



Academic Support

Get answers and guidance to help you best navigate your studies during our current school closure.

Driving Question: 'What happens if I am... ?'

Leaving Berlin before the semester ends

- Absence from classes:

If you decide to go home or travel outside of Berlin while your semester classes are still continuing, then you will need to discuss your absence with your Advisor. This is especially important because absence from class or group work may impact the quality of your assessments, and thereby your final grades for the semester.

- Your assessments:

Even if you decide to leave Berlin, you should continue working on your assessments and aim to complete them by the deadlines provided by your Programme Lead. It is integral that you come up with a suitable plan that will help you complete your projects by the due date. What do you need to think ahead for? Think about what resources are available to you outside of school and how you can access them for work on your projects. What kind of school support is available online for you if it's needed?

If you are unable to complete assessments on time, then you risk failing your module/s, and in the worst case scenario, you may need to retake the school year. If you find

yourself in a position where you can't complete your projects, then we advise that you read through the sections on 'Extenuating Circumstances' and 'Interrupting Your Studies' outlined below, or contact administration@dbsberlin.net for more information.

- Extenuating Circumstances:

You can apply for Extenuating Circumstances if you need more time to finish your projects, *however this can only be granted to you on specific grounds and with documented evidence*. For example - if you are ill for an extended period of time, or if there is a personal problem you are experiencing (more examples found [here](#)). Being absent from school is not a valid enough reason to claim an extension to your assessment deadline. Please email administration@dbsberlin.net if you would like more information.

- Resits:

If you fail a module or project, you are permitted to do a second attempt at the assessment, also known as a 'resit'. Information about your failed module/project and what you can do to retrieve the initial grade will be sent to you by the Administration team, following a publication of final marks from Marjon, our partner university. You can take a resit for a maximum module mark of 40% for undergraduate modules and 50% for postgraduate modules, without the requirement to repeat any attendance. More information about resits can be found [here](#), or you can contact administration@dbsberlin.net for more details.

Returning to Berlin before the semester ends

- Get informed:

If you've been away and are planning to re-enter Germany in the next few weeks, dBS Berlin can't inform you about your eligibility to return to Berlin given recent changes to border controls throughout Europe. You will need to check for updates online (such as on the [German Federal Foreign Office website](#) or the [European Union website](#)) for more information about your particular case and whether or not you are permitted to travel back here.

- Contact your Advisor:

Make sure that you contact your Advisor if you are unable to return to Germany to attend scheduled classes starting from Monday 20th April. This is especially important because absence from classes or group work may impact the quality of your assessments, and thereby your final grades for the semester.

If you feel there may be difficulties with handing in your assessments on time due to border controls or other issues, please read through our previous guides listed above about 'Your Assessments', and 'Extenuating Circumstances'.

Feeling stressed about my situation and my studies

- Contact Student Support:

If you are feeling stressed about how you are going to complete your studies or generally anxious about your current situation - know that this is a totally legitimate response to this not-normal situation that we're in. If you're feeling unsettled, it is important that you reach out for support - and the sooner, the better! At dBs Berlin, we are here to help you as best we can, and if you require additional assistance with your studies then look no further than Cavana, our lead for Learning Support. You can contact her directly at student.support@dbsberlin.net.

- Check-in:

Catch up with your tutors and fellow students in the weekly check-ins that have been set up during this interim period. Staying in touch and openly discussing any challenges you are facing may help to relieve some of the pressures you are feeling about your studies. Contact your tutors for more information about when your next check-in session is scheduled. It is a good idea to stick to a routine to help you feel grounded

Sick during the semester (for less than 4 weeks)

- Attendance to online sessions:

It is essential that all students and members of the dBs community keep their health a top priority during this time. If you find that you are not feeling well, please contact your Advisor about any sessions or meetings you may need to miss.

- Extenuating circumstances:

If you have been sick, you may be eligible for Extenuating Circumstances, particularly if you need more time to finish your projects. *However this can only be granted to you on specific grounds and with documented evidence*, for example - if you are ill for an extended period of time and you have a doctor's certificate, or if there is a personal problem you are experiencing (more examples found [here](#)). Please email administration@dbsberlin.net if you would like more information.

If you are sick for more than 4 weeks, then you will need to consider an alternative path for your studies, as outlined below.

Sick during the semester (for more than 4 weeks)

- Interrupting your studies:

Circumstances sometimes arise which make it very difficult for a student to continue with their studies, such as extended periods of illness lasting over a month. It may be possible to arrange an interruption of studies subject to the maximum period of registration permitted for the programme of study. For more information about this, please contact administration@dbsberlin.net about what academic implications and financial consequences this may entail.

Unable to complete studies for reasons other than illness

- Extenuating Circumstances:

You can apply for Extenuating Circumstances if you need more time to finish your projects, *however this can only be granted to you on specific grounds and with document evidence*. For example - if you are ill for an extended period of time, or if there is a personal problem you are experiencing (more examples found [here](#)). Please email administration@dbsberlin.net if you would like more information.

- Contact your Advisor:

Make sure that you contact your Advisor if you are having difficulties with your studies. This is especially important because absence from classes or group work may impact the quality of your assessments, and thereby your final grades for the semester.

Not able to attend an online session

- Contact your tutor:

Keep your tutors informed about any absences to online sessions, especially if you have confirmed your attendance to the session beforehand. Remember to check in with your tutors about any essential information or outcomes from the meeting that they could share with you so you can keep up-to-date.

Not able to access school resources

- Connect to the online library:

Access Marjon's [Discovery Library Database](#) on Moodle. You can find e-books, downloadable journal articles and full text links on any subject area you are researching for your assessments. Make sure you log on using your *Marjon Student Number and Password*. If you can't locate yours, please contact administration@dbsberlin.net.

After you open the library home page (link above), make sure to scroll down to the search section to start accessing online resources.

In addition, read through the [library guides](#) on the Marjon website to help you get started, and to get the best results out of your searches.

- Tech Support:

Although facilities are closed until 20th April 2020, you can still send queries to our techs if you need help.

Seeking language support

- Book a session:

If you are looking to polish up your work or assessments and require a bit more help with your English language skills to make that happen, then get in contact with Geoff - geoff@dbsberlin.net.

Unable to find the information that I need

- Contact the school:

If you haven't found the kind of support that you need, you can send an email to administration@dbsberlin.net or your tutors with your query. They will do their best to answer your questions and point you in the right direction to the information you seek.