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## Information on the coronavirus SARS-CoV-2

Listen

Dear university members and guests,

The spread of the coronavirus is creating increasing uncertainty. Therefore we would like to inform you about the current situation at our university. This website is updated on a regular basis.

The regulations listed below are subject to the continuing steady positive development in the number of infections, and to the approval of the respective competent bodies and institutions both at the municipal and state levels.

If you are missing information or have any further questions that are not answered below, please feel free to send us your question to [coronavirus@uni-flensburg.de](mailto:coronavirus@uni-flensburg.de).

Last update: 12-06-2020

### Latest information

Update: 12-06-2020

#### Corona directive

Based on the Corona Act, we are today issuing a directive ([Corona-Richtlinie 2020](#)) that gives specific information about the existing and new regulations regarding teaching, exams, and general operations at EUF (the wording of the directive applies).

#### EUF hygiene concept

The measures laid out in the directive for a cautious and gradual return to in-person operations, in the form of tests, practicals, and committee meetings, are subject to the EUF hygiene concept. On the basis of this hygiene concept, courses and events at EUF will be either rejected or approved and carried out.

#### Members of high-risk groups

Our Corona guideline also refers to the info-sheet "Umgang mit Angehörigen von 'Risikogruppen' während der schrittweisen Wiederherstellung des Normalbetriebs" ("Dealing with members of 'high-risk groups' during the gradual restoration of normal operations"). The guidelines of the Robert Koch Institute serve as a basis on this point. Students in a high-risk group, or who live in a household with a person who is in a high-risk group, can be temporarily exempted from attending in-person courses. Such an exemption requires documentary proof, which must be submitted to the responsible examination board. For further details, please see the aforementioned information sheet.

#### Teaching in digital formats

Teaching will take place online/in alternative formats throughout Spring Semester 2020. During the upcoming semester (Fall Semester 2020), classes will continue to be held online/in digital form.

#### EUF restarts administrative processes in presence

The following applies to technical-administrative personnel: From 01.07., presence in the office is again compulsory. Those who wish to do so may work in presence again with immediate effect. Members of a risk group may only work in presence again after a positive decision following a risk assessment by the company doctor.

The regulations for the slow return to in-person operations at EUF require a precise sense of proportion, a baby-step approach, and the constant weighing of all interests. Rest assured: we are working with the highest level of commitment at all points to follow implement the measures to loosen restrictions. But our personnel and space resources are also limited. For this reason, loosening the restrictions on our campus is taking us much longer to implement than the counter-process of switching into online teaching did back in March, when together we managed to do that within a few days. Therefore, we hope for your understanding and patience and hope with these measures to be able to support you so that you can complete a successful semester despite this extraordinary situation.

## Important documents (last update: 29-05-2020)

Dateiname ^	Kategorie	Datum	Datei
<a href="#">Corona Directive EUF (Englisch)</a>		05/29/2020	74 KB (PDF)
<a href="#">Hygiene concept EUF (English)</a>		05/26/2020	116 KB (PDF)

## Study and teaching (last update: 12-06-2020)

### Online teaching in Spring Semester 2020 and Fall Semester 2020/21

Teaching will take place online/in alternative formats throughout Spring Semester 2020.

In Fall Semester 2020, classes will continue to be held online/in digital form. The only exceptions will be curricular courses that absolutely require in-person attendance (such as labs, workshops, individual music lessons), and for which a well-substantiated application has been submitted.

### Teaching and exam times for Spring Semester 2020

		Calendar week	Holiday
In-person courses and exams	May 25 to June 12, 2020	22-24	June 1
Exam period 1:	June 15 to July 10, 2020	25-28	-
In-classroom teaching and alternative exam period 1:	August 10 to September 4, 2020	33-36	-
Exam period 2:	September 28 to October 2, 2020	40	-
Fall Semester 2020 courses begin	October 12, 2020	42	-

### Application and admission period for Fall Semester 2020

- » The application period for the allocation of study places for Fall Semester 2020/21 takes place from 15 June 2020 to 20 August 2020.
- » The admission period for the allocation of study places for Fall Semester 2020/2021 takes place from August 21, 2020 to October 2, 2020.

### Teaching and Exam times for Fall Semester 2020/21 and Spring Semester 2021

	Fall Semester 2020/21	Spring Semester 2021
<b>Teaching times</b>	October 10, 2020 to February 05, 2021	March 22 to bis July 09, 2021
<b>Exam period 1</b>	January 25 to February 05, 2021	June 28 to July 09, 2021
<b>Exam period 2</b>	March 15 to March 19, 2021	August 30 to September 02, 2021
<b>Lecture-free</b>	December 21, 2020 to January 01, 2021	

### Exams

Please find current information on this semester's exams here.

Regarding this semester's exams, it is our overriding goal to provide lecturers with a high degree of flexibility with regard to exam questions. Alternative exam formats can be chosen. We expressly welcome this and ask all lecturers to adapt their exams to this semester's special conditions. At this point, we would like to stress again that exams can only cover what has been taught. Alternative exam formats can be registered through the Vice President for Studies and Teaching.

### Student teaching internships

Student teaching internships will also take place in Fall Semester 2020. The following regulations apply to the specialized internship and to the internship semester in general:

#### Specialized internship/Fachpraktikum:

- » Specialized internships will be scheduled in two block periods:  
Block A: February 8, 2021 – February 26, 2021 and Block B: March 01, 2021 – March 19, 2021
- » Specialized internships will be carried out under the conditions then prevalent in schools, and in consultation with the supervising teachers and school management.
- » As usual, internship locations will be selected in November 2020. The ZfL will announce the exact registration periods on its homepage in due time.

#### Student teaching internship semester/Praxissemester:

- » The practical block will begin as planned on September 14, 2020.
- » The student teaching internship will be carried out under the conditions then prevalent in schools, and in consultation with the supervising teachers and school management.
- » Complementary seminars/Begleitseminare will start on October 16, 2020. These seminars will not be held in person, but rather in alternative formats (for example, online).
- » Class visits will be arranged in individual consultation with the school and the complementary seminar lecturer. Substitutes for this are possible.

Current information on the regulations that cover how each type of school internship should be carried out in Fall Semester 2020 can also be found on the [ZfL website](#).

### Aptitude tests

Aptitude tests ("Eignungsprüfungsverfahren") for applications for the Fall Semester 2020 have been adapted to the current situation by urgent decision of the University Board. For subjects of sport, music and art, these tests will therefore take place in a modified form. More detailed information can be found on the corresponding department homepages on the Internet and in the amended statutes.

### BAföG

Students who need to have Form 5 signed in order to extend their support (BAföG) should contact one of the EUF BAföG representatives by e-mail:

- » Jutta Zaremba ([jutta.zaremba@uni-flensburg.de](mailto:jutta.zaremba@uni-flensburg.de));
- » Michael Schmitz ([michael.schmitz@uni-flensburg.de](mailto:michael.schmitz@uni-flensburg.de)) or
- » Pascal Delhom ([delhom@uni-flensburg.de](mailto:delhom@uni-flensburg.de)).

#### Your mail should contain:

- » the filled out form 5 (please as PDF and not as jpeg),
- » your Transcript of Records,
- » information about what you need exactly (for which semester and for which subject, especially after a change of subject).

We will then check the data, complete Form 5 and send it back to you by e-mail.

If something is unclear and if there are questions, we will ask for a telephone appointment. We will state a specific time when we can call and request a telephone number, which must be communicated to us by e-mail.

### SPA

- » Certificate creation is guaranteed.
- » The certificates are not issued, but sent by mail.
- » You can submit your thesis at the EUF mail office (Geb. OSLO), which will then be forwarded to the SPA by internal mail.  
Current opening hours of the post office:  
Monday to Friday, 10-12 o'clock

Please find below a letter from the SPA regarding further teaching and examination modalities.


### Zentrale Studienberatung

- » There are regular open telephone consultation hours without prior appointment (appointments at: [www.uni-flensburg.de/zsb](http://www.uni-flensburg.de/zsb)).
- » Consultations by appointment (appointments by e-mail) are made by telephone.

### ZHB

- » The ZHB resumes operations with restrictions.
- » Further information can be found on the ZHB website: <https://www.zhb-flensburg.de/>
- » Please send any questions by e-mail to [info@zhb-flensburg.de](mailto:info@zhb-flensburg.de)
- » Information on e-media and databases, research tips and tutorials for your institute can also be found at [Moodle](#).

## Information on teaching and examination modalities (last update: 29-04-2020)

Dateiname 	Kategorie	Datum	Datei
<a href="#">teaching and examination modalities (29-04-2020)</a> 		04/30/2020	660 KB (PDF)

## Information on digital teaching formats



[Digital teaching formats in times of Corona virus \(German only\)](#)

## Administration (last update: 22-04-2020)

### Self-administration

Committee meetings—that is, Senate meetings, Senate sub-committee meetings, and meetings of institutes and seminars—currently are still taking place in digital formats. We are evaluating the possibility of allowing in-person meetings and talks in three-week intervals. Decisions can be made using secure electronic procedures (e.g. evasys survey). In urgent matters, resolutions can be passed by using a circular letter procedure. Resolutions passed by circular letter must also be decided by circular letter.

### Finances

- » The Finance Department is continuing to handle administrative tasks and invoice processing, in its usual manner.
- » In order to ensure the settlement of invoices, incoming mail is opened in the mailroom unless it is marked as personal. Incoming invoices are sent to the finance department, which scans the original invoices and sends them by e-mail to the addressee\* for mathematical and factual verification. He or she signs the invoice by e-mail and the finance department instructs payment. Therefore, in the future, please enter the following as your billing address: European University of Flensburg, On Campus 1, 24943 Flensburg.
- » The payment office is completely closed until further notice, but at least until 19.04.2020. Until further notice, please deliver money exclusively to the NOSPAs branches. Afterwards, please send the corresponding deposit receipts with substantiated documents directly to the Finance Department.
- » The service telephones in the Finance Department will NOT be redirected, contact must be arranged by e-mail.
- » Translated with [www.DeepL.com/Translator](http://www.DeepL.com/Translator) (free version)

### Facility Services

- » University buildings will be locked but not sealed; they can be accessed with a valid transponder.
- » Building cleaning will take place as would be usual during the reading (lecture-free) period. Toilets are cleaned daily.
- » The university post office is open Monday to Friday between 10:00 and 12:00 a.m. to receive parcel post, final theses, or anything too big for the letterbox. People without access to the buildings must deliver mail centrally to the letterbox at the OSLO building or to the post office there during the restricted opening hours. In-house distribution of mail will continue to take place. Please note that the university post office can no longer send parcels outside of Europe, due to fact that the paying office is closed.
- » The lending of company vehicles is still suspended.
- » Should you notice anything unusual in the buildings, please contact the e-mail address [Gebaeudeservices@uni-flensburg.de](mailto:Gebaeudeservices@uni-flensburg.de) or the company "Sicherheit Nord" under the telephone number 0461/90-2000.

### Personnel

- » On-site work is still not allowed; staff will continue to work from home office. At the same time, measures are being taken to enable staff to resume on-site work in the office as soon as possible, with suitable protective measures. Currently, the regular working time is still being automatically recorded in NOVA-Time.
- » Permits to cross the German-Danish border will continue to be issued upon request.
- » Hiring will take place via WebEx, unless (as an exception) an applicant gives plausible reasons why he or she cannot participate online.
- » Academic hiring presentations and the concluding session of the academic search committee, including the formulation of the hiring proposal, will continue to take place as face-to-face sessions. At earliest, these sessions can take place in the last lecture week in June.
- » Written employment contracts will continue to be drawn up and signed. Training of new hires will be the responsibility of each department.
- » All employees are required to divert their work telephone to a private line. Each employee is responsible for the variable diversion. Instructions will be made available on the intranet from 17.03.2020. Employees who expressly do not wish to divert their telephone to a private number must mark their absence by forwarding it to the -2827 extension.

### Presidium

- » Signatures and contract signatures are still provided.
- » Currently, authentications or notarizations ("Beglaubigungen") are not being issued. The Ministry currently has suspended the need to provide notarized certificates together with the teaching practice period ("Vorbereitungsdienst") application.
- » Presidium decisions are made by urgent decisions or by circulation procedure.

» Time-critical procedures are taken into account.

#### ZIMT

- » The ZIMT continues to work on digital solutions. Telephone contact is only possible to a limited extent. Please send any questions directly to the e-mail address: [zimt-service@uni-flensburg.de](mailto:zimt-service@uni-flensburg.de).
- » Please find Online tools for digital formats in teaching on the website [online teaching in times of coronavirus](#) (in German)

## Advice

How can you protect yourself against infection?

### ***Wash your hands thoroughly***



First hold your hands under running water. You can choose the temperature so that it is comfortable.



Then thoroughly soap your hands - both palms and the back of your hands, fingertips, finger gaps and thumbs. Also think about your fingernails. Liquid soaps are more hygienic than bar soaps, especially in public washrooms.



Gently rub the soap into all areas. Thorough hand washing takes 20 to 30 seconds.



Then rinse hands under running water.



In public toilets, use a disposable towel or your elbow to close the tap.



Then dry your hands carefully, also in the spaces between your fingers. In public toilets, disposable towels are best suited for this. At home, everyone should use their own personal towel.



In public toilets, use a disposable towel or your elbow when leaving the toilet facilities.

### ***Proper coughing and sneezing***



- When coughing or sneezing, keep at least one meter distance from other people and turn away.
- It is best to sneeze or cough into a disposable handkerchief. Use it only once and then dispose of it in a bin with a lid. If a handkerchief is used, it should be washed at 60°C.
- And always remember to wash your hands thoroughly after blowing your nose, sneezing or coughing!
- If no handkerchief is handy, you should keep the crook of your arm in front of your mouth and nose when coughing and sneezing and also turn away from other people.

#### What do I do if I'm afraid I might be infected?

- » If you had contact with a person who has been infected with the coronavirus, contact the public health department in Flensburg immediately: **phone: 0461 / 85-2602**; Norderstr. 58-60; 24939 Flensburg (This number is currently overloaded, so please try the number of the **nationwide public telephone: 0431 / 797 000 01** or the **medical on-call service: phone: 116 117**)
- » If you have stayed in a risk area, you should - regardless of symptoms - avoid unnecessary contact and, if possible, stay at home, cough and sneeze properly and follow the basic rules of hand hygiene. If you experience acute symptoms, call a doctor in advance and inform him or her about your trip.
- » If you have been in a region where the coronavirus has been detected, but which is not a risk area, please note the following: If you develop a fever, cough or shortness of breath within 14 days of your return journey, you should - after making an appointment by telephone and giving information about the journey - consult a doctor. Please cough and sneeze properly and follow the basic rules of hand hygiene.

#### What symptoms are typical?

- » Cough, sniffles, throat scratches and fever
- » In some cases also diarrhea
- » In the cases reported so far, mainly from China, four out of five disease courses were mild
- » In some patients the virus can cause more severe symptoms with breathing problems and pneumonia

#### Who do I contact when symptoms appear?

- » Call your family doctor or any other doctor in Flensburg or in your place of residence.
- » Before you visit a practice or hospital, you should make an appointment by telephone. This is important so that you can be admitted in isolation and not infect other people.
- » Contact the health office in Flensburg immediately: phone: 0461 / 85-2602; Norderstr. 58-60; 24939 Flensburg.
- » Contact Europa-Universität Flensburg immediately: [coronavirus@uni-flensburg.de](mailto:coronavirus@uni-flensburg.de).
- » Avoid groups of people.
- » Do not use public transport.

### Archive of notifications

#### All EUF attendance events are cancelled (status: 13.03.2020)

On the basis of a decree of the Ministry of Social Affairs, Health, Youth, Family and Senior Citizens, the EUF informs about the following provision issued according to § 3 paragraph 2 sentence 2 GDG

- » The holding of courses (classroom teaching) at all state and state-recognised higher education institutions in the Land [as well as at independent institutions of higher education] in accordance with section 1 of the University Act shall be prohibited. The universities may decide on the holding of examinations on a case-by-case basis. The universities shall, as far as possible, coordinate the necessary contact-reducing measures with the health authorities.
- » The decree does not cover administrative activities, research activities or other activities that are not directly related to the performance of courses.
- » With regard to the refectories, the health authorities remain obliged to take the necessary measures to reduce contacts.

The Presidium of the EUF expressly supports the use of digital learning formats which can be used in teaching instead of classroom teaching.

#### Closure of the Central University Library and the refectories (status: 14.03.2020)

In all state-run and state-recognised higher education institutions in the Land in accordance with section 1 of the University Act, the holding of courses (attendance courses such as lectures, seminars and comparable events) shall be prohibited.

The refectories and university libraries shall be closed.

Examinations should be postponed wherever possible and reasonable. If this cannot be implemented for compelling reasons (e.g. state examinations), it must be ensured that sufficient distance can be maintained between the examination candidates. Examinations that cannot be held according to this strict standard must be made up at an appropriate time.

Research, general administrative and other activities that are not directly related to the teaching of the courses are not restricted.

This decree is valid until 19 April 2020.

#### Obligation of presence was cancelled. (Status 16.03.2020)

Obligation of presence was cancelled. We have initiated measures for the following departments:

(for further information please see the corresponding FAQ below)

- » Personnel
- » Finances
- » Facility Services
- » ZIMT
- » SPA
- » ZHB
- » Presidium

#### **Instructions on restrictions for travel returnees from risk areas (09.03.2020)**

The Ministry of Social Affairs, Health, Youth, Family and Senior Citizens has issued the following decree, which also directly affects the European University of Flensburg:

If you have stayed in a risk area or a particularly affected area within the last 14 days

- » you are no longer allowed to enter the university and
- » you have to call the public health department of the city of Flensburg on the following hotline: 0461/85-2113.
- » We would also like to ask you to contact the university with your contact details (name, telephone number) at [coronavirus@uni-flensburg.de](mailto:coronavirus@uni-flensburg.de).

The complete instructions on restrictions for travel returnees from risk areas can be found on the ministry's website.

Students who are affected by this decision are requested to contact the professors and lecturers of their courses. Their absence is therefore considered excused for courses with compulsory attendance. Students who are in quarantine should, as far as their work can be performed in quarantine, do so.

#### **UPDATED (13.03.2020): Will my courses take place?**

**All face-to-face lectures, classes, events etc. are cancelled until April 19, 2020.**

The Presidium explicitly supports the use of digital formats in teaching.

Please find Online tools for digital formats in teaching on the website [online teaching in times of coronavirus](#) (in German)

#### **How do I deal with (business) trips?**

Until further notice, the Presidential Board urges staff and students to postpone any (business) trips and research or study periods to **regions at risk**, as well as to cancel participation in conferences taking place in these regions. The Robert Koch Institute permanently defines the regions at risk depending on the current situation. Further information can be found at the [website](#) of the Robert Koch Institute.

Anyone who has recently travelled to or returned from affected areas, should be wary of symptoms they may have developed and seek medical attention immediately. Please always phone in advance and inform your health care provider that you have recently returned from an area affected by the virus. Please also inform both the Flensburg Health Office (0461/85-2602) and the EUF immediately at [coronavirus@uni-flensburg.de](mailto:coronavirus@uni-flensburg.de).

Those who have planned a business trip to **other areas** until the end of April and do not wish to take it now, can have the cancellation fees refunded by the university.

#### **UPDATED (14.03.2020): What is the procedure for examinations?**

- » Written exams will be omitted up to and including 19.4.2020.
- » Oral exams will be cancelled as attendance exams; if video formats can be offered for the exam, these may be used.
- » The examinations at the end of the spring semester can only test what has been taught by the teachers. This means: the more currently the possibility of alternative teaching of the course content is used, the more examinations can be taken. Contents that have not been taught cannot be examined either.

The closure of the ZHB means that the processing of written homework and final papers is no longer fully guaranteed. The affected students now have two options for dealing with their work:

- » Return of the topic and new registration.
- » Suspension of processing until the ZHB reopens. The processing time will be extended accordingly by the time the ZHB closes.

#### **How to deal with consultation hours**

Attendance consulting hours of lecturers, secretaries and administration/service facilities will be converted into telephone consulting hours with immediate effect. There will be no more face-to-face contact with students.

Exception: handing over of certificates via the Info-Point in the foyer HEL.

#### **Is the library (ZHB) still open?**

NO: With the decree from 14.03.2020, the library will no longer be open until probably 19.04.2020.

The digital services of the ZHB can still be used. On Monday, 16.03.2020, the head of the ZHB will provide information on access and use of online media. Loan periods will be automatically extended according to the closing time of the library.

#### Where are the risk areas?

The [risk areas and case numbers worldwide](#) are permanently defined and published by the Robert Koch Institute.

#### When am I exposed to a higher risk from the virus?

Elderly people and people with pre-existing conditions are exposed to greater risk from the virus. This applies for example to people with chronic respiratory diseases, with liver or heart disease or diabetics.

If you have previous illnesses or live with or care for people who might be at greater risk, you can contact the following agencies:

1. Occupational physician / company doctor:

MEDITÜV  
Ocal Akaltun MD  
Lise-Meitner Straße 1  
24941 Flensburg  
Tel: 0160/8881057  
Mail: [oeakaltun@medituev.de](mailto:oeakaltun@medituev.de)

2. [Abteilung Personal](#) (Human Resources Department)

3. [Representatives of the European University of Flensburg](#)

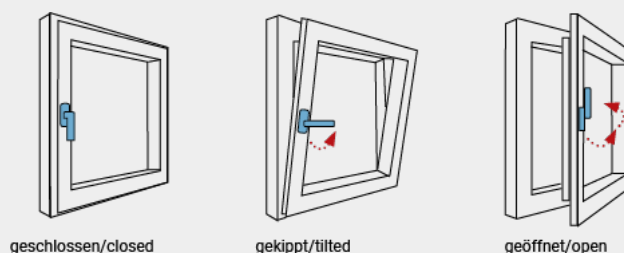
#### Is disinfectant provided by the EUF?

No, the EUF will not provide disinfectants. Why?

1. The Robert Koch Institute (RKI) and the responsible health authorities have issued recommendations on hygiene, which we also consider to be necessary within the EUF. According to these recommendations, hand disinfection is not necessary, but thorough hand washing (at least 20-30 seconds) is recommended. Therefore it is sufficient if you wash your hands thoroughly with soap and follow sneezing and coughing etiquette.
2. Disinfectants are currently no longer available or only in very limited quantities. The scarce resources are urgently needed in clinical facilities.
3. Disinfectants lead to a presumed certainty of sufficient protection against viruses.

#### How do I behave in front of and in seminar rooms?

- » In order to avoid large crowds in the narrow corridors, you should go directly to your respective seminar rooms. The seminar rooms are accessible from 07:30 am. If the doors are locked, you can simply operate the cylinder lock and open the doors even without a transponder.
- » In general, all windows can be opened so that all seminar rooms are well ventilated. In the Helsinki building, opening the windows works slightly differently than in the other buildings:



#### How do I behave as a commuter?

Commuters are requested to pay particular attention to hygiene measures (regular and thorough hand washing and cough and sneeze etiquette) and to clean their hands carefully on arrival at the university after the train journey.

At present there are no instructions from higher authorities that would suggest working in the home office for all university employees. The current order only applies to persons who have been in a risk area or a particularly affected area within the past 14 days. Therefore, the university cannot make any specific recommendations for further action.

#### Further information

- » [Homepage of the Robert-Koch-Institut](#)
- » [Federal Foreign Office - Travel advice](#)
- » [Federal Ministry of Health on coronavirus](#)
- » [Ministry of Health of the Land Schleswig-Holstein on influenza and coronavirus](#)



- » [Stadt Flensburg - information on coronavirus](#)
- » [NDR Podcast with the virologist Prof. Dr. Christian Drosten](#)
- » The Federal Ministry of Health has set up a hotline for general questions about coronavirus: Tel.: 030 / 346 465 100.
- » The Ministry of Health of Schleswig-Holstein has set up a hotline for questions about coronavirus, related especially to Schleswig-Holstein: Tel.: 0431 / 79 70 00 01.

### Coordination at EUF

We have set up a **central e-mail address** for questions about specific event cancellations, dealing with suspected cases or other questions about dealing with the topic of coronavirus at our university. Please send your questions to [coronavirus@uni-flensburg.de](mailto:coronavirus@uni-flensburg.de).

The Presidium of EUF coordinates the measures and regulations and has established sub-working groups for this purpose, e.g. on study and teaching in general, on online teaching or on hygiene measures.

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