

Appendix B: Admission and Enrollment

Every Student engaged in study at Jacobs University Bremen with the intent of obtaining a Graduate Degree or graduate credit from the University must formally be admitted to and enrolled in a specific, approved Program of Graduate Study or an approved area of study. Admission to one Degree Program or area of study cannot be transferred to another Program or area of study.

The Provost in cooperation with the Elected Deans determine the number of Graduate Students to be admitted based upon the available resources and the research Programs of the Faculty serving as Graduate Advisors. Information on procedures and deadlines for admission to the specific Degree Programs are detailed in the Student Handbooks and websites of the respective Programs.

1. Application

The regular application deadlines for successive admission rounds to Master's Programs are on or about February 1 and May 1, to ensure the orderly beginning of study in fall. This schedule does not necessarily apply to Professional Master's Programs or PhD Programs.

At the minimum, each applicant for a Graduate Program must submit the following documents and information:

- An official completed Jacobs University Bremen Application Form for Graduate Study.
- Proof of a Bachelor's Degree, Master's Degree, Diploma, or equivalent degree;
- An official, certified transcript of relevant university-level courses and grades. If the transcript is not in English or German, a certified, word-for-word translation must accompany the transcript;
- Two letters of recommendation from reviewers who can attest to the quality of the candidate and her/his potential for academic success. This requirement may be waived for Professional Degree Programs;
- Proof of proficiency in English;
- An application essay explaining why the Student is choosing Jacobs University Bremen for graduate work, the Student's research interests, her/his goals during graduate school and professional goals thereafter. If applicable, the Student should express preference for either the Master's or the PhD track;
- Examples of scholarly work should also be submitted, if available;
- In some Programs, Graduate Record Examination test scores may be required.

Students applying for a PhD program at Jacobs University holding a PhD from a university of a foreign country in the same field of research must prove that their degree is not accredited (accepted) in Germany. If the doctoral degree is not accepted by the German administration ("Senator für Bildung und Wissenschaft"), the applicant is regarded as a student without a doctoral degree and is permitted to apply for a PhD program at Jacobs University. The final decision about the acceptance as a PhD student at Jacobs University depends on the decision of the respective supervisor (the respective professor at Jacobs University).

2. Admission

The admission criteria are detailed in the respective Student Handbooks or - as may be the case for PhD Students - in the research staff position announcement. The Steering Committee will organize the review of the applications. This may involve the interview of candidates either in person or electronically. The Steering Committee then makes a recommendation to the Provost.

In case a student wants to pursue a PhD in a subject matter in which he/she has not gained a degree at earlier times of his/her studies, the Steering Committee/Program Coordinator decides whether this is feasible and under which conditions. The Committee may recommend a conditional admission to the Provost. The recommendation must include information on the requirements that the student needs to fulfill during the first year of PhD studies in order to be allowed to continue and finish his/her PhD degree at Jacobs University.

Subsequently, the candidates will be informed of admission, conditional admission or denial of admission. The Provost's Letter of Admission is the only valid and official offer of admission issued by the University. In order to accept the offer of admission, the Student will be required to return one signed copy of the offer of admission to the Provost's Office and to transfer the Enrollment Deposit by a deadline specified within the letter. (For further details on the Enrollment Deposit, please refer to Appendix D). By accepting the offer of admission, the Student

also agrees to sign and accept the conditions laid out in the Jacobs University Bremen Student Agreement.

As a rule, Graduate Students admitted to Academic Master's Programs and the coursework phase of Integrated PhD Programs may begin their studies at Jacobs University Bremen only at the beginning of the academic year (September 1). This schedule, however, does not necessarily apply to Professional Master's Programs, and admission to PhD studies is possible at any point in time.

3. Readmission

Students who have been removed from the registry of students from Jacobs University Bremen but have not yet finished the degree they have originally been admitted to, may apply for readmission to the university. The application must include:

- An application form (Application for Readmission to Graduate Studies)
- A statement explaining why the student seeks for readmission to the university. If the student has left Jacobs University because of academic or disciplinary suspension or because of illness, he/she is required to bring proof that the circumstances have changed.
- A detailed study plan for the missing graduation requirements.

The university reserves the right to require additional documentation (e.g. medical confirmations, financial plan, or other).

The application must be handed in at the Registrar's Office no later than March 15 for the following Fall Semester and no later than November 15 for the following Spring Semester. Only complete applications will be accepted.

The application for readmission will be discussed and decided by an ad hoc committee consisting of the Provost, the Academic Advisor, the respective Elected Dean, and the Registrar's Office. A member of the Student Financial Service Department is invited as guest. The committee may invite further university members (e.g. College Masters, Counselors, or other) if deemed appropriate.

4. Enrollment / Matriculation

In order to matriculate, accepted Students need to present themselves at the Registrar's Office on their official starting date. Students allowed to a Master's Program who arrive more than 3 weeks after the beginning of the Program will not be admitted to enroll at Jacobs University Bremen for that year. Later starts will only be permitted in exceptional and justified cases.

All Graduate Students must matriculate and register at the University in each semester of their Graduate Study at Jacobs University Bremen in order to be credited with work toward their degrees.

Double registration is only possible for Students who, in addition to their enrollment at Jacobs University Bremen, are enrolled at another non-German university. This may be the case for exchange Students from non-German universities or Students doing their PhD with an Jacobs University Bremen Faculty Member who are also enrolled at another non-German university. It is not possible for Students to be enrolled at Jacobs University Bremen and at the same time at another German university. In the case of cooperation contracts with another German University for the conduct of joint Degree Programs a registration at the other University is possible.

In cases where the Student may be away from Jacobs University Bremen for purposes of research or special study, it is nevertheless necessary that the Student be formally enrolled at Jacobs University Bremen. Before enrolling at another research institution outside Germany, the Student must apply for a Leave of Absence from Jacobs University. Additional reasons for Leaves of Absence are prolonged illness, military or civil service, maternity and / or parental leave, and internships. Leaves of Absence for Graduate Students must be approved in advance by the Graduate Advisor and the Registrar's Office (Leave of Absence Form).

Failure to enroll in any semester during the Student's graduate career will lead to suspension of institutional financial support for that semester and to the revocation of the Student's privileges as a Student until such time as the Student re-enrolls.