



## German Year Internships Flow in MyGJU for Administrators

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# Overview

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- ▶ The main objective of this presentation is to demonstrate the German Year (GY) internships flow in MyGJU [1, 2] from the administrators perspective.
- ▶ The following topics will be covered:
  - ▶ User roles & responsibilities
  - ▶ GY internships management process
  - ▶ Managing GY internships by OIL users, coordinators, and deans
  - ▶ Viewing the GY internships by registrars

# User Roles Management

- ▶ Several users have stake in the GY flow (i.e., outgoing applications [3,4] and internships) such as: *students, IO employees, OIL employees, GLC employees, exchange coordinators, registrars, chairs, and deans.*
- ▶ Therefore, additional user roles were introduced in 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 [5] 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 Internships Process		
	<ul style="list-style-type: none"> <li>- Add internship</li> <li>- Enter company information</li> <li>- Specify duration</li> <li>- Upload contract</li> <li>- Upload certificate</li> <li>- Upload report</li> </ul> <p>(see [6] for details)</p>	<ul style="list-style-type: none"> <li>- Validate contract</li> <li>- Request student action</li> <li>- Request school action</li> <li>- Validate certificate</li> <li>- Validate report</li> <li>- Enter acceptance data</li> <li>- Approve/Reject internship</li> </ul>	<ul style="list-style-type: none"> <li>- Approve contract (optional)</li> <li>- Approve certificate</li> <li>- Approve report</li> </ul>
<b>OIL User</b>		<b>Yes</b>	
<b>Student</b>	<b>Yes</b>		
<b>Exchange Coordinator</b>			<b>Yes</b>
<b>Dean</b>			<b>Yes</b>

# GY Internships Management Process

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- ▶ A student can add the information for one or more GY internships, given that he/she **already had an approved GY outgoing application** (see [3,4]).
- ▶ Initially, the student can enter the company information, specify the internship duration, and upload the internship contract for validation by OIL.
- ▶ Next, the designated OIL user validates the contract document and has the option to ask the school (i.e., exchange coordinator and dean) to review and approve the contract.
- ▶ Then, the OIL user asks the student to upload (and hand in) the internship certificate for validation by OIL and approval by the school.
- ▶ Later, the OIL user asks the student to upload (and hand in) the internship report for validation by OIL and approval by the school.
- ▶ If all is fine, the OIL user specifies the internship acceptance information (e.g., whether the internship was done in Germany or not, completion status, credit hours, year, semester) and then approves the internship.

# Typical Sequence of Steps to Approve a GY Internship (Process)

	<b>Student</b>	<b>OIL User</b>	<b>Coordinator</b>	<b>Dean</b>
1	<ul style="list-style-type: none"> <li>- Enter company information</li> <li>- Specify internship duration</li> <li>- Upload contract</li> <li>- Submit internship</li> </ul>			
2		<ul style="list-style-type: none"> <li>- Validate contract document</li> <li>- Ask school to review contract</li> </ul>		
3			Approve contract	
4				Approve contract
5		Ask student to upload certificate		
6	Upload and hand in certificate			
7		<ul style="list-style-type: none"> <li>- Validate certificate document</li> <li>- Ask school to review certificate</li> </ul>		
8			Approve certificate	
9				Approve certificate
10		Ask student to upload report		
11	Upload and hand in report			
12		<ul style="list-style-type: none"> <li>- Validate report document</li> <li>- Ask school to review report</li> </ul>		
13			Approve report	
14				Approve report
15		<ul style="list-style-type: none"> <li>- Enter acceptance information</li> <li>- Approve internship</li> </ul>		

# GY Internships Management by an OIL User (1)

My Affairs Academic Affairs Manager's Tasks Coordination

Student Details Email to Students Language Certificates GY Outgoing Applications **GY Internships**

Coordination > GY Internships

Filtering Criteria

Student ID:

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

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

Faculty: All  Internship Year: All

Department: All  Internship Semester: All

Major: All  Internship Status: Status

Company Name:  Country:

GY Study Year: All

GY Study Semester: All

Search

**GY Internships**

(1 of 1) < << 1 >> >

Student ID	Name	Application Status	Email	Mobile No.	Faculty	Department	Major	Year	Semester
		Approved			School of Electrical Engineering and Information Technology	Computer Engineering Department	Computer Engineering	2020	First
		Contract Uploaded by Student			School of Electrical Engineering and Information Technology	Computer Engineering Department	Computer Engineering	2020	First

Review View Log Export

Contract Uploaded by Student

Pending Contract Review by Coordinator

Contract Rejected by Coordinator

Pending Contract Review by Dean

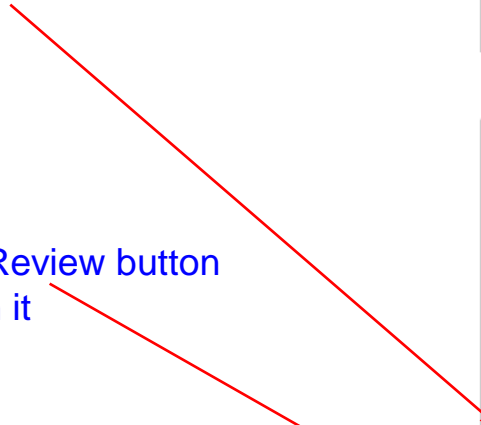
Contract Rejected by Dean

Contract Approved by Dean

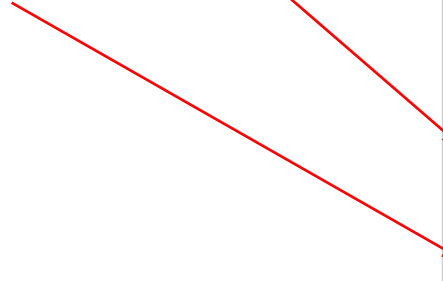
Pending Certificate Upload by Student

Certificate Unloaded by Student

1. Select an internship to work on



2. Click the Review button to work on it



# GY Internships Management by an OIL User (2)

**Company Information**

**Company Name:** \* Intel

**Street/P.O. Box:** \* Berlin Street

**City:** \* Berlin

**ZIP Code:** \* 34567

**Country:** \* Germany

**Website:**

**Contact Person:** \* Mr. Mark

**Email:** \* mark@intel.com

**Phone No.:** \* +962 7774040

**Internship Duration**

**From Date:** \* 01-09-2021

**To Date:** \* 01-02-2022

**Number of Weeks:** 21

**Number of Extra Days:** 6

**Internship Contract**

**Please upload the internship contract below:**

**Uploaded File:**

• contract\_20141502035 ↓ Download - Delete

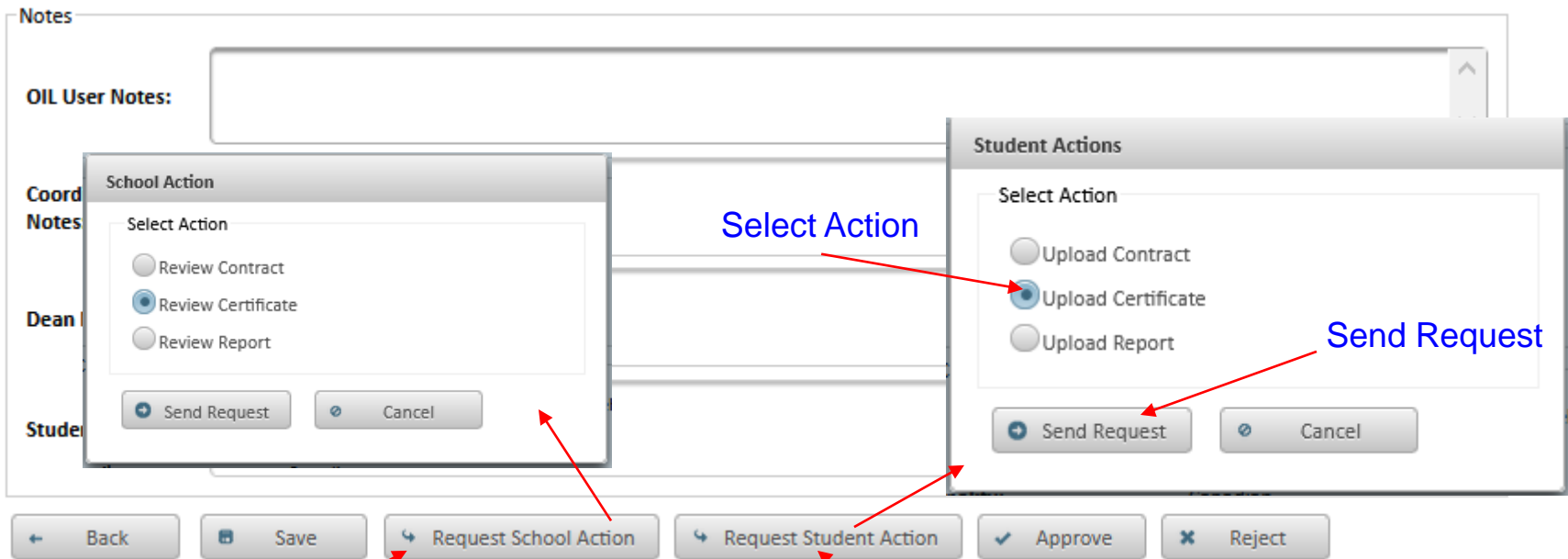
Document verified by OIL

2. Confirm that the document is verified by OIL by ticking this checkbox

1. Click the Download button to view a document to be verified (e.g., a contract)



# GY Internships Management by an OIL User (3)



A) To ask the school (i.e., coordinator and dean) to review a contract, certificate, or report, then click this button

B) To ask a student to upload a contract, certificate, or report, then click this button

# GY Internships Management by an OIL User (4)

**Internship Report**

**When asked to upload the file, please follow these steps:**  
Step 1: Upload the internship report.  
Step 2: Hand in the original copy to the OIL.

**Uploaded File:**

• report\_20141502035

Document verified by OIL

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**Internship Report Approval by School**

**Internship Report Approval Status by Coordinator:** Approved  
**Internship Report Approval Status by Dean:** Approved

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**Internship Acceptance**

**Internship Completion: \*** Yes   
**German Training: \*** Yes   
**Credit Hours: \*** 9   
**Acceptance Year: \*** 2020/2021   
**Acceptance Semester: \*** First

When all documents are approved by school, then specify the acceptance information here

Approve or Reject the internship

# GY Internships Management by an OIL User (5)

My Affairs Academic Affairs Manager's Tasks Coordination

Student Details Email to Students Language Certificates GY Outgoing Applications GY Internships

Coordination > GY Internships

Filtering Criteria

Student ID:

Name (EN):

Name (AR):

Faculty:

Department:

Major:

Company Name:

GY Study Year:

GY Study Semester:

GY Internship Log		
Modified By	Application Status	Modification Date
	Pending	2021-01-31 13:50:20.0
	Pending	2021-01-31 13:50:20.0
	Contract Uploaded by Student	2021-02-19 15:45:01.0
	Pending Certificate Upload by Student	2021-02-19 16:13:16.0
	Certificate Uploaded by Student	2021-02-19 16:25:06.0
	Certificate Uploaded by Student	2021-02-19 16:27:11.0
	Pending Certificate Review by Coordinator	2021-02-19 16:28:26.0
	Pending Certificate Review by Dean	2021-02-19 16:42:38.0
	Certificate Approved by Dean	2021-02-19 17:00:46.0
	Pending Report Upload by Student	2021-02-19 17:01:17.0
	Report Uploaded by Student	2021-02-19 17:07:46.0
	Pending Report Review by Coordinator	2021-02-19 17:08:16.0
	Pending Report Review by Dean	2021-02-19 17:08:44.0
	Report Approved by Dean	2021-02-19 17:09:13.0
	Report Approved by Dean	2021-02-19 17:09:45.0
	Approved	2021-02-19 17:22:21.0

Student ID Name Application Status

Approved

Back

Contract Uploaded by Student

School of Electrical Engineering and Information Technology

Computer Engineering Department

Computer Engineering

2020 First

Review View Log Export

Click the View Log button to see all actions on an internship





# GY Internships Management by Exchange Coordinator (1)

My Affairs Academic Affairs **Coordination**

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

Coordination > GY Internships

**Filtering Criteria**

Student ID:

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

Name (AR):

Faculty:  Internship Year:

Department:  Internship Semester:

Major:  Internship Status:

Company Name:

GY Study Year:  Country:

GY Study Semester:

GY Internships									
(1 of 1)									
Student ID	Name	Application Status	Email	Mobile No.	Faculty	Department	Major	Year	Semester
		Approved			School of Electrical Engineering and Information Technology	Computer Engineering Department	Computer Engineering	2020	First
		Pending Certificate Review by Coordinator			School of Electrical Engineering and Information Technology	Computer Engineering Department	Computer Engineering	2020	First

1. Select an internship to work on

2. Click the Review button to work on it

# GY Internships Management by Exchange Coordinator (2)

**Internship Certificate**

**When asked to upload the file, please follow these steps:**

1. Download the document to be reviewed (e.g., Certificate) as requested by the OIL user

Step 1: Upload the internship certificate.  
Step 2: Hand in the original copy to the OIL.

**Uploaded File:**

- certificate\_20141502035

Document verified by OIL

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**Internship Certificate Approval by School**

**Internship Certificate Approval Status by Coordinator:**

**Internship Certificate Approval Status by Dean:**

2. Approve or Reject the document

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**Internship Report**

**When asked to upload the file, please follow these steps:**

3. Add Coordinator notes here
4. Submit the internship

**Coordinator Notes:**

**Dean Notes:**

**Student Notes:**

**Note 1:** When a coordinator approves a document, it will be automatically forwarded to the Dean for approval

**Note 2:** A rejected document will be sent back to the OIL user to reject the internship

# GY Internships Management by Dean (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 **GY Internships**

Dean's Tasks > GY Internships

Filtering Criteria

Student ID:

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

Name (AR):

Faculty:  Internship Year:

Department:  Internship Semester:

Major:  Internship Status:

Company Name:

GY Study Year:  Country:

GY Study Semester:

**GY Internships**

[1 of 1]

Student ID	Name	Application Status	Email	Mobile No.	Faculty	Department	Major	Year	Semester
		Approved		910	School of Electrical Engineering and Information Technology	Computer Engineering Department	Computer Engineering	2020	First
		Pending Certificate Review by Dean		910	School of Electrical Engineering and Information Technology	Computer Engineering Department	Computer Engineering	2020	First

1. Select an internship to work on

2. Click the Review button to work on it

# GY Internships Management by Dean (2)

## Internship Certificate

**When asked to upload the file, please follow these steps:**

Step 1: Upload the internship certificate.

Step 2: Hand in the original copy to the OIL.

1. Download the document to be reviewed (e.g., Certificate) as requested by the OIL user

Uploaded File:

• certificate\_20141502035

Download

Delete

Document verified by OIL

## Internship Certificate Approval by School

Internship Certificate Approval Status by Coordinator: **Approved**

2. Approve or Reject the document

Internship Certificate Approval Status by Dean: \*

Approve

Coordinator  
Notes:

Dean Notes:

3. Add Dean notes here

Student Notes:

4. Submit the internship

Back

Save

Submit

# Viewing the GY Internships by Registrars

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



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

▸ Academic Setup ▸ [GY Internships](#)

**Filtering Criteria**

Student ID:

Name (EN):

Name (AR):

Faculty:  Internship Year:

Department:  Internship Semester:

Major:  Internship Status:

Company Name:

GY Study Year:  Country:

GY Study Semester:

**GY Internships**

(1 of 1) ◀ ◁ ▷ ▶ 1 ⌵

Student ID	Name	Application Status	Email	Mobile No.	Faculty	Department	Major	Year	Semester	GY Study Year	GY Se
		Contract Approved by Dean		226	School of Electrical Engineering and Information Technology	Computer Engineering Department	Computer Engineering	2020	First	0	

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# References

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1. MyGJU. Available from <https://mygju.gju.edu.jo> [last accessed February, 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 and O. Al-Sawaeer. German year outgoing applications flow in MyGJU for students.
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5. F. Al-Hawari, A. Alufeishat, M. Alshawabkeh, H. Barham, and M. Habahbeh. The software engineering of a three-tier web-based student information system (MyGJU). Computer Applications in Engineering Education, 2017 Mar, 25(2):242-263.
6. F. Al-Hawari and O. Al-Sawaeer. German year internships flow in MyGJU for students.