

PETITION FOR INDEPENDENT STUDY

In exceptional cases, academic credit may be awarded for successful completion of an independent study project outside Bard College Berlin's regular course structure, provided the project has demonstrated academic value.

MATERIALS REQUIRED FOR THE PETITION

1. Completion of the petition form
2. Description of the project and its aims
3. Syllabus detailing all readings and assignments agreed with the faculty supervisor

GUIDELINES FOR INDEPENDENT STUDY

Independent Study at Bard College Berlin can take two forms. Either a semester-long individual course of study undertaken in weekly consultation with a faculty member, or work for an external organisation or project which also involves academic work pursued under the supervision of a Bard College Berlin faculty member. In both instances, the reading and written work to be submitted for the independent study should be equivalent to the workload of a normal Bard College Berlin elective course. In the first case, the independent study must be equivalent in workload to an elective course. In the second case, a final report on the internship/practical work is also required. Please note that normally, practical training or practical research work ought to be undertaken not as independent study, but in connection with the internship course offered each semester.

PROCEDURE

The student submits the materials detailed above to the registrar, who submits them to the Examination Board for approval. The Examination Board consists of the Dean, the registrar and two further professorial members of faculty.

CREDITS FOR INDEPENDENT STUDY

An independent study project may be undertaken in the fall or spring semester for up to 8 ECTS credits. If the independent study has a practical research component (work for an organisation, for instance) part or all of this can be undertaken in the intercessions between the semesters. In such a case, the practical work must amount to a minimum of 120 hours (or 10 hours per week when spaced over 14 weeks). The number of hours worked can be more, and must be determined by the nature and aims of the practical project involved. Credits will only be awarded once both the practical work and academic component of the independent study have been completed. Please note that the independent study model can only be undertaken once during the course of a study programme.

CONDITIONS OF INDEPENDENT STUDY

Students must be registered full time at Bard College Berlin and conform to all financial, legal and administrative conditions of registration during their period of independent study.

PART I: TO BE COMPLETED BY STUDENT

A: STUDENT INFORMATION

SURNAME FIRST NAME DATE

CURRENT LEVEL: First Year _____ Second Year _____ Junior _____ Senior _____

B: CONCENTRATION AREAS: _____
Concentration Area 1 Concentration Area 2 (if applicable)

SEMESTER DURING WHICH INDEPENDENT STUDY WILL BE COMPLETED:

Fall 20 _____ Spring 20 _____

Number of credits you have already earned through independent study: _____

(You may earn up to 8 Independent Study credits in total)

Credit requested for this Independent Study: _____

This project will be graded by: letter grade _____ pass/fail _____

Title of independent study

Student Signature

Date

PART II: TO BE COMPLETED BY FACULTY SPONSOR

Please comment upon the proposed project, its feasibility, validity, etc.

On what basis will the project be evaluated? (syllabus, with reading schedule and assignment structure should be attached)

Faculty Sponsor Name (please print)

Faculty Sponsor Signature

Date

