

## **Appendix C: Administrative Details to Graduate Studies at Jacobs University Bremen**

### **1. Graduation Requirements for Graduate Programs**

Students who already have done relevant graduate work prior to coming to Jacobs University Bremen will be appropriately placed with regard to the progress toward their degree at Jacobs University Bremen as outlined below.

#### **1.1 Graduation Requirements for Academic Master's Degree**

Students have to fulfill all coursework specified in the respective Graduate Program Handbooks. If a Master's Examination is required by a Graduate Program, Students must submit the completed form "Petition to Sit for the Master's Examination" to the Registrar's Office two weeks before the Examination date.

Students must have an average GPA of 3.0 or better in the coursework as required by the respective Master's Program in order to sit for the Master's Examination. Students must receive at least 4.33 on the Master's Examination.

The Examiners must submit the completed "Master's Examination Evaluation" form to the Registrar's Office within two weeks after the Examination.

By the end of the fourth semester, Students must submit a Master's Thesis to the Registrar's Office via an established plagiarism check defined by the respective school.

Each Examiner must submit the completed "Master's Thesis Evaluation" form to the Registrar's Office within four weeks after receiving the Thesis. The grades of all Examiners are averaged. If the average grade is not a Jacobs University Bremen grade, the Examiners must agree upon a grade that is a Jacobs University Bremen grade.

The Graduation Requirements of Professional Master's Degrees are specified by the respective Program Handbooks.

Master's Thesis: The cover page needs to show the title of the Master's Thesis, the name of the School, the University's name, the month and year of submission, the name of the Student and the names of the two Reviewers. Furthermore, the Thesis needs to contain a declaration signed by the Student submitting the Master's Thesis that the Thesis is independent work that has not been submitted elsewhere.

#### **1.2 Graduation Requirements for Integrated PhD Programs**

##### **1.2.1 Qualifying Examination**

During the coursework phase the Student needs to accumulate a total of 90 ECTS credits before being eligible to take the Qualifying Examination. The Student's Academic Advisor decides if and how many credits can be transferred from the undergraduate studies. Details of the coursework phase, such as the list of courses being taken and transfer credits, are stipulated in an individual study plan.

Before the beginning of the fourth semester and two weeks before the qualifying Examination, Students must hand in the completed form "Petition to Sit for the Qualifying Examination" to the Registrar's Office.

Examiners must submit a detailed assessment of the Qualifying Examination as well as the filled out "Qualifying Examination" form to the Registrar's Office within two weeks after the Examination. Passing the Qualifying Examination is not equivalent to obtaining a Master's Degree.

If a Graduate Student in an Integrated PhD Program requests to work toward a Master's degree he/she has to submit the completed "Master's Option" form to the Registrar's Office and complete the requirements for a Master's degree.

If the Student passes the Qualifying Examination, he or she is admitted to doctoral studies. The Research-Only PhD policies apply from this point on.

### 1.3 Graduation Requirements for Research-Only PhD Degree

#### 1.3.1 PhD Proposal

Every PhD Student at Jacobs University Bremen must develop the PhD Proposal, present it to the University Public, and have it discussed, in the manner described below.

The following rules apply to the composition of the PhD Proposal: As a general rule, PhD Proposals at Jacobs University Bremen must be written in English. The PhD Proposal must include an abstract, a description of the major questions pursued, a time frame for completing the work, a comprehensive bibliography of relevant primary and secondary research materials and databases, and a review of relevant, current work in the area. Normally the PhD Proposal should not be longer than 30 pages.

Students must schedule the presentation of their PhD Proposal with the Provost's Office no later than nine months after admission to the PhD Program. Students have to submit the completed "Presentation of the PhD Proposal" form to the Registrar's Office along with the PhD Proposal and a digital abstract two weeks before the presentation.

At least two members of the Dissertation Committee must submit a detailed Review of the PhD Proposal as well as the completed "PhD Proposal Evaluation" form to the Registrar's Office no later than two weeks after the presentation of the proposal. Based on these evaluations the Student has to either revise the Proposal and present the revised Proposal to the Dissertation Committee again or can continue working on the completion of the PhD Thesis. The PhD proposal can be presented in a revised form once.

#### 1.3.2 PhD Thesis

The following rules apply to the composition of the PhD Thesis: As a general rule, Dissertations at Jacobs University Bremen must be written in English. The Reviews and the Defense must also be in English. Only in exceptional cases where there are professional or contextual reasons for the use of another language for the Dissertation may a petition be made to the Elected Dean for a review and possible exception to this rule. The decision rests with the Elected Dean. Usually, the Thesis summarizes the dissertation research and puts it into a larger theoretical context. The Thesis must include a title page that informs about the University granting the Degree, the title of Thesis and the names of the Reviewers. It needs to include an English summary irrespective of the language of the Thesis. It also needs to contain a declaration by the PhD Student that this has been written independently and has not been submitted at another University for the conferral of a Degree.

It is possible to receive a PhD at Jacobs University Bremen based on a cumulation of articles under the following conditions:

- The articles need to be framed by an introduction (that develops the larger theoretical context of the thesis), a discussion and a red thread that is leading through the different papers.
- The number of articles necessary is decided upon by the dissertation committee as this differs between disciplines.
- Central is the evaluation of the paper manuscripts and of the framing by the thesis reviewers and the dissertation committee, and not whether the papers are accepted or not.
- First authorship by the Thesis Candidate should be the rule; exceptions from this rule need explanation and acceptance through the dissertation committee.

After PhD Students have completed their PhD Thesis, they submit it to the Registrar's Office via an established plagiarism check defined by the respective school.

In addition, the following number of copies of the dissertation must be submitted:

- one hard copy per Member of the Dissertation Committee,
- one hard copy for the Registrar's Office,
- one hard copy for the Provost's Office,
- one hard copy for display in the Information Resource Center.

The Registrar's Office sends the Thesis to the Reviewers as well as to the other Members of the Dissertation Committee, the Provost's Office and the IRC. The IRC is responsible to put the Dissertation on display for at least two weeks before the Defense and make it public to the Jacobs University community.

The Reviewers have eight weeks to complete their review of the PhD Thesis. They submit their Reviews to the Registrar's Office. Reviews need to include a summary evaluation of the Thesis as "pass", "fail" or "with distinction". In case amendments are necessary before a decision about pass or fail can be made, these need to be specified in the review. In consultation with the Dissertation Committee amendments may also be made while scheduling the Defense or after the Defense, but before publication.

Once all Reviews have arrived, the Registrar's Office distributes the Reviews to the Members of the Dissertation Committee, the Provost's Office and to the Elected Deans. The PhD Student and the Faculty of the respective School are eligible to read but not to copy the Reviews at the Registrar's Office one week before the Defense.

The Dissertation Committee decides to accept the PhD Thesis by unanimously giving a passing grade in the reviews. In order for a PhD Thesis to be evaluated "with distinction" by the Dissertation Committee, all reviews that have been submitted to the Registrar's Office must suggest an evaluation "with distinction". If a PhD Thesis is evaluated "with distinction" by the Dissertation Committee, the Chair of the Dissertation Committee needs to inform the respective Elected Dean. In structured PhD programs it may be regulated that a distinction has to be approved also by the Program Coordinator/Steering Committee of the respective program. If a member or all members of the Dissertation Committee evaluate the Thesis as "fail", the dissertation process is stopped and the Chair of the Dissertation Committee informed. The Chair of the Dissertation Committee, in cooperation with the Elected Deans, determines whether the Student can resubmit the PhD Thesis and under what conditions.

### **1.3.3 Thesis Defense**

The Chair of the Dissertation Committee is responsible for scheduling the Defense as well as for notifying the Registrar about the date. The Provost and the Elected Deans issue the invitation and announce the date to the University Public.

After the PhD Defense, the Dissertation Committee has to come to a conclusion whether to evaluate the PhD Defense with "pass", "fail" or "with distinction". Upon their final decision the Dissertation Committee completes the Evaluation Form of the PhD Dissertation that needs to be submitted to the Registrar's Office. In order for the PhD Student to be awarded a PhD degree "with distinction", all required elements of the PhD degree, that is the PhD Thesis and the PhD Defense need to be unanimously evaluated as deserving a "distinction" by all members of the Dissertation Committee. The final decision about awarding distinction lies with the Elected Deans (representing the "Promotionsausschuss").

If the Defense is not approved, the Chairperson of the Dissertation Committee informs the Registrar's Office and the Elected Deans in writing if and when exactly the Student will repeat the Defense.

### **1.3.4 Required Publication of PhD Thesis**

Dissertations must be published within one year after the Defense. The conferral of the degree is dependent on the fulfillment of this requirement. The requirement is only fulfilled if the Thesis is published as accepted by the Dissertation Committee. Minor editorial amendments are possible.

There are three possibilities to publish the dissertation:

- in a digital version via the Information Resource Center;
- with a scientific publisher;
- in a commercial publishing house with a print-run of at least 150 copies.

The publication must be approved by the Chair of the Dissertation Committee (Signature Sheet for the Conferral of the Degree) and seven copies (depending on the publication format) have to be submitted to the IRC. The IRC distributes copies to the Provost's Office and the Thesis Advisor

### 1.3.5 PhD under joint supervision with a partner university (Double PhD)

(1) The candidate must meet the prevailing admission criteria of both universities.

(2) As a rule the Jacobs Graduate Policies and Regulations apply.

(3) An agreement with the partner university defines the arrangements between the Universities.

(4) This agreement is to be settled at the beginning of the PhD studies (within the first 6 months) at Jacobs University. It's the Student's responsibility to fulfill the respective requirements at both universities.

(5) The agreement stipulates

- who supervises the thesis at each of the universities
- the mutual study visits of the applicant, covering of travel expenses
- how the oral or final PhD defense / examination is administered respectively
- the composition of the dissertation committee and that supervisors/ reviewers of each university belong to this committee as examiners
- language of the thesis and the summary should be in accordance with the institutions involved
- use of intellectual property

(6) As a rule each university issues a certificate. The certificate is only valid in connection with the certificate of the partner institution and must contain a respective reference.

### 1.4 Graduation Requirements for Professional Master's Program

The graduation requirements are specified by the respective Programs.

## 2. General Requirements for Graduate Programs

### 2.1 Grading

All courses at the Master's level that are required for the attainment of the Master's Degree are graded. The following table shows the relative scaling of the Jacobs University Bremen grading system in comparison with other grading methods used in the United States and the European Credit Transfer System.

The Jacobs University Bremen Grading System as Compared to the European Credit Transfer System (ECTS) and the system prevailing in the United States

European Credit Transfer System (ECTS)		
American Grade	American Numerical Value	Jacobs University Numerical Value
Excellent (A) A+	4.33	1.0
Very Good (B) A A-	4.00 3.67	1.33 1.67
Good (C) B+ B	3.33 3.00	2.00 2.33
Satisfactory (D) B- C+ C	2.67 2.33 2.00	2.67 3.00 3.33
Sufficient (E) C- D+ D	1.67 1.33 1.00	3.67 4.00 4.33

Failing (F) D- F	0.67 0.00	4.67 5.00
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The Registrar calculates the grade point average (GPA) every semester for every Student. The GPA is calculated weighted by credits, which means the following for the different types of GPA's:

- Semester GPA: All courses in which the Student received a grade (including fails) for the respective semester are included in the calculation of the Semester GPA;
- Cumulative GPA: All courses in which the Student received a grade (including fails) for each semester are included in the calculation of the Cumulative GPA;
- Retaken courses are only included in the calculation of the semester GPA's, but not in the calculation of the cumulative GPA. This means that the semester GPA's always include every course taken, including retaken courses, even though the cumulative GPA reflects only the higher grade of a retaken course.

## 2.2 Progress Monitoring

### 2.2.1 Progress Monitoring for Academic Master's Programs

Any Master's Student who receives a semester grade point average worse than 3.0 or who does not receive at least 20 ECTS credit points in any single semester will be placed upon Academic Probation. The University Registrar will inform the Student, the Academic Advisor and the Provost. Thereafter, the Student must achieve a semester grade point average 3.0 or better and at least 20 ECTS credit points in the subsequent semester in which the Student enrolls at Jacobs University Bremen in order to be restored to good academic standing. Failure to do so will result in suspension from the University. Any Graduate Student whose semester grade point average in any given semester is worse than 4.33 will automatically be suspended.

### 2.2.2 Progress Monitoring for Integrated PhD Programs

Students in integrated PhD Programs who receive a semester grade point average worse than 3.0 or who do not receive at least 20 ECTS credit points in any single semester of the coursework phase will be placed upon Academic Probation. The Student, the Academic Advisor, and the Provost will be informed by the University Registrar. Thereafter, the Student must achieve a semester grade point average 3.0 or better and at least 20 ECTS credit points in each of the two successive semesters in which the Student enrolls at Jacobs University Bremen in order to be restored to good academic standing. Failure to do so will result in suspension from the University. Any Graduate Student whose semester grade point average in any given semester is worse than 4.33, will automatically be suspended.

If the Student passes the Qualifying Examination, the Research-Only PhD policies in regard to the progress monitoring apply from this point on.

### 2.2.3 Progress Monitoring for Research-Only PhD Programs

After the presentation of their respective PhD Proposals and at the end of each academic year, the chairperson of the Dissertation Committee must give the Registrar's Office a "Doctoral Candidate Progress Report" for each of his/her PhD Students.

If a Student is suspended on the basis of a negative Doctoral Candidate progress report, the Elected Dean must inform the Registrar in writing of the suspension and the suspension date.

### 2.2.4 Progress Monitoring for Professional Master's Programs

Requirements and regulations are specified by the respective Programs.

## 2.3 Extension of Graduate Studies

Students who will not be able to finish their graduate studies within the time frame of the respective Program must formally apply for an additional semester. As a rule, the "Application for Extension of Graduate Studies" form must be handed in at the Registrar's Office before the beginning of the additional semester. Jacobs University Bremen reserves the right to not approve the application for an additional semester. In this case the Student will have to

leave the university without a Degree. No financial aid is offered for extra semesters. If the Student fails to submit the "Application for Extension of Graduate Studies" form, the Registrar contacts the Provost and the removal from the register of students is discussed.

## **2.4 Graduation**

A Student may complete the requirements for either an Academic Master's, Professional Master's or Doctorate at any time during the academic year. Upon completion of all requirements, the Registrar issues a degree certificate.

Although the Student may not have completed all requirements for the conferral of the degree he/she may participate in the graduation ceremony. The following conditions for participation in the graduation of the current academic year apply:

- Master's Students who want to receive their certificate during graduation ceremony must submit their Master's Thesis at least two weeks before graduation.
- The Examiners must provide the Master's Thesis Evaluation Form at least 24 hours before the beginning of the graduation ceremony to the Registrar's Office.

Master's Students who want to participate in the graduation ceremony as a so-called walkthrough must provide a written confirmation of their supervisor that they are expected to finish their thesis requirements by no later than August 31. The confirmation must be submitted to the Registrar's Office by May 15.

PhD Students must submit and defend their dissertation at least 3 days before the graduation date.

### **The Diploma, Transcripts, and Diploma Supplement upon graduation from Jacobs University Bremen:**

Students will receive a University diploma indicating their degree and the day of degree conferral. In addition, Students receive a transcript listing all courses taken at Jacobs University Bremen as well as their individual semester GPA's and cumulative GPA's per semester. Finally, Students will also receive a Diploma Supplement. The Diploma Supplement conforms with the guidelines of the Kultusministerkonferenz (KMK) and provides more detailed information about the university and the program of study.

## **3. General Course Administration and Classroom Instruction**

### **3.1 General Information**

Each Instructor of Record must prepare a syllabus for a course before the beginning of teaching in any given semester. This syllabus must contain the precise plan for each course session and must specify, if pertinent, the literature or other appropriate work to prepare for any given session.

Part of each syllabus is a precise specification of the tasks a Student has to perform during the course and the extent (in percentages) to which these graded tasks will add up to the final grade in the course.

Grades are awarded by the Instructor of Record.

### **3.2 Registration**

Every semester, each new and continuing Student must complete the course registration for enrolling that semester and, after consulting with the Academic Advisor concerning his or her degree program, obtain the Academic Advisor's approval for the selected courses. The course registration must be submitted to the Registrar's Office prior to the deadline for course registration each semester. The deadline for registration is published each semester and typically falls at the beginning of September for fall semester and the beginning of February for spring semester. Students who for verifiable and justifiable reasons arrive late on campus may, with the permission of the Registrar, register for classes after the registration deadline. Each Student receives a course schedule after registering for classes.

### **3.3 Audit**

Students have the option of registering to audit courses. Master's Students should be aware that courses taken

on an audit basis will not count toward the degree and will have not credit points assigned. No grade will be assigned for coursework done in audited courses. Students are nevertheless encouraged to audit courses as a way to expand their breadth of knowledge or remedy a weakness within a particular area of study. Courses taken on an audited basis will appear on the transcript without a grade but with the indication that the course was audited.

### **3.4 Drop/Add**

During a period of two weeks after the beginning of classes, Students have the opportunity to change their class schedules by dropping and/or adding courses. Students are strongly encouraged to finish their course selection as early in the semester as possible and to adjust their schedules so as to avoid loss of time in pursuing their coursework. The drop/add deadline is published each semester, and under normal circumstances no changes in course schedules are possible after that date.

Students who want to drop or add a course after the official drop/add deadline must file a late drop/add form with the Registrar's Office and speak with the Registrar in person to justify their case. The Registrar makes the final decision on late drops and adds after consulting with the Instructor of Record for the course and the Student's Academic Advisor and, in extraordinary cases, with the appropriate Elected Dean. Examples of the criteria the Registrar may consider in cases of late drops and adds include:

- Serious physical and psychological illness, which preclude the Student from concentrating on his/her academic work. The Student must provide external proof of illness;
- Extenuating personal circumstances (e.g. death or critical illness within the nearest family). The Student must provide appropriate proof;
- Late arrival on campus due to circumstances beyond the Student's control (e.g. late issuing of a visa). The Student must provide appropriate proof.

The Registrar is responsible for informing all parties of the final decision concerning late drops and adds. The Registrar will provide the Instructor of Record with an updated course registration list, and will provide the Student and the Student's Academic Advisor with updated course registration confirmations.

### **3.5 Pass/Fail**

Graduate Students have the option to designate one course as pass or fail under the following conditions:

- The Student may designate one course during his or her Master's studies as pass or fail;
- The total number of pass or fail courses during the Master's degree program cannot exceed one;
- A course may be designated as pass or fail course regardless of the number of credit points and regardless of whether the course is mandatory;
- The Student may not select for a pass or fail option that course in which the Master's thesis is written;
- If a Student retakes a course formerly designated as pass or fail in a subsequent semester and receives a better grade, the pass or fail course will be deleted from the transcript and the grade will be counted towards the GPA. It will not be possible to use the pass or fail option of this course for any other course. The former grade of a course designated as a pass or fail course will not be counted towards the GPA.

### **3.6 Student Responsibility for Registration Information**

Each Student is responsible for ensuring the accuracy of the course list every semester. If a Student is not formally enrolled in a course, no grade and no credit can be offered for that course, even if the Student completes the work for the course. By the same token, if a Student is formally enrolled in a course, the Instructor of Record for that course must provide a grade for that Student at the end of the semester, even if the Student has not participated in the course. In such cases, a Student may receive a poor grade, even a failing grade, by not ensuring that the course is removed from the course list by the drop/add deadline. All courses for which a Student is duly registered for credit will appear on the Student's transcript with the appropriate grade. Doctoral Students should be aware that every semester in which they are enrolled, whether or not they are actively engaged in completing their dissertation, will be counted toward their normal five years of graduate study.

### **3.7 Grade Administration**

At the end of each semester, Faculty Members will calculate the final grade for each of their courses for each Student, in accordance with the University's policy on grading. Listed above in this document is the grading scale

used at Jacobs University, and Faculty must use only these thirteen grades for entering Students' performance into their records. The University Registrar will provide each Instructor of Record with means of submitting final and partial grades to the Office of the Registrar for entry into the Students' transcript. Each Instructor of Record must submit grades for each course taught containing information concerning all of the elements that were considered in determining the final grade. The submission is done electronically. For security reasons the Instructor of Record must also provide the Office of the Registrar with a signed print-out for the grades submitted.

The deadline for submitting final grades to the University Registrar for fall semester is the subsequent January 15, or a workday close to that date as specified by the University Registrar. The deadline for submitting final grades for spring semester is the subsequent June 15, or a workday close to that date as specified by the University Registrar.

As a general policy, blue books (for detailed explanation, please see 3.13) should not be returned to Students. A Student should have the opportunity to view the blue book and discuss her or his performance on the Examination with the Instructor of Record. Blue books should, at some point prior to the end of the subsequent semester, be deposited in the office of the School. There they will be held for two years.

Disputes over either the grade awarded on the final Examination or the course grade itself should be resolved in the first instance by the Instructor of Record in discussion with the Student. In cases where Students choose to appeal a course grade that appeal must be made in writing to the Registrar's Office.

Once the grades are transmitted to the University Registrar, those grades will be entered into the Student transcripts in a timely way. The University Registrar will report the final grades to the Students no later than the opening day of classes in the following semester, earlier if possible. Up-to-date grade information will at the same time also be made available to the Student's Academic Advisor.

### **3.8 Advanced Placement Credit Points for Graduate Study**

The Program Coordinator in cooperation with the Instructor of Records are the Arbiters in awarding credit points for work prior to matriculation at Jacobs University Bremen. Students should not assume a priori that advanced placement work accomplished at the secondary level will be recognized for course credit at Jacobs University Bremen. In cases where credit points are awarded for work accomplished elsewhere, the grades for such work will not in any case become part of the Jacobs University Bremen transcript and will not be calculated into the grade point average.

There are three ways in which a Student may demonstrate a level of mastery appropriate to the granting of credit points within a discipline from work at the secondary level: a formal written Examination; a review of secondary transcript information; and a formal oral interview. Students should contact a Faculty Member in the area in order to ascertain the best method or combination of methods for determining credit points for prior work.

Within that first-year course of instruction, each Instructor of Record may devise, administer, and grade a written test that can be used to ascertain how well each Student has mastered the essential information, the methodology, and the application of information. Such tests are administered very early in each semester for Students requesting such tests, preferably prior to the start of regular classes. To the extent possible, these Examinations should be designed to allow Students to demonstrate their level of competence. Accordingly, test questions should range from the relatively simple to the relatively complex so as to ascertain whether the Student has a relatively low or relatively high level of mastery of the field. Each Instructor of Record has discretion concerning the nature and content of the Examination for which she or he is responsible. As a rule, however, the Examinations should be designed to last for no more than ninety minutes. The Instructor of Record will be responsible for grading each test and for making a recommendation in writing to the Program Coordinator concerning each Student's level of competence and particularly whether credit points should be given on the basis of the test.

The second means whereby a Student may attain credit points for work outside the normal coursework for the major is through an analysis of the transcript and accompanying course information—preferably a syllabus—for work accomplished at the secondary level. Such documentary analysis may provide information concerning a field of study for which testing is not provided. It may also serve to supplement test results in the assignment of credit points.

Third, a Student may choose an oral Examination as a means of demonstrating competence within an area in



which the University offers course credit. In such cases, at least two Faculty Members need to agree to such an oral Examination and at least two Faculty Members must provide their written assessment of the Student's level of preparedness and the appropriateness of credit points.

Written documentation from all three mechanisms for granting advanced credit points should be forwarded to the Program Coordinator for timely disposition. Ideally, decisions concerning the granting of credit points are made prior to the opening of classes in the semester when the assessment is made. The decision of the Program Coordinator is communicated to the Registrar in writing, and the Registrar is responsible for communicating that decision to the Student and for ensuring that credit points are appropriately applied. Advanced placement credits thus recognized by Jacobs University Bremen will become part of the regular transcript of the Student and will count as regular Jacobs University Bremen courses toward the degree. Such courses will be designated on the transcript as being advanced placement courses. No grade will be shown, nor will any grade from such coursework be included in the Student's grade point average.

### **3.9 Transfer Credits**

For coursework completed at another duly accredited University or institution of higher learning, Students may submit a transcript to the Registrar's Office indicating the course or courses thus taken, the dates when the course or courses were taken, and the grade received. The Program Coordinator in cooperation with the Academic Advisor will rule on a case-by-case basis on the acceptance of course credits from other institutions. In cases where there is uncertainty as to the appropriateness of coursework other Faculty Members will be consulted in making a determination. As a general rule, only courses that are offered for credit at Jacobs University Bremen or their functional equivalents will be accepted for transfer credit. Furthermore, no credit points over and beyond those associated with course work in the relevant area will be offered for courses accepted in this manner. The decision lies with the Registrar's Office.

Transfer credits thus recognized by Jacobs University Bremen will become part of the regular transcript of the Student and will count as regular Jacobs University courses toward the degree. Such courses will be designated on the transcript as having been earned at other institutions. No grade will be shown, nor will any grade from such coursework be included in the Student's grade point average. Experience has shown that other accredited institutions will as a rule accept Jacobs University Bremen credit points for equivalent courses at those institutions.

### **3.10 Student Exchange Credits**

If a Student takes part in a Student Exchange with a formal partner institution of Jacobs University Bremen, he/she can transfer the credits and grades earned at the partner institution to Jacobs University Bremen.

Student exchange credits as well as the grade—transferred into the Jacobs University Bremen grading system—appear on the transcript. They count as regular Jacobs University Bremen courses toward the degree. Exceptions from this rule require the prior (i.e., before the attendance of the course) consent of the Academic Advisor and the Program Coordinator.

### **3.11 Incomplete Coursework**

Students are permitted in unusual circumstances to request and receive in any course in which they are currently enrolled a temporary incomplete grade, indicated by an "I" on the initial grade report. An "I" will be awarded only in cases where a Student requests from the Instructor of Record permission to turn in course work after the end of the semester. Such a request must be submitted in writing to the Instructor on or before the last day of final Examinations. The Student's Academic Advisor will be informed of the incomplete assignment when it is made. The Student must then submit any incomplete course work on or before the first day of classes next semester, whereupon the Instructor of Record will convert the "I" to a numeric grade based on the quality of work accomplished in the course. The Instructor may choose not to award full credit for work that is turned in late, so that the penalty for using the "I" option may be that of receiving a lower grade in the course.

If the missing course work is not submitted by the deadline, the Instructor will treat that part of the course requirements as not having been met and issue a grade for the semester accordingly. Discretion concerning what course work may be appropriately turned in late — and therefore discretion over whether to permit an incomplete grade — rests with the Instructor of Record.

Please note that except in cases of documented illness, Students must take the final Examination. Failure to take a final Examination is not sufficient grounds for requesting an incomplete grade. In cases where because of illness a Student cannot take a final Examination, the Instructor of Record may choose to issue an incomplete grade until such time as a make-up final can be administered. In order to be excused from a final Examination because of illness, a Student must supply a written statement from a physician certifying the illness.

### **3.12 Retaking a Course**

If a Student wants to improve the grade of a course, be it a failed course or just a bad grade, he / she can retake the course. The following regulations apply:

- Retaking a course means not only repeating the final Examination and / or other exams, but it means registering for the course again, attending all classes, and participating in all exams; ·
- Courses taken once may not be replaced by advanced placement credits;
- The course with the better grade will appear on the transcript. The course with the worse grade will be deleted from the transcript.

### **3.13 Prerequisites and Corequisites**

Some courses have Prerequisites, e.g. in order to take an advanced seminar, the Student must have taken the relevant preparatory lecture courses within that subject area. Similar to the Prerequisites, there are so-called Corequisites, i.e., a Student must take a specific course in the current semester in order to also be able to take another course in that semester.

Pre- and Corequisites must also be met if a Student has earned advanced placement credits or transfer credits. Student may be exempted from the Pre- and Corequisites upon approval of Instructor of Record who consults with the Academic Advisor.

### **3.14 Final Examinations**

Final Examinations may be administered in any graduate course offered by the University. The University Registrar for each course will reserve time during the last part of each semester, known as Finals Week.

As a general rule, each final Examination will last for two hours. The final Examination in a course should be comprehensive, synthetic, and address material covered during the entire course. That is, the final Examination should not only be used to examine Students concerning the material covered during the latter part of the course.

A final Examination should normally be only one of several elements that are considered in assigning a course grade. If an Instructor of Record uses other elements — written assignments, problem sets, laboratory results, class participation, or others — then those elements should be graded and those grades recorded as essential elements in determining the final grade for the course.

Faculty Members may choose not to administer a final Examination, so long as other reasonable, documentable methods for assessing Student achievement and performance in the course are implemented instead.

The final Examination schedule will be designed so that no Student will have two Examinations on the same day. Make-up sessions will be scheduled to accommodate Students who would otherwise have to take more than two Examinations in one day, and Faculty must provide for a make-up Examination at a mutually agreeable time — either before or after the regularly scheduled Examination time — in cases where a make-up Examination is justified. In cases where a Faculty Member for whatever reason chooses not to adhere to the Examination schedule, the final Examination must be scheduled in such a way as to avoid overlapping Examinations for any Student or forcing a Student to take three final Examinations in one day where otherwise she or he would not have to do so. Faculty Members may not administer a final Examination during a regularly scheduled class meeting.

All Examinations will be written in blue books provided by the University Registrar for that purpose. Exceptions to the use of blue books may be made in cases where the means of testing are other than a standard written Examination. On the front of each blue book, the Student will write her or his name, the name of the course, the name of the Instructor, and the date of the Examination. In keeping with the spirit of the Code of Academic Integrity, the Student will be requested to sign the blue book as an affirmation that the Examination was her or his

work alone.

In those cases where the final Examination consists of an oral presentation, interview, or conversation, a competent person other than the Examiner must take minutes of the Examination. The Instructor of Record must retain those minutes as a written record until at least one year after the Student graduates or otherwise separates permanently from the University. In those cases where an oral presentation before a class constitutes a final Examination, one Examiner is sufficient. In cases where multiple Examiners are used, the results of the Examiners' deliberations must be unanimous.

Team projects may be used as a final Examination. 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, or it may provide that all members of the team receive the same grade based on the collective achievement of the team.

Faculty Members may administer take-home Examinations. The deadline for turning in take-home Examinations will be the end of the regularly scheduled final Examination period for the course in which the take-home Examination was administered. In the case of a take-home final, the Faculty Member must state in writing on the sheet containing the test questions the exact location, time, and date for turning in the final Examination.

Faculty Members may proctor Examinations, but they are not required to do so. Faculty Members must, however, be available to Students to clarify matters arising from the nature of the Examination itself, for example, matters having to do with phrasing or possible ambiguity in an Examination question. Faculty Members have full discretion in determining what resources Students may or may not use in taking the final Examination.

The Instructor of Record is responsible for the grade assigned to the final Examination, even in cases where other qualified individuals may actually perform the grading and assign the grade. Faculty Members are encouraged to have other members of the Faculty or qualified external parties serve as a second reader for grading a final Examination as is deemed appropriate and useful.

A Student may take a final Examination in any given course only once, and the grade that Student receives constitutes the only final Examination grade for that course. No final Examination may be repeated. A Student may, however, choose to repeat a course, in which case the highest grade earned in the course would be used in determining the Student's grade point average. In such cases, the transcript will be expunged of any enrollment for that course in which a lower grade was earned. If the Student receives the same grade in a subsequent enrollment, only the first enrollment will be recorded in the transcript.

### **3.15 Examination during the Semester**

Students should be prepared to have Saturday examination sessions in addition to the regular class meeting times. This applies mainly to big courses that do not have sufficient class room space in order to take examinations in their regular class rooms. The instructor of record has to inform the Registrar's Office by no later than September 30 (Fall Semester) or February 28 (Spring Semester) in case he/she wants to move one or more examinations to a Saturday timeslot. By the given deadline, also the exact date and time of the examination has to be fixed as to enable the students to plan their extra-curricular activities (jobs, clubs, etc.) in advance. In the case that an external employer of a student does not allow that the student cancels Saturday working hours due to an examination, a respective statement from the employer is accepted as excuse for the examination.

Since questions may arise, the Faculty Member has to make sure that in all Lecture Halls used for the examination any necessary information can be provided. Therefore, the professor should enable communication between him and the proctor by mobile phone or WLAN communication, and/or he should show up in both lecture halls during the examination time.

### **3.16 Excuse from Academic Obligations**

Students will not be excused from taking any kind of examination or from attending mandatory class/lab sessions for reasons other than ill health or personal emergency. 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. Students may petition to the Registrar to be exempted from this regulation if the Instructor of Record has been notified after the beginning of the examination or class/lab session, but as early as possible, for a well-documented reason.

Illness must be documented with a sickness certificate (i.e., "Arbeitsunfähigkeitsbescheinigung") issued by a qualified physician. Other emergencies must be appropriately documented in writing. All such documentation must be placed on file in the Office of the Registrar by no later than the third calendar day from the beginning of 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. Only under extenuating circumstances may a student petition to the Registrar for an extended deadline for submission of the required documentation. The university reserves the right to request a second opinion. Predated or backdated excuses – i.e., when the visit to the physician takes place outside of the documented sickness period – will not be accepted under any circumstances.

Students that participate in events of great importance to the university may request from the Registrar to be officially recommended to get excused for class/lab sessions and/or examinations they would miss due to the participation. The decision of what events qualify lies with the Academic Board. The final approval of an excuse has to be granted by the instructor(s) of record.

The day after the excuse ends, the student must contact the Instructor of Record in order to clarify the make-up procedure. Students may not attend any classes, lab sessions, exams or other academic events during the whole time of their excuse.

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. Even if a student can present a medical note or another document to excuse him/her from academic obligations, an extension to this deadline will not be given. Instead, the grade of the respective examination / coursework will be a 5.00, and the final grade is calculated based on this and all other grades submitted by the Instructor of Record.

Only in truly exceptional circumstances, a student may hand in an application for extension of the incomplete deadline to the Registrar's Office. The application must include a written explanation, supporting documentation, and a suggestion for a new completion deadline which is reasonable under the specific circumstances. The application is decided upon by the respective Elected Dean together with the instructor(s) of the course(s) concerned, the student's academic advisor, and the Registrar.

#### **4. Language Courses**

Jacobs University offers a variety of German, French and Spanish language courses for non-native speakers. Graduate Students will receive credits for language courses, but they will not count towards the degree. Graduate Students may choose whether the grade appears on their transcript or a pass option. If a Graduate Student fails a language course, the course will not appear on the transcript.

Please note that Students who conceal previous knowledge of a language to enter a lower level language course are in violation of the Code of Academic Integrity and that all necessary measures will be taken.

For all language courses the following policies apply:

- All course activities will be rated;
- For one language course (150 min. of instruction / week) 2.5 ECTS credits can be earned;
- Credits cannot be earned for native languages (first language/mother tongue);
- Participants must take a placement test for all levels;
- Graduate Students will receive credits for language courses, but they will not count towards the degree;
- Students are allowed to attend language courses as auditors. Courses taken on an audit basis will not count towards the degree and will have no credit points assigned. No grade will be assigned for coursework done in audited courses. Courses taken on an audited basis will appear on the transcript without a grade but with the indication that the course was audited. The course will only be passed with a participation of at least 80 % certified by the instructor;
- A language course cannot be retaken when a higher level course has already been successfully completed;
- 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;
- Courses for absolute beginners will be offered only in the Fall Semester;
- There are no course fees;

- Certificates from the official cultural institutes require a fee. Students must pay for these certificates (in certain individual cases Jacobs University Bremen may grant financial support to obtain these certificates);
- Jacobs University Bremen reserves the right to cancel language courses with fewer than 6 participants

## **5. Copyright Issues**

The Graduate Student owns the copyright to his/her academic work. After publication, the Graduate Student grants Jacobs University Bremen free of charge the exclusive right of utilization. In the case of potential innovations and inventions that touch upon the economic and business interest of Jacobs University Bremen, permission for publication must be obtained from the Provost.

## **6. President's List**

The President's List is a list of most excellent graduate students in a course phase at Jacobs University Bremen. The list is created at the end of each academic year. Students who have earned a cumulative GPA of 1.30 or better become members of the President's List. Students who graduate a semester early due to excellent academic achievements shall also be considered for the President's List. The President's List achievement is reflected on the transcript of records.