

FU-BEST Program Academic Regulations and Code of Conduct

I. Academic Regulations

The FU-BEST Program is an official program of Freie Universität Berlin, which has entrusted ERG Universitätsservice GmbH with the task of carrying out the organization and management of FU-BEST.

The program is therefore subject to (academic) regulations as set forth below, posted on the FU-BEST website, and otherwise promulgated by Freie Universität Berlin. Any incompatibility with regulations of a participant's home institution is discussed and cleared in direct communication between FU-BEST and relevant officials of the home institution, whereby FU-BEST and Freie Universität regulations will generally take precedence.

In order that students attending the FU-BEST program may earn credit toward their degrees through their home institutions, an Academic Board at Freie Universität Berlin reviews and approves all FU-BEST course offerings. The Academic Board consists of tenured university professors from various disciplines. The Academic Board has established the following academic rules and regulations for the FU-BEST program and its courses.

1. Admission prerequisites

The FU-BEST program is intended for students at 4-year universities and colleges who are in the process of completing their B.A./B.S. degree. Applicants to the FU-BEST program should be at least 18 years old, have completed three semesters of university or college education, have a very good command of English in order to complete a rigorous academic program in that language, be committed to participation in our intensive German language component, and have a GPA of at least 3.0. Students whose GPA is below 3.0 are welcome to apply, but cannot be guaranteed admission to the program until their overall qualifications are more closely reviewed. Students whose native language is not English should note that the program is aimed primarily at students with fluency or at least a high level of proficiency in English. Non-native speakers may be requested to submit English test scores along with their application. For TOEFL, the score should be minimally at a B2 level (scores of 72 to 94). In the case of IELTS, the overall score must be at least 6.5 and the scores on individual parts must be no lower than 6.0.

FU-BEST participants are in principle admitted on a semester-by-semester basis. Participation in two semesters (i.e., a full academic year) is possible. Students who have completed the Advanced 1 or Advanced 2 level of German language by the end of their first semester may take a reduced German language course load in combination with more subject courses in order to meet full enrolment criteria in their second FU-BEST semester. Any participant's German language placement and classification are regulated by FU-BEST placement procedures only.

Admission will not be denied on the basis of race, ethnic or national origin, creed, gender/sex, religion, disability, age, or sexual orientation/identity.

2. Course enrollment

The program features two types of courses that need to be taken in combination: German language and subject courses.

Placement in German language courses is based on a student's prior exposure to the language and his*her current proficiency level, to be determined by the program in a multi-step placement procedure prior to the start of courses.

Enrollment in subject courses, based on the preference-ranking marked by a student on the application form, is carried out on a "rolling basis," that is, based on chronological receipt of the application. This chronological sequence is also considered when attempting to add a course with limited open spaces after the semester has begun.

3. Language of instruction

Most FU-BEST subject courses are taught in English. The program also features some German-taught subject courses, which are open to participants with German language proficiency at the Upper Intermediate (B3) level or above. Students with sufficient German language proficiency, as determined by FU-BEST teaching staff, may also opt to do some readings or other course work such as papers or exams in German in their English-taught subject courses; the issue should be raised early during the semester.

4. Program start, arrival, and departure

Students are expected to make their travel arrangements so as to arrive and depart on the designated arrival and departure dates. Students who are not present for the orientation, the placement interviews, or the first day of instruction may be denied participation in the program. Moving-in and moving-out dates for accommodation arranged by FU-BEST are the designated arrival and departure dates. Students who arrive earlier or leave later will need to arrange for their own accommodation during those times.

5. Drop/Add and Withdrawal

Drop/Add requests may (only) be submitted during the first week of classes, following procedures clearly announced at the start of the semester. Adding a subject course is only possible if space in the desired course is available. Results of drop/add requests are announced at the end of the first week of classes. Until the Friday evening of the first week of classes, a course may be dropped without being noted on the final transcript, but only by sending the request to drop by e-mail to the Academic Director (info@fubest.fu-berlin.de). Late requests to add a subject course, based on legitimate considerations, may be made after publication of the course lists at the end of the first week of classes, if space in a desired course is still available. Such requests will be considered only if submitted by e-mail no later than the day before the second session of the class a student wishes to add. After the Friday of the first week of classes has passed, a student may still withdraw from a course but will receive a "W" on the transcript. After the last course session has started, withdrawal is no longer possible and an actual course grade will be recorded on the transcript.

6. Course requirements/assignments

Each FU-BEST subject course features an Independent Project report, a Midterm Exam, and a Final Exam or a Term Paper assignment. Weighting of the different course requirements/components is the prerogative of each subject course teacher and laid down in the course syllabus. In all subject courses, completion of the Midterm Exam as well as the Final Exam or Term Paper (depending on which is required in a given course) is needed for a grade, unless unusual circumstances lead to a rare exception to this rule.

The course assignments and their weighting per German language level are laid out in the respective course syllabus. Each level features various exams, tests, and regular homework. Communication, the acquisition and improvement of all linguistic competences and of self-correction strategies, cultural context and a steep progression play an essential role in the FU-BEST German language curriculum.

FU-BEST teachers discuss course requirements and grading standards at the start of the semester and note them in the course syllabus; requests for clarification should be made at that time. Exam dates and times for all FU-BEST courses are formally scheduled and cannot be moved to other days and/or times. Participants are expected to respect the established exam schedules and adjust personal (travel) plans accordingly.

The FU-BEST program does not allow participation in its courses on an Auditing basis.

7. Attendance

Attendance in class and at any officially scheduled course-related activity is mandatory, both in German language courses and in subject courses. Punctuality is expected, also out of respect to both teachers and fellow students. Absence due to illness or another legitimate reason must be reported to the FU-BEST office (by phone or e-mail – info@fubest.fu-berlin.de) and to the teacher in question (by e-mail).

Absences are **excused** in case of illness; however, for the fifth sick day and every other sick day after that (consecutive or cumulative, counted not per course but overall), the student is required to turn in a doctor's notice ("Attest" in German) to the FU-BEST office in order for them to count as excused. Students are entitled to make up exams missed due to illness, subject to arrangement by the instructor.

Personal travel and visits by relatives or friends are **not** accepted as reasons for absence (i.e., absences for these reasons always count as **unexcused**).

Excused absences may still impact the grade of any course if the student does not fulfill all course requirements needed for a grade by a later date to be determined in close consultation with the Academic Director. As a general rule, it should also be noted that once a student misses more than half of a course's sessions (even if due to excused absence), passing the course is no longer possible.

Regarding **unexcused** absences, please note the following basic rules:

Subject courses:

Any unexcused absence has consequences for at least the participation portion of the grade.

Two unexcused absences lead to a formal warning and a lowering of the course grade by a fraction.

Three unexcused absences will result in an "F" (5.0) on the transcript.

German language courses:

Any unexcused absence has consequences for at least the participation portion of the grade.

Three unexcused absences will result in the lowering of the final grade by a fraction.

Five (Experiential Beginning German classes) or six (Intensive German classes) unexcused absences will result in the lowering of the final grade by a full grade point.

Seven unexcused absences will lead to an "F" (5.0) on the transcript.

In German language and subject courses alike, absence for more than half of a particular day's session will be considered an absence for that day.

8. Learning difficulties and physical disabilities

Students with identified learning difficulties and/or physical disabilities should inform the program in writing at the time of their application and be prepared to provide official documentation prior to the beginning of the program. FU-BEST will do its best to take appropriate measures and accommodate a student's special needs in line with resources available at Freie Universität Berlin and FU-BEST, data protection regulations, and academic, technical, and structural feasibility in a short-term study abroad program. Please note, however, that not all accommodations available in students' home institutions and/or countries might be available at FU-BEST, too.

9. Extensions

Late papers are not accepted, unless a specific extension has been explicitly granted by the instructor. An extended deadline will result in a deduction of points for the paper.

10. Academic dishonesty

Academic dishonesty is a severe offense that is incompatible with the academic standards and self-understanding of Freie Universität Berlin. Therefore, FU-BEST students pledge not to engage in academic dishonesty, plagiarism, cheating, the use of unauthorized materials, or accessing or distributing confidential academic materials.

If a student appears to have broken this pledge, he*she will be notified, usually within two working days, that there has been an academic dishonesty charge filed against him*her. He*she will also be notified when and where the review of the charge will take place. The Academic Director and one faculty member who is not involved in the specific case will conduct the review. During the hearing the student will be presented with all details of the charge filed against him*her and be asked to present his*her case. If the student admits to the charge, the circumstances of the violation will be discussed and an appropriate sanction will be determined. If the student denies any wrongdoing, the review committee will consider all existing information, gather more data if necessary, and reach a decision. The student will be notified within two working days of this final decision.

Sanctions for academic dishonesty include (but are not limited to) the following: warning, grade penalty, notification of the home university, suspension, dismissal from the program, or any combination of the above. If a possible dismissal is involved, the matter is first submitted to the Dean of International Affairs at Freie Universität Berlin for final review and determination.

11. Grading system

FU-BEST uses the grading system of Freie Universität Berlin, featuring numerical grades. Please see the table below. The program itself does not award Pass/Fail grades; students interested in this type of grade should make appropriate arrangements with their own home institutions. FU-BEST transcripts (produced in English) contain only German/Freie Universität grades. Participants are entitled to receive feedback regarding any grade received on an assignment or test. A grade of "Incomplete," with course work to be handed in later, will only rarely be feasible and is therefore not routinely available.

GRADING TABLE

Please note: the grades of 1.1, 1.2, 1.4, 1.5, 1.6, 1.8, 1.9, 2.1, 2.2 etc. are not given.

FUB Grade	Points on 100-Scale
1.0	98-100
1.3	95-97
1.7	90-94
2.0	85-89
2.3	80-84
2.7	75-79
3.0	70-74
3.3	65-69
3.7	60-64
4.0	50-59
5.0	< 50

12. Credit calculation

FU-BEST awards ECTS (European Credit Transfer System) credits. ECTS is based on the principle that the workload of a full-time student during one academic year is equivalent to 60 credits. This includes in-class contact hours as well as individual work on assignments and class preparation. On average, the student workload of a full-time study program in Europe is between 1,500 and 1,800 hours per year; thus, one ECTS credit represents between 25 and 30 hours of work.

13. Workload and extracurricular activities

In order to receive the appropriate number of ECTS credits and in the framework of the program's "extended classroom" concept, participation in the orientation week and the week-long excursion are required of each participant.

14. Transcript and credit transfer

FU-BEST will issue a Freie Universität Berlin transcript for each participant. The transcript lists all courses taken, the number of contact hours, the ECTS credits earned, and the final grade. Please note that credits can only be awarded if a participant successfully completes a FU-BEST course and is currently or has been enrolled at a university or college. Academic work arranged and supervised by any program or institution other than FU-BEST or Freie Universität Berlin will not appear on the transcript. FU-BEST issues the transcripts approximately four weeks after the end of the program. The transcript will be sent to the student's home institution or study abroad provider, whichever is applicable; each student will receive a personal electronic grade report. It is the student's responsibility to provide FU-BEST with a correct mailing address for the official transcript. Students should bear in mind that overseas mail delivery may take two weeks or longer.

Because each institution has its own policy regarding credit transfer from other institutions, FU-BEST strongly recommends that students consult with the appropriate advisor(s) and professor(s) in order to receive credit transfer approval prior to enrolling in the FU-BEST program.

15. Course grade appeals

Students who wish formally to appeal a course grade must submit a petition in writing to the Academic Director no later than February 1 after a Fall Semester or June 1 after a Spring Semester. The Director will give a copy of the appeal to the instructor involved and discuss with him*her the particulars of the case. The course instructor is the primary authority in grading matters. The Academic Director, however, retain a certain discretionary power which will be exercised only in the most extraordinary circumstances.

16. Classroom etiquette

The use of laptop computers during class sessions is not permitted, unless explicitly sanctioned by a course's teacher. Eating is not acceptable during class at any time, but non-alcoholic beverages are permitted. Trash is to be disposed of in the available trash cans. Classroom equipment may not be used by program participants without supervision by teaching staff. Students and teachers are committed to treating one another with courtesy and respect. When problems arise, students and teachers should seek the assistance of the FU-BEST staff.

17. Information Technology

Freie Universität Berlin maintains computer labs in order to support teaching and learning. Students who use these facilities enter a contract to use them legally, ethically, and in accordance with their educational purposes. Computer facilities owned by Freie Universität Berlin (including the campus network and internet connection), whether accessed remotely or locally, should not be used for commercial purposes or in any way that infringes on state/federal/international laws regarding libel or copyright. The illegal download and storage of music and movies on Freie Universität Berlin servers and computers is strictly prohibited.

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II. Code of Conduct

Our study environment is a place for safe, respectful, polite, and comfortable academic and personal exchange and interaction. While communicating and interacting, students, faculty, and staff pledge to:

- Use polite language and give room to others' contributions
- Respect others' opinions and statements
- Conduct discussions respectfully and factually
- Refrain from disrespectful non-verbal communication (facial expressions, gestures, other body language)
- Participate in course sessions or other academic interaction actively, concentrate when others are talking, and focus when talking themselves
- Complete assignments on time and (if collaborative in nature) in cooperative spirit and conducive to the learning experience of others
- Respect copyright and ownership laws of students, faculty, staff and other sources

Students violating the following code will be subject to appropriate review and sanctions, up to and including expulsion from the program. Information regarding students who violate FU-BEST policies will be provided to the students' home institutions.

This code of conduct applies in conjunction with any other (home) university/college rules of conduct that may be applicable as well as with German criminal law.

The following behavior and/or actions are illegal in Germany, will be reported to local police officials, and will be prosecuted under German law:

- Theft and robbery
- Violence against others
- Vandalism
- Sexual harassment
- Stalking
- Possession and abuse of illegal drugs
- Possession of illegal substances and explosive materials
- Possession of weapons without proper permission

(Please note that this represents only a partial list.)

In addition, intolerant, disrespectful, disruptive or otherwise irresponsible behavior as well as actions detrimental to the learning experience and academic progress as well as the comfort and well-being of students, instructors, and staff and/or the reputation of the program and Freie Universität Berlin are prohibited and will not be tolerated at FU-BEST. Such actions include, but are not limited to:

- Verbal abuse of faculty, staff, students, and/or FU-BEST representatives
- Behavior that is noticeably disturbing or distressing to students, staff, or faculty
- Sexual harassment, disorderly, lewd, indecent or obscene gestures or actions
- Harassment of any person
- Stalking of any person
- Disturbance of classes and/or other FU-BEST activities
- Damage to the property of Freie Universität Berlin, FU-BEST, host-families, apartments or facilities used/visited during field-trips and excursions
- Violations of residential guidelines and/or rules, including, but not limited to, unauthorized overnight guests, excessive noise, rowdy conduct, and public drunkenness
- Permanent or temporary diversion of academic materials needed by other students, including unauthorized removal of library materials, audio-visual materials, technical equipment or other program supplies
- Self-endangerment, including involvement in activities or behavior that could result in personal harm

- Excessive alcohol abuse

(Please note that this represents only a partial list.)

If a complaint is filed, based on this Code of Conduct, against a FU-BEST student participant, the procedure applied is the following:

1. Complaints against a student should be filed directly with the Academic Director.
2. If a student appears to have violated this code, he*she will be notified that there has been a charge filed against him*her. The student will also be notified when and where the review of the charge will take place. Depending on the gravity of the violation, a formal warning may be issued first or an actual violation review session may be immediately scheduled.
3. The Academic Director, one additional FU-BEST staff member, and a representative of ERG Universitätsservice GmbH will conduct the initial review. At the review hearing, the student will be presented with all details of the charge filed against him*her and be asked to present his*her case. The student may present other pertinent information, including written statements from witnesses, and/or may opt to a personal witness to the meeting. Depending on the gravity of the situation, a representative of the Office of International Affairs at Freie Universität Berlin may be asked to weigh in as well at the initial hearing.
4. If the student admits to the charge, the circumstances of the violation will be discussed and an appropriate sanction will be determined.
5. If the student denies any wrongdoing, the review committee will consider all existing information, gather more data if necessary, and make a decision. The student will be notified within two working days of this final decision.
6. The student involved may appeal the decision reached under Nr. 4 or 5. A further hearing is then scheduled, including as participant a formally designated representative of the Office of International Affairs at Freie Universität Berlin. After this hearing, the previous decision is either confirmed, rescinded or amended.
7. Any decision involving dismissal from the program will always be reviewed first by the Office of the Director of International Affairs.
8. Sanctions for violation of this code of conduct include (but are not limited to) the following: warning/reprimand, grade penalty, notification of the home university/college, suspension, dismissal from the program, or any combination of the above.

If a complaint is filed, based on this Code of Conduct, against a FU-BEST staff or faculty member, the procedure applied is the following:

1. Complaints against a staff or faculty member should be filed directly with the Academic Director (or with the CEO of ERG Universitätsservice GmbH if the complaint involves the Academic Director).
2. If a staff or faculty member appears to have violated this code, he*she will be notified that there has been a charge filed against him*her. The staff or faculty member will also be notified when and where the review of the charge will take place. Depending on the gravity of the violation, a formal warning may be issued first or an actual violation review session may be immediately scheduled.
3. The Academic Director and the CEO of ERG Universitätsservice GmbH will conduct the initial review. (If the complaint involves the Academic Director, only the CEO will conduct the initial hearing.) At the review hearing the staff or faculty member will be presented with all details of the charge filed against

him*her and be asked to present his*her case. The staff or faculty member may present other pertinent information, including written statements from witnesses, and/or may opt to add a personal witness to the meeting. Depending on the gravity of the situation, a representative of the Office of International Affairs at Freie Universität Berlin may be asked to weigh in as well at this initial hearing.

4. If the staff or faculty member admits to the charge, the circumstances of the violation will be discussed and an appropriate sanction will be determined.
5. If the staff or faculty member denies any wrongdoing, the Academic Director and/or CEO will consider all existing information, gather more data if necessary, and reach a decision. The staff or faculty member will be notified within two working days of this final decision.
6. The staff or faculty member involved may appeal the decision reached under Nr. 4 or 5. A further hearing is then scheduled, including as participant a formally designated representative of the Office of International Affairs at Freie Universität Berlin. After this hearing, the previous decision is either confirmed, rescinded or amended.
7. Any decision directly affecting an employment or teaching contract will always be reviewed first jointly by the CEO and the Office of the Director of International Affairs.
8. In the case of staff or faculty members, sanctions for violation of this code of conduct include (but are not limited to) the following: warning/reprimand, suspension without pay, or termination of contract/employment.

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