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Disclaimer:

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

## **I. General Terms**

### **I.1 Scope of these Policies**

These policies are the general regulations which apply to Jacobs University International College pre-degree programs at Jacobs University. In addition to these general policies, all pre-degree programs have individual program-specific regulations stipulated in the appropriate study program handbook.

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

In cases of conflict, the policies for pre-degree program at hand apply.

### **I.2 Changing these Policies**

The Joint Academic Board (JAB) of Jacobs University International College (JUIC) decides upon changes of the Policies for JUIC Pre-degree Programs.

### **I.3 Qualification Aims**

During the pre-degree studies students:

- Develop academic reading, writing, and reasoning skills by offering academic English classes at different levels with an introduction to scientific methods;
- Improve mathematical competence by providing intensive mathematics and statistics training;
- Bolster foundational knowledge required for their academic discipline of choice;
- Meet all entry requirements for degree study;
- Improve their digital skills and literacy;
- Recognise what is expected of them in a university environment;
- Find an undergraduate program that would best suit their interests by offering guidance and providing an access route to Higher Education for international learners who want to study at a university undergraduate level but who, on joining a pre-degree program either lack the necessary academic and linguistic qualifications for direct entry access or who wish to spend a year confirming their choice of degree subject;

- Expand their academic and personal qualifications through academic advising and participation in a personal development program customized to the needs of a pre-degree student;
- Broaden socio-cultural horizons and intercultural skills through study trips, on-site visits and involvement in the diverse international campus community.

#### **I.4 Standard Study Period and Graduation Requirements**

The standard study period of the International Foundation Year (IFY) pre-degree program is two trimesters. This two-trimester academic program provides a pathway to access higher education. All students will be full-time students and the language of instruction is English, no German knowledge is required for this academic program.

Graduation requirements are defined in the study program handbook. Pre-degree programs offer modules in different subject areas at Level 0. Successful achievement of agreed grades in the IFY is recognized by Jacobs University as an element in securing progression onto a number of specified undergraduate degree programs at JU.

#### **I.5 Definitions**

##### ***I.5.1 Academic Manager and Head of a Subject Area***

The JUIC Academic Manager is responsible for the academic coordination of the study program as well as for the module description to be accurate and current. Each subject area has its own head. The Academic manager is by default the Module Coordinator for core modules and the Heads of subject Areas for subject specific modules. They can delegate this responsibility to another faculty member.

##### ***I.5.2 Module Coordinator***

The Module Coordinator supervises a module and is responsible for its content and conduct. For modules consisting of only one module component, the Module Coordinator also carries out the role of Instructor of Record (IoR). The role of Instructor of Record can also be delegated to another faculty member or external lecturer.

##### ***I.5.3 Instructor of Record (IoR)***

The Instructor of Record teaches the module or module component and is responsible for developing its content (syllabus), for assignments and grades. As a rule, the IoR holds at least a master's degree in the module-relevant field. Alternatively, sufficient practical experience paired with the appropriate certificate/diploma in the module-relevant field preferably on an executive level can substitute a higher-level degree with approval from the Joint Academic Board.

#### ***1.5.4 Academic Advisor***

Upon enrollment, every student is assigned to a faculty member within the college for academic advising. Students may change their Academic Advisor upon a formal request.

#### ***1.5.5 Academic Terms***

At the Jacobs University International College, an academic year starts on September 1<sup>st</sup> and ends on August 31<sup>st</sup>. It is divided into three trimesters. There are two intakes each academic year, September and January, and all mandatory and mandatory elective courses are provided in the subsequent two trimesters. Therefore, students are expected to be present during the two subsequent trimesters to attend mandatory modules relevant for their studies. As a rule, classes and examinations are scheduled from Monday to Friday. However, students should be prepared to attend extraordinary Saturday sessions and examinations. Specific dates and deadlines are published in the official Academic Calendar.

### **1.6 Modules and ECTS Credit Points**

#### **1.6.1 Module Structure**

A pre-degree program is organized in modules. A module is a formally structured teaching unit with a coherent and explicit set of learning outcomes and assessment criteria. Students are awarded academic credit points through achieving the learning outcomes for a module. The number of credits assigned to a module is based on the estimated notional learning hours. One ECTS credit point is considered the equivalent to 25 hours of student workload. A student earns 25 credit points per trimester on average. Justified deviations are possible and specified in the respective study program handbook.

Typically, 5 ECTS credit points are assigned to a pre-degree module. Exception regulations are defined in the individual program-specific handbooks. Modules are characterized as core or subject area modules. Module-specific details are defined in the individual module descriptions.

### **1.7 Registration and Syllabi**

#### ***1.7.1 Registration***

Every trimester, students must register for the modules relevant for their pre-degree program. The deadlines for registration are published in the JUIC academic calendar. The Jacobs University International College reserves the right to cancel a module if less than 5 students have registered for it.

If a student is not formally registered for a module and/or module component, no grades and credits can be awarded for that module, even if the student completes the work for it. If a student is formally registered for a module and/or module component, the Module Coordinator must provide a result for that student at the end of the semester even if the student has not participated in the module.

Modules may have pre-requisites (previously passed modules) that must be fulfilled before registration. Additionally, they may have co-requisites (modules taken in the same semester) which require students to register in parallel to one or more associated module(s).

The Instructor of Record (IoR) may exempt students from the pre- or co-requisite requirement.

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

### ***1.7.2 Module Syllabi***

A syllabus must be published for each module component before the start of registration in any given semester. This contains the topic of the module component sessions and specifies, if applicable, the basic literature to be consulted for these sessions. The syllabus that is consistent with the module description delivers further specifications of the requirements, the grading details, and the learning outcomes of the module component.

## **II Assessment Types**

Assessment types include written assessments, oral assessments, practical assessments, and project assessments.

Any type of assessment may be conducted electronically or complemented by electronic and online assessment and submission elements. This includes computerized testing in a test center, video interviews, online/electronic submission and other formats which use electronic systems and/or devices. For computerized assessments, students will be offered an introduction to the system used to familiarize themselves with it.

Team projects may be applied in all forms other than written tests. In such cases, the IoR must clearly indicate the method of determining credit for the participants in the team. Such a method provides that the contributions of the individual team members be clearly identifiable and therefore gradable.

## **II.1 Written Assessments**

A written examination is a supervised, in-class assessment testing the students' competences. Each student produces answers to given questions, selects answers in multiple choice questionnaires or produces tasks in written form with no auxiliary resources except for those explicitly approved by the IoR. In general, Instructors of Record conduct and proctor examinations. In exceptional cases Registrar Services /JUIC administration may organize additional proctors centrally (e.g., for final exams with high numbers of participants).

A term paper is a literary analytic, speculative, or interpretative composition on a chosen or assigned theme or subject, usually in prose according to previously specified requirements. The student produces the term paper individually. Different forms of term papers include project reports and essays.

A laboratory report describes the preparation, performance, and the results of empirical research according to previously specified requirements.

A poster presentation focuses on the poster as a medium for communication. It may be augmented by oral explanation or a Q&A period with the examiner.

## **II.2 Oral Assessments**

An oral examination is an assessment whereby the examiner poses questions to one or more students and each student produces answers in spoken form. Oral examinations require the presence of a qualified observer in addition to the examiner. The observer holds an academic degree in the general area of the module question of at least one level above the current degree of the student. He/she records in writing every answer given during the examination and submits these minutes for inclusion in the student's examination file.

A presentation is a formal talk about a topic, theme or project. It is generally performed in front of an audience using media to support the speech and may include a discussion period.

## **II.3 Practical Assessments**

A practical examination is an assessment of the practical skills of a student, for example in research-related modules. Practical examinations require the presence of a qualified observer in addition to the examiner. The observer holds an academic degree in the field of the module of at least one level above the current degree of the student. The observer

minutes the examination and submits these minutes for inclusion in the student's examination file. A practical examination can be an individual or a group assessment.

## **II.4 Project Assessments**

A project assessment refers to the comprehensive evaluation of a coherent set of activities that all relate to a particular topic or task ("project") such as planning, progress, presentation in one or more modality, etc.

## **III. Assessment Procedures**

The following assessment procedures apply to all modules on the pre-degree level.

### **III.1 General Administration of Module Assessments**

Students registered for a module are by default registered for the corresponding assessments as stated in the module specification. At induction, students are informed of what assessments they are required to complete and when the deadlines for completion are.

Module assessments are set by the Instructor of Record and the Module Coordinator checks the assessments to ensure that they cover the module's stated learning outcomes.

Assessments are initially graded by the Instructor of Record and then all (or a sample) second marked by a faculty subject specialist.

The final module grades are published in the campus management system (CampusNet). At this point students have the right to obtain access to their assessment files upon request.

The responsibility for the general administration of module assessments and all related issues rests with the JUIC Academic Manager.

### **III.2 Scheduling of examinations and other assessments**

In general, the examination periods and submission deadlines are specified in the JUIC Academic Calendar. JUIC administration centrally plans the written examination schedule and assigns the dates, times, and rooms for examinations to be held. Students with special needs have the right to request suitable examination arrangements (see section VI.3. Students with Special Needs). No student is required to take more than two written examinations on any given day.

The timing of interim assessments are notified to students at the start of the module and are managed by the Instructors of Record.

For the final, written examination a second time slot (at least two weeks after the first time slot) applies to students who either failed the original examination or were officially excused (see section III.6. - Excuse from Academic Obligations).

The timing of reassessment of other assessment forms will be managed by the Instructors of Record.

### **III.3 Grading, Passing and Failing of Modules**

Modules at Jacobs University International College are graded by the Instructors of Record on the basis of an integer percentage scheme.

Modules have a corresponding module assessment that consists, of a single assessment or multiple assessment components with an assigned percentage grade. For modules, whose assessments consists of more than one assessment component, an aggregated percentage grade is determined by the assessment component-weighted average of the percentage grades of the individual assessments. The pass grade required is 45% for all assessed modules.

The deadline for submitting tutor assessed and moderated grades will be published in the JUIC academic calendar.

If a module is failed in a first attempt, corresponding to a grade of 44% or lower, the module assessment component(s) can be repeated once with the aim of passing it.

Students who have passed all modules other than one of their subject area modules can be given a compensatory pass in that module if they have achieved a grade between 35-44% (condonment). This does not apply for Mathematics or Statistics modules.

Students who pass all modules after the condonement but fail the Personal Development core module are allowed an interview with the JUIC Academic Manager who will determine whether they will pass this module.

The final percentages are converted to a numerical module grade (1.00–5.00). The university website lists the respective grading tables. The module grades are recorded on the transcript.

### **III.4 Excuse from Academic Obligations**

Students may be excused officially by JUIC administration (in consultation with Registrar Services) 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 issued by a qualified physician. This certificate needs to verify the date and time of the in-person visit occasioned the confirmation that the student is unable to fulfill his/her academic obligation (either attend class/lab or take the examination). The Jacobs University International College 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 Registrar Services / JUIC administration by the third calendar day from the beginning of illness/of the emergency. 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 provided that the visit to the physician precedes or follows the period of illness by no more than one working day.

Regardless of the reason for their absence, students must inform the IoR and JUIC administration before the beginning of the examination that they will not be able to attend. Students who are not officially excused will receive a failing grade for the exam.

### **IV. Final documents**

A pre-degree program has been successfully finished if all modules are passed. Upon graduation and after completing the formal checkout, every student will receive the following final documents:

#### **IV.1 Certificate**

The certificate states the name and date of birth of the certificate holder, the name of the pre-degree program, and the date of the conferral of the certificate. The certificate carries the seal of Jacobs University and is signed by the Provost of Jacobs University.

#### **IV.2 Certificate Supplement**

The certificate supplement provides more detailed information about the Jacobs University International College and the specific pre-degree program of study. It also includes the final GPA, the date of the conferral of the certificate and, if applicable, further special achievements.

#### **IV.2 Final transcript**

The final transcript lists all modules a student has taken at Jacobs University International College, including the grades of the individual modules. It also lists the cumulative GPA for the entire study, the date of the conferral of the certificate, and, if applicable, further special achievements. The transcript is signed by two staff members of Registrar Services /JUIC administration and carries the seal of the Jacobs University International College.

### **V. Administrative Details**

#### **V.1 Committee on Examinations and Standing (Widerspruchsausschuss)**

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 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. A substitute may be appointed to deputize for a member.

- Chair of the Joint Academic Board
- Academic Manager JUIC
- one JUIC faculty member from each Subject area
- one JUIC student

## **V.2 Graduation Ceremony**

The Jacobs University International College may have a separate graduation ceremony. A student who wants to receive his/her certificate during graduation ceremony must complete the foundation year program successfully by meeting the graduation requirements before the ceremony.

## **V.3 Students with Special Needs**

The rules and provisions of the “General Act on Equal Treatment” (Allgemeines Gleichbehandlungsgesetz - AGG) apply. Students with special needs should be able to complete their studies and examinations under conditions equivalent to those of any other student. To this end, as far as possible all study- and examination-related offers are designed to be barrier-free. Students with special needs are entitled to special arrangements during their studies, during study organization and design as well as during examinations. In particular, consideration must be given to study- and examination-related effects, e.g., the need for special aid or assistance, and the provision of study and examination conditions in a form other than the intended organization. The academic requirements for study- and examinations achievements will not be affected. Students with special needs may apply for individual arrangements prior to any examination at Registrar Services using the corresponding form. If candidates can document, that they are not able to take an examination wholly or partially in the offered form because of continued or permanent illness or disability, special arrangements are provided for. These may include a prolongation of the examination duration, the assignment of an individual room or a different design of the examination. The individual requirements must be registered with Registrar Services in advance. The submission of a medical certificate and/or disabled person card may be required.

## **V.4 Maternity- and Parental Leave**

It is possible to make use of the protection periods according to the Maternity Protection Act (MutterSchutzGesetz - MuSchG), as amended, and in accordance with time limits for the parental allowance and parental leave (Bundeselterngeld- und Elternzeitgesetz - BEEG), as amended. When granting a leave of absence as well as calculating leave periods the provisions of § 40 BremischesHochschulgesetz concerning the period of maternity - or parental leave apply. Taking examinations during maternity- or the parental leave is possible, despite leave of absence. However, examinations are not mandatory during the leave period.