

## **Regulations for studies and teaching during the coronavirus pandemic - WS 20/21**

In view of the continuing pandemic situation, and in order to avoid any resulting disadvantages for students, the University of Applied Sciences Emden/Leer is issuing the following regulations that go beyond the current requirements of the examination regulations

When this document refers to faculties, the regulations and decisions made possible herein are usually provided by the examination boards. However, the departments may also authorize other commissions, committees, or the Dean's Office to do so.

### **§ 1 Aim of the regulations**

The aim of this ordinance is to enable universities and students to meet the challenges that arise or have arisen from the coronavirus SARS-CoV-2 pandemic with regard to teaching and studies, to ensure the functionality of university operations and to limit pandemic-related disadvantages for students. This also applies in the event that students are in quarantine due to the pandemic, nursing relatives, caring for children or providing social services.

### **§ 2 Scope of application**

The regulation applies to the University of Applied Sciences Emden/Leer, its members, and all students.

### **§ 3 General decrees**

**(1)** Until further notice, all application forms can be submitted via the university e-mail address (...@stud.hs-emden-leer.de). Students must include their name, degree program, and matriculation number in the e-mail. A signature is not required.

**(2)** If written declarations are required, they can also be submitted via the university e-mail address (...@stud.hs-emden-leer.de). Students must state their name, course of study and matriculation number in the e-mail. A signature is not required.

### **§ 4 Theses**

**(1)** The faculties may admit students to final theses even when the prerequisites have not been met and even if they exceed the requirements presented in the examination regulations.

**(2)** Students may withdraw from registration for the final thesis if they can credibly demonstrate that there are pandemic-related reasons.

**(3)** Upon application, the departments may allow students to extend the processing time by up to two months beyond the maximum processing time stipulated in the respective examination regulations. They should respond to requests for an extension of the submission deadline by up to 4 weeks if pandemic-related reasons can be credibly demonstrated.

**(4)** Printed copies will be submitted in accordance with the examination regulations, but whenever possible by post. The date of the postmark will be considered the date of submission.

**(5)** Colloquia will be held in accordance with the examination regulations. If the first and second examiners and the student agree, the colloquium can be held as a video conference.

## **§ 5 Semester abroad**

**(1)** Students who are in a semester abroad, or who have to discontinue this semester abroad during the winter semester due to the pandemic, should be able to have their semester abroad recognized upon application, especially if they have earned credits (online) at the foreign university. This will be decided by the department.

**(2)** The obligations for students of the HS Emden/Leer arising from the respective Learning Agreements will be cancelled when they cannot be fulfilled at the respective foreign university because of the coronavirus. \*

**(3)** If the student can credibly demonstrate that he/she will not be able to complete his/her semester abroad due to the pandemic, the department may, upon request, provide for alternative graded pieces of work for the same number of ECTS. This will apply initially for the last time in Winter Semester 20/21.

## **§ 6 Practical phases / practical semester**

**(1)** Students who are in the practical semester / practical phase and who will complete at least 50% of this practical semester / practical phase in the Winter Semester 2020/21 should be able to have their practical semester / practical phase recognized upon application. In the application, the pandemic-related reasons for the termination of the practical semester / practical phase must be substantiated. Proof can be requested, and the department will decide on the recognition.

**(2)** When students spend parts of their internship semester/practical phase in their home office at the instruction of the company or institution in which they are completing their internship semester/practical phase, these periods shall be deemed to have been completed, unless there are professional legal reasons to the contrary. Students must provide proof of the home office arrangement.

**(3)** Upon request, deviations may be made from the order of the practical semester / practical phase and the final thesis as provided for in the examination regulations. The department will decide on the application.

**(4)** When use is made of the regulation in paragraph (3), the colloquium can take place even when not all other examination papers have been completed.

**(5)** If the student can credibly demonstrate that he/she will not be able to complete his/her practical semester/practical phase due to the pandemic, the department may, upon request, provide for alternative graded pieces of work for the same number of ECTS. This will apply for the last time in the Winter Semester 20/21.

## **§ 7 Examinations**

**(1)** Deviations from the type of examination provided for in the examination regulations or the module description are possible. Students must be informed in good time about any change of examination type. The provisions of § 8 (18) of the BPO / Part A or § 11 (18) of the MPO / Part A are repealed. A corresponding regulation also applies to online study programs.

**(2)** Students who wish to take an examination type in subsequent semesters which was changed in the Summer Semester 2020 or in the Winter Semester 2020/21 have no right to be examined under the same examination type.

**(3)** The departments will make it possible for students who are only able to take examinations with restrictions due to a pandemic, or who belong to a risk group, to apply for compensatory measures in

accordance with the regulations on compensation for disadvantages. The regulations for this can be found here: <https://www.hs-empden-leer.de/einrichtungen/zentrale-studienberatung/imstudium/studieren-mit-beeintraechtigung/>

- (4)** The provisions in paragraph 3 will also apply when students are in quarantine due to the pandemic, nursing relatives, caring for small children, or providing social services.
- (5)** Students who are absent from the examination due to illness must immediately notify the Registration and Examination Office by e-mail. It is not necessary to submit a medical certificate.
- (6)** Students can also be admitted to examinations upon application when, due to the pandemic, they were unable to meet the attendance requirement specified in the module description. The decision on this is made by the department.
- (7)** Oral examinations, including colloquia, may be conducted as examinations by telephone or video-based examinations when the first and (where applicable) second examiners and the student agree to this.
- (8)** Auditors will be excluded from oral examinations. They can be admitted by the department upon application.
- (9)** Before the beginning of a telephone or video-based examination, the student must submit an informal declaration that he/she agrees to the examination being conducted in the intended form; that he/she will take the examination alone, without deception and without the use of unauthorized aids; and that he/she is medically fit to take the examination.
- (10)** When examinations are conducted by telephone or video, the first examiner may cancel the examination if he/she suspects that the student is trying to influence the result of his/her examination by deception or by using unauthorized aids, or disturbing the proper course of the examination.
- (11)** Written examination papers may be submitted in electronic form. The faculties should confirm receipt of the examination paper.
- (12)** When written examination papers in printed form are submitted, they should be sent by post. The postmark will be considered the date of submission.

#### **§ 8 Ex-matriculation in the case of unperformed examination papers**

Students will not be de-registered because they did not complete their exams or did not complete enough in the summer semester.

#### **§9 Period of validity**

This regulation comes into force on the day of its publication throughout the university in the "Current information of the university on handling the coronavirus". It replaces the regulation of 18.05.2020. It is initially valid until 28.02.2021, but at the latest until the expiration of Lower Saxony's regulation for protection against new infections with the coronavirus.