



ISNM - International School of New Media at the University of Lübeck

Student Handbook Policies & Regulations

for the internationally accredited
Degree Programme
Master of Science in Digital Media

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The ISNM International School of New Media Student Handbook of Policies & Regulations is an integral part of the Study Contract that each student attending the ISNM has signed. The Handbook complements the ISNM Degree Study Regulations (also called ISNM Degree Programme Regulations) and ISNM Examination Regulations of the Master of Science in Digital Media programme.

1. Course Registration

- 1.1. Each student is required to register at the University of Lübeck for each semester as detailed in the Study Contract. Failure to do so will result in losing the student's official student status and the right to partake and graduate in the ISNM Master programme.
- 1.2. Each student is required to choose one of the following specialisation areas – E-Business or Work Design – for his/her coursework in the second semester. This choice is made by the student at the end of the first semester and documented on the ISNM form sheet "Registration for Classes Second Semester". The student's choice requires approval by his/her Student Advisor. This form sheet is available at the Student Services Office and should be returned there upon completion by the date specified by Student Services, or alternatively by 22 March of a given year.
- 1.3. Each student is required to indicate his/her binding choice of Study or Research Abroad or Internship as well as his/her course selection for the third semester during the second semester. This choice is documented by the student on "ISNM Registration Protocol 3rd Semester" and the "ISNM Semester Abroad Form Sheet" and requires approval by the student's Student Advisor. These form and registration sheets are available at the Student Services Office and should be returned there upon completion by the date specified by Student Services or alternatively latest by 15 July of a given year.
- 1.4. No student will be allowed to register for any subsequent semester unless he or she is making satisfactory progress towards the Master of Science in Digital Media, and is in good financial standing as detailed in the Study Contract.

2. Credit Points (CPs), Repeat Exams and Semester Abroad

- 2.1. The ISNM's internationally accredited Master of Science in Digital Media programme follows the European Credit Transfer System (ECTS) in terms of its modular structure, grading and credit point system.
- 2.2. The ISNM requires that the full programme of studies be taken at the ISNM, or its affiliates during the semester abroad. Transfer credits from other institutions may be accepted in exceptional cases prior to the student's beginning of studies at ISNM; this requires approval by the ISNM Examination Board.
- 2.3. Students earn 30 credit points (CP) per semester and are obliged to take this full amount of CP. A voluntary, elective course in the other specialisation area may be taken during the second semester and needs to be indicated on the "Registration for Classes Second Semester". The amount of credit points per course and module can be found in the Module Handbook, available from Student Services upon request.
- 2.4. A loss of credit points per course may occur, if a student fails to successfully complete all requirements of a course and module, including homework, oral and written exercises, exams, projects etc., or a grade of "fail" after the second unsuccessful repetition of a module's examinations. If the second repetition of a module's examination is unsuccessful, the student will be exmatriculated from the Masters programme going into effect on the date of the last failed repeat examination. The student status at the University of Lübeck expires automatically at the end of the semester during which this last repeat examination was not passed successfully.

- 2.5. Should a student receive a module grade “F” – failed, he or she has the opportunity to repeat the examination twice as detailed in the ISNM Examination Regulations. The dates for these repeat examinations are determined by the faculty member, whose exam needs to be repeated, and are communicated to the student in personal consultation with the Student Advisor. Student Services will send a friendly reminder to both faculty member and the student ca. 2 months after a failed examination to ensure that the repeat examinations take place in due time.
- 2.6. Credit points cannot be transferred between semesters at the ISNM.
- 2.7. During all semesters students are obligated to partake fully in all courses and modules and pass their examinations in order to obtain the mandatory amount of 30 CP per semester. Students cannot graduate if they did not successfully complete 120 CP.
- 2.8. The “semester abroad” covers the possibilities of research abroad, studies abroad, a research project, or an internship with a research-relevant focus. “Abroad” means “outside of ISNM”, this implies, for example, the semester abroad can be spent at an institution or company in Germany, or courses may be taken at other institutes of the University of Lübeck. In-house research projects are possible, however “abroad” projects, studies or internships are strongly encouraged before an in-house project is considered to fulfil the semester abroad requirements. In all cases, the conditions for receiving credit points for any semester abroad need to be considered and approved by a student’s Student Advisor prior to starting the semester abroad.
- 2.9. Credit points earned during the studies and research at an ISNM partner university during the third semester are approved by the student’s Student Advisor and Programme Manager. The abroad courses presented for transfer credit points must have been accepted by the Faculty of Technical and Natural Sciences of the University of Lübeck prior to a student’s taking of these courses. Students can contact Student Services or the Programme Manager if in doubt about the status of any course which they wish to take during their studies abroad.
- 2.10. In order to obtain 12 CP for the semester abroad – be it research abroad or project, or an internship – a student has to write a ca. 30-40 page long research essay equivalent to half a Master Thesis. Details on the precise length, format and contents of the essay are determined by a student’s Student Advisor or Thesis Advisor and should be requested from him/her prior to writing the research essay and starting the semester abroad. This essay will be graded “pass/fail”. Any choice of studies, research or internship during the semester abroad should lead to the topic of the Masters thesis in some form or another.

3. Attendance

- 3.1. ISNM’s full-time Master programmes rely strongly on student teamwork and intercultural exchange, thus making a full and punctual attendance of all courses and modules – be they obligatory or elective – an integral part of ISNM’s and the students’ academic success.
- 3.2. Full attendance is required in all courses and modules, including weekend and block seminars. ISNM is aware of the high level of commitment to such classes and limits its number to a minimum.
- 3.3. Course attendance: More than 2 unexcused absences per semester in each course will have an affect on a student’s eligibility to partake in a module’s final exam and thus obtain a module

grade. The extent of the grade reduction or dismissal from a course or module, resulting as a lack of participation is left at the discretion of the respective instructor.

- 3.4. If a student is absent for more than 14 days during a semester's course work, regardless whether excused or unexcused, the student must repeat the semester.
- 3.5. Unexcused absences are all those absences that are not approved by the instructor for career-related events (conferences, special projects etc.), or accompanied by a doctors' note for a personal medically-related release. Career-related absences need to be approved by the course instructor prior to the planned dates of absence. It is at the discretion of the instructor to assign make-up exercises and homework for missed course work.
- 3.6. In all cases of absences below 14 days, the student is responsible for all theoretical knowledge as well as practical skills (such as labs) covered during each course period when taking the final module exam.
- 3.7. Exam attendance: Students are not allowed to reschedule or withdraw from an examination unless the student is ill. The illness must be attested to by a doctor prior to the examination. Otherwise, the examination will be graded as "failed".
- 3.8. Students are obligated to attend "student orientations" and the Master Thesis Crash Workshops.

4. Leave of Absence

- 4.1. Students who are current with their degree requirements and who wish to temporarily interrupt their studies for reasons such as maternity leave, an illness lasting more than 2 weeks, financial difficulties, or a crisis in the immediate family (death or illness of a child, spouse, parent, or sibling) may request a personal leave of absence at the ISNM and the University of Lübeck.
- 4.2. To request a leave of absence, the student must write a letter to the Programme Manager and the student's Student Advisor, explaining why such a leave is necessary. The student must also state the proposed date of leave and return, as well as give address and telephone number where they may be reached during this period of leave.
- 4.3. If the student is eligible and Student Advisor and Programme Manager approve, the leave will be granted. If the period of leave is not granted and the student does not register for the term in question, he or she will be considered to have withdrawn from the ISNM. In that case, the Study Contract's rules on termination of contract apply.
- 4.4. If a personal leave of absence is granted by the ISNM, the student also has to follow the procedure for a leave of absence at the University of Lübeck (*Immatrikulationsordnung* §18) in order not to lose her or his student status.
- 4.5. During a personal leave of absence, the student is exempt from the tuition bills of the ISNM. However, he or she will have to maintain matriculation at the ISNM and will be accountable for an administrative fee of EUR 150.00 per semester for the duration of the absence.

5. Financial Regulations and Expenses

- 5.1. Payment of admission and tuition fees at the ISNM as well as the registration fees at the University of Lübeck are to be paid by each student according to the terms of the Study Contract as it was signed by the ISNM and each student upon accepting admission to the ISNM. Failure to comply with the payments according to the Study Contract may result in expulsion of a student from the ISNM as regulated in the Study Contract.
- 5.2. Students should request a meeting with the Managing Director to discuss possible payment solutions and instalment plans as soon as they know they will face financial difficulties, and latest 2 weeks prior to an expected failure to make monthly or semester tuition payments.
- 5.3. As detailed in the Study Contract, no student will receive his or her academic transcript and Master-Diploma until all their financial obligations to the ISNM have been fulfilled and all property of the ISNM has been duly returned or replaced.
- 5.4. Students, who completed the Masters programme and defended their Master thesis successfully but have not fulfilled their financial obligations and/or returned or replaced ISNM property, are not allowed to carry the degree's title "Master of Science in Digital Media" until all obligations have been fulfilled and their official diplomas awarded.
- 5.5. Students will each be allotted a certain amount of free xeroxing and printing possibilities at the ISNM McLuhan Library to assist their ISNM studies. The precise amount will be announced at the beginning of the first semester. Students can obtain an increase in their xeroxing and printing volume by paying for it themselves at the ISNM Student Services office. By signing the Study Contract, students oblige themselves to follow international copyright laws.
- 5.6. Students are required to provide for their own living expenses during their enrolment at the ISNM. This is approximately EUR 600.00 – 750.00 per month. This approximate amount includes rent, bills, food and amenities. This total does not include the tuition, admission and registration fees of the ISNM and the University of Lübeck.

6. ISNM Tuition Scholarships

- 6.1. ISNM tuition scholarships are awarded to selected students depending on a student's academic performance and successful scholarship application on a semester by semester basis.
- 6.2. Tuition scholarship recipients are reviewed and potential new ones determined in an open competition for scholarships as announced at the end of the first, second and third semester.
- 6.3. Tuition scholarships are not automatically carried over to the next semester but only considered if a scholarship application has been timely submitted and may then remain the same, be lowered or increased according to a student's performance.
- 6.4. The ISNM reserves the right to withdraw tuition scholarships at any time from a student who does not improve his/her performance after a probation period, or in the case of a breach of Study Contract by the student. A recipient loses her or his ISNM tuition scholarship automatically in the case of termination of the Study Contract.

- 6.5. Per-case consideration of the withdrawal of a scholarship will take place if the student him- or herself suffers from a medical condition that hinders his or her academic success, provided that a certified medical attest is presented.

7. Personal Conduct

7.1. The ISNM is an institute of higher education dedicated to the advancement of learning. This environment thrives from the diversity of, and interaction between its students. All members of the ISNM community freely commit themselves to a philosophy of tolerance and respect towards all others here. The members of the ISNM are expected to obey the regulations of the school. During their time here they are also expected to abide by all local, state and federal laws, and violation of such may lead to disciplinary action taken by the ISNM.

7.2. The student is obligated to check her or his ISNM-e-mail and the intranet knowledge platform at least twice a week to stay informed about current events, changes in courses, or any other relevant ISNM news. This obligation also upholds during the semester abroad.

7.3. The ISNM specifically prohibits the following forms of behaviour by its Masters students:

1. Cheating and/of falsification of data on exams, problem sets, or any other form of academic test or project work.
2. Plagiarism, defined as the failure in any oral presentation, oral or written exercise, homework or examination to acknowledge ideas, language or research taken from someone else.
3. Misuse of library materials and resources.
4. Unauthorized use of the ISNM's telephones, photocopying and printing machines, or other school equipment and/or facilities, furniture and equipment.
5. Assault on or harassment, intimidation or coercion of any community member of the ISNM including, but not limited to, faculty, staff or students based on religion, gender or sex; ethnic background; sexual harassment; or the use of a teaching position to intimidate or harass another student.
6. Misuse or alteration or fabrication of ISNM credentials, including, but not limited to, identification cards, transcripts, or grade lists, including those submitted by teaching assistants.
7. Refusal to comply with instructions from any ISNM official, including staff or faculty members.
8. Lying or misleading school officials during a formal inquiry.
9. Lying or misleading in applications for financial aid / scholarships, admission or jobs on campus.

10. Theft or wilful damage to property of the ISNM or the KWL Media Docks.
 11. Assisting another student in the breach of the Study Contract, or any other rule, regulation or policy at the ISNM or the University of Lübeck.
 12. Trespassing on ISNM, Media Docks or University of Lübeck property to which access is prohibited.
 13. Interference with the proper function of safety or security devices including fire alarms, electronic door and sprinkler systems.
 14. The possession or use of explosives, incendiary devices or weapons on or about the ISNM is absolutely prohibited.
 15. The unlawful possession, use, manufacture, or distribution of illicit drugs on ISNM property or in conjunction with any ISNM function is absolutely prohibited.
- 7.4. Students found guilty of any of the above regulations will be subject to one or more of the following penalties:
- Reprimand
 - Fines
 - Restriction
 - Probation
 - Suspension
 - Dismissal

8. Academic Dishonesty

- 8.1. Academic dishonesty is a violation towards the academic community. It undermines the purpose of education, and therefore is justly treated as a crime against it.
- 8.2. Academic dishonesty is understood as including but not being limited to:
1. Submitting the same paper in multiple courses without knowledge and consent of the instructors involved.
 2. Cheating on tests, exams, homework, labs or other exercises.
Examples:
 - a. Copying answers during a test from a classmate
 - b. Using cell phones to communicate during an exam with the intention of receiving information from a second party.
 - c. Copying lab results from another group.
 3. Plagiarism of any type, including but not limited to
 - a. Misrepresenting ideas or language in an essay as one's own, or submitting work prepared by someone else as one's own.

- b. Presenting ideas or language, either verbatim or slightly altered, without crediting its source, so that the reader is led to believe the work is one's own.
- 4. "Fudging" research work, defined as modification or falsification of results of the actual work done.
- 8.4. Should evidence of academic dishonesty be found, disciplinary action will be undertaken against all parties involved. This may include but is not limited to anything from receiving a lower grade on an assignment, failing the course, or being expelled from the ISNM. The severity and length of the response to academic dishonesty is left at the discretion of the instructor(s) involved and is directly proportional to the severity of the offence.
- 8.5. Should a case of gross offence of academic dishonesty be discovered, the ISNM will not hesitate to expel the student(s) involved.
- 8.6. Plagiarism in Major Exams and Master Theses: Plagiarism or cheating discovered in relation to major exams (i.e. module finals) or the Masters thesis will result in expulsion from the ISNM. Engaging in such behaviour also forfeits a student's rights to earning a Masters degree from the ISNM. Should a student be expelled from the ISNM due to plagiarism regarding their thesis or exams, he or she will not receive a Masters degree from the ISNM.

9. Keycards & Campus Security

- 9.1. Upon arrival at the ISNM, the students will receive a keycard to the main building in order to access the study rooms and lecture halls. These keys and keycards remain the property of the ISNM International School of New Media, and must be returned upon graduation or, in the event of an, ex-matriculation.
- 9.2. The ISNM has a keycard system within its buildings to monitor the use of its facilities and to protect its students against liability claims in the event of a security breach. Upon receipt of their individual keycard, students will also receive instructions on how to use it.
- 9.3. All students are prohibited from lending individual keys and keycards to anyone else without exception, or from letting non-ISNM members into the Media Docks and ISNM facilities outside of regular administrative office hours and without prior consent by ISNM Student Services. Failure to follow this rule may cause reprimands by the ISNM, including limited access to the ISNM premises, or the loss of all rights to obtain and use individual keys and keycards.
- 9.4. In the event of loss of a key or keycard, ISNM charges EUR 5.00 for each lost key and EUR 10.00 for each lost keycard.
- 9.5. Students are responsible for the rooms and equipment (chairs tables, technical equipment, etc.) supplied by the ISNM and the campus management firm, KWL-Media Docks, during their use of the premises. This implies that when a student is the last person to leave a room, he or she must activate the alarm. The student's responsibility ends only after he or she has activated the alarm. Failure to do so may cause reprimands by the ISNM, including limited access to the ISNM premises and loss of all rights to obtain and use an individual keycard.

- 9.6. The students are responsible to make sure that all windows and doors in the entire study area (including the McLuhan Library) are closed and locked when they leave.
- 9.7. The study areas are used by all students and are a central part in the learning experience at the ISNM. These areas are to be treated with respect, care and responsibility.
- 9.8. All students are obliged to follow the posted rules of conduct referring to the Kitchen/Lounge area, including but not limited to cleanliness and safety during the use of all appliances and shared spaces. Failure to do so may cause the prohibition of a student's use of that area.
- 9.9. All students are obligated to participate in fire drills and are instructed in how to behave during a fire alarm. I.e. they know where the fire extinguisher is and how to use it, inform ISNM staff or the Media Docks staff immediately upon suspicion of a fire or smoke, and leave the building immediately. If any personal injury occurs to a student when he or she does not leave the building upon a fire alarm, ISNM cannot be held liable for the student's injuries.

10. McLuhan Documentation Center

- 10.1. The McLuhan Documentation Center is an academic library to be used for research, teaching and study purposes. All members of the ISNM are permitted to use the library and will receive a library identification card, enabling self-booking at respective self-rental stations.
- 10.2. Users of the Library must adhere to the library code of conduct which can be attained at the check-out desk in the library. This includes, but is not limited to, cleanliness, no drink & food, and the orderly check-out and return of all material that may be borrowed.
- 10.3. Failure to follow the library's code of conduct can result in losing all rights to use the library.
- 10.4. The library is staffed Monday – Friday, 8:30 a.m. – 14:30 p.m.. Users have access to the library at all times with their keycard and may borrow library material through the automatic or indicated borrowing system.
- 10.5. Failure to return any material from the library may cause the loss of borrowing rights and / or withholding of the Masters degree until the material has been returned or replaced.

11. Religious Policy

- 11.1. ISNM is a religiously neutral school. It observes the German national holidays and the holidays observed by the state of Schleswig-Holstein.
- 11.2. Religious holidays and exams: final exams cannot be held on any religious or German public holiday. Should a faculty member unknowingly have scheduled a final exam on a major religious holiday, he or she is to be alerted to that and needs to change the date accordingly.
- 11.3. Practice of religion: No prayer or break time will be allotted during class time. Courses will be started, held and finished according to their schedule.

11.4. No room will be set aside for religious purposes in the school.

12. Student Complaint Procedure

12.1. Should a student have a complaint of any kind, they may seek audience with the ir Student Advisor and/or Programme Manager.

12.2. Should a student have a complaint with regard to courses and class work, they may seek audience with their Student Advisor.

12.3. If for any reason the student feels that he or she cannot approach his/her Student Advisor, audience may be sought with the Programme Manager. If the situation escalates or is of grave importance (sexual harassment or the like), it will be addressed as quickly as possible at a meeting of the administration, and, when pertinent, the faculty.

12.4. The administration, staff and faculty seek to solve grievances directly associated with the ISNM as quickly as possible.

13. Amendments

The ISNM reserves the right to add amendments and make changes to this handbook when they see fit and necessary.