



JACOBS
UNIVERSITY

Policies for Bachelor Studies

Version	Decision	Details	Valid as of
Version 0	Academic Board 2015-09-02	Complete document	2015-09-02
Version 1	Academic Board 2016-08-24	Major revision of complete document	2016-09-01
Version 1.1	Academic Board 2016-12-13	Adjustment of 4.5 (Pass Option) and 4.6 (Reassessment Option)	2017-02-01
Version 2	Academic Board 2017-08-29	Major revision of complete document	2017-09-01
Version 2.1	Academic Senate 2018-08-29	Preamble added Qualification Aims added Excuse Policy (3.12) AP/Transfer/Non-Academic Achievements (3.13) Special Needs (5.3) Maternity Leave (5.4)	2018-09-01
Version 3	Academic Senate 2019-08-28	Complete Document	2019-09-01
Version 3.1	Academic Senate 2019-12-18	Module Assessment (I.6.2) Assessment Types (II.)	2019-12-18
Version 3.2	Academic Senate 2020-01-29	III. 1 Scheduling of Written Examinations; III. 4 Excuse from Academic Obligations	2020-02-01

Contents

I. General Terms	4
I.1 Scope of these Policies	4
I.2 Changing these Policies	4
I.3 Qualification Aims	4
I.4 Standard Study Period and Graduation Requirements	4
I.5 Definitions	5
I.5.1 Study Program Chair (SPC)	5
I.5.2 Module Coordinator	5
I.5.3 Instructor of Record (IoR)	5
I.5.4 Academic Advisor	5
I.5.5 Academic Terms	6
I.6 Modules and ECTS Credit Points	6
I.6.1 Module Structure	6
I.6.2 Module Assessment	6
I.7 Registration and Syllabi	6
I.7.1 Registration	7
I.7.2 Module Syllabi	9
I.8 General Program Structure	9
I.8.1 Internship	9
I.8.2 Study Abroad	10
I.8.3 Majors and Minors	10
II. Assessment Types	11
II.1 Written Assessments	11
II.2 Oral Assessments	11
II.3 Practical Examinations	12
II.4 Project Assessment	12
II.5 Bachelor Thesis	12
III. Assessment Procedures	13
III.1 Scheduling of Written Examinations	13
III.2 Incomplete Module Work	13
III.3 Failed Modules	14
III.4 Excuse from Academic Obligations	14
III.5 Exceptional Module Replacements	14
III.6 Pass Option	16
III.7 Grading	16
III.8 Advanced Placement, Transfer Credits, and Non-Academic Achievements	16
III.8.1 Advanced Placement Credits	16
III.8.2 Transfer Credits	18
III.8.3 Non-Academic Achievements	18
III.8.4 Language Modules	18
III.8.5 Audit	19
III.8.6 Further Modules Area	19
IV. Degree Certificates	20

IV.1 Diploma.....	20
IV.2 Diploma Supplement.....	20
IV.3 Final transcript.....	20
V. Administrative Details.....	21
V.1 Committee on Examinations and Standing (Widerspruchsausschuss)	21
V.2 Graduation Ceremony	21
V.3 Students with Special Needs.....	21
V.4 Maternity- and Parental Leave.....	22

Disclaimer:

These policies are subject to compliance with Bremer Higher Education Act (Bremisches Hochschulgesetz - BremHG). Changes to these policies are possible under the provision of 1.2 "Changing these Policies".

I. General Terms

I.1 Scope of these Policies

These policies are the general examination regulations (Rahmenprüfungsordnung). They apply to all study programs leading to a Bachelor of Science or Bachelor of Arts degree. In addition to these general policies, all Bachelor programs have individual program-specific regulations. The program-specific examination regulations are included in each Study Program Handbook. Every Bachelor program has an individual program handbook for each of its cohorts.

The modules of all Bachelor programs are listed in a module handbook. The module handbook contains module data sheets that include module descriptions, aims, intended learning outcomes, functions, components, ECTS credits, and pre-requisites.

In cases of conflict, the Policies for Bachelor Studies at hand apply.

I.2 Changing these Policies

The Academic Senate decides upon changes of the Policies for Bachelor Studies.

I.3 Qualification Aims

During their Bachelor studies students

- acquire an understanding of the content and methodology of the respective academic field and become familiar with the principles of scientific work;
- gain knowledge on the current state of research in the respective field of study and develop the ability to adequately address relevant scientific and technical problems;
- learn to reflect on scientific problems in their different contexts and to be able to assess them independently;
- address societal, political, ecological and economical challenges and acquire skills to actively engage in their societies;
- focus on an international context;
- learn general educational contents and gain key occupational skills in order to enter the labor market or continue their education in graduate schools.

I.4 Standard Study Period and Graduation Requirements

Undergraduate studies at Jacobs University comprise pre-degree and undergraduate study programs.

Bachelor programs consist of a predefined set of modules that need to be passed in

order to graduate. Upon successful completion of a Bachelor program (i.e., after meeting all necessary graduation requirements), students are awarded a Bachelor of Arts (BA) or a Bachelor of Science (BSc) degree. A student may complete the requirements for a Bachelor program at any time during the academic year.

The regular study period for the Bachelor degree is six semesters (Fachsemester) with a total of 180 ECTS credit points, unless a different standard study period is defined in the program handbook of the study program. A list of Bachelor programs offered and the respective degrees awarded by Jacobs University is published on the university website.

In general, pre-degree programs last one year. During these programs, students may earn credit points for future undergraduate studies as defined in the program-specific handbooks.

I.5 Definitions

1.5.1 Study Program Chair (SPC)

Each study program has its own SPC. The SPC is responsible for the academic coordination of the study program as well as for the module description to be accurate and current. The SPC is by default Module Coordinator and can delegate this responsibility to another faculty member.

1.5.2 Module Coordinator

The Module Coordinator supervises a module and is responsible for its content and conduct. For modules consisting of only one module component, the Module Coordinator also carries out the role of Instructor of Record (IoR). If the Module Coordinator is an external lecturer with time constraints or other limitations of capacity, the SPC can serve as Module Coordinator or delegate the responsibility to another faculty member.

1.5.3 Instructor of Record (IoR)

The Instructor of Record teaches the module or module component and is responsible for developing its content (syllabus), for assignments, and grades. As a rule, the IoR holds a doctorate degree in a module-relevant field. Sufficient practical experience in the respective industry preferably on an executive level can substitute a PhD if approved by the Dean.

1.5.4 Academic Advisor

Upon enrollment, every student is assigned to a faculty member for academic advising. Students may change their Academic Advisor.

1.5.5 Academic Terms

At Jacobs University, the academic year is divided into a fall semester including a separate January intersession period and a spring semester. Mandatory modules can be scheduled during the intersession period. Therefore, students are expected to be present during the intersession if they have to attend mandatory modules relevant for their studies. As a rule, classes and examinations are scheduled from Monday to Friday. However, students should be prepared to attend extraordinary Saturday sessions and examinations. Specific dates and deadlines are published in the official Academic Calendar.

1.6 Modules and ECTS Credit Points

1.6.1 Module Structure

All Bachelor programs are organized in modules. A module is a formally structured teaching unit with a coherent and explicit set of learning outcomes and assessment criteria. Students are awarded academic credit through achieving the learning outcomes for a module. The number of credits assigned to a module is based on the estimated notional learning hours. Typically, 5 to 7.5 ECTS credit points are assigned to a Bachelor module. The Bachelor thesis, which usually covers 15 ECTS and typically includes a seminar, is exempt from this norm. Further exception regulations are defined in the individual program-specific handbooks.

One ECTS credit point is equivalent to 25 hours of student workload. A student earns 30 credit points per semester on average. Justified deviations are possible and specified in the respective program handbook.

Modules are characterized as mandatory, mandatory elective or elective. Module-specific details are defined in the individual module descriptions.

1.6.2 Module Assessment

As a rule, modules finish with a single module examination. In exceptional cases, modules may use a combinatorial assessment as long as learning objectives, methods and the assessment are adequately aligned (e.g. if a module has a practical and a theoretical component). In case of combinatorial assessment, the module grade is derived from the weighted average of the individual grades of the assessments. The module grade is recorded in the transcript.

Details of the module examination are defined in the module data sheet and in the mandatory study and examination plans of the respective study programs.

In exceptional cases, it is possible to define module achievements

(“Studienleistungen”) as a pre-condition to be admitted to the module assessment. Module achievements must be defined in the module description. In case module achievements are graded, these grades are only counted towards fulfilment of the module achievement but they are not included in the module grade.

Module achievements are set and scheduled by the Instructor of Record. Students who fail to complete the module achievements during the semester are offered an opportunity to enhance the module achievement, generally before the final exam. Missed final examinations due to the non-completion of pre-conditions are not deemed as failed.

For modules that finish with a single module examination, the IoR may allow for bonus achievements (e.g., homework assignments, quizzes), as an option for students to monitor learning objectives during the semester. Bonus achievements (nature, number, grading and compensation in case of illness) must be clearly defined in the syllabus and must be communicated prior to the first session of the module. Bonus achievements can solely be used as feedback and to improve the grade of an already passed module examination by typically 0.33 but not exceeding 0.67 grade points. They may neither impair the grade nor be pass-relevant. Receiving the highest mark of 1.00 must be possible without bonus achievements. Bonus achievements are only valid for the first attempt of a module examination.

Examination results are published in the integrated campus management system (CampusNet). Students have the right to obtain access to their examination files upon request.

I.7 Registration and Syllabi

1.7.1 Registration

Every semester, students must register for the modules relevant for their Bachelor program. Registrar Services publishes the deadlines for registration each semester. The university reserves the right to cancel a module if less than 5 students have registered for it.

If a student is not formally registered for a module, no grades and credits can be awarded for that module, even if the student completes the work for it. If a student is formally registered for a module, the Module Coordinator must provide a result for that student at the end of the semester even if the student has not participated in the module.

Modules may have pre-requisites (previously passed modules) that must be fulfilled before registration. Additionally, they may have co-requisites (modules taken in the same semester) which require students to register in parallel to one or more associated

module(s).

The Instructor of Record (IoR) may exempt students from the pre- or co-requisite requirement.

In general, students have the opportunity to change their study plan by dropping and/or adding modules during a period of two weeks after the beginning of classes. The drop/add deadline is published each semester in the Academic Calendar.

1.7.2 Module Syllabi

A syllabus must be published for each module component before the start of registration in any given semester. This contains the topic of the module component sessions and specifies, if applicable, the basic literature to be consulted for these sessions. The syllabus contains specifications of the requirements, the grading details, and the learning outcomes.

1.8 General Program Structure

The structure of each study program has two components: program-specific modules (CHOICE Modules, CORE Modules, Specialization Modules, Internship, Bachelor Thesis Module, and Skills/Methods Modules) and general education modules (Language Modules and Triangle Area Module/Society Impact Project).

Program-specific Modules (total 135 or 150 ECTS Credits):

- 45 ECTS Credits from CHOICE Modules
- 45 ECTS Credits from CORE Modules
- 15 ECTS Credits from Specialization Modules
- 15 ECTS Credits for the Bachelor Thesis Module
- 15 or 30 ECTS Credits for the Internship Module

General Education Modules (total 30 or 45 ECTS Credits):

- 0 or 15 ECTS Credits for Triangle Area Module/Community Impact Project
- 10 ECTS Credits from Language Modules
- 20 ECTS Credits from Methods/Skills Modules

In justified cases, study programs can decide to expand the internship from 15 ECTS to a full-semester internship with 30 ECTS. As a rule, study programs with a 30 ECTS internship do not require students to take modules in the Triangle Area/Society Impact Project.

The general requirements stated above are complemented by the specific regulations included in the study program handbooks. The graduation requirements for preparatory study programs (degree and non-degree) offered at Jacobs University can be different and are stated in the respective study program handbooks.

1.8.1 Internship

The Internship module requirement for students includes a mandatory internship, which must be related to the respective area of study, taking place in any company, university, research institution, organization or start up worldwide. Jacobs University as an employer for this mandatory internship will in general not be accepted. Instead of an

internship students may apply for the Jacobs University StartUp-Option.

The minimum duration of the internship is two months in full-time. The criteria for successfully completing the internship requirement are listed in the module description and include participation in professional skills courses and events (career fair, internship presentations, etc.), active participation in the internship, the submission of a written internship report or poster presentation as well as a supervisor's reference letter. Information about the internship will be listed on the transcript. Further regulations issued by the Career Service Center apply.

1.8.2 Study Abroad

Students have the option to spend a semester at one of Jacobs University's partner institutions. Courses recognized for study abroad credits need to be pre-approved according to the Jacobs University study abroad procedures issued by the International Office, carry the equivalent of at least 22.5 ECTS credits in total and be related to the respective study program. The selection of modules/courses needs to be approved by the Academic Advisor, Study Program Chair and Registrar Services in the course of the study abroad application.

1.8.3 Majors and Minors

All undergraduate study programs at Jacobs University Bremen, with the exception of preparatory study programs, are eligible for a major as well as a minor.

Students may change their selected major until the beginning of the second year of study, provided they have met the first year requirements of the new major.

Students pursuing a minor must pass at least 15 ECTS credits from advanced level (CORE or Specialization) modules in the subject of the minor that are not used as mandatory modules in the graduation requirements of their major. Prerequisites for these advanced level modules must be met. The requirements for a minor including advanced level and prerequisite modules must not exceed 30 ECTS credits in total.

Study program handbooks must state whether and how a minor option is accessible within the 180 ECTS credits of regular workload for a Bachelor's degree.

II. Assessment Types

Assessment types include written assessments, oral assessments, practical assessments, project assessments, as well as the Bachelor theses.

Any type of assessment may be conducted electronically or complemented by electronic and online assessment and submission elements. This includes computerized testing in a test center, video interviews, online/electronic submission and other formats which use electronic systems and/or devices. For computerized assessments, student will be offered an introduction to the system used to familiarize themselves with it.

Team projects may be applied in all examination forms other than written examinations. In such cases, the IoR must clearly indicate the method of determining credit for the participants in the team. Such a method provides that the contributions of the individual team members be clearly identifiable and therefore gradable.

II.1 Written Assessments

A written examination is a supervised, in-class assessment testing the students' competences. Each student produces answers to given questions, selects answers in multiple choice questionnaires or produces tasks in written form with no auxiliary resources except for those explicitly approved by the IoR. A written examination lasts between 60 and 180 minutes, usually reflecting the overall workload (ECTS) of that module. In general, Instructors of Record conduct and proctor examinations. In exceptional cases Registrar Services may organize additional proctors centrally (e.g., for final exams with high numbers of participants).

A term paper is a literary analytic, speculative, or interpretative composition on a chosen or assigned theme or subject, usually in prose according to previously specified requirements. The student produces the term paper individually. Different forms of term papers include project reports and essays.

A laboratory report describes the preparation, performance, and the results of empirical research according to previously specified requirements.

A poster presentation focuses on the poster as a medium for communication. It may be augmented by oral explanation or a Q&A period with the examiner.

II.2 Oral Assessments

An oral examination is an assessment whereby the examiner poses questions to one or more students and each student produces answers in spoken form. Oral examinations

require the presence of a qualified observer in addition to the examiner. The observer holds an academic degree in the field of the module question of at least one level above the current degree of the student. He/she records in writing every answer given during the examination and submits these minutes for inclusion in the student's examination file. An oral examination lasts between 15 and 45 minutes per student.

A presentation is a formal talk about a topic, theme or project. It is generally performed in front of an audience using media to support the speech and may include a discussion period.

II.3 Practical Assessments

A practical examination is an assessment of the practical skills of a student, for example in research-related modules. Practical examinations require the presence of a qualified observer in addition to the examiner. The observer holds an academic degree in the field of the module of at least one level above the current degree of the student. The observer minutes the examination and submits these minutes for inclusion in the student's examination file. A practical examination can be an individual or a group assessment and lasts between 15 and 45 minutes.

II.4 Project Assessments

A project assessment refers to the comprehensive evaluation of a coherent set of activities that all relate to a particular topic or task ("project") such as planning, progress, presentation in one or more modality, etc.

II.5 Bachelor Thesis

In order to graduate, students have to submit a Bachelor thesis of 12 ECTS credit points. The thesis is written under the guidance of a Jacobs University faculty member (thesis supervisor).

The cover page of the Bachelor thesis needs to show the title, the university's name, the month and year of submission, the name of the student, and the name(s) of the reviewer(s) (thesis supervisor and, if applicable, second reviewer). Furthermore, the thesis needs to contain the official Jacobs University declaration on authorship signed by the student that the thesis is independent work and has not been handed in elsewhere.

The electronic version of the Bachelor thesis must be uploaded to a plagiarism check platform defined by the university. Any source code or data supplementing a Bachelor thesis must be submitted electronically with the electronic version of the Bachelor thesis.

The Bachelor thesis is graded by the thesis supervisor and, if applicable, the second

reviewer. As a rule, the second reviewer must be a Jacobs University faculty member or an external expert holding a PhD degree in the respective field.

The Bachelor thesis is graded according to the Jacobs University grading scheme that is published on the Jacobs University website. Reviewers agree on a single numerical grade.

If the thesis does not meet the requirements, the reviewer(s) has the possibility to grant the student the right to revise the thesis and resubmit it within three months.

Students must submit the Bachelor thesis on or before their last day of enrollment. Specific deadlines are specified in the Academic Calendar. If they cannot complete their thesis within the last semester of enrollment, they must apply for an extension of studies (see Admission and Enrollment Policy, section 4) in order to stay enrolled.

III. Assessment Procedures

III.1 Scheduling of Written Examinations

In general, written examinations are held at the end of the semester during the university's official final examination period as specified in the Academic Calendar. Registrar Services centrally plans the examination schedule and assigns the dates, times, and rooms for examinations to be held. Students with special needs have the right to request suitable exam arrangements (see section V.3. Students with Special Needs). No student is required to take more than two final module examinations on any given day. Students who would have more than two examinations on a single day may ask to be officially excused from all but two examinations.

For each examination one make-up is offered. Written make-up exams are centrally scheduled by Registrar Services for students who either failed the original examination or were officially excused (see section III.4. - Excuse from Academic Obligations). A further possibility to re-sit the examination will be given during the subsequent official module examination, normally in the following year. In this case it is possible to attend the classes of the module again. If students wish to do so, they may request to be registered for this module as auditors. In case a failed or missed (official excuse) module is not offered it may be replaced by a different module (see section III.5. - Exceptional Module Replacement).

III.2 Incomplete Module Work

In exceptional cases, students may request a temporary incomplete grade for any module for which they are currently registered. This is indicated by an "I" on the initial

grade report. An “I” is assigned only in cases where a student receives permission from the IoR to turn in module work after the end of the semester. The IoR may communicate a grade penalty for late submission if applicable.

An incomplete “I” will also be assigned if a student is officially excused for a grading component. In this case no grade penalty will be imposed. The modalities for completion of the module in these cases is regulated in section III.4. Excuse from Academic Obligations.

The student must fulfill the missing requirements within the given deadline for submitting incomplete module work published in the Academic Calendar, whereupon the IoR will convert the “I” to a grade.

If the missing requirement is not fulfilled by the deadline, the instructor will assign the lowest possible grade for this grading component and issue the grade for the module accordingly.

III.3 Failed Modules

For modules with one assessment type, the module is ultimately failed if the written examination required for passing the module is failed three times (first attempt plus two make-up exams). For all modules with other assessment types, the IoR or SPC may allow for a maximum of one resubmission or make-up exam.

Modules with more than one assessment component (Modulteilprüfungen) are failed if the weighted average of the percentage grades is lower than 45% (corresponding to a numerical grade of 4.67 or lower). In that case, all assessment components need to be repeated provided a repetition is possible. Modules that consist of more than one graded module component (Modulkomponentenprüfungen) are failed if one of the assessments of a module component is failed. In that case, the assessment that has been passed does not need to be repeated.

If a mandatory module is ultimately failed, the Bachelor degree of the study program will not be granted. Unless the student continues in a different major the student will be disenrolled.

III.4 Excuse from Academic Obligations

Students may be excused officially by Registrar Services from taking examinations or from attending mandatory class/lab sessions for the following reasons only:

Illness or personal emergency: Illness must be documented with a sick certificate issued by a qualified physician. This certificate needs to verify the date and time of the in-person visit occasioned the confirmation that the student is unable to fulfill his/her academic obligation (either attend class/lab or take the examination). The university reserves the right to request a second medical opinion. Other emergencies must be

appropriately documented in writing. Sick certificates and documentation for personal emergencies must be submitted to Registrar Services by the third calendar day from the beginning of illness/of the emergency. These three days include the first day of the illness/of the emergency. If the third calendar day is a Saturday, Sunday or a public holiday, the deadline is extended to the next working day. If students submit a sick certificate after the deadline, an excuse may be issued, when applicable, only for the submission date and the two calendar days preceding it. Predated or backdated sick certificates – i.e., when the visit to the physician takes place outside of the documented sickness period – will be accepted provided that the visit to the physician precedes or follows the period of illness by no more than one working day.

Clashes with other mandatory academic obligations: If it is not possible for students to attend an examination because it clashes with another mandatory academic requirement, students are entitled to be officially excused from the examination. Excuses due to excursions in mandatory modules will be sent out by Registrar Services as early as possible after the drop/add period each semester. Students who cannot participate in an examination because they are studying abroad or are on internship have to notify Registrar Services at least two weeks before the start of the examination period.

Regardless of the reason for their absence, students must inform the IoR and Registrar Services before the beginning of the examination or class/lab session that they will not be able to attend.

Failure to complete a module will lead to a continued incomplete of the module until the missing requirements are fulfilled or definitively failed. Students who are not officially excused will receive a failing grade for the exam.

Students who go on an optional excursion or participate in events of importance to the university may ask Registrar Services to issue a recommendation for an excuse. Requests for recommendations must be made via email well in advance of the event or the class trip. The decision whether to excuse the student rests with the IoR.

III.5 Exceptional Module Replacements

In exceptional cases, e.g., if a module is no longer offered, mandatory modules or mandatory electives may be replaced by other modules. The latter have to fulfill a similar function in the curriculum and a written request about such replacement needs to be filed. The request needs to be first approved by the SPC and subsequently by the Dean.

III.6 Pass Option

Students may request, upon consultation with the Academic Advisor for the grade of one passed CHOICE or Methods/Skills module (up to 7.5 ECTS) to be excluded from the calculation of the GPA and to be replaced by a 'P' (for pass) on the transcript under the following conditions and limitations:

No more than one Pass Option may be applied during the entire undergraduate degree program. The Pass Option may not be applied on a failed module or on the Bachelor thesis. The Pass Option can be applied at any point before graduation, but for all internal grade-based evaluations the actual grade in the module will be considered.

Once applied, the Pass Option cannot be reverted into a grade or reassigned to a different module.

III.7 Grading

Modules and module components at Jacobs University are graded by the Instructors of Record on the basis of a percentage scheme. The percentages are converted to a numerical module grade. The university website lists the respective grading tables.

A module is passed with a 4.33 numerical grade or better. ECTS credit points are awarded as soon as the module is passed.

Registrar Services calculates the cumulative grade point average (GPA). All modules in which the student received a grade (except for modules in the Further Modules Area) are included in the calculation of the cumulative GPA weighted by credits.

In general, the deadline for submitting final grades for the fall semester is end of January, for the spring semester end of June, or a workday close to these dates as specified in the Academic Calendar.

In addition to modules that are required for graduation students may register for further modules. Credits obtained in these modules do not count towards the credits needed for graduation and are not included in the calculation of the cumulative GPA but appear on the transcript. In case a student successfully completes more modules than required for graduation, the additional modules may be moved to the Further Modules Area.

III.8 Advanced Placement, Transfer Credits, and Non-Academic Achievements

Jacobs University awards ECTS credit points for Advanced Placement (AP), Module Transfer, and Non-Academic Achievements.

III.8.1 Advanced Placement Credits

Advanced Placement (AP) credits may be awarded for academic competences acquired outside of formal university-level module work. Advanced Placement credit is

conditional on a demonstrated level of competence equivalent to a university-level module regularly offered at Jacobs University. Not all Jacobs University modules are eligible for Advanced Placement. For more details, students should contact the responsible Instructor of Record and their Study Program Chair. Faculty may request students applying for Advanced Placement to pass a formal written examination, which should generally be offered during the first two weeks of classes. If the student has already registered for a module, he/she can in principle only apply for AP credits for that particular module and withdraw from the module within the drop/add period. Once modules are taken at Jacobs University, they may not be replaced by Advanced Placement credits. Language modules are generally excluded from Advanced Placement.

AP credits recognized by Jacobs University are designated on the transcript as being Advanced Placement modules (AP). In such a case, no grade is assigned.

III.8.2 Transfer Credits

Transfer credits may be awarded for academic module work completed at another university or institution of higher education (e.g., for transfer students or for study abroad). To apply for the recognition of transfer credits, students must submit the Transfer Credit Form, the module syllabi, and an official transcript indicating the modules taken to Registrar Services. Upon recommendation of the Faculty from the respective field of study, Registrar Services rules on the acceptance of transfer credits.

Module work completed at other institutions is eligible for transfer credits at Jacobs University if the qualification to be recognized does not differ significantly in content, intended learning outcomes, scope, academic level or quality from the modules offered at Jacobs University. A refusal to transfer credits must be reasoned by Jacobs University. Language modules in the languages taught at Jacobs University are accepted if taken at other universities or at our partner institutes. Credits acquired for languages other than those offered at Jacobs University are transferred if issued by a partner university of Jacobs University.

For module work completed prior to enrollment at Jacobs University, students must apply for recognition of transfer credit points during their first semester at Jacobs University. Students who transfer a significant number of credits may be treated as “Transfer students” and be placed into a higher semester of their study program.

For module work completed elsewhere while being enrolled at Jacobs University (i.e., during the semester breaks or study abroad), students must apply for recognition of transfer credit within one semester after the achievement.

III.8.3 Non-Academic Achievements

Non-academic competences acquired outside of the higher education system may be recognized for up to half of the credits provided for the modules offered, provided that the acquired knowledge and skills are equivalent in content and level to the modules they are intended to replace. Equivalence is given if the content, scope, and requirements essentially correspond to those of the intended study program at Jacobs University, to which the credits are to be applied. Students must apply for the recognition of Non-Academic Achievements during their first year of study.

III.8.4 Language Modules

All study programs taught in English contain mandatory German language modules. Students who meet the required German proficiency level (e.g. native speakers) need to select modules in another language offered at Jacobs University. Program-specific regulations are defined in the respective program handbook. Students must take a placement test before registering for the appropriate language proficiency level. They

may, at their own risk, take language modules half a level higher than the one in which they have been placed according to the placement test.

III.8.5 Audit

Students may register for modules as auditors. It is at the discretion of the Instructor of Record to allow auditing of the module and specify the conditions for auditing. Audited modules are not graded and do not receive credit points, they do not fulfil any degree requirements. These modules will appear on the transcript with the indication that the module was audited.

III.8.6 Further Modules Area

In addition to module that are required for graduation students may register for further module. Credits obtained in these modules do not count towards the credits needed for graduation and are not included in the calculation of the cumulative GPA but appear on the transcript.

IV. Degree Certificates

Upon graduation and after completing the formal checkout, every student will receive the following final documents:

IV.1 Diploma

The diploma states the name and date of birth of the degree holder, the degree and program, and the date of the conferral of the degree. The diploma carries the seal of Jacobs University and is signed by the President of the university and the Dean responsible for undergraduate studies. Pre Degree students receive a certificate instead of a diploma.

IV.2 Diploma Supplement

The diploma supplement conforms to the guidelines of the Kultusministerkonferenz (KMK) and provides more detailed information about the university and the specific program of study. It also includes the final GPA, the date of the conferral of the degree and, if applicable, further special achievements.

IV.3 Final transcript

The final transcript lists all modules a student has taken at Jacobs University, including the grades of the individual modules. It also lists the semester GPA for each semester of study, the cumulative GPA for the entire study, the Bachelor thesis title and grade, the date of the conferral of the degree, and, if applicable, further special achievements. The transcript is signed by two staff members of Registrar Services and carries the seal of the University.

V. Administrative Details

V.1 Committee on Examinations and Standing (Widerspruchsausschuss)

The Committee on Examinations and Standing is an academic body that decides on official appeals by students in matters such as academic examinations, extension of studies, re-enrollment (see Admission and Enrollment Policy), as well as other complaints regarding examinations or academic standing that could not be solved otherwise. The committee is an independent appeals board, which acts according to the policies of the university. It is a non-public body. Its decisions are binding. The committee consists of the following members with voting rights. A substitute may be appointed to deputize for a member.

- one Dean for undergraduate education
- one Dean for graduate education
- one faculty member from each focus area
- one member of research and teaching staff
- one undergraduate student
- one graduate student

V.2 Graduation Ceremony

A student who wants to receive his/her diploma during graduation ceremony must submit his/her Bachelor thesis by the deadlines specified in the Academic Calendar.

A student who wants to participate in the graduation ceremony before having completed all graduation requirements does a so-called “walkthrough”. In order to be eligible for a walkthrough, the student must provide written confirmation of his/her thesis supervisor and/or the respective Instructor(s) of Record that he/she is expected to finish all graduation requirements no later than August 31 of that academic year. As a rule, the confirmation must be submitted to Registrar Services at least two weeks before the graduation ceremony.

V.3 Students with Special Needs

The rules and provisions of the “General Act on Equal Treatment” (Allgemeines Gleichbehandlungsgesetz - AGG) apply. Students with special needs should be able to complete their studies and examinations under conditions equivalent to those of any other student. To this end, as far as possible all study- and examination-related offers are designed to be barrier-free. Students with special needs are entitled to special

arrangements during their studies, during study organization and design as well as during examinations. In particular, consideration must be given to study- and examination-related effects, e.g., the need for special aid or assistance, and the provision of study and examination conditions in a form other than the intended organization. The academic requirements for study- and examinations achievements will not be affected. Students with special needs may apply for individual arrangements prior to any examination at Registrar Services using the corresponding form. If candidates can document, that they are not able to take an examination wholly or partially in the offered form because of continued or permanent illness or disability, special arrangements are provided for. These may include a prolongation of the examination duration, the assignment of an individual room or a different design of the examination. The individual requirements must be registered with Registrar Services in advance. The submission of a medical certificate and/or disabled person card may be required.

V.4 Maternity- and Parental Leave

It is possible to make use of the protection periods according to the Maternity Protection Act (MutterSchutzGesetz - MuSchG), as amended, and in accordance with time limits for the parental allowance and parental leave (Bundeselterngeld- und Elternzeitgesetz - BEEG), as amended. When granting a leave of absence as well as calculating leave periods the provisions of § 40 BremischesHochschulgesetz concerning the period of maternity - or parental leave apply. Taking examinations during maternity- or the parental leave is possible, despite leave of absence. However, make-ups of examinations are not mandatory during the leave period.