



Information on the receipt of the supplementary certificate “DigiLab” for programs at the Faculty of Economics and Business Administration

(Effective: December 11, 2019)

Who can apply for the DigiLab certificate?

Students of all Bachelor and Master programs at the Faculty of Economics and Business Administration of the University of Jena can apply for the certificate. An application after the exmatriculation is not possible.

How do I receive my DigiLab certificate?

To receive a DigiLab certificate, you have to make a request via email to the DigiLab-Team (digilab@uni-jena.de). This request must contain the following elements:

- the completed form **“DigiLab_Antrag_en.pdf”**

You can find the form on the DigiLab website: <https://www.wiwi.uni-jena.de/digilab.html>.

- an **overview of all courses, DigiLab-Points and grades** that should be taken into account for the certificate

For that, please use the file **“DigiLab_Uebersicht_en.xlsx”**. You can find this form on the DigiLab website: <https://www.wiwi.uni-jena.de/digilab.html>. The excel sheet also helps you to calculate your DigiLab level and average grade.

- an up-to-date **overview of your grades**, that lists all the courses that should be taken into account

For that, it is sufficient to download a grade overview from Friedolin. In case you want to allow for Bachelor and Master courses to be taken into account, you have to provide two separate overviews of grades from your Bachelor and Master program.

- **proof(s) of DigiLab-Points from courses that**

- are not explicitly listed in the “List of creditable DigiLab courses”
- are listed, but with a range of creditable DigiLab-Points. In case you do not provide evidence of the exact number of creditable DigiLab-Points, only the minimum of the range is taken into account.

- **proof(s) of creditable final theses**

All documents have to be transferred electronically in one (single) email.

Which form should the verifying documents have?

As proof, a (forwarded) email and/or written confirmation of the corresponding module supervisor including the creditable DigiLab-Points as well as the assigned DigiLab grade are sufficient.

Are courses from other universities creditable for the DigiLab certificate?

No, only courses of the Faculty of Economics and Business Administration of the Friedrich-Schiller-University Jena are creditable.

How many DigiLab-Points are creditable for my thesis?

You receive no DigiLab-Points for a creditable thesis. A thesis is only declared as creditable or not. Thereby, a significant part of the thesis has to be the self-conducted work with a complex software system. For further questions, please contact your supervisor.

How and when will I receive my certificate after my request?

You receive your certificate together with your diploma, either at the graduation ceremony or via pickup at the examination office. If you want to pick up the certificate independently from the diploma, please contact the examination office to see if everything is ready. You should turn in the request at least four weeks before receipt.

Can I be handed out a certificate of a higher level, when I already have one for a lower level?

Yes, if you have earned additional DigiLab-Points and reached a higher level, you can request a new certificate. For that, please hand in the certificate of the lower level when asking for the higher-level certificate at the mailbox next to the DigiLab conference room (room 4.74).

If you have additional question, feel free to write an email to digilab@uni-jena.de.