



Summary of the Regulations in the Area of Studies and Teaching based on the decree of the Ministry of Health of the State of Schleswig-Holstein of April 30th 2020 (valid from May 4, 2020) as well as the statutes for the regulation of deviating requirements in favour of students of the University of Lübeck in the state of the Covid-19 pandemic from April 24th 2020 (NBl. HS MBWK Schl.-H. p. 21).

Please use this summary as a guide for your decisions and actions. If you have any of your questions remain unresolved, please contact coronavirus@uni-luebeck.de

Summary

1. Conducting courses (presence teaching)

The following applies to the various course formats from May 4th 2020:

- a. Lectures: Until the end of the summer semester 2020, lectures will only be held digitally.
- b. Internships, group work, laboratories, workshops etc.: **Curricularly anchored** event formats, in which personal attendance is absolutely necessary, can take place in compliance with the framework hygiene concept and the documentation obligation. Individual hygiene concepts are to be drawn up by the teachers or by the respective institute and clinic directors and sent to coronavirus@uni-luebeck.de for approval.
- c. The number of participants depends on the size of the room and the possible observance of the minimum distance. The wearing of a mouth-nose cover is recommended. The decision as to whether a laboratory work is to be carried out lies with the respective lecturer. Students who, according to self-assessment, belong to the risk group (Link: https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogruppen.html) or who live in the same household with a person who is considered as such, are regarded as excused from attending a compulsory attendance course, provided they apply and present a medical certificate from their family doctor as proof, which does not have to state any specific reasons. In the case of living together with a person belonging to the risk group, a corresponding certificate is also required. The heads of the degree programme, the coordinators of the degree programme and the lecturers are required to inform students who are known to belong to the risk group.

2. Conducting non-curricular course events

All non-curricular course events, such as those of the propaedeutic course, pupils' academy or further education, will initially continue to take place exclusively in digital form.



3. Shifting of teaching content

Due to the lack of possibility to offer face-to-face courses, it may be necessary to deviate from module and course contents. It is also possible to bring forward certain courses with theoretical content within a semester or across semesters and to postpone courses with practical content.

4. Internship (Practical work)

If an internship is cancelled due to the effects of the Covid-19 pandemic, or if the proven membership of the individual or a person living in the common household prevents participation, the person responsible for the module may, in consultation with the respective examination board and in consideration of the learning objectives, recognise another achievement instead of the internship. In the case of unfinished work placements, the work can be recognised as completed if the learning objectives can be assessed as achieved from the point of view of the person responsible for the module.

5. Setting Teaching Times

The Presidium may set different teaching times. Should this be the case, the new teaching times will be announced in good time and in a suitable manner.

6. Exams

Examinations during the period of validity of the Articles of Association (April 6th 2020 to December 31st 2020) shall be dealt with as follows:

- a. **Oral examinations** will continue to be conducted via video conference. For this purpose, students shall sign the form agreeing to the holding of a video conference. The form is available for download in Moodle. If the examinee does not wish to take a video conference exam, oral exams can be held with a minimum number of participants and in compliance with the general hygiene concept and the documentation obligation.
- b. **Written examinations** can be held in large rooms with large distance regulations and in compliance with the hygiene concept and the duty of documentation. It is recommended to wear a mouth-nose-cover until reaching the workplace. The tests may only be scheduled if they are provided for in the university-wide test and room plan.
- c. **Deviating forms of examination:** Deviations from specified types of examinations may be made if this is necessary for the feasibility of the examination and the type of examination is suitable for determining whether the learning objectives have been achieved. The person responsible for the module will inform the student in good time, at the latest two weeks before the examination date, in a suitable manner. This also applies to previous exam performances.



d. **Bachelor and Master Theses:**

For Bachelor's and Master's theses written or begun during the summer semester of 2020, the examination board **may extend the processing time once by six weeks** upon the candidate's justified request if this is necessary due to the effects of the Covid-19 pandemic. For further extensions due to particular hardships, a request for hardship must be submitted to the examination board in which the reasons and a binding timetable for the completion of the thesis agreed with the supervisor are set out.

In cases in which the work has already been completed to a large extent, the students should, in their own interest, contact the chairman of the examination board in consultation with the supervisor of the work in order to discuss to what extent the work can be submitted in a slightly modified form without unnecessary extension.

Bachelor's and Master's theses, (rotational) internships and (medical) doctoral theses in laboratories are possible under observance of the hygiene concept and the respective individual hygiene concept after its approval.

- e. Subordinate examinations such as certificates, which are not anchored in the curriculum of the course of studies, shall only take place digitally.
- f. Students who assign themselves to the **risk group** (Link: https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogruppen.html) or who live in the same household as such a person can either withdraw from a scheduled attendance test as excused or contact the responsible teacher. It will then be examined to what extent a separate room can be made available. If this is not the case, students are strongly advised to make use of the possibility of excused non-participation. For the proof of belonging to the risk group, the provisions under 1. c. apply. The above applies accordingly.
- g. **Free attempts:** For all examinations taken in the period from April 1st 2020 to November 30th 2020, a failed examination shall be deemed not to have been taken, subject to the entry into force of a corresponding provision under Land law.
- h. **Repeated tests:** It is not mandatory to repeat tests that fall within the period from February to November 2020. The repeat of the examination must take place by the end of the winter semester 2021/2022 at the latest.
- i. **Deadlines:** Contrary to the Examination Regulations, examinations taken in the summer semester 2020 may be viewed not only within four weeks but also within a reasonable period of time after the announcement of the examination result.
- j. Subject-specific aptitude test: The work to be performed to prove the subject-specific aptitude test must be completed at the latest by the end of the year following the date defined in the respective programme regulations.



7. Compensation for disadvantages

If a student can plausibly demonstrate the existence of a pandemic-related disadvantage compensation situation, no proof should be provided when the grant is awarded. Students who suffer disadvantages because they belong to a risk group are entitled to consideration in the form of appropriate compensation.

8. Regular Duration of Study

Students may, if a corresponding state law regulation comes into force, apply for a confirmation from the University using the form provided (shortly), that the University for higher education law regulations, which are linked to the standard period of study, **will not evaluate** the summer semester 2020 as a **study semester**

9. Admission Requirements

The examination boards may exceptionally deviate from additional admission requirements defined in the programme regulations and waive them. However, this only applies to those admission requirements which are not mandatorily provided for by higher-ranking law (e.g. state laws, especially the Higher Education Act).

Rules of Conduct

For any presence on campus, the rules of conduct from the framework hygiene concept (available at https://www.uni-lu-ebeck.de/fileadmin/uzl_presse/Nachrichtenbilder/pdf/Rahmenhygienekonzept_Universitaet_zu_Luebeck_deutsch.pdf) must be observed and complied with.

Above all, everybody is to be appealed to refrain from entering the campus in case of symptoms of illness and, if necessary, to withdraw from the examination before it begins. Contrary to § 21, paragraph 2, sentence 1, old version of the PVO, a credible statement is not required.

Strict attention must be paid to the mandatory hygiene. Corresponding posters with the instructions for conduct are available for printing on the homepage under "Regulations on Corona".

The documentation obligations from the framework hygiene concept must be complied.



Digital Teaching

The University of Lübeck has been working for some time on the implementation of the strategy for digitisation in teaching. This provides an optimal basis for the ad-hoc implementation of the technical possibilities in this extraordinary situation.

For the period of the ministerially ordered cancellation of face-to-face teaching, the universities are obliged to teach the course content as far as possible without face-to-face teaching. This is an expression of the professional and educational freedom of Article 12 of the Basic Law.

The steps for the concrete implementation of these tasks are described in detail in the **Moodle course "Recommendations for action teaching summer semester 2020"** (<https://moodle.uni-lu-beck.de/course/view.php?id=5234>). All lecturers of the university are members of the course.

Internships impart a (considerable) part of the competences through practical implementation. Since it is only permitted to conduct face-to-face teaching in compliance with the conditions mentioned (under 1. b.) if the competences cannot be taught digitally, please differentiate between those whose competence can also be imparted by simply seeing and create corresponding videos. Further, prepare the theoretical approach for digital competence transfer so that only the purely practical part remains unmediated at this stage.

University Sports

University sport is either digital or, since May 11th 2020, certain outdoor sports have been back in the spotlight. Information can be found on the university sports pages.

Central University Library/PC Pools

The Central University Library has been used as follows since 13 May 2020:

1. borrowing is possible after registration
2. self-study workstations are available for 4 hours/day after registration either between 9 a.m. and 1 p.m. or between 2 p.m. and 6 p.m. (this applies primarily to students who are writing their final papers - depending on requirements, this capacity is to be limited per student)
3. all information can be found on the homepage of the central university library