

Policies for Bachelor Studies

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Disclaimer:

Subject to compliance with Bremer Higher Education Act (BremHG) these policies constitute the final version which is valid for all Bachelor study programs starting September 1, 2015 at Jacobs University and supersede the preliminary version from September 2015. Changes to these policies are possible under the provisions of 1.2 “Changing these Policies”.

Policies for Bachelor Studies

1. About these Policies

1.1 Scope of these Policies

These policies are valid for the entire domain of Bachelor studies at Jacobs University, with certain adjustments for preparatory programs as outlined in the respective handbooks. In addition to these policies, individual Bachelor study programs have study program-specific regulations. In cases of conflict, the policies for Bachelor studies apply.

1.2 Changing these Policies

Changes of the policies for Bachelor studies are decided upon by the Academic Board.

2. Definitions

2.1 Bachelor Studies

Bachelor studies at Jacobs University comprise undergraduate study programs that are organized in undergraduate modules, undergraduate courses and all other components of undergraduate study programs.

2.2 Bachelor Study Programs, Degrees and Certificates

The curricula of Bachelor study programs are based on the General Study Program Structure of Bachelor study programs at Jacobs University (please see 5.1). Upon successful completion of a Bachelor study program (i.e., when meeting all necessary graduation requirements), students are awarded a Bachelor of Arts (B.A.) or a Bachelor of Science (B.Sc.) degree. The list of Bachelor study programs offered by Jacobs University and the Degrees awarded is published in Appendix I.

2.3 Bachelor Modules

Bachelor study programs are structured in modules. In general, modules consist of at least two courses. Completed modules receive a module grade. Successfully completed modules are awarded ECTS credits.

2.4 Student

For the purpose of these policies, a student is someone who is enrolled in a Bachelor study program, a preparatory program, or the Exchange/Visiting program at Jacobs University.

2.5 ECTS Credit Points

One ECTS credit point is equivalent to 25 hours of student workload.

2.6 Study Program Coordinator

Every Bachelor study program has a Study Program Coordinator. The Study Program Coordinator carries the responsibility for the academic coordination of the study program on campus.

2.7 Academic Advisor

Every student is assigned to a specific faculty member within the respective study program or Focus Area for academic advising. Students may change their Academic Advisor.

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2.8 Study Program Handbook

Every Bachelor study program has a study program handbook. The study program handbook contains the study program-specific graduation requirements, including a reference to the Policies for Bachelor Studies.

2.9 Module Handbook

Undergraduate modules 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.

2.10 Academic Terms

At Jacobs University, the academic year is divided into a Fall semester and a Spring semester. The January Intersession belongs to the Fall semester. Mandatory courses can be scheduled for the Intersession period. Therefore, students are expected to be present during the Intersession, if they have to attend mandatory courses relevant for their studies. Classes and Exams are usually scheduled from Monday to Friday. Students should be prepared to also attend extraordinary Saturday sessions and exams. Specific dates and deadlines are published in the official Academic Calendar.

3. Admission and Enrollment

3.1 Admission

Admission to Jacobs University follows predefined admissions procedures and is regulated in the Admission and Enrollment Policies.

3.2 Enrollment

Enrollment is achieved, according to the provision of the Higher Education Act of the City State of Bremen §34, by registering for a Bachelor study program after successful admission. Further prerequisites and impediments for enrollment are listed in the Admission and Enrollment Policies. Bachelor students and students in preparatory programs enroll for the Fall semester. In exceptional and 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.

All students remain enrolled for the entire expected study period unless they graduate earlier.

3.3 Leave of Absence

As a rule, leave of absence may be granted by the Student Records Office for a maximum period of 2 semesters after the completion of at least one study semester.

During any leave of absence, no study achievements are possible and no credits may be transferred towards the degree at Jacobs University. Semesters in which students are on leave of absence do not count towards the standard study period.

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3.4 Disenrollment

Students may be disenrolled at any time upon request. Students are also disenrolled in case:

1. They successfully complete their studies
2. They permanently fail their studies
3. They severely breach the Code of Academic Integrity
4. They severely breach the Code of Conduct

In cases of disenrollment due to reasons outlined under points (3) and (4), a re-enrollment is no longer possible.

Disenrollment usually takes effect at the end of the respective semester.

3.5 Extension of Studies

Students who are not able to complete the graduation requirements within the expected study period of six semesters must formally apply for an extension of studies.

The application will be discussed and decided upon by the Dean responsible for undergraduate studies, the student's Academic Advisor, the Study 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 are regulated in the rules and regulations of Student Financial Services.

3.6 Readmission

Students who have been disenrolled but have not finished their studies may apply for reenrollment.

Reenrollment is granted on the basis of the policies valid at the time of the student's reenrollment. Reenrollment to the same program to which a student was enrolled cannot be guaranteed.

The university reserves the right to require documentation beyond the standard application for Reenrollment (e.g. medical confirmations, financial plan).

The application for readmission will be discussed and decided 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 committee may invite further university members (e.g. College Coordinators, Counselors) if deemed appropriate.

An application for Financial Aid from Jacobs University will be processed independently from the application for readmission. Students readmitted to the university have to pay the first semester after readmission in full, as well as any outstanding balance on their account, before they can be enrolled. Once the first semester is over, the readmitted student may re-apply for financial aid. Financial aid is available for a maximum of 6 semesters during undergraduate studies including the semesters the student was enrolled at Jacobs University before his/her readmission.

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4. Course Administration

4.1 Registration

Every semester, students must register for the modules and courses relevant for their study programs. The deadlines for registration are published each semester by the Student Records Office. Second year students have the opportunity to pre-register for CORE modules prior to the beginning of the semester. The university reserves the right to cancel a course in case fewer than 5 students have registered for it.

If a student is not formally registered for a course, no grade can be awarded for that course, even if the student completes the work for it. If a student is formally registered for a course, the Instructor of Record must provide a result for that student at the end of the semester, even if the student has not participated in the course.

Some module/courses have pre-requisites that must be fulfilled before registration. Additionally, they may have co-requisites, which require students to register in parallel to one or more associated courses.

Students may be exempted from the pre- or co-requisite requirement upon approval by the Instructor of Record and/or the Study Program Coordinator.

4.2 Grading and passing of Modules

Courses at Jacobs University are graded on the basis of a percentage scheme. For the calculation of the module grade, the weighted average of the course percentage grades – which together constitute the module exam – is converted into the final module grade according to the Jacobs University percentage scheme¹.

All module exams can be passed with a module grade of 4.33 or better. ECTS credits are awarded as soon as the module is passed.

The Student Records Office calculates the cumulative grade point average (GPA), which is weighted by credits. All required courses in which the student received a grade are included in the calculation of the cumulative GPA weighted by credits. Achievements in courses that are not part of the degree requirements (Further Courses Area) do not count towards the 180 ECTS credits needed for graduation and are not included in the calculation of the cumulative GPA.

The deadline for submitting final grades for the Fall semester is the subsequent January 15th, for the Spring semester the subsequent June 15th, or a workday close to these dates as specified in the Academic Calendar.

¹ Please note that this conversion to ECTS grades is not based on a scale of statistical distribution among the students of former cohorts.

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Percentage	Numerical Grade	Letter Grade	ECTS
≥ 95%	1.00	A+	Excellent (A)
≥ 90%	1.33	A	
≥ 85%	1.67	A-	Very Good (B)
≥ 80%	2.00	B+	Good (C)
≥ 75%	2.33	B	
≥ 70%	2.67	B-	Satisfactory (D)
≥ 65%	3.00	C+	
≥ 60%	3.33	C	
≥ 55%	3.67	C-	Sufficient (E)
≥ 50%	4.00	D+	
≥ 45%	4.33	D	
≥ 40%	4.67	D-	Failing (F)
< 40%	5.00	F	

4.3 Failed Modules

In general, retaking module exams is only possible for failed modules (F) or audited modules (A).

In order to retake module exams, the student has to apply to the Student Records Office to be registered for the exam(s). The student has to contact the module coordinator in order to clarify the retake modalities. Module exams may comprise course exams, course retakes, or entire module retakes. It is at the discretion of the module coordinator to specify which parts of the module exam(s) shall be retaken in order for the student to be able to pass the module. Modules are finally failed after three unsuccessful attempts at passing them (one initial attempt and two module exam retakes).

The last module grade achieved will count towards the GPA and appear on the transcript. The previous module grade will be deleted from the transcript. This regulation also applies if the module grade of the retake is worse than the previous result.

4.4 Drop/add

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

Under special circumstances, modules/courses can be dropped or added after the official drop/add deadline. A module/course can only be late dropped or added before the end of classes. The Student Records Office is responsible for the final decision on late drops and adds, after consulting with the Instructor of Record for the course and the student's Academic Advisor.

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4.5 Pass Option

Students may request, upon consultation with the Academic Advisor, for the grade of one passed CHOICE module 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.
- The Pass Option can be applied at any point before graduation, but for all internal grade-based evaluations (e.g., standing for study abroad application, President's list eligibility) the actual grades in the module will be considered.
- Once applied, the Pass Option cannot be reverted into a grade or reassigned to a different CHOICE module.

4.6 Reassessment Option

Students may opt to have the result of a final examination reassessed under the following conditions:

- Only two reassessment options are available during the entire undergraduate degree program
- Only final examinations taken during the first year of study are eligible for reassessment and only courses from the following modules are eligible: CHOICE, Methods, Languages, Skills
- Students must inform the Instructor of Record and the Student Records Office that they opt to have the result of the final examination reassessed no later than 10 working days after the publication of the final course grade. The request is binding and cannot be revoked.
- The Instructor of Record decides on the appropriate format and length of the reassessment and schedules it. Students must inform themselves about all reassessment formalities.
- The result of the reassessment will replace the previous final examination grade and will be counted towards the course grade that appears on the transcript. This applies also when the reassessment leads to a failing grade in a module that had previously been passed.

4.7 Incomplete Coursework

Students may request in unusual circumstances a temporary incomplete grade for any course for which they are currently registered, indicated by an "I" on the initial grade report. An "I" will be awarded only in cases where a student receives permission from the Instructor of Record to turn in coursework after the end of the semester. The student must then submit any incomplete coursework within the deadline for submitting incomplete coursework published in the Academic Calendar, whereupon the Instructor of Record will convert the "I" to a grade. In consequence, the Instructor of Record may choose to lower the grade of the course.

If the missing coursework is not submitted by the deadline, the Instructor of Record will treat that part of the course requirements as not having been met and issue a grade for the semester accordingly.

Discretion concerning what coursework may be appropriately turned in late—and therefore discretion over whether to permit an incomplete grade—rests with the Instructor of Record. The Instructor of Record may not extend the incomplete deadline.

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4.8 Audit

Students may register for modules/courses as auditors. It is at the discretion of the Instructor of Record to specify the requirements for successfully auditing a course. Audited courses will not be graded, will not receive credits, and will not count toward the degree requirements. These courses will appear on the transcript with the indication that the course was audited, if all requirements were met.

4.9 Course Syllabi

Each Course is based on a generic syllabus. This syllabus must be published before the beginning of teaching in any given semester. It contains the topic of the course sessions and specifies, if pertinent, the basic literature to be consulted for these sessions.

The syllabus should also contain specifications of the requirements, the grading details, and the learning outcomes. It is at the discretion of the Instructor of Record to distribute a more detailed syllabus in class.

4.10 Examinations

Course examinations refer to all graded components of a course.

Team projects may be used as examinations. In such cases, the Instructor of Record must clearly indicate the method of determining credit for the participants in the team. Such a method may provide that the contributions of the individual team members be clearly identifiable and therefore gradable.

In general, Instructor(s) of Record proctor examinations in their own courses. In exceptional cases the Student Records Office may organize additional proctors centrally (e.g., for final exams with high numbers of participants).

Midterm examinations are regulated as follows:

- If a student has two exams in one day, he/she may request to re-schedule one exam;
- If a student has four exams in one week, he/she may request to re-schedule one exam;
- The student has to send a request to the respective Instructor of Record regarding re-scheduling at least one week in advance;

The student is obliged to provide the respective Instructor of Record with convincing evidence for required re-scheduling.

Final Examinations

Final examinations will be preceded by a period free of class meetings (Reading Days). The scheduling of final examinations is organized centrally by the Student Records Office.

The final exams schedule is published by the Student Records Office. It is designed such that no student is required to take more than two final examinations on any given day. Make-up sessions are scheduled at a mutually agreeable time for student and Instructor of Record – either before or after the regularly scheduled examination time – in order to accommodate students who would otherwise have to take more than two examinations in one day. The student has to make a request to the respective Instructor of Record regarding re-scheduling no later than one week after the schedule is published.

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The final examination in a course should be comprehensive and require students to synthesize knowledge acquired during the entire course. In those cases where the final examination consists of an oral presentation, interview, or conversation, minutes of the examination must be taken by a competent person other than the examiner.

4.11 Excuse from Academic Obligations

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

- Ill health or personal emergency: Illness must be documented with a sick certificate (i.e., Arbeitsunfähigkeitsbescheinigung) issued by a qualified physician. 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 the Student Records Office by the third calendar day from the beginning of illness/of the emergency. Please note that 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 only when the visit to the physician precedes or follows the period of illness by no more than one calendar day. Students may not attend any classes, lab sessions, exams or other academic events during the entire duration for which the excuse is issued.
- Class trip in a mandatory course: Excuses for class trips in mandatory courses will be sent out by the Student Records Office as early as possible after the drop and add period each semester.

Regardless of the reason for their absence, students must inform the Instructor of Record before the beginning of the examination or class/lab session that they will not be able to attend. The day after the excuse ends, students must contact the Instructor of Record in order to clarify the make-up procedure.

Make-up examinations have to be taken and incomplete coursework has to be submitted by no later than the deadline for submitting incomplete coursework as published in the Academic Calendar.

Students who go on a class trip in a course that is not mandatory for their major or participate in events of importance to the university may ask the Student Records Office 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 Instructor of Record.

4.12 Advanced Placement and Transfer Credits

Jacobs University recognizes up to 90 ECTS from a combination of Advanced Placement (AP), Transfer, Internship or Study Abroad (see section 5.3) credits towards earning a Bachelor's degree.

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Advanced Placement Credits

Advanced Placement (AP) credits may be awarded for academic skills acquired outside of formal university-level coursework, e.g., through secondary education. AP credit is conditional on a demonstrated level of competence equivalent to a university-level course regularly offered at Jacobs University. A maximum of 15 ECTS credits may be earned towards a Bachelor's degree through Advanced Placement. Not all Jacobs University courses are eligible for AP. Language courses are generally excluded from AP. For more details, students should contact the relevant Instructor of Record and their Study Program Coordinator. All AP applications must be submitted during the student's first year at Jacobs University. Students changing their study program may, at the Student Records Office's discretion, submit AP requests during the first semester after the change of major. Courses taken once at Jacobs University may not be replaced by AP credits. Faculty may request students applying for AP to pass a formal written examination, which should be offered during the first two weeks of classes.

Transfer Credits

Transfer credits may be awarded for coursework completed at another university or institution of higher learning. To apply for the recognition of Transfer credits, students must submit to the Student Records Office the Transfer credit form, the course syllabi, and an official transcript indicating the courses or modules taken. Upon recommendation of the Faculty from the respective field of study, the Student Records Office rules on the acceptance of Transfer credits. Jacobs University reserves the right to determine the number of ECTS credits and the grade conversion used for each transferred course. Not all coursework completed at other institutions is eligible for Transfer credits at Jacobs University. Language courses in the languages taught at Jacobs University will be accepted if taken at other universities or at our partner institutes; credits acquired for languages other than those offered at Jacobs University will only be transferred if issued by a partner university of Jacobs University. For coursework completed prior to enrollment at Jacobs University, students must apply for recognition of Transfer credit 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 coursework completed elsewhere while being enrolled at Jacobs University (i.e., during the semester breaks), students must apply for recognition of Transfer credit within one semester after the achievement.

5. Graduation Requirements

5.1 General Study Program Structure

All undergraduate study programs at Jacobs University consist of six semesters of study during which a minimum of 180 ECTS (European Credit Transfer System) credits are awarded towards a Bachelor's degree.

The degrees at Jacobs University are designed to be achievable in three years. Students who transfer to Jacobs University must have accumulated at least 90 ECTS credits of coursework, excluding internship or study abroad, at Jacobs University in order to graduate.

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The structure of each study program has two components: program-specific modules (World Track/Campus Track, for full major or major/minor combination) and general education modules (Jacobs Track).

Program-specific Modules:

World Track Requirements (total 135 ECTS Credits):

- 45 ECTS Credits from CHOICE Modules
- 45 ECTS Credits from CORE Modules
- 10 ECTS Credits from Specialization Courses
- 5 ECTS Credits for program-specific project/research
- 10 ECTS Credits for the Bachelor Thesis
- 20 ECTS Credits for Internship/Study Abroad
- Attendance of Career Skills Module

OR

Campus Track Requirements (total 135 ECTS Credits):

- 45 ECTS Credits from CHOICE Modules
- 60 ECTS Credits from CORE Modules
- 15 ECTS Credits from Specialization Courses
- 5 ECTS Credits from program-specific project/research
- 10 ECTS Credits from the Bachelor Thesis
- Attendance of Career Skills Module

General Education Modules:

Jacobs Track Requirements (total 45 ECTS Credits):

- 15 ECTS Credits for Triangle Area Module (5 ECTS Credits for each corner of the Triangle: Business, Societal Context, and Technology & Innovation)
- 10 ECTS Credits for the Language Module (please see 3.8)
- 15 ECTS Credits for the Methods/Mathematics Module
- 5 ECTS Credits for the Skills Module

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.

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Courses in the Further Courses Area do not count towards the 180 ECTS credits needed for graduation. Students may move non-mandatory courses that they have registered for within a module of the study program to the Further Courses Area provided that the credits assigned to the course are not required in order to graduate within 6 semesters.

5.2 Internship

The Internship requirement for students following the World Track includes a mandatory semester-long 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 not be accepted.

The minimum duration of the internship is sixteen weeks in full-time. The criteria for successfully completing the Internship requirement are active participation and the submission of a written internship report 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.

5.3 Study Abroad

The study abroad requirement for students following the World Track includes a semester spent at one of Jacobs University's partner institutions. Courses recognized for study abroad credits need to be preapproved according to the Jacobs University study abroad procedures issued by the International Office, carry the equivalent of at least 20 ECTS credits in total and be related to the respective study program; the selection of Modules needs to be approved by the Academic Advisor in the course of the study abroad application.

5.4 Majors, Minors and Double Majors

The study programs offered by Jacobs University and their requirements are described in detail in the respective handbooks. All undergraduate study programs, 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. Furthermore, students have the option to take a minor.

The minimum requirements for a minor are:

- 15 ECTS credits in a CHOICE Module
- 15 ECTS credits in a CORE Module from the same study program as the CHOICE Module
- Modules that are mandatory for the main study program of a student cannot be counted toward a minor.

Students may, with prior approval from the Dean, choose to pursue a double major. Pursuing a double major will require an extension of studies (7th semester, paid in full).

The minimum requirements for a double major are:

- Mandatory CHOICE Modules from both majors (max. 4)
- Two CORE Modules from each major taken either in the 2nd or 3rd year (Campus Track)

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- Two Specialization Modules, each carrying 10 ECTS (World Track) or 15 ECTS (Campus Track)
- Two Project/Thesis Modules, one in the 6th and one in the 7th semester
- One Methods/Math Module
- One Skills Module
- One Triangle Area Module
- One Language Module
- One Internship (only World Track)
- One Career Skills Module.

5.5 Bachelor's Thesis

All students are required to write a Bachelor's Thesis. The thesis work has to be supervised by a faculty member of the student's study program or, in exceptional cases, a related field from within the Focus Area. The required standards and submission deadlines for the theses are specified in the study program handbooks. The thesis needs to include a declaration signed by the student confirming it is independent work that has not been submitted elsewhere.

5.6 Language Courses

Acquiring 10 ECTS credits for German language courses is a mandatory graduation requirement for all undergraduate study programs. Students who meet the required German proficiency level (e.g., native-speakers) need to select courses in any other language offered at Jacobs University. Participants must take a placement test before registering for the appropriate language level. Students can, at their own risk, take language courses half a level higher than the one in which they have been placed according to the placement test.

The language requirements for preparatory study programs are stated in the respective study program handbooks.

5.7 Final Documents

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

Diploma

The diploma states the name and birth date of the degree holder, the degree and major, if applicable also the minor, 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.

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

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final GPA, the Bachelor Thesis title, the date of the conferral of the degree and, if applicable, further special achievements.

Final Transcript

The final transcript lists all modules a student has taken at Jacobs University, including the grades of the individual courses and the module grades. It also lists the cumulative GPA for the entire study, the Bachelor Thesis title, the date of the conferral of the degree and, if applicable, further special achievements. The transcript is signed by a staff member of the Student Records Office and carries the seal of the University.

6. Administrative Details

6.1 Committee on Examinations and Standing

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, readmission, and suspension, 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 (which may be replaced by substitutes):

- one dean for undergraduate education
- one dean for graduate education
- one faculty member from the Focus Area Health
- one faculty member from the Focus Area Mobility
- one faculty member from the Focus Area Diversity
- one research associate
- one undergraduate student
- one graduate student

6.2 Graduation Ceremony

Students who want to participate in the graduation ceremony before having completed all graduation requirements do a so-called “walkthrough”. In order to be eligible for a walkthrough, students must provide written confirmation(s) from the respective Instructor(s) of Record that they are expected to finish all graduation requirements by no later than August 31 of that academic year. The confirmation must be submitted to the Student Records Office until the grade submission deadline for graduating students.

6.3 Students with Disabilities and Chronic Diseases

The rules and provisions of the “German Equal Opportunities for People with Disabilities Act” (§2) apply. Students with disabilities may apply for a compensation of disadvantages such as extended examination periods. Applications along with a disabled person card or equivalent confirmations are to be directed to the Student Records Office upon enrollment.