

Policies and Procedures governing Undergraduate Study

The policy has been valid as of September 1, 2008.

1 Introduction	2
2 Admission	2
2.1 Readmission	3
3. General Requirements for the Bachelor's Program of Study	4
3.1 General Information.....	4
3.2 Coursework and Credit Points.....	4
3.3 Intersession.....	6
3.4 Internship.....	6
3.5 Bachelor's Thesis.....	6
3.6 Grading.....	6
3.7 Minimum GPA Requirements, Academic Probation, and Suspension.....	7
3.8 Extension of Undergraduate Studies.....	8
3.9 Majors, Double Majors, and Combined Majors.....	9
3.10 Change of Major	9
3.11 Language Courses.....	9
3.12 Academic Advising.....	11
4. Graduation Requirements for the Bachelor of Arts.....	11
4.1 General Information.....	11
4.2 Optional Courses	12
4.3 BA Thesis.....	12
5. Graduation Requirements for the Bachelor of Science	14
5.1 General Requirements	14
5.2 Bachelor of Science Thesis.....	15
6. Course Administration.....	16
6.1 Registration.....	16
6.2 Audit.....	16
6.3 Drop/Add	16
6.4 Grade Administration.....	17
6.5 Advanced Placement, Transfer, and Study Abroad Credit.....	18
6.6 The Pass Option	21
6.7 The Withdrawal Option	22
6.8 Incomplete Coursework.....	22
6.9 Retaking a Course	23
6.10 The President's List.....	23

7. Classroom Instruction.....	24
7.1 General Information.....	24
7.2 Pre-Requisites and Co-Requisites.....	24
7.3 Final Examinations.....	25
7.4 Examination during the Semester.....	27
7.5 Excuse from Academic Obligations.....	27
8. The Diploma, Transcripts, and Diploma Supplement	28
9. Administrative Fees for Students.....	29
9.1 Transcripts.....	29
9.2 Confirmation Letter of English Proficiency.....	30
9.3 Institutional Description of Jacobs University Bremen for Graduate Schools	30
9.4 Copies of official standardized test scores from a student’s Jacobs University Bremen admission file.....	31

1 Introduction

These policies and procedures are the official, comprehensive, and complete regulations of Jacobs University Bremen concerning undergraduate study and the awarding of Bachelors degrees.

In cases in which policies need further interpretation or clarification, the binding decision will be taken by the Academic Board.

2 Admission

Jacobs University Bremen recruits, admits, and enrolls highly qualified students from around the world. The admission process for students is highly selective. Jacobs University Bremen recognizes that not every student is suited for the kind of educational experience offered here.

In particular, Jacobs University Bremen admits students who can contribute to and benefit from the international-style living and education that Jacobs University Bremen has to offer. In addition, the University selects students not only on the basis of their grades and test scores but also for their creativity and leadership as demonstrated in co- and extracurricular activities prior to university—their general level of life achievement. In short, Jacobs University Bremen seeks out students who are innovators, students who will one day make a difference in their chosen careers,

in their home communities, and in the world.

Admission to the University is need blind. Jacobs University Bremen provides financial support to any admitted undergraduate who because of financial circumstances might otherwise be unable to attend the University.

The Jacobs University Bremen admission process is both personalized and highly competitive. The individualized application process ensures that every applicant receives thorough consideration. There is no admissions formula whose fulfillment guarantees an applicant's acceptance to the University. Selection for admission to the University is based upon a variety of factors. These include the following obligatory qualifications:

- Completion of an application for admission with accompanying essay in English;
- Official evidence of the applicant's secondary school record (transcript of courses);
- Recommendations by a counselor/administrator (1) and a teacher/supervisor (1);
- Scores on an American Standardized Assessment Test (either SAT or ACT);
- Certificate of secondary school completion equivalent to the German Abitur (i.e. International Baccalaureate, High School Diploma, GCSE A-levels);
- TOEFL (minimum score of 550 on the paper version; 213 on the computer version) or an equivalent test if English is not the student's first language;
- Out-of-class activities such as participation and leadership in political, social, or recreational activities;
- References from supervisors / superiors if the student has been involved in vocational training or full-time work;
- When possible, a personal interview (in person, by telephone, or by videoconference) with an admissions officer or Jacobs University Bremen representative so that the Admission review personnel may get to know the applicant personally.

2.1 Readmission

Students who have been exmatriculated 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:

- Application form (Application for Readmission to Undergraduate Studies)
- An explanatory 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 by no later than March 15 for the following Fall Semester and by no later than November 15 for the following Spring Semester. Only complete applications will be accepted. An application for Financial Aid from Jacobs University Bremen will be processed independently from the application for readmission.

The application for readmission will be discussed and decided by the Dean, the student's former academic advisor, the program coordinator of the program the student is applying to, and the Registrar. The committee may invite further university members (e.g. College Masters, Counselors, or other) if deemed appropriate.

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.

3. General Requirements for the Bachelor's Program of Study

3.1 General Information

Jacobs University Bremen offers courses of study that lead, in selected fields in the humanities and social sciences, to the Bachelor of Arts degree, and, in selected fields in engineering and the natural sciences, to the Bachelor of Science degree. Majors at Jacobs University are consciously designed to be transdisciplinary in nature, so that students are required to engage in coursework outside the narrow area of specialization within their majors.

3.2 Coursework and Credit Points

All students at the bachelors level must take coursework sufficient to acquire 180 ECTS (European Credit Transfer System) credits. Jacobs University Bremen uses a system of 5.0 ECTS credit points per course for full courses. Students who transfer to Jacobs University must be enrolled at Jacobs University for at least two years in order to graduate.

The degrees at Jacobs University Bremen are expressly designed to be achievable

in three years.

Students on normal student status should be registered for at least 25 ECTS credits during each semester of their study. This workload may be reduced during the third year of study if it is foreseeable that the requirement of 180 ECTS credits will be reached and students are concentrating their studies on specific program requirements (such as guided research) and do not miss any mandatory courses or requirements for graduation.

Failure to register for the required 25 ECTS credits may negatively affect decisions about exceptional applications (e.g. applications for a the extension of undergraduate studies).

Students on academic probation must be registered for at least 25 ECTS credits during the semester in which they are on probation. Failure to do so will lead to suspension from the university.

Below is the general structure of the undergraduate degrees. Individual degrees may vary from this structure in their details and students should consult the documentation pertaining to the major for more precise information about specific courses and course requirements:

- 180 ECTS credits are required for all undergraduate majors;
- As a rule, 150 ECTS credits must be taken in courses prescribed for the major, outside the prescribed courses for the major but within the same school as the major (Home School Electives), and language courses;
- 30 ECTS credits must be earned taking transdisciplinary courses, that is, courses outside the Home School or University Studies Courses. The student may decide on the internal distribution of the transdisciplinary courses.

These requirements are the natural result of the following conceptual considerations at Jacobs University Bremen concerning baccalaureate education in general:

- The selection of majors at Jacobs University Bremen serves the purpose of providing students with the possibilities of study beyond the framework of a narrow single discipline;
- The relatively large number of electives within the Home-School reflects a desire to provide students with a flexible range of practical qualifications;
- The requirement to take courses outside the Home School provides students the opportunity for an intensive engagement in alternative academic traditions. Jacobs University Bremen expressly does not provide special courses for non-majors;
- University Studies Courses provide the opportunity for students to engage in problem-oriented research that transcends the narrow disciplinary boundaries and integrates various ways of knowing within a single course.

3.3 Intersession

Jacobs University offers a wide range of unique educational opportunities for students during the Intersession. Mandatory courses can be scheduled for this period as a part of the Intersession program. Therefore students are expected to inform themselves about the Intersession program in advance and be present during the Intersession if they have to attend mandatory courses relevant for their studies.

3.4 Internship

All undergraduate students are required to complete an internship, normally to be accomplished between the second and third year of study. Information about the internship will be listed on the transcript.

The internship must last at least two consecutive months. No credits are connected to the internship requirement (NOTE: For potential exceptions to this regulation, please consult the individual Program Handbooks).

Students doing a double major need to have their internship choice approved in advance by both Program Coordinators.

3.5 Bachelor's Thesis

All students are required to write a bachelor's thesis, normally to be completed in the sixth semester of study. The parameters of the Bachelor of Arts thesis and the Bachelor of Science thesis are described below on the sections detailing the requirements for the Bachelor of Arts and Bachelor of Science degrees.

3.6 Grading

All courses at the undergraduate level 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 Grading System as compared to the European Credit Transfer System (ECTS) and the system prevailing in the United States:

ECTS	American Grade	American Numerical Value	Jacobs Univ. Course Grade	Jacobs Univ. GPA
------	----------------	--------------------------	---------------------------	------------------

Excellent (A)	A+	4.33	1.0	1.00 - 1.16
Very Good (B)	A A-	4.00 3.67	1.33 1.67	1.17 - 1.83
Good (C)	B+ B	3.33 3.00	2.00 2.33	1.84 - 2.49
Satisfactor y (D)	B- C+ C	2.67 2.33 2.00	2.67 3.00 3.33	2.50 - 3.49
Sufficient (E)	C- D+ D	1.67 1.33 1.00	3.67 4.00 4.33	3.50 - 4.49
Failing (F)	D- F	0.67 0.00	4.67 5.00	4.50 - 5.00

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;
- Major GPA: All mandatory courses within the major in which the student received a grade (all mandatory courses must be passed within the major in order for a student to graduate) for each semester are included in the calculation of the Major GPA.

Courses designated as pass are not included in the calculation of the 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.

3.7 Minimum GPA Requirements, Academic Probation, and Suspension

Any student who receives a semester grade point average of 3.67 or worse in any single semester will be placed upon academic probation and will be so informed by the University Registrar. In addition, students who have earned less than 50 ECTS credits after their first two semesters or less than 100 ECTS credits after four semesters at Jacobs University Bremen will be placed upon academic probation. Thereafter, the student must earn at least 25 ECTS credits and must achieve a semester grade point average better than 3.33 for each of the two successive

semesters in which the student enrolls in order to be restored to good academic standing. Failure to do so will result in suspension from the University. Any student whose cumulative grade point average is worse than 4.33 in any semester other than the first semester of study will automatically be suspended from the University.

Students have the option to appeal the suspension decision in writing (via a standardized **Appeal Form**) within 5 workdays after the notification by the Registrar's Office. If a student fails to appeal within the given time period, it is assumed that the student accepts the suspension decision.

3.8 Extension of Undergraduate Studies

Students who will not be able to finish their undergraduate studies within six semesters must formally apply for a seventh semester. The application must include:

- Application form ("Application for Extension of Undergraduate Studies")
- An explanatory statement explaining why the student was unable to finish the undergraduate degree within six semesters. If applicable, students are required to bring proof (e.g. in cases of illness, personal emergencies, etc.)
- A detailed study plan discussed with and signed by the Academic Advisor and the Program Coordinator of the student's major. The study plan may set conditions on the student's sixth semester performance such as minimum credit requirements and the passing of mandatory courses for which no equivalent substitute is offered in the following semester..

The application must be handed in at the Registrar's Office by no later than March 15 for the following Fall Semester and by no later than November 15 for the following Spring Semester. Only complete applications will be accepted. Only students who are in their sixth semester may apply for a seventh semester. Except a possible tuition postponement, students will not receive financial aid during their seventh semester.

The application will be discussed and decided upon by the Deans of the Schools offering undergraduate majors, the student's Academic Advisor, the Registrar and the Vice President for University Development. Approval of the seventh semester is always conditional upon successful completion of the goals for the sixth semester as set forth in the study plan. In particular, a student missing more than 40 ECTS credits after his/her sixth semester will be suspended from the university. Under rare circumstances, conditional approval may be granted for an eighth semester, in which case the student must be missing no more than 80 ECTS credits after the sixth and 40 ECTS credits after the seventh semester.

Jacobs University Bremen reserves the right to not approve the application for a seventh semester. In this case the student will have to leave the university without a

degree.

3.9 Majors, Double Majors, and Combined Majors

The majors offered by the University are described below in the sections concerning the Bachelor of Arts and Bachelor of Science degrees. Students may, however, choose to take a double major or, in very exceptional cases, a combined major. For double majors, the following regulations apply:

- Courses taken as mandatory within one major can count as electives in a second major.
- In cases where the second major lies within the same school as the first, courses taken as electives in the other school and required University Studies Courses may be counted as such for both majors.
- Students will as a rule be required to write two theses; the topics of these theses may be related.

In very exceptional cases where a combination of existing courses from more than one major can be demonstrated to comprise a comprehensive and self-contained course of study, a student may petition the responsible Dean or Deans to designate this grouping of courses as a combined major. Such a combined major must conform to the regular Jacobs University Bremen requirements concerning the number of credit points-180 ECTS credits for the major-mandatory credit points, electives, and University Studies Courses. A combined major differs from a double major in that the student is not required to take all of the courses in each of the composite majors. Students pursuing a combined major will be required to submit one combined thesis which must, however, address a topic related to all the fields in the combined major.

Double majors as well as combined majors must be approved by the Dean or Deans of the appropriate School(s).

3.10 Change of Major

Changes of major are possible as long as they do not affect a student's ability to graduate within the regular study period of six semesters. In order to change their major, students must submit a Major Change Form, accompanied by a study plan.

3.11 Language Courses

Jacobs University Bremen offers a variety of German, French and Spanish language courses for non-native speakers. Undergraduate students may count a maximum of 10 ECTS credits earned in these courses towards the 180 ECTS credits necessary

for graduation. Language courses are counted towards the Home School Electives. In general the number of Home School Electives can thus be reduced by a maximum of 10 ECTS credits by taking language courses, specific programs may require up to 15 ECTS credits from language courses, details must be specified in the respective program handbook.

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 graded;
- 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;
- Students may take courses in German, French and Spanish for credits up to the maximum of 10 ECTS credits allowed for language courses. Additional credits in German, French and Spanish can only be earned above the BA/BSc credit requirements, unless specified differently in the respective program handbook;
- 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;
- It is not possible to earn advanced placement credits for language courses;
- 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;
- Transfer credits may be accepted on approval; courses in the languages taught at Jacobs University will be accepted if taken at other universities or at our partner institutes (Goethe Institut, Instituto Cervantes, Institut Français, Confucius Institute); credits acquired in languages other than those offered at Jacobs University will only be transferred if issued by a partner university of Jacobs University;
- Courses for absolute beginners will only be offered 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.

3.12 Academic Advising

Counseling for students is both a formal and an informal activity at Jacobs University Bremen. Formally, every student is assigned to a specific professor within the School or the major for academic advising. Guidance in this form is considered to be an integral part of the job of a faculty member at Jacobs University Bremen. The goal of academic advising is to provide detailed information to students concerning the program of study and above all to help students manage their time at the University to best advantage. Beyond that, advising helps students choose electives that complement the major area of concentration, an activity that requires a detailed understanding of the curriculum on the part of the advisors. To avoid any loss of time toward degree, it is particularly important that students from the very beginning understand the formal requirements for the Bachelor's degree as they make their selection of courses.

Informal student advising at Jacobs University Bremen has many facets: through contacts with faculty members beyond that with their official advisor; through contacts with graduate students and alumni; and through contacts among the students themselves. Beyond that, the College Maser is responsible for ensuring that the undergraduate experience at Jacobs University Bremen is one in which social and academic experiences are part of a seamless whole.

Students are assigned an Academic Advisor at the time of their matriculation to the University on the basis of the School of the preferred major that they listed on their application for admission to the University. Once students have matriculated to the University, the following rules apply:

- Students may change their Academic Advisor at anytime after their first semester of study;
- Students must complete the Advisor Change Form and have it signed by their old as well as their new Academic Advisor.

4. Graduation Requirements for the Bachelor of Arts

4.1 General Information

The Bachelor of Arts degree program is offered to undergraduates in:

- Comparative Literature and Culture (ending)
- Global Economics and Management

- Integrated Cultural Studies
- Integrated Social and Cognitive Psychology
- Integrated Social Sciences
- Intercultural Relations and Behavior
- International Logistics Management (ending)
- International Politics and History

The following points reflect the structure of the undergraduate programs in the School of Humanities and Social Sciences. Credit points are earned in courses based upon the level of time and effort required for those courses. Most courses are credited with 5.0 ECTS credits:

- 180 ECTS credits are required for all undergraduate majors;
- 75 ECTS credits must be earned taking courses prescribed for the major;
- 30-35 ECTS credits must be earned taking statistics and methods courses prescribed for the major;
- 40-45 ECTS credits must be earned taking additional courses within the same school as the major (Home School Electives);
- 30 ECTS credits must be earned taking transdisciplinary courses, that is, courses outside the Home School and University Studies Courses. The student may decide on the internal distribution of the transdisciplinary courses.

4.2 Optional Courses

In each undergraduate major within the School of Humanities and Social Sciences, 75 ECTS credits (15 courses) are mandatory. In addition to the 75 ECTS credits (15 courses) within the field of the major, students must take 30-35 ECTS credits (6-7 courses) in Statistics and Methods. The mandatory courses are properly identified in the curricula of the School. In order to strengthen the course offerings in the majors of the SHSS, courses may be provided beyond those which are defined as mandatory. These courses are called "optional courses". Such courses may be counted towards the Home School Electives.

4.3 BA Thesis

The baccalaureate thesis is a requirement for graduation for all undergraduate majors. In the School of Humanities and Social Sciences, the thesis is to be written individually by each student during a period of six weeks as part of the methods course Bachelor Thesis Seminar. As a rule, the course will take place during the sixth semester.

The baccalaureate 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. Students also have the option of choosing a topic from the field of Statistics and Methods.

The writing of the thesis will be supervised by a professor from the student's major or by one of the professors from Statistics and Methods. Students are required to choose a supervisor during the first six weeks of the semester in which the thesis is to be written. The supervisor must approve the thesis topic (again during those first six weeks of the respective semester) before the student sets upon writing the thesis.

The writing of the thesis will take place from week 7 until the end of week 12 of the semester. Students will meet with their supervisors while writing the thesis as is deemed necessary by both.

The thesis must be at least 6,000 words and not longer than 7,000 words, including footnotes. This does not include the title page, student declaration, abstract, table of contents, bibliography, and appendices.

The thesis will be jointly graded by the supervisor from the field of the student's major and the professor(s) from Statistics and Methods conducting the course Bachelor Thesis Seminar. The thesis will count for 100% of the grade for that course. For joint grading, the supervisor from the field of the student's major will suggest the grade; in case the professor from Statistics and Methods has grounds for disagreement, a consensus on the grade is to be reached by discussion.

Students pursuing a double major will as a rule be required to write two theses; these topics may be related. In exceptional cases and if warranted by thesis topic, students pursuing a double major may submit one combined thesis only. This combined thesis must, however, go significantly beyond the scope of a thesis in a single major and must contain elements from both majors. The length of the combined thesis should be approximately twice that recommended for a thesis in a single major. Students writing such a combined thesis will be given twelve weeks to complete it. The combined thesis will be graded by two professors from the fields of the two majors. Students with double majors who write two theses may write one of the theses in the fifth semester of study. Students with double majors will receive 7.5 ECTS credits for attending the course Bachelor Thesis Seminar and the thesis written in this course as well as 7.5 additional ECTS credits for the second thesis (or the second part of the combined thesis). The additional 7.5 ECTS credits for the second thesis (or the second part of the combined thesis) do, however, not count towards the 180 ECTS credits required for graduation; instead, they will be counted among those additional credit points required for graduation in the second major.

If students choose to write a thesis with a focus on methods and methodology, the grading will be done by the respective supervisor from Statistics and Methods and a professor from the student's field of major.

Furthermore, 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.

For documentation purposes, the files will be stored centrally under the auspices of the Registrar in a manipulation-safe form.

5. Graduation Requirements for the Bachelor of Science

5.1 General Requirements

The Bachelor of Science degree program is offered to undergraduates in thirteen areas:

- Applied and Computational Mathematics
- Biochemistry and Cell Biology
- Biology/Neuroscience
- Biotechnology
- Chemistry
- Cognitive Psychology and Neuroscience
- Computer Science
- Electrical and Computer Engineering
- Electrical Engineering and Computer Science
- Earth and Space Sciences
- Integrated Environmental Studies ERDE
- International Logistics Management and Engineering
- Mathematics
- Physics

The following points reflect the structure of the undergraduate programs in the School of Engineering and Science. Credit points are earned in courses based upon the level of time and effort required for those courses.

The degree programs of the School of Engineering and Science are structured as a so-called Shell Model. The subject material is organized in integrated shells of increasing depth rather than through a sequence of single subject lectures. Each year, a more or less comprehensive treatment of a subject is presented. From year to year, the level of treatment becomes more advanced. The curricula are designed to allow students the flexibility to make the final decision about their major up to the end of their first year of study.

There is a binding set of minimum requirements for all majors in the School of Engineering and Science:

- 180 ECTS credits are required for all undergraduate majors;
- As a rule, 150 ECTS credits must be taken in courses prescribed for the major, outside the prescribed courses for the major but within the School of Engineering and Science (Home School Electives), and language courses;
- 30 ECTS credits must be earned taking transdisciplinary courses, that is, courses outside the School of Engineering and Science or University Studies Courses. The student may decide on the internal distribution of the transdisciplinary courses.

Of the 150 ECTS credits within the School, some are prescribed by the majors. The total number of courses specifically required by the major varies between 18 and 23 depending on the specifications of the program. The graduation requirements for each of the particular degree programs are published in the undergraduate handbooks.

5.2 Bachelor of Science Thesis

In the School of Engineering and Science, the thesis is part of the Guided Research Courses. Within these courses, research project(s) and a supervisor will be assigned to each student. The thesis should report about this project or these projects.

After consultation with the prospective supervisor, students register formally for one of the Guided Research Courses on offer. Registration is done via the Registrar's office.

The thesis should be approximately 20 A4-pages long. Further details concerning the thesis will be discussed with the thesis supervisor.

The thesis will be graded by the thesis supervisor. The grading of the thesis is the grading of the Guided Research Course. The grading takes into account the quality of the student's research in that course.

The title of the thesis will appear in the final transcript.

Deadline for handing in the thesis is defined in the course description of the respective course.

Furthermore, 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.

For documentation purposes, the files will be stored centrally under the auspices of the Registrar in a manipulation-safe form.

6. Course Administration

6.1 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 Office of the Registrar 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. Continuing students have the opportunity to pre-register for courses prior to the beginning of the semester. All continuing students receive information concerning pre-registration well in advance of the pre-registration deadline. 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.

6.2 Audit

Students have the option of registering to audit courses. 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.

If a student retakes an audited course for credit, the retake will count towards the GPA and will be shown on the transcript, even if it might be a fail. If the student withdraws from the retake of an audited course, the audit will stay on the transcript.

6.3 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 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 send an updated course registration list to the Instructor of Record, and will send course registration confirmations to the student and the student's Academic Advisor.

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 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 and will be graded.

6.4 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 Bremen, 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 should be returned to students in a manner determined by the Instructor of Record. Ideally, students should pick up their blue books direct from the faculty member, thereby providing the student an opportunity to discuss his or her performance on the examination with the faculty member. Any blue books not picked up by students 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. Blue books not picked up within two years should be destroyed.

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 Dean of the School in which the course was given, who will have the final discretion.

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.

6.5 Advanced Placement, Transfer, and Study Abroad Credit

Jacobs University recognizes up to 60 ECTS from a combination of Advanced Placement (AP), Transfer, or Study Abroad credits toward earning a Bachelor's degree. A minimum of 120 ECTS must be accumulated during at least four semesters of on-campus academic work at Jacobs University.

Advanced Placement Credit □

Advanced Placement (AP) credit 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 may be earned toward a Bachelor's degree through Advanced Placement. Not all Jacobs University courses are eligible for AP; students should contact the relevant Instructor of Record and the Program Coordinator of the major in which the course is offered to ascertain whether AP credit may be earned for a particular course. All AP applications must be submitted during the student's first semester at Jacobs University. Students changing their major may, at the Registrar's discretion, submit AP requests during the first semester after the change of major.

Faculty may request students applying for AP to pass a formal written examination lasting no more than ninety minutes, 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 Program Coordinator.

AP credits thus recognized by Jacobs University will be designated on the transcript as being Advanced Placement courses (AP). No grade will be shown, nor will any grade be included in the student's grade point average.

If a student retakes a course for credit for which he/she has previously received AP credits, the retake will count towards the GPA and will be shown on the transcript, even if it might be a fail. If the student withdraws from the retake of that course, the AP credits will stay on the transcript.

Transfer Credit □

Transfer credit may be awarded for coursework completed at another university or institution of higher learning. A maximum of 60 ECTS can be recognized as Transfer credits toward a Bachelor's degree; if AP or Study Abroad credits are also awarded, 60 ECTS is the total combined number of AP, Transfer, and Study Abroad credits recognized toward the degree.

To apply for the recognition of Transfer credit, students must submit to the Registrar the course syllabi and an official transcript indicating the courses taken and the grades and credits received. The Registrar, upon recommendation of Faculty from the respective field of study, rules on the acceptance of Transfer credits on a case-by-case basis. Jacobs University reserves the right to determine the number of ECTS credits awarded to each transferred course. Courses completed at other institutions may not be transferred as University Studies Courses.

For coursework completed prior to enrollment at Jacobs University, students must apply for recognition of Transfer credit during their first semester at Jacobs. Students changing their major may, at the Registrar's discretion, also apply during the first semester after the change of major. Students who transfer a significant number of credits may be treated as "Transfer students" and be placed into a higher semester of their major, thereby reducing the number of semesters left toward the completion of the degree.

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 of this achievement.

Transfer credits thus recognized by Jacobs University will be designated on the regular transcript of the student 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.

If a student retakes a course for credit for which he/she has previously received transfer credits, the retake will count towards the GPA and will be shown on the transcript, even if it might be a fail. If the student withdraws from the retake of that course, the transfer credits will stay on the transcript.

Study Abroad Credit

Study Abroad credit may be awarded for coursework completed at another university or institution of higher learning during a semester of study abroad. Courses recognized as study abroad credits need to be preapproved according to the Jacobs University study abroad procedures.

A maximum of 60 ECTS can be recognized as Study Abroad credits toward a Bachelor's degree; if AP or Transfer credits are also awarded, 60 ECTS is the total combined number of AP, Transfer, and Study Abroad credits recognized toward the degree.

Study Abroad credits thus recognized by Jacobs University will be designated on the regular transcript of the student 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.

If a student retakes a course for credit for which he/she has previously received exchange credits, the retake will count towards the GPA and will be shown on the transcript, even if it might be a fail. If the student withdraws from the retake of that course, the exchange credits will stay on the transcript.

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

6.6 The Pass Option

Applying for all Pass Options accumulated starting Fall Semester 2014

Students may request for the grade of a passed course to be excluded from the calculation of the GPA and to be replaced by a 'P' (for pass) on the transcript. This can be achieved by applying **Pass Options** under the following conditions and limitations:

- Pass Options may be applied on courses regardless of the number of credits they carry or their function in the curriculum. However, students may not apply a Pass Option on that course in which the Bachelor's Thesis is written.
- Pass Options may not be applied on failed courses.
- No more than three Pass Options may be applied during the entire undergraduate degree program.
- No more than one Pass Option may be applied per semester of the undergraduate degree program.
- Pass Options may be applied to courses of previous academic years.
- Pass Options are a cumulative tool:
 - At the end of the first academic year, only one Pass Option may be applied.
 - At the end of the second academic year, up to two Pass Options may be applied: one, if a Pass Option was used after the first academic year, or up to two if no Pass Option was used until then.
 - At the end of the third academic year, up to three Pass Options may be applied: one, if two Pass Options were used previously; two, if one Pass Option was used previously; or up to three if no Pass Option was used until then.
- Decisions about Academic Probation and/or Suspension will be based upon the official semester and/or cumulative GPA (i.e. the Pass Option can be used to improve the respective GPAs).
- GPA calculations for the President's List disregard any Pass Options, i.e. the grades of all courses are used for the GPA calculation, independent of whether or not a Pass Option has been used.

If a student retakes in a subsequent semester a course on which a Pass Option had been applied, the grade of the retake will replace the 'P' on the transcript, and the grade of the retake will be used for the calculation of the GPA. It will not be possible to reuse this Pass Option for a different course.

6.7 The Withdrawal Option

Undergraduate students have the option of designating courses as withdrawal under the following conditions:

- Students may use the withdrawal option twice during their first year of studies;
- Students may use the withdrawal option once during their second year of studies;
- The withdrawal option may not be used during the third year of studies;
- The decision to use the withdrawal option has to be made within the first 10 weeks of the semester;
- The respective form has to be approved and signed by the student's Academic Advisor and the Instructor of the Record of the course designated for withdrawal;
- The course designated for withdrawal will not count towards the GPA, will not have credit points assigned and will be indicated by "W" on the transcript;
- If a student retakes a course formerly designated as withdrawal, the grade of the retake will count towards the GPA and will be shown on the transcript.

If a student retakes a course and withdraws from that retake, the previous result of the course will count towards the GPA and will be shown on the transcript, independent of whether the previous result was a pass, a fail or an audit.

6.8 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 within the deadline for submitting incomplete coursework published in the Academic Calendar, 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. The instructor of record may

not extend the incomplete deadline. Extensions will be granted only in truly exceptional circumstances according to the procedure set forth in Section 7.5 Excuse from Academic Obligations.

Note that failure to take a final examination is not sufficient grounds for requesting an incomplete grade, except under circumstances that are explicitly covered in Section 7.5 Excuse from Academic Obligations.

6.9 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 last grade will appear on the transcript. The previous grade will be deleted from the transcript. This regulation also applies, if the retake of the course is a fail, although the course had been passed earlier.
- If a student withdraws from a course retake, the previous results of the course will count towards the GPA and will be shown on the transcript, independent of whether the previous result was a pass, a fail or an audit.

If a student retakes a course formerly taken for credit as an auditor, the previous results of the course will count towards the GPA and will be shown on the transcript, independent of whether the previous result was a pass or a fail.

6.10 The President's List

The President's List is a list of the most excellent undergraduate students at Jacobs University Bremen. The list is created at the end of each academic year. Students who fulfill the following criteria can become members of the President's List:

- Students with a cumulative GPA of 1.5 or better over the last two semesters (the last academic year) can become members of the President's List.
- For the evaluation of the President's List, all courses of the last two semesters are taken into consideration, i.e. the regulation about retaking courses (see 6.11 Retaking a Course) does not apply. This means that retaken courses are calculated into the GPA that is used for the determination of the President's List.

Students who have only completed one semester at Jacobs University Bremen during the respective academic year cannot become members of the President's List. This regulation does mainly apply to transfer students and to students with a leave of absence. It does not apply to students who have spent one semester abroad as a visiting or exchange student as part of their undergraduate studies at Jacobs University. It does also not apply to students who due to their excellent academic achievements finish their studies after five instead of six semesters.

7. Classroom Instruction

7.1 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.

7.2 Pre-Requisites and Co-Requisites

Some courses have pre-requisites, e.g. in order to take a second year course in biology, the student must have taken the preceding general biology lectures.

Similar to the pre-requisites, there are so-called co-requisites, i.e. a student must take a specific course in the current semester in order to also be able to take another course. For example the general lecture of an engineering and science course can be co-requisite for the corresponding lab course.

Pre- and co-requisites must also be met if a student has earned advanced placement credits or transfer credits.

Students may be exempted from the pre-requisite requirement upon approval of the Instructor of Record. The Dean of a School may waive the co-requisite requirement for students who are taking a course as a Non-Home-School Elective.

7.3 Final Examinations

Final examinations may be administered in any course offered by the University. Time will be reserved by the University Registrar for each course during the last part of each semester, known as Finals Week. Finals Week each semester will be preceded by a period typically of between five and seven days known as Reading 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.

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 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. 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, 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.

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, for further details please see 6.11 Retaking a Course.

7.4 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 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.

Since questions may arise, the professor 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/her and the proctor by mobile phone or WLAN communication, and/or he/she should show up in both lecture halls during the examination time.

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.

7.5 Excuse from Academic Obligations

Students may be **excused officially** by the Registrar 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 Office of the Registrar by the third calendar day from the beginning of illness / of the emergency. Please note that these three days include the first day of the illness / of the emergency. If the third calendar day is a Saturday, Sunday or a public holiday, the deadline is extended to the next working day. If students submit a sick certificate after the deadline, an excuse may be issued, when applicable, only for the submission date and the two calendar days preceding it. Predated or backdated sick certificates – i.e., when the visit to the physician takes place outside of the documented sickness period – will be accepted only when the visit to the physician precedes or follows the period of illness by no more than one calendar day. Students may not attend any classes, lab sessions, exams or other academic events during the entire duration for which the excuse is issued.

- Class trip in a mandatory course: Excuses for class trips in mandatory courses will be sent out by the Registrar 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. If the deadline is not met, the grade of the respective examination / coursework is a 5.00, and the final grade is calculated based on this and all other partial grades submitted by the Instructor of Record. Only in truly exceptional circumstances, a student may petition the Registrar for an extension of this deadline. The application must include a written explanation, supporting documentation, and a suggestion for a new completion deadline which is reasonable under the specific circumstances.

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 Registrar 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.

8. The Diploma, Transcripts, and Diploma Supplement

Upon graduation from Jacobs University Bremen, students will receive a University diploma stating their degree and the day of degree conferral. The diploma has the

seal of the University and is signed by the President of the University and the appropriate Dean. In addition students receive a transcript listing all courses taken at Jacobs University Bremen as well as their individual semester GPA's, cumulative GPA's per semester and cumulative GPA's within the major per semester. This transcript is signed by the University Registrar and has the seal of the University. 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.

9. Administrative Fees for Students

Certain documents provided by Jacobs University Bremen require an administrative fee that students have to pay in order to be issued the document. The following regulations apply:

9.1 Transcripts

During his/her period of studies at Jacobs University Bremen, every student may - upon request - receive at total of ten official transcripts free of charge. For any additional transcript, the student will be charged 5 Euros. To order a transcript, please follow the steps below:

- Complete the Transcript Request Form.
- Make the necessary payments for the transcript either by bank transfer or by check. For the bank transfer, use the following information:
- Beneficiary: Jacobs University Bremen
- Account-No: 118 1833
- Bank Code: 290 501 01
- SWIFT-Code: SBREDE22
- IBAN: DE73290501010001181833
- Bank: Die Sparkasse Bremen Am Brill 1-3 D-28195 Bremen
- Reason for Transfer (Verwendungszweck): "Transcript Fee", Account Number 3130, Name, Matriculation Number
- Submit the proof of payment to the Registrar's Office.

Please note:

- We do not accept cash.
- Transcript issuance will take about 2-4 business days during non-peak periods and 6-10 business days during peak periods.
- For internship and job applications you can use a photocopy of your transcript or a printout of your online grade overview.

9.2 Confirmation Letter of English Proficiency

The Academic Affairs Office will assist you in your graduate school applications with a letter of proof that Jacobs University Bremen is an English language teaching institution, and that for admission to Jacobs University Bremen the TOEFL is a requirement. During his/her period of studies at Jacobs University Bremen, every student may - upon request - receive a total of ten official copies of the letter free of charge. For any additional Confirmation Letter of English Proficiency the student will be charged 5 Euros. To order the letter, please follow the steps below:

- Complete the [English Confirmation Letter Request Form](#).
- Make the necessary payments for the copies either by bank transfer or by check. For the bank transfer use the following information:
- Beneficiary: Jacobs University Bremen
- Account-No: 118 1833
- Bank Code: 290 501 01
- SWIFT-Code: SBREDE22
- IBAN: DE73290501010001181833
- Bank: Die Sparkasse Bremen Am Brill 1-3 D-28195 Bremen
- Reason for Transfer (Verwendungszweck): "English Confirmation Letter", Account Number 1405, Name, Matriculation Number
- Submit the proof of payment with the data contact sheet to the Academic Affairs Office.

Please note:

- The processing of your requests will take at least one week.
- We do not accept cash.

9.3 Institutional Description of Jacobs University Bremen for Graduate Schools

The Registrar will assist you in your graduate school applications with an institutional description of Jacobs University Bremen. During his/her period of studies at Jacobs University Bremen, every undergraduate student may - upon request - receive a total of ten official copies of the description free of charge. For any additional Institutional Description of Jacobs University Bremen for Graduate Schools the student will be charged 5 Euros. To order the letter, please follow the steps below:

- Mark the option " Please add the Institutional Description (for Undergraduate Students)" in the [Transcript Request Form](#).
- Make the necessary payments for the copies either by bank transfer or by check. For the bank transfer use the following information:
- Account holder: Jacobs University Bremen
- Bank: Die Sparkasse Bremen
- Bank Code / BLZ: 290 501 01

- Account number: 118 1833
- Reason for Transfer (Verwendungszweck): “Institutional Description”, Account Number 1405, Name, Matriculation Number
- Submit the proof of payment with the data contact sheet to the Registrar.

Please note

- We do not accept cash.

9.4 Copies of official standardized test scores from a student’s Jacobs University Bremen admission file

During his/her period of studies at Jacobs University Bremen, every student may - upon request - receive a total of ten certified copies of official standardized test scores in the file for admission to Jacobs University Bremen free of charge. For any additional copies the student will be charged 5 Euros. To receive copies of official documents from your admission file, please follow the steps below:

- Complete the data contact sheet (available on the Admission website and in the Office of Admission).
- Make the necessary payments for the copies either by bank transfer or by check. For the bank transfer use the following information:
- Account holder: Jacobs University Bremen
- Bank: Die Sparkasse Bremen
- Bank Code / BLZ: 290 501 01
- Account number: 118 1833
- Reason for Transfer (Verwendungszweck): “Admission Document Fee”, Account Number 3120, Name, Matriculation Number
- Submit the proof of payment with the data contact sheet to the Admission Office.

Please note:

- We do not accept cash.
- Issuing of the requested copies will take about 2-4 business days during non-peak periods and 6-10 business days during peak periods.
- We will not give copies of transcripts or of any other part of the application.