



JACOBS
UNIVERSITY

Policies for Undergraduate Studies

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Disclaimer:

These policies are subject to compliance with Bremer Higher Education Act (BremHG). Changes to these policies are possible under the provision of 1.2 “Changing these Policies”.

1. About these Policies

1.1 Scope of these Policies

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

1.2 Changing these Policies

Changes of the policies for Undergraduate studies are decided upon by the Academic Senate.

2. Definitions

2.1 Undergraduate Studies

Undergraduate studies at Jacobs University comprise pre-degree and undergraduate study programs that are organized in undergraduate modules and module components (courses).

2.2 Bachelor Study Programs, Degrees and Certificates

The curricula of Bachelor study programs are based on the General Study Program Structure of Bachelor study programs at Jacobs University (please see 4.1). Upon successful completion of a Bachelor study program (i.e., when meeting all necessary graduation requirements), students are awarded a Bachelor of Arts (B.A.) or a Bachelor of Science (B.Sc.) degree. The regular study period for the Bachelor degree is six subject semesters (Fachsemester).

2.3 Bachelor Modules

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

2.4 Student

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

2.5 ECTS Credit Points

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

2.6 Study Program Coordinator

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

2.7 Academic Advisor

Every student is assigned to a specific faculty member for academic advising. Students may change their Academic Advisor.

2.8 Study Program Handbook

Every Bachelor study program has a study program handbook. The study program handbook contains the study program-specific graduation requirements.

2.9 Module Handbook

The modules of all Bachelor programs are listed in a module handbook. The module handbook contains module data sheets that include module descriptions, aims, intended learning outcomes, functions, components, ECTS credits, and pre-requisites.

2.10 Academic Terms

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

3. Course Administration

3.1 Registration

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

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

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

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

3.2 Grading and passing of Modules

Module components (courses) at Jacobs University are graded on the basis of a percentage scheme. For the calculation of the module grade, the weighted average of the course percentage grades – which together constitute the module exam – is converted into the final module grade according to the Jacobs University percentage scheme. The module grade is assigned as soon as all module components have been completed and graded.

A module is passed with a module grade of 4.33 or better. ECTS credits are awarded as soon as the module is passed.

The Student Records Office calculates the cumulative grade point average (GPA), which is weighted by credits. All completed mandatory modules in which the student received a grade are included in the calculation of the cumulative GPA weighted by credits. Achievements in courses that are not part of the degree requirements (3.4 Further Courses Area) do not count towards the 180 ECTS credits needed for graduation and are not included in the calculation of the cumulative GPA.

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

The grading scheme is subject to regular adjustments. The grading scheme applicable to the respective cohort can be found on the Jacobs University Website.

For Preparatory and Exchange/visiting study programs all taken courses (module components) in which the student received a grade with ECTS credits are included in the calculation of the cumulative GPA weighted by credits.

3.3 Retakes of Module Exams

Retaking module exams is only possible for failed modules (F). Module exam retakes may comprise course exams, course retakes, or entire module retakes.

In order to retake module exams, the student has to apply to the Student Records Office to be registered for the exam(s) in the official registration period. The student has to contact the module coordinator for the module exam retake. The module coordinator specifies the retake modalities. Modules are definitively failed after three unsuccessful attempts at passing them (one initial attempt and two module exam retakes). The grade of the retaken module exam will appear on the transcript.

3.4 Further Courses Area

In addition to module components (courses) that are required for graduation students may register for further module components (courses). Credits obtained in these module components (courses) do not count towards the credits needed for graduation and are not included in the calculation of the cumulative GPA but appear on the transcript. In case that students complete more module components (courses) within a module or more modules than the number of module components /modules which is required for graduation, the additional module components/modules will appear in the Further Courses Area.

3.5 Drop/add

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

Under special circumstances, modules/module components can be dropped or added after the official drop/add deadline. A module/module components 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 module component (course) and the student's Academic Advisor.

3.6 Pass Option

Bachelor students may request for the grade of one passed CHOICE module to be excluded from the calculation of the GPA and to be replaced by a 'P' (for pass) on the transcript under the following conditions and limitations:

- No more than one Pass Option may be applied during the entire undergraduate degree program.
- The Pass Option may not be applied on a failed module.

- The Pass Option can be applied at any point before graduation, but for all internal grade-based evaluations (e.g., standing for study abroad application,) the actual grades in the module will be considered.
- Once applied, the Pass Option cannot be reverted into a grade or reassigned to a different CHOICE module.

Exchange and Visiting Students are subject to the degree policies of their home institutions and are not entitled to opt for a pass option at Jacobs University.

3.7 Reassessment Option

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

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

3.8 Incomplete Module Components

Students may request in unusual circumstances a temporary incomplete grade for any module component (course) for which they are currently registered, indicated by an “I” on the initial grade report. An “I” will be assigned in cases where a student receives permission from the Instructor of Record to complete the module component (course) after the end of the semester. The Instructor of Record must communicate a grade penalty for late submission if applicable. The student must fulfill the missing requirements within the Deadline for Submitting Incomplete Coursework published in the Academic Calendar, whereupon the Instructor of Record will convert the “I” to a grade.

If the missing requirement is not fulfilled by the deadline, the Instructor of Record will assign the lowest possible grade for this grading component and issue the grade for the module component (course) accordingly.

An incomplete “I” will also be assigned if a student is officially excused for a grading component. In this case no grade penalty will be imposed. The modalities for completion of the module component in these cases is regulated in 3.12 “Excuse from Academic Obligations”.

In order to apply for a make-up of module exam(s), the student has to contact the module coordinator and the respective Instructor of Records to clarify the make-up modalities within a week after the excuse ends. It is at the discretion of the module coordinator and the Instructor of Records to specify the make-up modalities.

3.9 Audit

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

3.10 Course Syllabi

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

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

3.11 Examinations

All grading components contribute according to the predefined scheme to the final grade of the module component. Grading components may include:

midterm examination, final examination, quizzes, home works, written assignments, essay papers, practical skills, project reports, presentations, discussions, oral contributions, active participation and the Bachelor thesis.

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

In general, Instructor(s) of Record proctor examinations in their own module components (courses). In exceptional cases the Student Records Office may organize additional proctors centrally (e.g., for final exams with high numbers of participants). In those cases where the midterm or the final examination is in an oral format minutes of the examination must be taken by a competent person other than the examiner.

Examination results are published in the integrated campus management system (CampusNet). Students have the right to have access to their examinations files upon request.

Midterm examinations are regulated as follows:

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

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

Final Examinations

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

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

3.12 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:

- Illness 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 working day.
- Excursion in a mandatory module components (course): Excuses for excursions in mandatory module components (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.

Students have the right to take one make-up exam within the Deadline for Students to Submit Materials for Incompletes as published in the Academic Calendar. Failure to do so will lead to a persisting incomplete of the module component (course) until the missing requirements are fulfilled or definitively failed.

Students who go on an optional excursion 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.

3.13 Advanced Placement, Transfer Credits, and Non-Academic Achievements

Jacobs University awards ECTS credits for Advanced Placement (AP), Course/Module Transfer, Study Abroad (see section 4.3)/Internship, and Non-Academic Achievements .

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 module component (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 module components (courses) are eligible for AP. Language courses are generally excluded from AP. For more details, students should contact the relevant Instructor of Record and their Study Program Coordinator. All AP applications must be submitted during the student's first year at Jacobs University. Students changing their study program may, at the Student Records Office's discretion, submit AP requests during the first semester after the change of major. Module components (courses) taken once at Jacobs University may not be replaced by AP credits. Faculty may request students applying for AP to pass a formal written examination, which should be offered during the first two weeks of classes.

AP credits thus recognized by Jacobs University will be designated on the transcript as being Advanced Placement modules/module components (courses) (AP). No grade will be assigned.

Transfer Credits

Transfer credits may be awarded for academic coursework completed at another university or institution of higher education (e.g. for transfer students or for study abroad). To apply for the recognition of Transfer credits, students must submit to the Student Records Office the Transfer credit form, the course syllabi, and an official transcript indicating the courses or modules taken. Upon recommendation of the Faculty from the respective field of study, the Student Records Office rules on the acceptance of Transfer credits. Jacobs University reserves the right to determine the number of ECTS credits and the grade conversion used for each transferred course.

Not all coursework completed at other institutions is eligible for Transfer credits at Jacobs University. Language courses in the languages taught at Jacobs University will be accepted if taken at other universities or at our partner institutes; credits acquired for languages other than those offered at Jacobs University will only be transferred if issued by a partner university of Jacobs University.

For coursework completed prior to enrollment at Jacobs University, students must apply for recognition of Transfer credit during their first semester at Jacobs University. Students who transfer a significant number of credits may be treated as "Transfer students" and be placed into a higher semester of their study program.

For coursework completed elsewhere while being enrolled at Jacobs University (i.e. during the semester breaks), students must apply for recognition of Transfer credit within one semester after the achievement.

Non-Academic Achievements

Knowledge and skills acquired outside of the higher education system shall be accounted for up to half of the credits provided for the module components (courses)/modules offered, provided that the

acquired knowledge and skills are equivalent in content and level to the module components (courses)/modules they are intended to replace. Equivalence is given if the content, scope and requirements essentially correspond to those of the intended study program at Jacobs University, to which the credits are to be applied. Students must apply for the recognition of Non-Academic Achievements during their first year of study.

4. Graduation Requirements

4.1 General Study Program Structure

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

The degrees at Jacobs University are designed to be achievable in three years. The structure of each study program has two components: program-specific modules (World Track/Campus Track, for full major or major/minor combination) and general education modules (Jacobs Track).

Program-specific Modules:

World Track Requirements (total 135 ECTS Credits):

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

General Education Modules:

Jacobs Track Requirements (total 45 ECTS Credits):

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

The general requirements stated above are complemented by the specific regulations included in the study program handbooks. The graduation requirements for preparatory study programs (degree and non-degree) offered at Jacobs University can be different and are stated in the respective study program handbooks.

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

4.2 Internship

The Internship requirement for students following the World Track includes a mandatory semester-long internship, which must be related to the respective area of study, taking place in any company, university, research institution, organization or start up worldwide. Jacobs University as an employer for this mandatory internship will in general not be accepted.

The minimum duration of the internship is sixteen weeks in full-time. The criteria for successfully completing the Internship requirement are active participation and the submission of a written internship report as well as a supervisor's reference letter. Information about the internship will be listed on the transcript. Further regulations issued by the Career Service Center apply.

4.3 Study Abroad

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

4.4 Majors, Minors and Double Majors

The study programs offered by Jacobs University and their requirements are described in detail in the respective handbooks. All undergraduate study programs, with the exception of preparatory study programs, are eligible for a major as well as a minor. Students may change their selected major until the beginning of the second year of study, provided they have met the first year requirements of the new major. Furthermore, students have the option to take a minor.

The minimum requirements for a minor are:

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

Students may, with prior approval from the Dean, choose to pursue a double major. Pursuing a double major will require an extension of studies (7th semester, paid in full, see Admission and Enrollment Policy Paragraph 4).

The minimum requirements for a double major are:

- Mandatory CHOICE Modules from both majors (max. 4)

- Two CORE Modules from each major taken either in the 2nd or 3rd year (Campus Track)
- Two Specialization Modules, each carrying 10 ECTS (World Track) or 15 ECTS (Campus Track)
- Two Project/Thesis Modules, one in the 6th and one in the 7th semester
- One Methods/Math Module
- One Skills Module
- One Triangle Area Module
- One Language Module
- One Internship (only World Track)

4.5 Bachelor's Thesis

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

4.6 Language Courses

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

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

4.7 Final Documents

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

Diploma

The diploma states the name and birth date of the degree holder, the degree and major, if applicable also the minor, and the date of the conferral of the degree. The diploma carries the seal of Jacobs University and is signed by the President of the university and the Dean responsible for undergraduate studies.

Diploma Supplement

The Diploma Supplement conforms to the guidelines of the Kultusministerkonferenz (KMK) and provides more detailed information about the university and the specific program of study. It also includes the final GPA, the Bachelor Thesis title, the date of the conferral of the degree and, if applicable, further special achievements.

Final Transcript

The final transcript lists all modules a student has taken at Jacobs University, including the grades of the individual module components (courses) and the module grades. It also lists the cumulative GPA

for the entire study, the Bachelor Thesis title, the date of the conferral of the degree and, if applicable, further special achievements. The transcript is signed by a staff members of the Student Records Office and carries the seal of the University.

5. Administrative Details

5.1 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, re-enrollment (see Admission and Enrollment Policy Paragraph 3), as well as other complaints regarding examinations or academic standing that could not be solved otherwise. The committee is an independent appeals board, which acts according to the policies of the university. It is a non-public body. Its decisions are binding.

The committee consists of the following members with voting rights (which may be replaced by substitutes):

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

5.2 Graduation Ceremony

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

5.3 Students with Disabilities and Chronic Diseases

The rules and provisions of the ““General Act on Equal Treatment (AAG)” apply. Students with disabilities may apply for a compensation of disadvantages prior to any examinations. If candidates show credibly, that they are not able to take an examination wholly or partially in the offered form because of continued or permanent illness or disability, compensation is offered in form of a prolongation of the examination duration or a different design of the examination. The type and severity of a disability must be reported to the Student Records Office in advance, the submission of a medical certificate and/or disabled person card may be required.

5.4 Maternity- and Parental Leave

It is possible to make use of the protection periods according to the Maternity Protection Act (MuSchG) in the Notice of 20 June 2002, as amended, and in accordance with

time limits for the parental allowance and parental leave (Bundeselterngeld- und Elternzeitgesetz BEEG) in the notice of 27 January 2015, as amended.

When granting a leave of absence as well as calculating leave periods the provisions of § 40 BremHG concerning the period of maternity- or parental leave apply. Taking examinations during maternity- or the parental leave is possible, despite leave of absence. However, retakes of examinations are not mandatory during the leave period.