



Supplementary certificate "DigiLab" for degree programs of the Faculty of Economics and Business Administration¹

(effective August 8, 2022)

Objectives and approach

- Students are to be increasingly introduced to teaching content related to digitization. Improved and intensified training with method-based and at the same time application-oriented software courses seems essential for professional qualification in an increasingly digitalized world of work.
- After the successful completion of the required courses, an additional certificate will be awarded, which students can acquire by choosing existing and new courses related to digitization. The supplementary certificate certifies an up-to-date and attractive additional qualification that may serve as a unique selling point for graduates from the Friedrich Schiller University in Jena.
- For a course to be creditable as a DigiLab course, it must fulfill the following requirements:
 - Intensive use of a modern software system as used in research and/or practice
 - Self-contained use of the software system by students (not just presentation in class), e.g. execution of data analysis, programming, scientific modelling or processing of case studies.
- The students can earn DigiLab points depending on the extent that the software system is implemented and used in the corresponding course. The DigiLab-Points make up a fraction of the actual ECTS-points of that course. A corresponding list of courses and DigiLab-Points is updated annually and published on the website of the DigiLab (see attachment).

Achievements to be provided for the supplementary certificate "DigiLab"

- The certificate can be obtained at four levels:
 - **"Basic"**: At least 21 DigiLab points from corresponding courses must be proven.
 - **"Intermediate"**: At least 27 DigiLab points from corresponding courses.²
 - **"Advanced"**: At least 36 DigiLab points from corresponding courses.¹
 - **"Expert"**: At least 45 DigiLab points from corresponding courses and at least one thesis that is designated as "creditable for DigiLab".³

¹ This document is an English translation of "Zusatz-Zertifikat „DigiLab“ für die Studiengänge der Wirtschaftswissenschaftlichen Fakultät". The German version of this document is binding.

² The levels "Intermediate" and "Advanced" are additionally identified as "Intermediate Plus" and "Advanced Plus" respectively, if a final thesis that is applicable to the DigiLab criteria is provided.

³ If the final thesis does not comply with the DigiLab criteria, the level "Expert" can be reached by completing additional courses to the extent of 20 DigiLab-Points (in sum 65 DigiLab-Points).

- DigiLab points are assigned after the successful completion of a DigiLab course (grade 4.0 or better). The grade can be related – if applicable – either to the DigiLab part of a course or to the final grade. The regulation must be announced at the beginning of the course in question.
- At the request of the student, evidence of successfully completed DigiLab courses as well as the highest DigiLab level reached will be provided. The examination committee (Prüfungsausschuss) is responsible for the procedure of providing evidence. In case a certificate proving a lower level is to be replaced by a certificate of a higher level, this is to be requested by the student.
- An official document listing the highest achieved level that is signed by the faculty's dean as well as a separate list of successfully completed DigiLab courses (including grades and average grade) can be handed out at request.
- The average grade is determined as the mean over all grades weighted by the number of DigiLab-Points. Therein, only the best grades necessary for achieving the highest DigiLab level are considered.
- If the student requests that (parts of) courses, seminars and/or final thesis should be creditable within the DigiLab, he/she must make a substantiated request to the examination committee (Prüfungsausschuss). This request must be supported by the assessment of the module supervisor regarding the way and extent of creditable achievements in terms of DigiLab-Points. In the case of final theses, the assessment should be part of the thesis report.