



JACOBS  
UNIVERSITY

## Policies for Bachelor Studies

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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 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 regulations are included in each Study Program Handbook. Every Bachelor program has an individual program handbook for each of its cohorts.

The modules of each Bachelor program are listed in the respective program handbook. The program handbook contains module data sheets that include module descriptions, aims, intended learning outcomes, functions, components, ECTS credit points, 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**

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. A list of Bachelor programs offered and the respective degrees awarded by Jacobs University is published on the university website.

## **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 of all modules of the program 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 including the summer break. 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.

## **I.6 Modules and ECTS Credit Points**

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 points through achieving the learning outcomes for a module. The number of credits assigned to a module is based on the estimated notional learning hours. One ECTS credit point is equivalent to 25 hours of student workload. All programs are designed on a framework of 60 ECTS credit points per year (30 ECTS credit points per semester).

Typically, 5 to 7.5 ECTS credit points are assigned to a Bachelor module. The Bachelor thesis/seminar module, which covers 15 ECTS credit points is exempt from this norm. Further exception regulations are defined in the individual program-specific handbooks.

Modules may consist of a single module component (single-component module) or may be composed of two or more module components (multi-component module). Module components can be taught, assessed, and re-assessed by different instructors. They can each be assigned work load and ECTS credit points and can each be individually transferrable.

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

## **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 and/or module component, no grades and credit points can be awarded for that module, even if the student completes the work for it. If a student is formally registered for a module and/or module component, 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.

Students can only select module components as separate courses if the module component is assessed with a module component examination.

Students cannot select module components that do not finish with a module component examination. In this case, they are required to take the entire module (all components).

If a student takes a single module component, the module component should be added to the transcript with the Jacobs numerical grade (converted from the percentage grade), with the same module component number/name as the original component.

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 and/or module components 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 is consistent with the module description and delivers further specifications of the requirements, the grading details (e.g. bonus achievements), and the learning outcomes of the module component.

## **1.8 General Program Structure for Bachelor Programs**

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 Big Question Modules/Community Impact Project).

*Program-specific Modules* (total 135 or 150 ECTS credits points):

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

*General Education and Methods/Skills Modules* (total 30 or 45 ECTS credit points):

- 0 or 15 ECTS credit points for Big Question Modules/Community Impact Project
- 10 ECTS credit points from Language Modules
- 20 ECTS credit points from Methods/Skills Modules

In justified cases, study programs can decide to expand the internship from 15 ECTS credit points to a full-semester internship with 30 ECTS credit points. As a rule, study programs with a 30 ECTS credit point internship do not require students to take modules in the Big Question/Community Impact Project.

The general requirements stated above are complemented by the specific regulations included in the study program handbooks.

### ***1.8.1 Internship***

The Internship module requirement for Bachelor 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***

Bachelor 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 credit points 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***

In general, Bachelor study programs at Jacobs University Bremen, 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 credit points from advanced level (CORE or Specialization) modules in the subject of the minor that are not used as mandatory or mandatory elective 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 credit points in total.

Study program handbooks must state whether and how a minor option is accessible within the 180 ECTS credit points of regular workload for a Bachelor's degree. Study programs can exclude the option for their students to pursue a minor. This is then defined in the study program handbook.

## **II. Assessment Types**

Assessment types include written assessments, oral assessments, practical assessments, project assessments, as well as for Bachelor programs 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 assessment 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 credit points) 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 thesis and the thesis supervisor must be registered at the

beginning of the semester at the add/drop deadline.

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 General Administration of Module Examinations**

Students registered for a module and/or its module components are by default registered for corresponding module or module component examinations. The Instructor of Record of a module and/or module component is responsible for conducting the respective assessments.

As a rule, modules at the Bachelor level finish with a single module examination. In exceptional justified cases, more than one assessment per module is possible as long as learning objectives, methods and the assessment types are adequately aligned.

Details of the module examination are defined in the module description and in the mandatory study and examination plans of the respective Bachelor study programs. In

exceptional cases, it is possible to define module achievements (“Prüfungsvorleistungen”) as a condition to be admitted to the module examination. 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 do not affect the module grade.

Module achievements are set and scheduled by the Instructor of Record in the Syllabus. Students who fail to complete the module achievements during the semester are offered an opportunity to enhance the module achievement, generally before the first regular examination is due. Students who fail to complete module achievements by the end of the semester must repeat the corresponding module and/or modules component.

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

The responsibility for general administration of module examinations rests with the Dean.

### **III.2 Scheduling of Examinations**

In general, the examination periods and submission deadlines are 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 examination arrangements (see section V.3. Students with Special Needs). No student is required to take more than two 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 a first time slot (at the end of the lecture period) and a second time slot (in the intersession/summer break) are offered. The second time slot applies to students who either failed the original examination, applied a withdrawal option (see Section III.5), or were officially excused (see section III.6. - Excuse from Academic Obligations). Further possibilities to re-sit the examination will be given during the subsequent official module examinations, normally in the following years.

In case a failed or missed (official excuse) module examination is part of a module and/or module component which is no longer offered, and Make-up examinations cannot be provided, the regulation for exceptional module replacements apply (See Section III.7).

### **III.3 Incomplete Modules and/or Module Components**

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 in cases where a student receives permission from the IoR to submit assignments after the end of the semester. The IoR may communicate a grade penalty for late submission if applicable. They are set and defined by the IoR in the Syllabus.

An incomplete “I” will also be assigned if a student is officially excused for an assessment or has withdrawn from it (see III.5 Withdrawal Option). The modalities for completion of the module in these cases are regulated in Section III.6. Excuse from Academic Obligations.

The student must fulfill the missing requirements within the given deadline for submitting incomplete module assignments 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 assignment and issue the grade for the module accordingly.

#### **III.4 Grading, Passing and Failing of Modules**

Modules and/or module components at Jacobs University are graded by the Instructors of Record on the basis of an integer percentage scheme.

It is possible to assess more than one module with a single examination. In this case the assessed modules are assigned the same grade.

Single-component modules usually have a module examination which consists of a single assessment with assigned percentage grade.

For multi-component modules with single module examination, the assessed module components are assigned the same grade.

For multi-component modules in which each module component has a separate examination, the grade in each module component must be 45% or higher to pass the module; the percentage grade of the module is then determined by the ECTS credit-weighted average of the percentage grades of the individual module components.

For modules and/or module components with a module examination that consists of a single assessment, the IoR may allow for bonus achievements (e.g., homework assignments, quizzes), as a formative assessment. 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. Bonus achievements may improve the percentage grade of a passed module by typically 5 but not more than 10 percentage points. They may neither impair the grade nor be pass-relevant. Receiving the highest grade of 100% must be possible without bonus achievements. Bonus

achievements are only valid for the first attempt of a module or module component examination.

The final percentages are converted to a numerical module grade (1.00–5.00). The university website lists the respective grading tables. The module grades are recorded on the transcript.

A module is passed with a numerical grade of 4.33 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 that count towards the 180 ECTS credit points of the intended degree are included in the calculation of the cumulative GPA weighted by ECTS credit points.

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. Credit points obtained in these modules or module components do not count towards the credit points needed for graduation and are not included in the calculation of the cumulative GPA but appear on the transcript.

If a module or module component is failed in a first attempt, corresponding to a grade of 44% or lower, it can be repeated two times. For single-component modules with one assessment, this assessment needs to be repeated. For single-component modules that have more than one assessment, each assessment needs to be repeated. For multi-component modules where each module component has a separate assessment, only the assessment for the module components with a grade of 44% or lower will be repeated.

In case a failed or missed (official excuse) module examination is part of a module and/or module component which is no longer offered, and Make-up examinations cannot be provided, the regulation for exceptional module replacement apply (see section III.7. - Exceptional Module Replacement).

If a module or module component is failed three times (first attempt plus two repetitions), it cannot be repeated and is ultimately failed. If a mandatory module or module component cannot be repeated, 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.5 Withdrawal Option**

Students may withdraw from one written examination per semester. In this case the student is considered officially excused from this attempt. The attempt is not counted towards the three available attempts. Withdrawal can only be applied to the written examination scheduled in the first regular examination period after the lecture period of the semester in which the student is registered for the course for the first time. The request must be submitted to Registrar Services by the last day before the start of the examination period. Registrar Services will inform the Instructor(s) of Record and the Academic Advisor of the student. Once requested, the withdrawal cannot be retracted and no more withdrawals can be requested for the same semester.

### **III.6 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.7 Exceptional Module Replacements**

In exceptional cases, e.g., if a mandatory or mandatory elective module is no longer offered, modules and/or module components may be replaced by other modules and/or module components. 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.8 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 Bachelor 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.9 Advanced Placement, Transfer Credits, and Non-Academic Achievements**

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

#### ***III.9.1 Advanced Placement Credits***

Advanced Placement (AP) credits may be awarded for academic competences acquired outside of formal university-level module and/or module components. 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.9.2 Transfer Credits***

Transfer credits may be awarded for academic modules and/or module components (courses) 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 and/or module components taken to Registrar Services. Upon recommendation of the Faculty from the respective field of study, Registrar Services rules on the acceptance of transfer credits.

Modules and/or module components completed at other institutions are 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 modules and/or module components 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 modules and/or module components completed elsewhere while being enrolled at Jacobs University (i.e., during the semester breaks or study abroad), students must apply for recognition of transfer credits within one semester after the achievement or

during their first semester at Jacobs University.

### ***III.9.3 Non-Academic Achievements***

Non-academic competences acquired outside of the higher education system may be recognized for up to half of the credits required for the respective degree. The acquired knowledge and skills must be equivalent in content and level to the modules and/or module components 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.9.4 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.9.5 Audit***

Students may register for modules as auditors with the exception of practical courses and / or excursions. It is at the discretion of the Instructor of Record to allow auditing of the module and/or module component and specify the conditions for auditing. Audited modules and/or module components are not graded and do not receive ECTS credit points. Upon request by the student, successful audits can be certified if the IoR approves that the conditions for auditing have been met.

### ***III.9.6 Further Modules Area***

In addition to modules that are required for graduation students may register for further modules and/or module components. Credits obtained in these modules do not count towards the credit points needed for graduation and are not included in the calculation of the cumulative GPA, and may not be used for any other degree component such as for a minor.

## **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.

### **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, examinations are not mandatory during the leave period.