



JACOBS
UNIVERSITY

Study Abroad Outbound Students



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:

<http://intoffice.user.jacobs-university.de/our-partners/>

Academic Conditions

Academic conditions apply in order to be eligible to spend a semester abroad. The conditions are as follows for Jacob 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)
- You may not write your thesis during your semester abroad
- 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 is required)

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 got nominated by Jacobs University**. All documents can be signed electronically, including the Request for Credit Transfer form, and need to be uploaded on CampusNet. All signatures are necessarily required before you hand 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.

Timeline

The deadline for the final submission of applications is December 1st.



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 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, however.

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.

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.

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!