affairs | **Dean's Tasks** | QA Tasks

Course Sections | Courses | Study Plans | Grades Submission | Evaluations | Advisors | **GY Outgoing Applications**

Student Details | Email to Students | Reports | Vacations | Leaves | Fingerprint

Dean's Tasks > GY Outgoing Applications

Filtering Criteria

Student ID:

Name (EN):  First Name (EN)  Second Name (EN)  Third Name (EN)  Family Name (EN)

Name (AR):  الإسم الأول  الإسم الثاني  الإسم الثالث  إسم العائلة

Faculty:  School of Electrical Eng

Department:  All

Major:  All

Application Status:  Status

Application Year:  All

Application Semester:  All

Host University Name:  Status

Search

1. Select an application to review or work on

2. Click the Review button to review it or work on it

GY Outgoing Applications									
Student ID	Name	Faculty	Department	Major	Year	Semester	Host University Name	Application Status	Transcript Data
		School of Electrical Engineering and Information Technology	Computer Engineering Department	Computer Engineering	2020	First	Berlin University	Pending Learning Agreement Review	N.A.

Review | Export

# GY Outgoing Applications Management by Dean/Chair (2)

1. Download the learning agreement, which was uploaded by the student [4], by clicking on the Download button

2. Make a decision regarding the learning agreement

Learning Agreement

Uploaded File:

- learning\_agreement\_20141502035

Learning Agreement Approval

Learning Agreement Approval Status:

Signed Learning Agreement

Uploaded File:

Note

International Office Notes:

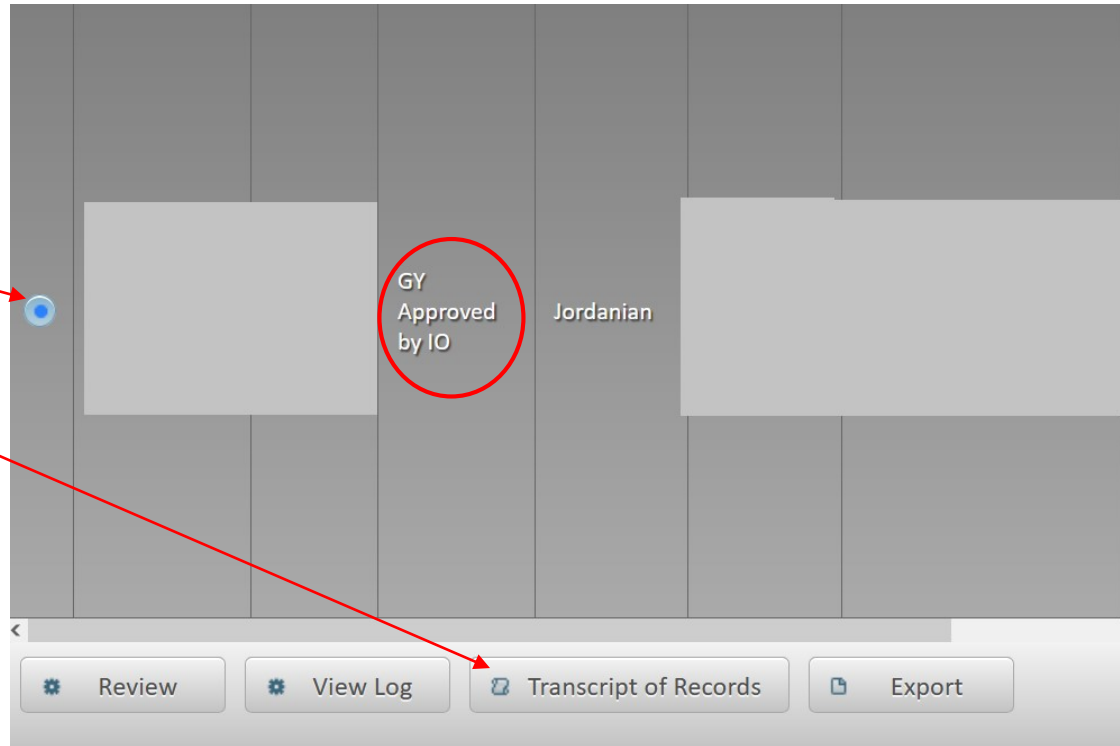
Coordinator Notes:

Student Notes:

3. Click the Submit button when done

# GY ToR Management by IO User (1)

1. Select a GY application with either *GY Approved by IO status*, or *GY Started/Modified Learning Agreement Approved by IO status*
2. Click the Transcript of Records button



# GY ToR Management by IO User (2)

1. Select and then upload the ToR file

Transcript Data  
Status: Pending IO Action  
Uploaded File:  
Upload File  
(Valid file size: 2 MB; Valid file types are zip and pdf.)

Transcript Upload Cancel

Host University Credit Hours Type For All Courses: \* Select One

Failed in all GY courses

Courses									
Code	Name	Description	Language	GY Course Credit Hours	GJU Equivalent Course Code	GJU Equivalent Course Credit Hours	GY Study Year	GY Study Semester	GJU Equivalent Course Category
No records found									
Edit Delete									
+ Add									

Notes

International Office Notes:

Coordinator Notes:

Dean Notes:

Back Submit

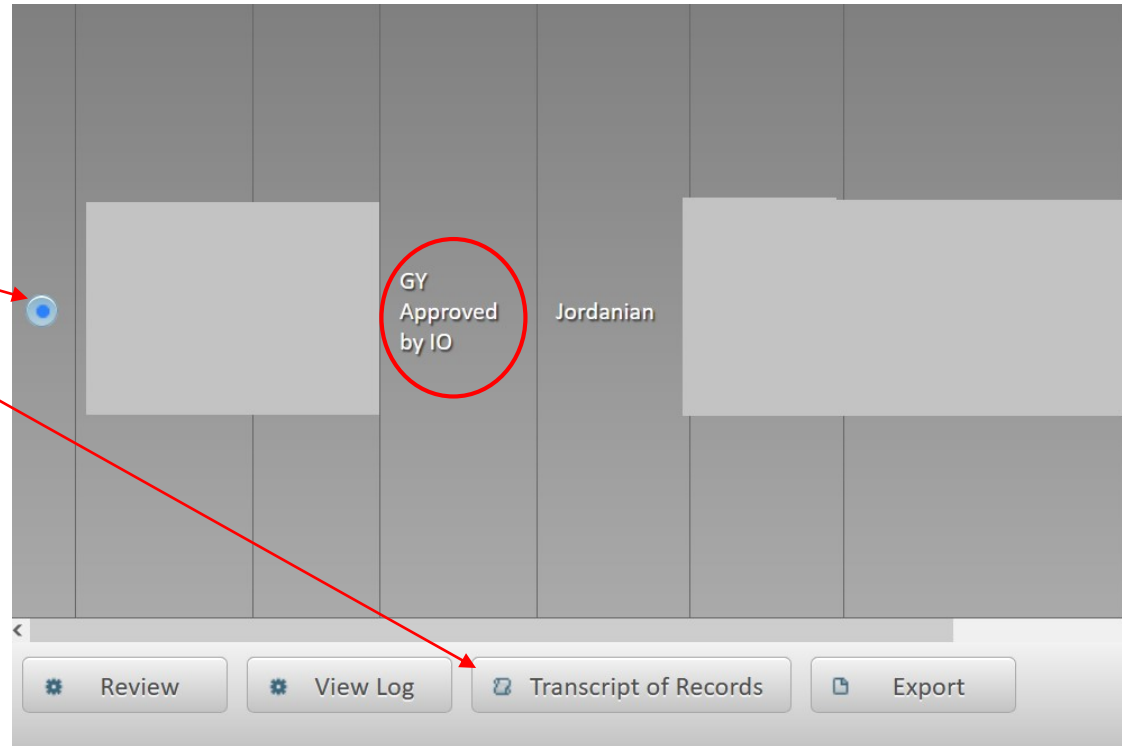
Note: IO user can change the ToR file only if the statuses are *Pending IO Action* or *Rejected By Dean*

2. Click the Submit button

# GY ToR Management by Exchange Coordinator (1)

1. Select an application with statuses *GY Approved by IO* or *GY Started/Modified Learning Agreement Approved by IO*

2. Click the *Transcript of Records* button





# GY ToR Management by Exchange Coordinator (2)

Note: The exchange coordinator can change the information only if the status is **Pending Coordinator Action**

Transcript Data  
Status: Pending Coordinator Action

Uploaded File: **ToR\_20199302111**

Host University Credit Hours Type For All Courses: \*

Failed in all GY courses

Courses										
Code	Name	Description	Language	GY Course Credit Hours	GJU Equivalent Course Code	GJU Equivalent Course Credit Hours	GY Study Year	GY Study Semester	GJU Equivalent Course Category	
No records found										
<input type="button" value="Edit"/> <input type="button" value="Delete"/>										
<input type="button" value="+ Add"/>										

Notes

International Office Notes:

Coordinator Notes:

Dean Notes:

1. Based on the uploaded ToR file, select the **Host University Credit Hours Type**

2. If the student failed in all GY courses, then tick the **Failed in all GY courses** checkbox. Otherwise, click the **Add** button to add GY courses

3. Click the **Submit** button when done

# GY ToR Management by Exchange Coordinator (3)

› Coordination › GY Outgoing Applications › Edit Transcript of Records › Add

## GY Course Information

**GY Study Year:** 2022  
**GY Study Semester:** First  
**Note:** Information about the semester and year of study in Germany from the student's GY outgoing application

**Code: \***   
**Name (EN): \***   
**Name (AR): \***   
**Description:**   
**Language: \***   
**Host University Credit Hours Type:** ECTS  
**Credit Hours: \***   
**Evaluation:** Pass

1. Based on the uploaded ToR file, fill the GY course information

2. Select the GJU equivalent course

3. Select the category

## GJU Equivalent Course Information

**Code: \***   
**Name:** N.A.  
**Credit Hours:** N.A.  
**Category: \***

3. Click the **Save** button when done; or the **Back** button to cancel

# GY ToR Management by Exchange Coordinator (4)

1. Select a GY Course to **Edit** or **Delete**

Host University Credit Hours Type For All Courses: \* ECTS

Failed in all GY courses

	Code	Name	Description	Language	GY Course Credit Hours
<input checked="" type="radio"/>	IIW-AI-6121	Robotik		GER	5

Notes

**International Office Notes:**

**Coordinator Notes:**

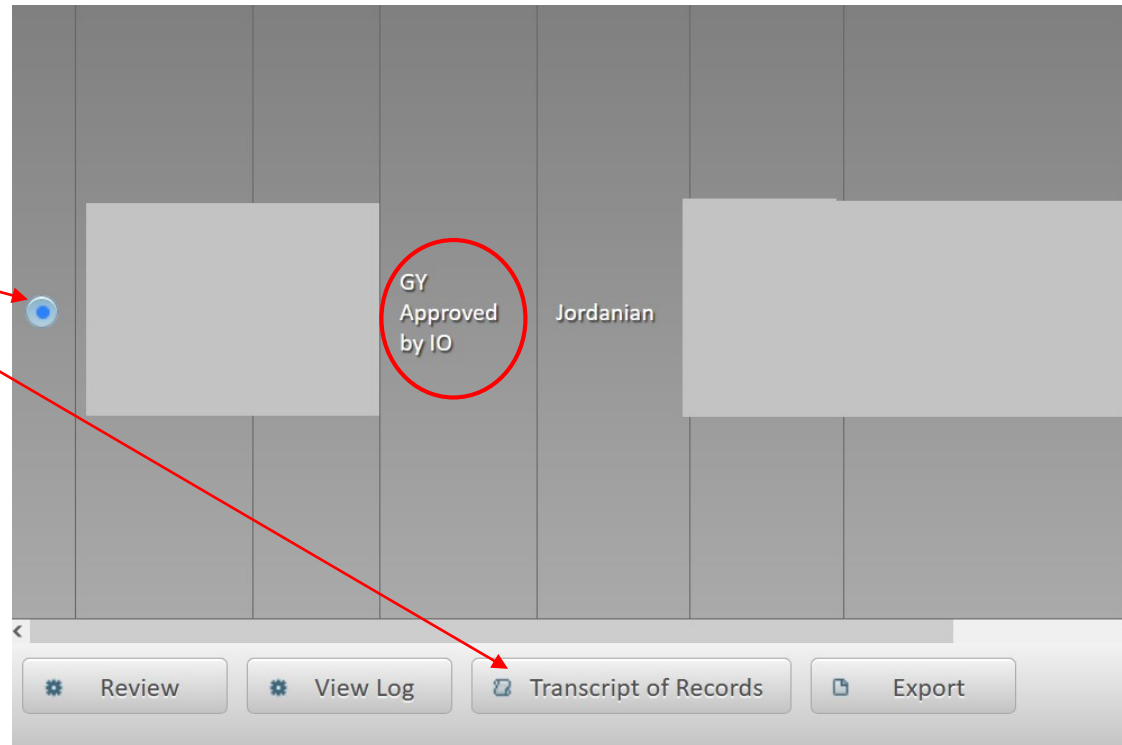
**Dean Notes:**

2. Click the **Submit** button when done

Note: Do not click the Submit button if you still need to add more GY courses

# GY ToR Management by Dean (1)

1. Select an application with statuses *GY Approved by IO* or *GY Started/Modified Learning Agreement Approved by IO*
2. Click the **Transcript of Records** button



# GY ToR Management by Dean (2)

Note: The status should be Pending Dean Action

The dean can Approve or Reject the uploaded ToR file and GY courses

Transcript Data

Status: Pending Dean Action

Uploaded File: • ToR\_20199302111

Host University Credit Hours Type For All Courses: \*

Failed in all GY courses

Courses										
	Code	Name	Description	Language	GY Course Credit Hours	GJU Equivalent Course Code	GJU Equivalent Course Credit Hours	GY Study Year	GY Study Semester	GJU Equivalent Course Category
<input type="radio"/>	IIW-AI-6121	Robotik		GER	5	SFTS101	3	2022	First	Compulsory

Notes

International Office Notes:

Coordinator Notes:

Dean Notes:

# Viewing the GY Outgoing Applications by Registrars

Reports > Registration Reports > GY Outgoing Applications

**Filtering Criteria**

Student ID:

Name (EN):  First Name (EN)  Second Name (EN)  Third Name (EN)  Family Name (EN)

Name (AR):  الإسم الأول  الإسم الثاني  الإسم الثالث  إسم العائلة

Faculty:  All

Department:  All

Major:  All

Application Status:  Status

Application Year:  All

Application Semester:  All

Host University Name:  Status

Search

- [MOHE General Report](#)
- [Admission Report](#)
- [GY Outgoing Applications Report](#)
- [Batch Semester Results Report](#)
- [Advisors Report](#)
- [Advisor Students Report](#)
- [Courses Report](#)



**GY Outgoing Applications**

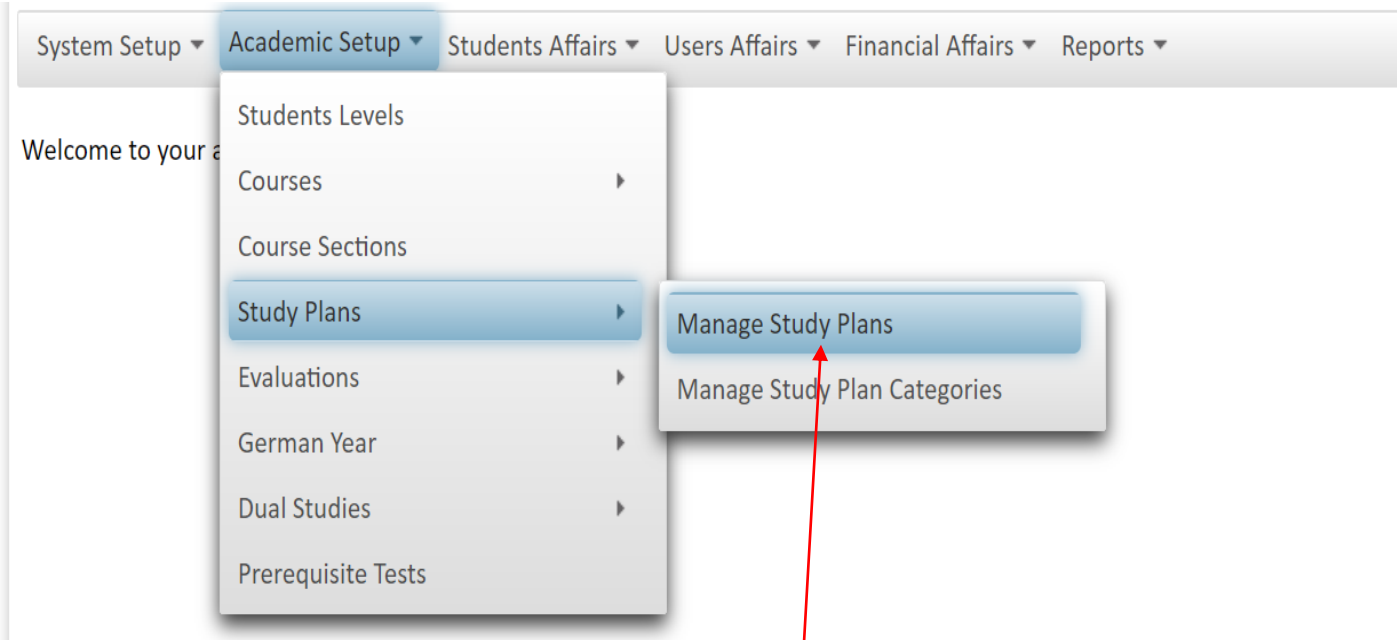
(1 of 1) [Navigation icons]

Student ID	Name	Faculty	Department	Major	Year	Semester	Host University Name	Application Status	Transcript Data
2	Said	School of Electrical Engineering and Information Technology	Computer Science Department	Computer Science	2018	First	Berlin University	Approved	<a href="#">ToR_20131501003</a>
2	Ji	School of Applied Humanities and Languages	Languages Department	German and English for Business and Communication	2018	Second	Bonn University	Approved	N.A.
2		School of Electrical Engineering and Information Technology	Computer Engineering Department	Computer Engineering	2018	Second	Bremin University	Approved	<a href="#">ToR_20152502001</a>
2	alid	School of Electrical Engineering and Information Technology	Computer Engineering Department	Computer Engineering	2020	First	Berlin University	Approved	<a href="#">ToR_20141502035</a>

Review Export



# Defining GY Prerequisite Courses in the Study Plan by Registrars (1)



Click here

# Defining GY Prerequisite Courses in the Study Plan by Registrars (2)

Add/Edit Study Plan -> Sections -> Courses -> Courses Relationships

**Study Plan Courses Relationships**

Filtering Criteria

Plan Section:

Section Type: **Mandatory**      Section Required Credit Hours: **34**      Section Total Selected Hours: **34**

**Courses in Plan Section**

(1 of 2)    < << 1 2 >> > 10

	Course Id	Course Name	Credit Hours	Theoretical Hours	Practical Hours	Pre-requisites	Co-requisites	Status Type	German Year Prerequisite
<input checked="" type="radio"/>	CS201	Discrete Structures	3	3	0	MATH101		Counted	No
<input type="radio"/>	CS212	Object Oriented Programming	4	3	3	CS111	CS2120	Counted	Yes
<input type="radio"/>	CS221	Algorithms and Data Structures	4	3	3	CS201, CS111	CS2210	Counted	No

1. Select the desired course

2. Select Yes or No

3. Click the **Save** button (not shown)

**Note:** By default all the courses in the study plan are not considered as a GY prerequisite.



# Posting GY grades and computing GPA and status by Registrars (1)

**Note:** To be able to **Post** the GY grades to the student transcript and then **Compute** the GPA and status, the GY grades must be **Approved by Dean**.

The screenshot shows a web application interface with a top navigation bar containing the following menu items: System Setup, Academic Setup, Students Affairs, Users Affairs, Financial Affairs, and Reports. The 'Students Affairs' menu is expanded, showing a list of options: Admission, Upload Prerequisite Test Results, Link Students to Study Plan, Student Details, Student Major Transfer, Registration, Withdrawal, Substitute Courses, Grades, Graduation, and Inactive Students Accounts. The 'Grades' option is selected, and its sub-menu is displayed, containing: Course Sections Grades, Post Grades and Compute GPA and Status, Post Incomplete Grades and Compute GPA and Status, and Post GY Grades and Compute GPA and Status. The 'Post GY Grades and Compute GPA and Status' option is highlighted with a blue background. A red arrow points from the text 'Click here' below to this option.

Click here

# Posting GY grades and computing GPA and status by Registrars (2)

1. Select Year

2. Select Semester

System Setup ▾ Academic Setup ▾ Students Affairs ▾ Users Affairs ▾ Financial Affairs ▾ Reports ▾

Filtering Criteria

Year: \* 2021/2022 ▾

Semester: \* Second ▾

Faculty: All ▾

Department: All ▾

Posted GY Grades: All ▾

Computed GY Grades: All ▾

Gy Grade Status: Approved By Dean ▾

Student ID:

GY Course ID:

GJU Course ID:

GY Course Name:

GJU Course Name:

Search

3. Search

4. Select All

5. Post

6. Compute

Post GY Grades and Compute GPA and Status

(1 of 1) 1 2 ▾

<input checked="" type="checkbox"/>	Student ID	Student Name	GJU Course ID	GJU Course Name	GY Course ID	GY Course Name	Gy Grade Status	Computed	Posted
<input checked="" type="checkbox"/>			BM 554	Microprocessor and Embedded Systems	ET210	Digital und Mikroprozessortechnik	Approved By Dean	No	No
<input checked="" type="checkbox"/>			BM541	Biorobotics	IIW-AI-6121	Robotik	Approved By Dean	No	No

Post Gy grades Compute GPA and Status

# Typical Sequence of Steps

IO User	Student	GLC User	Coordinator	Chair/Dean
Manage calendar periods	Submit B1			
Manage host universities and their majors		Approve B1		
	Add application			
Review language courses				
Ask coordinator to review prerequisite courses and field training				
			Review prerequisite courses and field training	
Ask student to select host universities or partner				

# Typical Sequence of Steps (Continued)

<b>IO User</b>	<b>Student</b> Select host universities or partner	<b>GLC User</b>	<b>Coordinator</b>	<b>Chair/Dean</b>
Assign host university				
Ask student to upload learning agreement				
	Upload learning agreement			
Ask coordinator to approve learning agreement				
			Ask school to approve learning agreement	
				Approve learning agreement
Upload signed learning agreement				
Approve application				
Upload ToR file				

# Typical Sequence of Steps (Continued)

IO User	Student	GLC User	Coordinator	Chair/Dean
<b>Submit ToR</b>				
			<b>Add GY Courses for credit transfer</b>	
			<b>Ask Dean to approve GY courses</b>	
				<b>Approve GY courses</b>

# 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.
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4. F. Al-Hawari and O. Al-Sawaer. German year outgoing applications flow in MyGJU for students, 2020.