

## **Rules Concerning the Internship Semester in Germany**

### **First: Internship Obligation**

1. Internships are an obligatory part of GJU's study plans and should be accomplished during the second semester of the student's exchange year in Germany.
  - a. If the student has to do this internship during another than the above mentioned time, the formal approval of the respective Dean is needed.
2. Internships / work placements have to be undergone with industries, companies or institutions.
3. Other work placements are eligible under the condition that they show a serious link to the contents of the relevant study program; typical institutions are laboratories of universities. But these placements need the explicit approval of the respective Exchange Coordinator and Dean.
4. Students have to consider the internship as a real work placement and follow the rules stipulated in the internship contract (stick to office hours, holiday regulations etc.).
5. Students should keep an internship diary (daily work report) and note down the tasks he/she has to fulfill during the internship in order to prepare for the internship report.

### **Second: Internship Duration**

#### **The length of the internship is 20 weeks (minimum)**

In case the student proves that he was not able to find an internship for 20 weeks, the missing time should be compensated according to the "Rules for students who did not finish or failed their obligatory 20 weeks Internship in Germany".

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### Third: Internship Countries

1. Internships with German or international companies in Germany are desirable and have priority.
2. Internships with German or international companies in German or partly German speaking countries will be easily approved (Austria / Switzerland / Luxembourg).
3. Internships with German companies in non-German speaking European countries will be accepted if the respective Dean explicitly approved this internship.
4. Internships with non-German companies in non-German speaking European countries will only be accepted if the President explicitly approved this internship.
5. Internships with German companies in non-European countries could be exceptionally accepted upon recommendation of GJU's Deans' Council and if approved by GJU's President.
6. Internship-applications off this above mentioned framework are generally not approved.

### Fourth: Internship Preparation

1. Students are themselves responsible for the internship placement. All other parties involved are only of supportive nature.
2. Students have to take part in the **internship training seminars** offered by the Office for Industrial Links (OIL) at GJU to receive all necessary information in order to be prepared for their stay in Germany.
3. Students should **prepare the application documents** (CV, cover letter and required certificates) before leaving to Germany.
4. Directly (latest after 2 weeks) upon arrival in Germany **students have to contact the Career Center, the International Office (IO) or German contact professor** at the host university to check the application documents and to inquire about assistance in finding an internship.

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- a. Further assistance is provided by the Project Office in Magdeburg and Office for Industrial Links (OIL) at GJU.
5. **Students have to stay in contact with** the Project Office in Magdeburg and/or the Office for Industrial Links on a regular basis and report on the internship situation continuously. Help by these offices in finding an internship can only be provided if students respond to emails.
6. Directly after the student has received an internship confirmation **company details and internship contract** if available **must be sent to the Exchange Coordinator** at GJU (cc **Office for Industrial Links**) for approval.

#### **Fifth: Required Internship Documents**

##### **1. Internship Certificate:**

The company should provide the student with an official signed and stamped certificate (**Praktikumszeugnis**) that includes:

- a. The logo and name of the company and the name of the supervisor
- b. Personal information on the intern, internship duration, description of internship tasks, and the evaluation of the intern's performance

The language of the certificate could be either German or English.

The original certificate and three hard-copies should be delivered by the student to the Office for Industrial Links (OIL) at GJU. The original will be returned to the student.

The company can also send the original certificate by post:

Mailing address: German Jordanian University, Office for Industrial Links, P.O.Box: 35247, Amman, 11180 Jordan

##### **2. Internship Report:**

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The report should be written according to the GJU Internship Report Instructions.  
The report should be signed and stamped by the company.

In case the student was not able to finalize the report during the internship a soft copy could be sent electronically (scan) to the company/institution, be signed, stamped, scanned, and then returned to GJU.

Students should deliver the signed and stamped report (and a second hard copy) to the **Office for Industrial Links (OIL)** at GJU. (Additional hard copies might be required by the school).

The **Office for Industrial Links** will send the internship documents to the respective **Exchange Coordinator** for approval. If the report is not approved by the **Exchange Coordinator**, i.e. does not fulfill the required standard, the student has to rewrite it in order to be accepted.

### 3. Delivery of Documents

After the student finishes the German Year the internship certificate and report should be handed in within two months of the next semester.

#### Sixth: Rules for students who did not finish or failed their obligatory 20 weeks internship in Germany \*

All students have to spend ONE FULL ACADEMIC YEAR in Germany (**1st semester + 2nd semester + summer semester**) OR (**2nd semester + summer semester + 1st semester**).

Those students who do not stay one full academic year in Germany are not allowed to register ANY courses at GJU or start their internship in Jordan, as long as they are supposed to be in Germany.

If the student failed to complete his/her internship in Germany the following rules (Dean's Council decision number 300/2013) will be applied:

If the student **failed to find an internship** in Germany (for whatever reason) **or fulfilled up to less than 5 weeks of work only, and then came back to Jordan**, s/he needs to complete a **(30) - weeks-period** of internship with a company in Jordan or elsewhere.

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The student will **get a fail for the internship** in Germany on his transcript.

The student needs to register and pay for **(12)** credit hours at GJU for the internship in Jordan or elsewhere.

After completing the internship, the student will get a pass for the **(12)** credit hour internship in Jordan or elsewhere.

If the student fulfilled **(5) weeks up to less than 10 weeks** of work in the internship in Germany, and then came back to Jordan, s/he **needs to repeat the full (20) -weeks-period** of internship with a company in Jordan or elsewhere.

The student will get a **fail for (9)** credits for the internship in Germany on his transcript and a pass for **(3) credits**.

The student needs to **register and pay for (9)** credit hours at GJU for the internship in Jordan or elsewhere.

After completing the internship, the student will get a **pass for the (9)** credit hour internship in Jordan or elsewhere.

If the student completed **(10) weeks up to less than (15) weeks** s/he needs to finish the internship by doing another internship for the duration of **(12) weeks** with a company in Jordan or elsewhere.

The student will get a **pass for (6)** credit hours internship in Germany on his transcript and a **fail for (6)** credit hours.

The student needs to **register and pay for (6)** more credit hours at GJU for the internship with a company in Jordan or elsewhere.

**After completing** the internship, the student will get a pass for the remaining **(6)** credit hour internship in Jordan or elsewhere.

If the student completed **(15) weeks up to less than (20) weeks** s/he needs to finish the internship by doing another internship for the duration of **(6) weeks** with a company in Jordan or elsewhere.

The student will get a **pass for (9)** credit hour internship in Germany on his transcript and a **fail for (3)** credit hours.

The student needs to **register and pay for (3)** more credit hours at GJU for the internship with an international company in Jordan or elsewhere.

**After completing** the internship, the student will get a **pass for the remaining (3)** credit hour internship in Jordan or elsewhere.

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If the student goes back to Germany (or a German speaking country) to conduct or finish the internship there, then it will be considered as a continuation of his/her first internship.

All internships that will be done in Jordan or elsewhere need to be approved by the Dean of the respective School and the Head of the Office for Industrial Links.

The place and duration of the internships will be reflected on the transcript.  
Any case that will not follow the above mentioned rules will go to the Dean's Council.

Appendix: Table 1

Internship duration in Germany		Number of weeks required for an internship out of Germany	Number of credit hours the student has to register for	Number of credits hours failed or passed
1	NO internship (0 up to less than 5 weeks)	30 weeks	12 cr. hr.	Fail 12 Pass 0
2	5 weeks up to less than 10 weeks	20 weeks	9 cr. hr.	Fail 9 Pass 3
3	10 weeks up to less than 15 weeks	12 weeks	6 cr. hr.	Fail 6 Pass 6
4	15 weeks up to less than 20 weeks	6 weeks	3 cr. hr.	Fail 3 Pass 9

\* Germany or countries according to the agreed upon "Internship Countries" (as in Third)