



JACOBS  
UNIVERSITY

## Admission and Enrollment Policy

<b>Version</b>	<b>Decision</b>	<b>Details</b>	<b>Valid as of</b>
Version v1	Academic Board 2016-08-24	Complete Document	2016-09-01
Version v2	Academic Board 2017-08-29	Complete Document	2017-09-01

## Admission and Enrollment Policy

Subject to compliance with The Bremer Higher Education Act (BremHG) these policies constitute the version which will become valid at Jacobs University starting September 1<sup>st</sup>, 2017.

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## 1. Admission Requirements

Admission to Jacobs University is possible for:

Bachelor and Master programs, PhD degrees, pre-degree- and executive/trainee certificate programs.

Jacobs University reserves the right not to grant admission even if applicants formally fulfill the admission requirements. Admission at Jacobs University cannot be claimed by legal action.

Admission requirements for the different levels are as follows:

### 1.1 Bachelor Programs

The admission requirements for studies leading to a Bachelor degree as defined by the Higher Education Act of the City State of Bremen, namely by §33 apply in analogy.

For international students (§33 (1) 5. BremHG) the following specific rules apply:

German language proficiency is not required, instead all applicants need to submit proof of English proficiency. Jacobs University accepts common international university entrance tests such as SAT, ACT or TestAS.

For any student who has acquired the right to study at a university in the country where she/he has acquired the higher education entrance qualification Jacobs University accepts the common international university entrance tests as a replacement of the entrance examination (Hochschulzugangsprüfung, §33 (3b) BremHG).

Applicants who have a subject-related entrance qualification (fachgebundene Hochschulreife) may be admitted only to respective studies programs.

### 1.2 Pre-degree Programs

The admission requirements for all pre-degree programs are in analogy to the admission requirements for Bachelor programs with the following exception: The requirement to submit a common international university entrance test is waived.

### 1.3 Master Programs

The admission requirements for studies leading to a Master degree are defined by the Higher Education Act of the City State of Bremen, namely by §33 (6). Students with a subject-related undergraduate degree may be admitted to graduate studies unrelated to their previous degree based on assessment procedures defined by the respective program handbook. Any further admission requirements for Master programs are specified in the respective program handbooks and on the university website.

Applicants who meet the admission requirements are admitted to a specific Master program or to a specific master course.

Students willing to transfer to another program must submit a new application. Upon approval by the Dean and the program coordinator of the Master program the student may be admitted to the Master program he or she has applied for. As a rule, a transfer is only possible until October 1 of each Fall semester.

## 1.4 PhD Studies

Prerequisite for the enrollment as a PhD student is a completed Master degree (or equivalent). Fulfillment of the requirements is evaluated formally, as well as academically by the university. If the formal requirements are fulfilled, the final decision on acceptance lies with the prospective PhD Advisor.

Students already holding a PhD degree cannot apply for PhD studies leading to a PhD degree of the same denomination.

The admission letter may include information on requirements that the PhD student needs to fulfill within a defined period of time after the enrollment as a PhD student in order to be allowed to continue and finish his/her PhD degree at Jacobs University.

In exceptional cases students holding a Bachelor degree may be admitted directly to PhD studies (Grundständige Promotion). Applications must be submitted by the potential PhD Advisor. Admission criteria are as follows:

1. Applicants have to be among the best 10% of their study program.
2. Applicants must submit a scientific transfer document, e.g., a publication. The nature of this transfer document is determined by the Dean based on a recommendation of the prospective PhD Advisor.
3. Applicants must pass an oral examination in the respective research field evaluated by a committee consisting of the Dean of the respective focus area as well as two faculty members of the respective research field. The prospective PhD Advisor is not a member of this committee but may direct recommendations for potential members to the Dean.
4. The committee decides on the scope of the oral examination, but as a rule it should not exceed 60 minutes.
5. The committee may decide that the candidate has to attend additional courses, research seminars, or colloquia to improve the candidate's knowledge necessary for the PhD project.

## 1.5 Executive/Trainee certificate programs

The admission requirements for executive degree and certificate programs including trainee certificate programs are as follows:

- a. Executive degree programs:  
Applicants must have completed a university degree and have an employment history in a related field.
- b. Executive/Trainee certificate programs:  
Applicants must have an employment history in a related field.

## 2. Enrollment

Enrollment is achieved, according to the provision of the Higher Education Act of the City State of Bremen (§34 BremHG) by registering for Bachelor programs, Master programs, pre-degree, executive/trainee certificate programs or PhD studies.

Bachelor- and Master- as well as students in pre-degree and executive/trainee certificate programs enroll for the Fall semester. In exceptional justified cases, enrollment for the Spring semester is possible. In general, students who arrive more than three weeks after the beginning of the semester will not be allowed to enroll at Jacobs University for that academic year, except in exceptional and justified cases. PhD students as well as executive/trainee certificate program participants may enroll at any time during the academic year.

For all student categories the provisions of §36 (4) BremHG are replaced by the necessity to submit a formal proof of English proficiency. In exceptional cases this requirement may be waived.

All students remain enrolled for the entire regular study period (Regelstudienzeit) unless they meet or fail their graduation requirements prematurely. As a rule the regular study period for PhD studies is three years. PhD students must register and must remain enrolled at Jacobs University throughout their PhD studies.

Enrollment as a part-time student is possible for executive/trainee certificate programs and PhD students under certain conditions. Students willing to enroll part-time must direct an application to the Dean.

Double enrollment is only possible for students who, in addition to their enrollment at Jacobs University, are enrolled at another non-German university. This may be the case for exchange students from non-German universities.

In case of cooperation contracts between Jacobs University and another German university for the conduct of joint degree programs, an enrollment as guest student (Neben- oder Gasthörer) at the partner university is possible.

## **2.1 Prerequisites for Enrollment**

Prerequisites for enrollment as a student are:

1. Fulfillment of the admission requirements as listed in (1)
2. Submission of proof of English proficiency (see 2)
3. Payment of all fees according to the Fees Regulation of Jacobs University
4. Proof of health insurance
5. Proof of primary residence

## **2.2 Impediments of Enrollment**

Applicants will not be enrolled if they:

1. Fail to fulfill the admission requirements as listed in (1)
2. Are enrolled at another German university
3. Fail to submit the necessary documentation for enrollment
4. Fail to enroll in time for the fall semester

## **2.3 Revocation of Enrollment**

Enrollment of students will be revoked in case the student pretended to fulfill the enrollment prerequisites but has in fact not fulfilled the enrollment prerequisites.

## **3. Re-enrollment**

Students who have been disenrolled but have not finished their studies may apply for re-enrollment.

### **3.1 Bachelor and Master Programs**

Re-enrollment is granted on the basis of the policies valid at the time of the student's re-enrollment. Re-enrollment in the same program in which a student was previously enrolled cannot be guaranteed. Students who have not completed the regular study period of six (for Bachelor programs) or four (for Master programs) subject semesters will in general be granted re-enrollment. Conditions under which a re-enrollment is no longer possible are defined in "Disenrollment" (6). The application for re-enrollment will be processed by the Dean, the student's former Academic Advisor, the Study Program Coordinator of the program the student is applying to, and a member of the Student Records Office. The university reserves the right to require documentation beyond the standard application for re-enrollment (e.g. medical confirmations, financial plan). The committee

may invite further university members (e.g. College Coordinators, Counselors) if deemed appropriate.

An application for Financial Aid from Jacobs University for students will be processed independently from the application for re-enrollment. Students re-enrolled to the university have to pay the costs for the first semester after re-enrollment, as well as any outstanding balance on their account, before they can continue their studies. Financial aid is available for the expected study period (Regelstudienzeit) including the semesters the student was enrolled at Jacobs University before his/her re-enrollment.

### **3.3 PhD Studies**

PhD students who have been disenrolled from Jacobs University but have not yet finished the degree to which they have originally been admitted to may apply for re-enrollment. The final decision rests with the Dean after consultation with the PhD advisor.

## **4. Extension of Studies**

Students who are not able to finish their studies within the regular study period (Regelstudienzeit) of the respective program must formally apply for an extension of studies to remain enrolled. The application will be discussed and decided upon by the Dean, the student's Academic Advisor, the Program Coordinator and the Student Records Office. Jacobs University reserves the right to not approve the application for an extension. In this case the student will have to leave the university without a degree. Financial consequences of an extension of studies are regulated in the rules and regulations of Student Financial Services.

### **4.1 PhD Studies**

PhD students who are not able to finish their studies within the regular study period (Regelstudienzeit) must formally apply for an extension of studies to remain enrolled. The application will be discussed and decided upon by the Dean and the student's supervisor. Jacobs University reserves the right to not approve the application for an extension. In this case the student will have to leave the university without a degree.

## **5. Leave of Absence**

As a rule, a leave of absence may be granted by the Student Records Office for a maximum period of two semesters and after the completion of at least one semester of studies. Maternity- and/or parental leave periods do not count towards this maximum period and may also be granted in the first semester. In exceptional cases, e.g., if there are special requirements by study programs, students may be granted a leave of absence already in the first semester. These exceptions are regulated by the program handbooks.

In general, during a leave of absence, no study achievements can be obtained and no credits may be transferred towards the degree at Jacobs University. Exceptions to this rule are possible during maternity- and/or parental leave. Semesters in which students are on a leave of absence do not count towards their subject semesters.

## **6. Disenrollment**

In general disenrollment takes effect at the end of the respective semester. Students may be disenrolled at any time upon request.

Students are also disenrolled in case:

1. They successfully complete their studies
2. They definitively fail their studies
3. They don't fulfill the enrollment requirements
4. They severely breach the Code of Academic Integrity
5. They severely breach the Code of Conduct
6. They fail to apply for an "extension of studies" after having completed the regular study period (Regelstudienzeit).

In cases of disenrollment due to reasons outlined under points (2), (4) and (5), re-enrollment is not possible.

## **7. Guest- and Visiting Students**

### **7.1 Guest Students**

Students who are enrolled at any other German university may be registered as guest students. As a rule this registration should not exceed one semester except in justified cases. Registration as a guest student is not an enrollment as described in (1, 2, 3).

### **7.2 Visiting Students**

Students who are enrolled at any non-German university may be registered as visiting students for a defined period of time, usually for up to two semesters. Students who register as visiting students receive full student status as described in (1, 2, 3). All credits and study achievements are transferrable.

### **7.3 Exchange Students**

Students who are enrolled at any non-German partner university (exchange partners) may be registered as exchange students for a defined period of time, usually for up to two semesters. Students who register as exchange students receive full student status as described in (1, 2, 3). All credits and study achievements are transferrable.

## **8. Pre-degree Students**

Participants in pre-degree programs are admitted and enrolled as defined in (1.4, 2) and receive full student status.

## **9. Executive/Trainee Certificate Students**

Participants in executive/trainee certificate programs are enrolled as defined in (1.5) and receive full student status. Students in executive and trainee certificate programs will be enrolled according to the provisions of §58 Higher Education Act of the City State of Bremen.

## **10. Legal Provisions**

Students who wish to file a complaint against the rules and regulations set forth in paragraphs 3 (re-enrollment), 4 (extension of studies) and 6 (disenrollment) may contact the Committee on Examination and Standing.