

# Policies for Bachelor Studies

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## Please Note:

These policies constitute a preliminary version which is valid for all Bachelor study programs starting September 1, 2015 at Jacobs University. The policies are based on the previous version from September 1, 2008 and have been adapted to conform to the new curricular structure of undergraduate study programs starting Fall 2015. This final version will supersede the current version as the binding policies for studies starting September 1, 2015.

Until final approval by the respective bodies (within 12 months after their implementation), these preliminary policies are binding. The Deans and the Education Advisory Panel will develop a final version for approval by the Academic and Executive Boards.

# Policies for Bachelor Studies

## 1. About these Policies

### 1.1 Scope of these Policies

These Policies for Bachelor Studies 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 policies. Study program specific policies are published in the respective study program handbooks. Study program specific policies may not contradict the Policies for Bachelor studies. In cases of conflict, the Policies for Bachelor studies applies.

### 1.2 Changing these Policies

Changes of the Policies for Bachelor studies are decided upon by the Academic Board in consultation with the committee responsible for undergraduate education (name of the committee is to be defined). In cases in which policies need further interpretation or clarification, the binding decision will be taken by the Academic Board.

## 2. Definitions

### 2.1 Bachelor Studies

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

### 2.2 Bachelor Study Programs

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). The list of Bachelor study programs offered by Jacobs University is published on the university website.

### 2.3 Bachelor Modules

Bachelor study programs are structured in modules. In general modules consist of at least two courses. Completed modules are graded by 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 Degree and Certificates

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.

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## 2.7 Study Program Coordinator

Every Bachelor study program has a study program coordinator. The study program coordinator carries the general responsibility for administering the study program and for maintaining the study program handbook.

## 2.8 Academic Advisor

Every student is assigned to a specific faculty member within the study program or the Focus Area of the student for academic advising. The goal of academic advising is to provide detailed information to students concerning the study program and above all to help students manage their time at the university to the best advantage and graduate within the expected study period. Students may change their Academic Advisor at any time after their first semester of study.

## 2.9 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.

## 2.10 Module Handbook

All CHOICE and CORE modules are listed in a module handbook. The module handbook contains module data sheets including module descriptions, module aims, intended learning outcomes, module functions and specifications on module components, ECTS credits, and pre-requisites.

## 3. Admission and Enrollment

### 3.1 Admission

Admission to Jacobs University follows a predefined admissions procedure.

### 3.2 Enrollment

In order to enroll, accepted Students have to be admitted by the Admissions office (or re-admitted on the basis of a Committee's decision as outlined in section 3.5) and to provide the Student Records Office with certain required documents, as outlined on the Student Records Office website. 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.

All students remain enrolled for the entire expected study period unless they meet their graduation requirements before the end of the expected study period. In case of an early graduation, an early removal from the Register of Students is possible. If a student needs more time to meet all graduation requirements, the student can, in exceptional cases, apply for an extension of studies.

Students have to be enrolled in order to receive credits towards their degree at Jacobs University.

Double enrollment at Jacobs University and at another German university is not possible.

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Students who transfer a significant number of credits (see section 4.11) – either from a previous university study or from a summer school/winter school may be treated as “Transfer students” and be placed into a higher semester of their study program.

## 3.3 Leave of Absence

Students on a Leave of Absence remain enrolled at Jacobs University but may not participate in coursework at Jacobs University or receive credits towards their degree. Reasons for Leaves of Absence are prolonged illness, military or civil service, maternity and/or parental leave, and internships. Leaves of Absence must be approved in advance by the Academic Advisor and the Student Records Office via the Leave of Absence Form.

## 3.4 Disenrollment

Students are automatically disenrolled in the semester of their graduation. In addition, students may be disenrolled as a consequence to academic suspension (see section 5.5), as a consequence to academic misconduct or by voluntary disenrollment at any time.

## 3.5 Readmission

Students who have been disenrolled from Jacobs University but have not yet finished the degree they have originally been admitted to may apply for readmission to the university. Readmission is granted on the basis of the policies valid at the time of the student’s readmission. Readmission to a previously enrolled study program cannot be guaranteed.

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

The application for readmission will be discussed and decided by a committee constituted 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. Every student who has been readmitted will be put on academic probation for the first semester after readmission unless there is only one semester left before the student’s expected graduation.

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.

## 4. Course Administration

### 4.1 Registration

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

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Intersession period. Therefore, students are expected to be present during the Intersession, if they have to attend mandatory courses relevant for their studies.

Every semester, each student must register for the modules and courses relevant for the student's study program. 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 less than 5 students have registered for it.

If a student is not formally enrolled in a course, no grade can be offered for that course, even if the student completes the work for it. If a student is formally enrolled in a course, the Instructor of Record for that course 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 have to be fulfilled before registration. Additionally, there are so-called co-requisites, which require students to register in parallel for two or more associated courses.

Students may be exempted from the pre-requisite requirement upon approval of 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. The percentages can be converted to Jacobs grades according to the following table:

Jacobs Percentage Grades	Jacobs Grades
94.50% - 100%	1.00
89.50% - 94.49%	1.33
84.50% - 89.49%	1.67
79.50% - 84.49%	2.00
74.50% - 79.49%	2.33
69.50% - 74.49%	2.67
64.50% - 69.49%	3.00
59.50% - 64.49%	3.33
54.50% - 59.49%	3.67
49.50% - 54.49%	4.00
44.50% - 49.49%	4.33
39.50% - 44.49%	4.67
0% - 39.49%	5.00

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For the calculation of the module grade, the average of the weighted course percentages is converted into a grade according to the Jacobs University percentage scheme.

All modules can be passed with a module grade of 4.33 or better.

In each module, all course percentage grades – including those of failed courses – are included in the calculation of the final module grade. ECTS credits are awarded as soon as the module is passed.

The following table shows the relative scaling of the Jacobs University grading system for modules/courses, in comparison with other grading methods used in Germany<sup>1</sup> and the European Credit Transfer System:

<b>ECTS</b>	<b>Jacobs Univ. Course Grade</b>	<b>Jacobs Univ. GPA</b>	<b>Common German Grades</b>
<b>Excellent (A)</b>	1.00	1.00 - 1.16	1.0
<b>Very Good (B)</b>	1.33 1.67	1.17 - 1.83	1.3
<b>Good (C)</b>	2.00 2.33	1.84 - 2.49	1.7 2.0 2.3
<b>Satisfactory (D)</b>	2.67 3.00 3.33	2.50 - 3.49	2.7 3.0 3.3
<b>Sufficient (E)</b>	3.67 4.00 4.33	3.50 - 4.49	3.7 4.0
<b>Failing (F)</b>	4.67 5.00	4.50 - 5.00	5

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

The Student Records Office 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 GPAs:

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<sup>1</sup> According to the grading scheme used at Freie Universität Berlin, Technische Universität Darmstadt, Universität Bremen and Universität Stuttgart. The Range and the ECTS grading comparison are different for every University.

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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 modules in which the student received a grade (including fails) are included in the calculation of the Cumulative GPA.

Pass/Fail-Modules are not included in the calculation of the GPA.

Achievements in courses which are not part of the degree requirements (further courses) do not count towards the 180 ECTS credits needed for graduation. Courses in the Further Courses Area are not included in the calculation of the semester or cumulative GPA.

At the end of each semester, Instructors of Record calculate the final grade for each of their courses for each student. The Instructor of Record must also provide the Student Records Office with a signed print-out of the grades submitted.

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

## **4.3 Drop/add**

During a period of typically 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 deadlines are published in the Academic Calendar.

Under special circumstances, students can request to drop or add a module/course after the official drop/add deadline, by submitting a late drop/add form to the Student Records Office. 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.

## **4.4 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 permission to turn in course work after the end of the semester. The student must then submit any incomplete course work 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 may choose to lower the grade of 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. The instructor of record may not extend the incomplete deadline.

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## 4.5 Retakes

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

In order to retake a module the student has to be registered by the Student Records Office for the module anew, attend all classes and participate in all exams.

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

## 4.6 Pass Options

*The details for setting the pass option will be defined once the final version of these policies will be implemented.*

## 4.7 Audit

Students may register for courses as auditors. 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.

## 4.8 Course Syllabi

Each Instructor of Record must prepare a syllabus for a course before the beginning of teaching in any given semester. This syllabus must contain topics for course sessions 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 grading components will add up to the final grade in the course.

## 4.9 Final Examinations

For the final examinations certain dates will be reserved by the Student Records Office for every course during the last part of each semester, the Finals Weeks. Finals Weeks each semester will be preceded by the Reading Days, a period typically of between five and seven days, which is to be used by students as a time for completing unfinished course assignments and preparing for final examinations. Final examinations may not be administered during Reading Days. The schedule for Reading Days and for Finals Week will be posted in a timely manner to allow faculty and students to plan accordingly.

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.

Faculty members may choose not to administer a final examination, as long as other reasonable, documentable methods for assessing student achievement and performance in the course are implemented instead.

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The final examination schedule will be designed in a way that no student will have more than one examination at the same time. No student will be required to take more than two final examinations on any given 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. The student has to make a request to the respective Instructor of Record regarding re-scheduling at least 1 week in advance. In addition, the student is obliged to provide the Instructor of Record with convincing evidence for required re-scheduling. 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.

In those cases where the final examination consists of an oral presentation, interview, or conversation, minutes must be taken of the examination by a competent person other than the examiner. Those minutes must be retained by the Instructor of Record 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.

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Instructors of Record may offer a make-up examination to students who have failed the final examination. The result of the make-up examination will be counted towards the course grade.

## 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 Student Records 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 a student to cancel Saturday working hours due to an examination, a respective statement from the employer is accepted as an excuse for the examination.

The midterm examination procedures are regulated according to the following rules:

- If a student has three 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 1 week in advance;

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

Any exam paper not picked up by students should be held for two years. Exam papers not picked up within two years should be destroyed.

### 4.10 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.

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- 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.

## 4.11 Advanced Placement and Transfer Credits

Jacobs University recognizes up to 60 ECTS from a combination of Advanced Placement (AP), Transfer, or Study Abroad (see section 5.3) credits towards earning a Bachelor's degree.

### 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 semester at Jacobs University. Students changing their major 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 advanced placement 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. Alternatively, Faculty may consider internationally recognized standardized test results (for instance, British A Levels, the French baccalauréat, the German Abitur, College Board AP Exams, Higher Level International Baccalaureate Exams, etc.) as being equivalent to a Jacobs-administered formal examination. Any such waiver of a written examination must be supported by both the Instructor of Record and the respective Study Program Coordinator.

### 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 the Transfer credit form, the course syllabi and an official transcript indicating the courses taken to the Student Records Office. 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

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ECTS credits awarded to 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 in 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 changing their major may, at the Student Records Office's discretion, also apply for recognition of Transfer credits during the first semester after the change of major.

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 have to be achieved in order to receive a Bachelor's degree. All study programs, with the exception of preparatory study programs, are eligible for a major as well as a minor. All undergraduate students must complete major specific modules and take additional coursework in order to meet the graduation requirements.

The degrees at Jacobs University are designed to be achievable in three years. Students who transfer to Jacobs University must be enrolled at Jacobs University for at least two years and have to accumulate at least 120 ECTS credits of coursework, including internship or study abroad, at Jacobs University in order to graduate.

The study program for each major has two components: The first component includes program-specific modules. The second component (Jacobs Track) provides general education modules.

*First Component:*

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 from program-specific project/research
- 10 ECTS Credits from the Bachelor Thesis
- 20 ECTS Credits from Internship/Study Abroad
- Attendance of Career Skills Module

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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

*Second Component:*

Jacobs Track Requirements (total 45 ECTS Credits):

- 15 ECTS Credits from Triangle Area Module (5 ECTS Credits for each area)
- 10 ECTS Credits from Language Module (please see 3.8)
- 15 ECTS Credits from Methods Module
- 5 ECTS Credits from Skills Module

The general requirements stated above are complemented by the specific regulations stated 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.

Courses in the Further Courses Area do not count towards the 180 ECTS credits needed for graduation.

## **5.2 Internship**

The Internship requirement in the World Track includes a mandatory semester-long internship off-campus and has to be related to the respective area of study. The minimum duration is sixteen weeks in full-time. Information about the Internship will be listed on the transcript. Further regulations and procedure rules issued by the Career Service Center apply.

## **5.3 Study Abroad**

The Study Abroad requirement in the World Track offers students the opportunity to spend one semester at one of Jacobs University's partner universities. Courses recognized as study abroad credits need to be preapproved according to the Jacobs University study abroad procedures and carry a minimum of 20 ECTS credits in total.

Transfer students may not study abroad while they are enrolled at Jacobs University unless they spend a minimum of four semesters physically present at Jacobs University.

## **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 study programs, with the exception of preparatory study programs, are eligible

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for a major as well as a minor. Students may change their study program until the beginning of the second year of study. Furthermore, they 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 one of the CHOICE Modules

Modules which are or contain mandatory requirements in the main study program of a student cannot be counted toward a minor. A confirmation for pursuing a minor can only be issued once the respective first year module has been completed and the student is registered for the consecutive second year module.

Students may, with prior approval from the Dean, choose to pursue a double major. For a double major, all necessary graduation requirements for the two majors, including all mandatory modules and two Bachelor Theses, need to be fulfilled. For further requirements please check the respective study program handbooks. Pursuing a double major will in general lead to an extension of studies.

## 5.5 Probation and Suspension

Any student who receives a semester GPA of 3.67 or worse in any semester, except in the internship or study abroad semester, will be placed on academic probation. Students on academic probation must take all required modules/courses and achieve a semester GPA better than 3.33 in each of the two successive semesters. Failure to meet the probation requirements will result in suspension from the university.

Suspensions for disciplinary or other reasons than failure to meet the academic probation requirements are regulated in the respective policies and regulations of Jacobs University.

Students have the option to appeal the suspension decision in writing via a standardized form on the Student Records Office website). If a student fails to appeal within the given time period, it is assumed that the student accepts the suspension decision. Appeals are dealt with by the Committee on Examinations and Standing.

## 5.6 Extension of Undergraduate Studies

Students who will not be 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.

Except a possible tuition postponement, students will not receive financial aid during their extended study period.

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## 5.7 Bachelor's Thesis

All students are required to write a Bachelor's Thesis, normally to be completed in the sixth semester of study. The Bachelor Thesis is intended to demonstrate mastery of the contents and methods of the major. The thesis may be a research paper within the field of the major discipline, or it may be a comprehensive report summarizing the results of an advanced research project within the major discipline. The writing of the thesis has to be supervised by a faculty member specified by the study program coordinator of the student's major. The required standards, volumes 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.

The thesis should be submitted as a pdf-file and one hard copy to the thesis supervisor. For documentation purposes, the pdf-file will be stored centrally under the auspices of the Student Records Office in a manipulation-safe form.

## 5.8 Language Courses

Acquiring 10 ECTS credits in German language courses is a mandatory graduation requirement for all undergraduate study programs. Students who meet the requirements of the German proficiency level (i.e. native-speakers) are required to select courses in any other language offered at Jacobs University. Participants must take a placement test for all levels. A language course cannot be retaken when a higher level course has already been successfully completed. Students can, at their own risk, take for credits 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.

## 5.9 Final Documents

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

- **Diploma:**  
The diploma states the name and birth date of the degree holder, the degree and major, if applicable 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 final GPA and corresponding ECTS grade, the 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

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grades of the individual courses making up a module and the final grades of the modules themselves. It also lists the semester GPA for each semester of study, the cumulative GPA for the entire study and the corresponding ECTS grade. The final transcript also shows the 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.

Temporary Transcripts can be issued by the Student Records Office upon request and will show all modules and courses taken for which a result is already published, as well as any existing special achievements.

## 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. Its decisions are binding. It is a non-public body. 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 Administrative Fees

All administrative fees for bachelor studies are specified in a separate document (Gebührenordnung).

### 6.3 Graduation Ceremony

Students who want to participate before having completed all graduation requirements do a so-called walkthrough. The student must provide a written confirmation(s) of the respective instructors of record that the student is 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 by May 31.