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THE
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WORLD
TRACK

OUTGOING STUDY ABROAD HANDBOOK

Registration and more information:

www.jacobs-university.de/study/international-office



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Congratulations!

Having this handbook open is the first step towards spending a semester abroad at one of Jacobs University's many partner institutions. Studying abroad is a fantastic opportunity to broaden your linguistic, cultural and social horizons as well as excelling in a new academic environment. Have a look at our list of partner universities to find the study abroad destination that suits you best:

<https://www.jacobs-university.de/study/international-office>

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Checklist

April	Attend the pre-departure orientation. You will get more specific information about what you need to do next and what you need to keep in mind when going abroad.
June	<p>You should have received your acceptance letter from your host university by now.</p> <ul style="list-style-type: none"> • Check the official arrival date (orientation week) and the date for the end of the semester. • Book a plane ticket. • Look for an accommodation (if off-campus, your host university might be of some help).
July	<p>Apply for a visa if you need one. Your host university should have sent you the respective documents by now.</p> <ul style="list-style-type: none"> • Make a visa appointment at the respective embassy in your country.
August/ September	<p>You are good to go!</p> <ul style="list-style-type: none"> • Attend orientation week and follow your host university's next steps (course registration, etc.) • Have fun! • Make amazing memories! • Be safe! • Let your contact person at your host university and us know if you have any problems, we are here for you!
October	If your actual course selection differs from the one you handed in before leaving, send an updated Credit Transfer Form to your Academic Advisor and then to the International Office.
December	<p>Your study abroad semester is coming to an end.</p> <ul style="list-style-type: none"> • Request your study abroad transcript at your host university.
January next year	<p>Your return to Jacobs.</p> <ul style="list-style-type: none"> • Hand in your study abroad transcript at the International Office. • Fill in your ERASMUS+ scholarship sheet. • Attend a lunch with the International Office about your study abroad experiences.



Emergency Action Plan

Know where to go and what transportation to take

- Location to gather on campus in case of fire drill
- Airport
- Bus station
- Train station
- Metro station
- Rental car office
- Port authority

Know Emergency Contact Information:

- University emergency line and contact
- 112 (Europe), 911 (US) or country's equivalent
- Police
- Fire
- Hospital and health insurance hotline
- Consulate or visa office
- Translator services if necessary



Chapter 1. Leaving Jacobs University

1.1 Academic Conditions

Academic conditions apply in order to be eligible to spend a semester abroad.

The conditions are as follows for Jacobs University students:

- You need a minimum GPA of 2.0 in order to fully qualify for the World Track: Study Abroad.
- Students with GPA of 2.33 and 2.67 are encouraged to apply, however a study spot cannot be guaranteed as it is subject to partner's admission regulations.
- You need to take a minimum of 20 transferrable major-related ECTS credits during your semester abroad (ATTENTION: C03 Study Abroad Module) .
- If you would like to study in the respective language of your country of choice, you need to have a command of this language on the B2 level (ATTENTION: confirmation of language proficiency required)

1.2 Application Process

Please ONLY apply for your semester abroad through CampusNet, do NOT apply to a partner institution directly. The application process with them will start only after you get nominated by Jacobs University. All documents can be signed electronically, including the Request for Credit Transfer form and needs to be uploaded on CampusNet. All signatures are necessary before you had in your forms. Unsigned uploaded documents are considered incomplete.

- As for the transcript, please request from the Student Records an official copy of your latest transcript and upload this under the appropriate section.
- Under the application section Contact Data, please enter your Jacobs address as your current residence (this may seem self-explanatory, but surprisingly, it is not).
- Under the application section Native Language(s), please list all languages you are a native speaker of.
- Under the application section Academic History, please list in which country and in which language you completed your high school degree.
- Under the application section (Multi-)Cultural History, please indicate if you hold multiple nationalities and which country you consider your home country, and which is (are) your travel destination(s) (means you never studied or lived for a prolonged period of time there).
- Please use “costs of attendance” information provided by partner institutions on their websites to estimate your budget.
- Please note: the quality of the uploaded documents needs to be high, so please use the university printers to scan the documents. The reason for this is that some of the documents might be requested by the partner institutions and would then be sent out along with your nomination.

The deadline for the final submission of application is December 15th – unless stated otherwise by the International Programs Office.



1.3 Credit Transfer

During your semester abroad, you are required to earn at least 20 ECTS to complete the Study Abroad Module, which are major related courses preferably on advanced level. Courses must vary in content from those already taken or to be taken at Jacobs University. Courses with significantly overlapping content cannot be counted twice. You may earn 5 ECTS taking specialization modules.

You may earn additional credits on top of your Study Abroad Module. The recognition of these additional credits will take place upon your return via approval by Academic Advisor, Program Coordinator and Student Records Office (Final Credit Transfer Form). Courses taken abroad cannot be counted towards core and choice modules.

Non-native German speakers with the German level lower than C2 may earn max. 2.5 ECTS as part of the Language Module for each German course of the same level while abroad. Native German speakers and speakers with C2 German level may earn max. 2.5 ECTS as part of the Language Module for other language courses of the same level while abroad. Please note that credits acquired in languages other than those offered at Jacobs University will only be transferred if issued by a partner university of Jacobs University.

Please note that the same course cannot be counted towards 2 different modules!

Any ECTS that are not counted towards above-mentioned modules will be listed as further courses in your transcript but will not be counted towards your degree. You should also be aware of partner institutions' requirements, since some require you to take 25-30 ECTS per semester to be enrolled as a foreign student or a full-time student (usually due to visa regulations in the UK and USA).

No grades will be transferred.



1.4 Finances

On the World Track: Study Abroad, Jacobs students continue paying tuition to Jacobs University. The tuition fee at a partner university is waived respectively. This tuition waver does not include room and board fees.

Jacobs students do not pay the Jacobs room and board fees during their semester abroad but are expected to cover the room and board fees at their study abroad destination. This means that the room and board costs will be deducted from your EFC (expected family contribution).

Partial scholarships are available within the funding schemes of ERASMUS+ (when studying at Erasmus partner institutions) and PROMOS (for studying outside of the EU at non-Erasmus institutions). These scholarships will be awarded through the International Office upon consultation with the study abroad committee.

Please note that **ERASMUS+ and PROMOS scholarships are limited** and given out on competitive basis:

- ERASMUS+ stipends are subject to availability and only students with a GPA better than 2.33 are eligible.
- PROMOS stipends are subject to availability and only students with a GPA better than 1.67 are eligible.

GPA's are calculated on Complete modules only and these grades are issued by the Registry Office - there is no negotiation with GPA's.

Please do not apply for Erasmus+ or Promos funding with the DAAD! Once you submit your scholarship form together with your study abroad application, you will be automatically considered for any available funding.

All students who complete the application on time and have required GPA are eligible for a **scholarship from the Jacobs Study Abroad Scholarship Fund**. Late applicants will receive Jacobs scholarship only if available.

Please note: for any questions related to your regular Jacobs scholarship, financial aid, tuition postponement or EFC please contact Student Financial Services!



1.5 ERASMUS+ Information

Students with Erasmus+ scholarship are required to complete the following documents:

- Learning agreement (before mobility: classes planned to be taken at partner university, class selection identical to original Credit Transfer Form!)
- Grant agreement (before mobility: planned duration of stay – be as precise as possible!)
- Once arrived at the host university and the course selection is finalized: new learning agreement (during mobility: it also has to be signed and approved).
- Before departure from host university: confirmation of stay indicating exact first and last days of semester abroad.

Please note that **80% of the grant** will be transferred in **August**. Upon your **return** the online mobility tracking system from EU will **calculate the exact amount of the final grant** depending on your actual duration of stay (according to the confirmation of stay). After your departure from host university and submission of the EU survey, you will receive the rest of your Erasmus+ funding in February.

ERASMUS: Online Linguistics Support (OLS)

Mandatory program for all Erasmus+ participants who:

- are planning to study in their host country language if this language is not English or their mother tongue.



The program:

- Supports language learning for Erasmus+ mobility participants
- Assesses your skill in the foreign language of your host country
- Provides online language courses to help you improve your language competence



<https://erasmusplusols.eu/>



1.6 PROMOS

Students who receive the PROMOS scholarship will be required to complete the following documents:

- Declaration of Acceptance

Students will receive from the International Office:

- Letter awarding the stipends
- Stipend Certificate

1.7 Tips to remember

- Preparation of graduate school applications from abroad!
- Check which documentation you would need from Jacobs for your applications – order in advance or clarify shipping options
- Check which documentation you might need from Germany/Bremen authorities for your applications – order in advance or clarify shipping options
- You need to de-register with local authorities (otherwise you might be fined)





1.8 Coming back in January

- You may return back to your room on campus on January 16th onwards only
- You cannot take part in regular Jacobs courses offered in Fall 2020
- You can take part only in intersession courses but be aware of the timing and arrange accommodation accordingly if the courses take place in the first half of January

Chapter 2. Leaving Germany

2.1 Health Insurance



Acquiring health insurance valid for your host country is your responsibility. We strongly advise to check national health insurance requirements of your destination and institutional requirements of your host university.

Important to know:

- Holders of German health insurance cannot temporarily interrupt it for a semester
- Holders of European (German) health insurance card do not need to purchase additional insurance if travelling within EU



- Jacobs advice duck



- Useful links

- You will be required to have additional insurance of comprehensive coverage for studies if travelling outside of EU (ask TK/AOK or your health provider for options)
- Erasmus+ and Promos grant recipients can use group insurance from the DAAD:



<https://www.daad.de/versicherung/allgemein/bedingungen/de/14380-daad-versicherung-zielland-ausland/>



to be applied for/registered individually (no central registration from International Office)

- It is advisable to check if you are covered for accidents and third-party liability (some universities provide such services)

2.2 Health Care



It is highly advisable to deal with any possible health problems before your departure for study abroad semester and check immunization requirements for your destination.

- Consult your doctor in advance if you have any ongoing medical issues (physical or psychological)
- Consult with your doctor on how to keep your supply of prescription drugs while abroad
- Consult with your doctor on contraceptives and birth control options while abroad



- Carry copies of your prescriptions and make sure all bottles/packages have the original labels
- Make sure your routine immunizations are up to date (Tetanus-Diphtheria-Pertussis, Hepatitis B, Polio, Meningitis, Chicken Pox, Measles-Mumps-Rubella, Influenza) and take your vaccination report with you
- Make sure you have any required vaccinations for ALL regions you plan to visit
- Take an extra pair of glasses if necessary and make sure to have a copy of your current vision prescription
- Check custom and airport regulations regarding medicine transportation

2.3 Data Safety



It is advisable to leave at home any documents, valuables, keys or equipment you will not need abroad.

- Make photocopies and scanned copies of all your important documents (recommended “emergency file”): passport, residence permit, birth certificate, driver’s license, insurance policies, credit cards etc.
- Leave one set of “emergency files” with your family or trusted friend
- Have a printed out “emergency files” with you while travelling (**NOT** in the luggage) and one electronic location (Tresor folder at your online bank or trusted cloud platform, you may also email the files to your second account)



- Think about providing your family or trusted friend with a “power of attorney” to access and use data and specify what they are authorized to do
- Inform your bank about the locations and duration of your travel and consult on the best way to transfer money and withdraw cash
- While withdrawing money do not use ATM machines at night, in isolated places, on the street. Protect your pin-entry with free hand, always!
- While at airports and public places, be aware of low safety of open wi-fi connections and cell phone docking/loading stations as vulnerable to hacking



Useful source: <http://www.sileo.com/travel-identity-theft>



2.4 Documentation

VISAS:

- You should apply for your student visa well in advance!
- Consult the embassy of your host country for specific documentation
- Identify the embassy in Germany or your home country you will be applying for visa at
- If you do an internship or language courses in the country before your study abroad semester, make sure you know your visa regulations
- Ensure you have all necessary documentation from Jacobs University
- EU citizens remaining in the EU **DO NOT** require a visa but will need to register locally



GERMAN RESIDENCE PERMIT:

- Your German residence permit becomes automatically invalid if you leave for more than 6 months (regardless of expiration date!)
- Make sure your residence permit does not expire during your stay abroad!
- Make sure your residence permit is valid for long enough time to obtain study visa on time!
- Citizens of certain countries (the US, Canada, South Korea, Japan, Australia, New Zealand, Israel etc.) can return to Germany without a visa and apply for a residence permit here
- In doubt – contact Jacobs Visa Coordinator well in advance:
visa@jacobs-university.de

2.5 Packing



It is advisable to pack well for your trip in accordance with local weather, the length of the flight/train ride etc. and duration of your stay. Do not forget however that you might need to handle your luggage alone upon arrival so make sure it is manageable!

- **NEVER** pack your passport or any other important documents in your checked-in luggage or your carry-on luggage. Passports, residence permits, credit cards, money etc. should be worn as close to your body as possible.
- **ALWAYS** pack your first aid kit: Band-Aids, alcohol swabs, anti-bacterial lotion, skin lotion for any conditions you may have, anti-



diarrhea medicine, small quantities of pain-relief medicine, preferred cold treatments, insect repellent, sunscreen, etc.

- If you intend to travel before or after your program, make arrangements for storage of your luggage. Do not assume that your luggage can be stored at your housing location during dates outside of the program.

2.6 Entering a foreign country



Remember you might be passing custom and border control on your way to host destination. Be patient, respectful and polite.

Remember that jokes referring to possible security issues, war, terrorism etc. are not only inappropriate at an airport or during security checks but in some places, but are considered to be security violations!



Commonly the following documents may be required to enter a host country:

- **Passport**
- **Student visa**
- **Round-trip itinerary (train/bus/airplane tickets)**

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- Jacobs advice duck

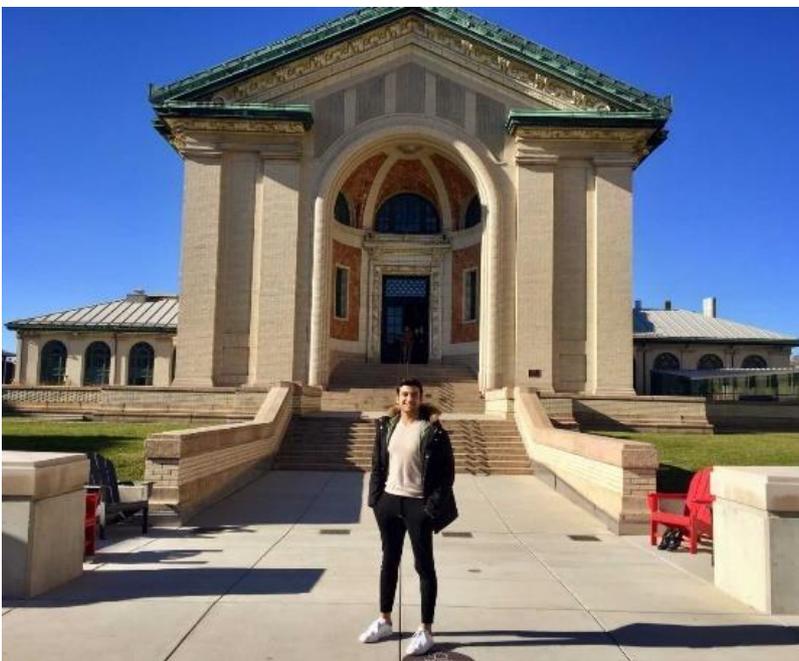


- Useful links

- Proof of housing at the destination
- Proof of finances
- Proof of health insurance
- Admission letter



*Remember that in many countries “reasonable suspicion” is **NOT** needed for customs officials to require a search of your laptop, tablet or cell phone!*



2.7 Staying informed

From now on and until your departure it is your responsibility to stay well-informed about travel regulations, developments and risk assessments in the country (or countries) where you will be studying abroad and travelling to. This includes the countries that are not your primary destination for study but

you plan on visiting during your semester abroad.



It is advisable to consult German Federal Foreign Office or your national authority on possible travel advice, alerts and warnings. Usually the following information is available:



- Country information (including safety tips and risk assessment)
- Travel alert (if special caution is required when travelling to that destination)
- Travel warning (if German/national government advises its citizens **NOT** to travel to that destination)



Link: <https://www.auswaertiges-amt.de/en>



Chapter 3. Arriving at partner university

3.1 Arrival

Make sure you are fully informed of the welcome and pick-up services offered by your host institution:

- Arrive on the official arrival day whenever possible
- Use pick-up services whenever possible (host family, student advisors, International Office etc.)
- Attend on-site orientation (Welcome Week, Induction Week, Orientation Week etc.) – do not skip required sessions!
- Take care of the required formalities asap (especially regarding residence permit, registration with local authorities, enrollment requirements etc.)
- Understand and comply with academic policies, codes of conduct and emergency procedures of the institution



- Keep in touch with us and inform us about your arrival! location and any important changes

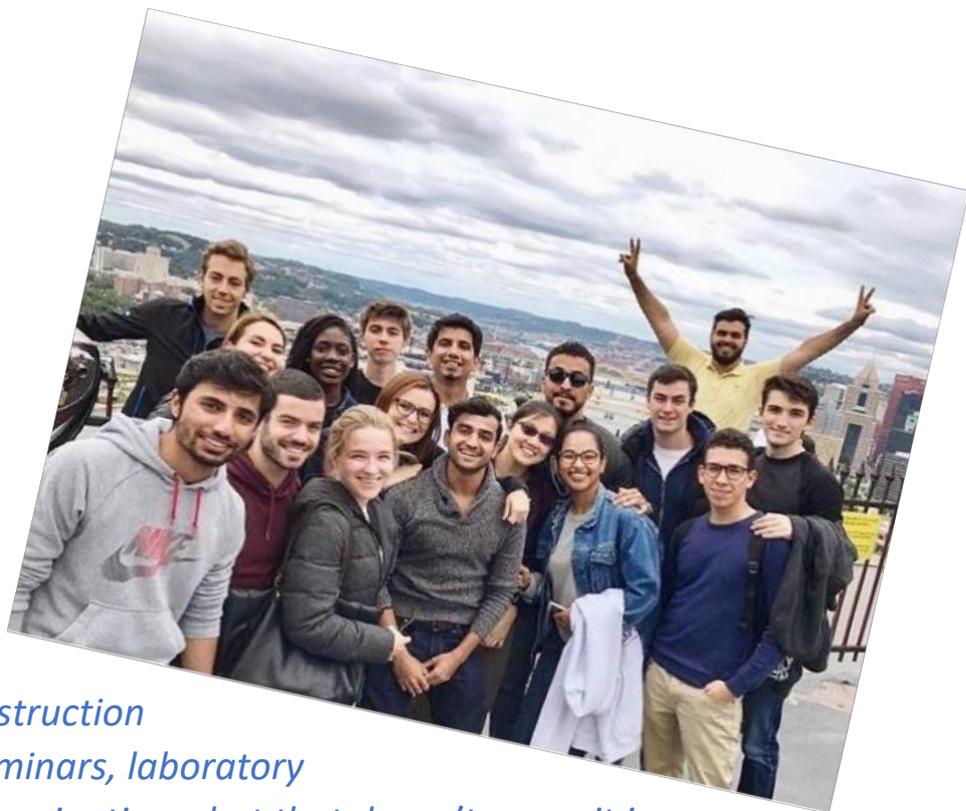
3.2 Academics



You will be studying in a new educational environment.

Remember that learning and teaching cultures vary across the globe.

Most undergraduate instruction will include lectures, seminars, laboratory sessions, papers and examinations, but that doesn't mean it is done in the same way you are used to.



- Once you registered for your courses and start attending, make sure you know the requirements (attendance mandatory or if not, is it still expected, how friendly is the environment to student feedback etc.)
- Make sure you know academic policies of your host university as well as code of good academic practice/conduct. Be aware of your rights and obligations as well as academic integrity requirements



It will probably be like your first semesters at Jacobs university – you follow all the discussions, lectures and obligations but until you take first



test/exam you might not be fully aware what it is you are required to retain/learn. You may feel this way throughout your semester abroad.

3.3 Credit Transfer

It is very likely that you will change your course plan once you are at the partner university – don't panic, this is absolutely normal! In order to assure, however, that your new course selection is in accordance with your academic requirements at Jacobs please make sure that:

- You are fully aware of drop/add, withdrawal or equivalent deadlines at your host institution!
- You properly register for your desired courses and maintain manageable time schedule
- Inform Jacobs University about your finalized course selection via filling out “Credit Transfer Follow-up Form” as soon as possible:

Complete the form (it will be sent out to you by International Office before your departure)

Get it approved via email by Academic Advisor, Program Coordinator and Registrar's office

3.4 Host Country

Make sure you are fully aware of your environment, financial habits and safety requirements. To successfully settle-in make sure that:

- You know how to contact emergency support (police, hospital, fire department)



- You know the location and contact number of your embassy (it could be possible to register with the embassy)
- You know local laws (driving, biking, pedestrians, renting cars and houses etc.)
- You know about food and water quality at your destination (tap water, ice-cubes, street food, limited intake of raw or undercooked food etc.)
- You understand the currency exchange conditions and monitor your spending for the first 2 weeks at least
- You understand the customs at local shops (appropriate to barter) and restaurants (appropriate to tip and how)
- You know which areas are considered safe and which are not
- You know how to get to the important destinations (doctor, grocery etc.)
- You know about local hazards such as insects, plants etc.



3.5 DO and DON'Ts

DO

It is highly advisable to build and regularly consult your local support network (peers, faculty, administrative support, neighbors, expat groups etc.). Stay culturally sensitive, try to blend in as much as possible. Familiarize yourself with the university, your living area, travel opportunities. Always ask the locals where the safe part of the city is and do not go anywhere you feel insecure about.

- **ALWAYS** let your friends, peers or supporting staff (when appropriate) know where you are going and when you plan to be back
- Stay in well-lit areas where there are other people when you are out late at night
- Be responsible for your peers and keep the group together whenever you are going out with fellow students
- Keep your valuables out of sight and protected from pickpockets
- Protect your drinks at all times and know your limits

DON'Ts

When abroad it is highly advisable to exercise at least the same safety precautions as at home. If assumed, the attitude of being protected and safe because you are foreign and anonymous might prove to be dangerous. Ideally, do not travel with anything that you are not prepared to lose should a dangerous situation occur. Use common sense to avoid confrontations and exposure to unnecessarily dangerous situations.

- **NEVER** leave your food or drink unattended in a public place or with strangers



- **NEVER** accept drinks you did not see prepared in a public place or from strangers
- **NEVER** drink and drive (and certainly not binge drink!)
- **DO NOT** hitchhike as you might not have cultural knowledge to do so safely
- **DO NOT** accept packages from strangers, requests to take care of their luggage, hold their purse etc.
- Unless specifically permitted, **DO NOT** photograph government buildings, holy sites, police or military bases or underground stations
- **DO NOT** forget that dogs, cats, bats, squirrels etc. carry diseases
- **STAY AWAY** from protests, demonstrations and civil disturbances

3.6 Home Sickness



As you already know, you will experience cultural differences in manners, beliefs, customs, laws, language, art, religion, values, concept of self, family organization, social organization, government, behavior, etc. during your study abroad. It is important to stay culturally curious and sensitive.

However, home sickness and culture shock are also expected part of your experience:

- You might not have your own space or be able to choose your roommate



- You might have less “me-time” and will need to adjust to an intense schedule
- Change in diet, climate, time-zone, unfamiliar and possibly very noisy surroundings may affect your sleeping and well-being
- Should you be studying in a new language you might not always have full understanding what is being said around you
- You might find yourself cut off from cultural cues and known social patterns

Preparing and coping

- Read on and talk with others who have travelled about dealing with culture shock and homesickness
- Think about strategies you already used to deal with stress, culture shock and homesickness
- Assure you have your support group available (facebook, whatsapp, skype) while you are abroad
- Research what support is available at your host institution
- Get acquainted with culture of your destination:



<http://studentsabroad.com/>



If after a while you are

- Experiencing serious culture shock, homesickness, loneliness or even depression
- Withdrawing or avoiding contact with other people
- Feeling alienated from your peers and local community
- Having trouble keeping up your routine and studying

SEEK HELP from family, friends, student advisors, counselors etc.

3.7 Health, Safety and Harassment



It is important to become aware and understand cultural differences in communication, relationships, dating and sexuality in other societies. It is even more important to know and abide by local age of consent laws and anti-discrimination regulations.

- Familiarize yourself with the anti-discrimination and anti-harassment policies at your home institution
- Find out who is your contact (ombudsmen, chair of anti-harassment committee etc.) in case of possible discrimination or harassment
- Learn to recognize the forms it takes (can be direct or subtle)
- Remember discrimination or harassment are not acceptable from anyone (peers, faculty, locals, strangers etc.)
- Confide in a person of trust and try to report if you see it or feel it.



- Street harassment of women and men is still common in various parts of the world: if possible ignore it and walk away – engaging is often seen as encouragement by perpetrator
- Avoid high risk sexual behavior

Chapter 4. Leaving Partner University

Pre-departure



Do not forget that your host university might have their own check-out regulations, paperwork and other requirements. Make sure you are fully aware of them and complete them all in due time and with due diligence. Failure to do so may result in additional fees, delay in transcript etc.

Before you leave the partner university make sure that:

- You request Student Record's office about your transcript and get informed about the processing time-line
- You complete check-out procedure required by the university
- You de-register with local authorities or national authorities when appropriate
- You have the right contact information to follow up on your transcript request or check-out status
- You have settled all financial obligations with your host university (room and board fees, semester fees, check-out fees etc.) – remember if you ignore financial obligations and your fees are



registered with debt collector agency, there is very little home or host university can do and costs raise significantly!

Chapter 5. Returning to Jacobs University

We advise to take the following steps upon your return to Germany and Jacobs University:

- Fill in the final credit transfer form once you or the Registrar receive the original transcript from the host university!
- Seek medical attention for any post-travel medical concerns
- Pay attention to “reverse culture shock” – it is difficult to adapt to new culture but it can be as challenging to come back home. Give yourself time to adjust and re-enter your network or support group as fast as possible to facilitate the transition
- Fill in evaluation survey and tell us about your study abroad experience!
- If you liked your host university, let us know that you are interested to serve as an ambassador and study abroad peer to interested Jacobs students!



Photo Competition

1. Take nice pictures during your stay abroad!

Requirement: one Jacobs University element has to be visible on the picture (e.g. t-shirt, pen, lanyard, duck, etc.)

Send your best photos (up to 3) via e-mail to the International Office upon your return (Deadline: **January 31st**).

2. The three best pictures will win:

1st place: **20€ Amazon voucher**

2nd place: **15€ Amazon voucher**

3rd place: **10€ Amazon voucher**

If you submit multiple photos, each one will be treated as a separate-submissions. One person can only win one price!



Wewishyouagreatsemesterfullofexploration,adventureandhappiness

