

**Directive of Europa-Universität Flensburg
on the Organization of University Affairs, Teaching, and Exams
on the Basis of the Corona Act of May 8, 2020
(2020 Corona Directive)**

Issued on May 15, 2020 by the Executive Board of Europa-Universität Flensburg; last amended by decision of the Executive Board on January 26, 2021

On the basis of the provisions set forth in the Corona Act (Act to Amend School and Higher Education Law, the Teacher Training Act, the Nursing Professional Association Law, the Health Care Professional Association Act, various social acts, the Day Care Center Reform Act, the Day-Care Center Act, and the Fiscal Equalization Act in Response to the Corona Pandemic) of May 8, 2020 and the State Ordinance Supplementing the Higher Education Regulations Established in Response to the Corona Pandemic (HEVO) of January 22, 2021, the Executive Board of Europa-Universität Flensburg has adopted the following regulations:

§ 1 Committee meetings and resolutions (see Corona Act, § 97 and § 98)

- (1) Committee meetings must normally be held via videoconference. For this, participants should use the WebEx software made available by the university to all students and staff.
- (2) Resolutions may be passed by show of hands during video conferences. Decision-making by secret ballot must be done through a secure electronic procedure using the evasys software provided by EUF for this purpose.
- (3) As an exception, some face-to-face committee meetings may be approved in justified cases. Starting on June 15, 2020, this holds for Senate meetings and committee meetings with up to 15 persons. Face-to-face meeting must be requested by submitting an application to the Building Management department. The Chancellor will decide on each application on the basis of the currently valid Ordinance for Combatting the Coronavirus SARS-CoV-2 and the Corona Regulations for Higher Education Institutions of the State of Schleswig-Holstein, as well as the available room capacities and compliance with the university hygiene concept.
- (4) Face-to-face committee meetings must comply with the university's hygiene concept. The chair of each committee is responsible for ensuring that it complies with and implements the hygiene concept. Further details can be found in the EUF [hygiene concept](#) issued the Executive University Board ("Präsidium").

§ 2 Lecture and examination periods (see Corona Act, § 101)

- (1) Lecture periods for Spring Semester 2020 are as follows:
 - a) March 9, 2020 to June 26, 2020
 - b) August 10, 2020 to September 4, 2020.

- (2) The lecture period for Fall Semester 2020/2021 is as follows:
October 12, 2020 to February 5, 2021
- (3) The lecture period Spring Semester 2021 is as follows:
March 22, 2021 to July 9, 2021
- (4) The lecture period Fall Semester 2021/2022 is as follows:
September 20, 2021 to January 25, 2022
- (5) There will be no lectures from December 21, 2020 to January 1, 2021, from December 23, 2021 to January 7, 2022, from October 5-9, 2020, and from October 11-15, 2021.
- (6) Exam periods are as follows.
 - a) Spring Semester 2020: June 15 – July 10, 2020 (Examination Period 1), August 10 – September 4, 2020 (Alternative Examination Period 1), and September 28 – October 2, 2020 (Examination Period 2)
 - b) Fall Semester 2020/2021: January 25 – February 5, 2021 (Examination Period 1), vom February 22, 2021 – March 05, 2021 (Alternative Examination Period 1) and March 15-19, 2021 (Examination Period 2)
 - c) Spring Semester 2021: June 28 – July 9, 2021 (Examination Period 1) and September 13-18, 2021 (Examination Period 2)
 - d) Fall Semester 2021/2022: January 10-25, 2022 (Examination Period 1) and March 07-11, 2022 (Examination Period 2)
- (7) In Fall Semester 2020/2021, students need not register for exams that are to be taken by October 31, 2020. These exams will be credited to Spring Semester 2020, in accordance with § 101.2.2 of the Corona Act.

§ 3 Teaching courses and holding extracurricular events

- (1) Spring Semester 2020 and Spring Semester 2021 will be conducted as hybrid semesters, i.e., online teaching formats will be combined with face-to-face teaching formats. In compliance with the applicable hygiene concept and available room capacities, in-person course offerings will give priority to the following student groups and courses: first-semester students; international students; curricular courses for which presence is indispensable, e.g. laboratory practicals, individual music lessons, or workshop classes. EUF Quality Management will announce in an appropriate manner in which form, by which deadline, and with which documents the application must be submitted. Application acceptance decisions are made by the Vice President for Studies and Teaching.
- (2) In-person courses must comply with the university's [hygiene concept](#). The course lecturer is responsible for ensuring that the hygiene concept is observed and implemented during that course. Further details are to be drawn from the EUF hygiene concept issued by the Executive University Board.
- (3) No in-person conferences or extracurricular events may be held at Europa-Universität Flensburg.

§ 4 Carrying out examinations

- (1) Throughout Spring Semester 2020, Fall Semester 2020/2021 and Spring Semester 2021 exams are to be held online or in other suitable formats that do not require the students or lecturers to be physically present at the university.
- (2) In-person exams can only be approved in justified exceptional cases if the exam is necessary for the course of studies and cannot be held in an alternative format. Applications to hold in-person exams must be submitted to EUF Quality Management for consideration by the Vice President for Studies and Teaching. The application procedure, deadline, and required documents will be announced in an appropriate manner by the Office of Quality Management. The Vice President for Studies and Teaching will decide on each application, based on the available room capacities and compliance with the university's [hygiene concept](#).
- (3) Approved in-person exams must comply with the university's [hygiene concept](#). The exam proctor for each course is responsible ensuring that the hygiene concept is observed and implemented during the course exam. Further details are to be drawn from the EUF hygiene concept issued by the Executive University Board.
- (4) The Executive University Board will issue regulations for dealing with high-risk groups (["Regelungen zum Umgang mit Risikogruppen"](#)) in an appropriate manner.
- (5) In Spring Semester 2020, Fall Semester 2020/2021 and Spring Semester 2021, failure to show up at an exam will be considered a timely withdrawal (one that falls within the official withdrawal period for that exam). In accordance with § 108.1 of the Corona Act, this deviates from EUF examination regulations in favor of student needs. If the withdrawal is due to illness or to the student's belonging to a recognized risk group, a medical certificate stating the expected duration of the student's inability to take the exam must be submitted immediately.
- (6) In Spring Semester 2020, Fall Semester 2020/2021, and Spring Semester 2021 students can register to take exams in Examination Period 2 whether or not they take an exam during Examination Period 1.

§ 5 Alternative examination formats

- (1) The chosen exam format may differ from that specified in the applicable examination regulations, if such a format is needed in order to be able to hold the exam, and if that format enables the lecturer to determine whether the learning objectives have been achieved. When choosing an alternative examination format, care must be taken to ensure that the exam duration and subject matter requirements correspond to those of the original exam format. For example, the following exam formats can be considered as alternatives in-person exams:
 - a) Written examination in electronic form or by means of electronic communication (online examination)
 - b) Oral examinations conducted online
 - c) Group presentation
 - d) Poster
 - e) Take-home exam
 - f) Short written examination
 - g) Learning diary

- h) Portfolio / ePortfolio
- i) Literature report
- j) Written homework
- k) Research report
- l) Research design / proposal

All listed examination types may be conducted in electronic form or via electronic communication (electronic examination), in accordance with the Europa-Universität Flensburg Statute Regulating the Administration of Electronic Examinations during the Corona Pandemic (Online Examination Statute) issued on January 27, 2021.

- (2) For each exam, only aids approved for that specific examination are allowed. Attempts to deceive or plagiarize will be dealt with in accordance with the procedure set forth in the applicable examination regulations.
- (3) Applications to change the exam format set forth in the applicable examination regulations should be submitted to the Quality Management office for consideration by the Vice President for Studies and Teaching. The application procedure, deadline, and required documents for this will be announced in an appropriate manner by Quality Management. The Vice President for Studies and Teaching will decide on each application.
- (4) Lecturers must inform students of any exam format changes immediately after the Vice President for Studies and Teaching has approved the alternative format.
- (5) In the case of a new lockdown, students can meet the submission deadline for final theses simply by sending the documents electronically to the appropriate and correct SPA email address—SPA.A-K@uni-flensburg.de, SPA.L-Z@uni-flensburg.de, or (for International Management, EUCS and EUS students) spa.iim@uni-flensburg.de, providing that they also submit the original printed document within one month after the deadline has passed. The certificate (“Zeugnis”) can only be issued after the original printed copy of the thesis has been submitted.
- (6)
- (7) Regulations regarding technical failures or disruptions in connection with an electronic exam are laid down in the Statute Regulating the Administration of Electronic Examinations during the Corona Pandemic (Online Examination Statute). To ensure timely access to electronically submitted written exams, the person taking the exam is responsible for punctually entering the system. If examinees are prevented from entering the system on time due to the system failure of a university-provided software program that falls within the university’s area of responsibility (for example, Moodle), the submission deadline for that exam shall be extended accordingly.
- (8) Further information on the individual exam formats can be found in the information sheet “[Besondere formale Bedingungen von Prüfungsformen im FrüSe 2020](#)” (“Special formal conditions for exam formats in Spring Semester 2020/2021”) , issued by the Executive University Board.

§ 6 Free attempt / “Freiversuch” (see Corona Act, 105.6)

- (1) Because the restrictions on in-person attendance have significantly hindered the conditions for teaching, learning and exam-taking in all courses of study, exams that are taken and failed in Spring Semester 2020 and Fall Semester 2020/2021 shall be deemed as not having been taken (free attempt / “Freiversuch”). This holds for all courses of study at Europa-Universität Flensburg.
- (2) “Free attempt” regulations will only apply if the exam was actually taken and given a

failing or insufficient grade. Simply registering for an exam is not enough for it to be considered as a “free attempt” exam.

§ 7 Transitioning from bachelor- to master-level studies (see Corona Act, § 102)

In Fall Semester 2020/2021, applicants who have earned at least 150 ECTS credits in their bachelor's program by the deadline of November 1, 2020 can gain provisional, temporary admission to an EUF master's degree program. This provisional and temporary admission will become invalid after two semesters if, by the end of the second semester, the student fails to present proof of having successfully obtained the bachelor's degree.

§ 8 Internships and practical semesters (see Corona Act, § 105.7)

- (1) If an internship cannot be done or made up within a reasonable period of time, it may be replaced by another activity that takes into account the learning objectives for that internship. If an internship could not be fully completed, it can still be recognized as valid if the learning objectives can be considered to have been achieved.

If an internship cannot be completed in full, it can still be recognized if the learning objectives for that internship can be seen as having been reached.

- (2) Students can pass the Orientierungspraktikum II for Spring Semester 2020 even without having visited a school, provided that they successfully complete the portfolio and the digital complementary seminar (“Begleitveranstaltung”). An internship completion certificate from the school is not required.
- (3) The student teaching school internships planned for Fall Semester 2020/2021 (Orientation Internship I, Specialized Internship, and Practical Semester /Orientierungspraktikum I, Fachpraktikum und Praxissemester) and in Spring Semester 2021 (Orientation Internship II/Orientierungspraktikum II) will take place. The internships will be completed in accordance with the requirements of each school and in consultation with the practical teachers and school administrators. Details about their implementation will be published on the webpages of EUF's Zentrum für Lehrenden- und Lehrerbildung (ZfL).

§ 9 Study abroad and internship abroad

- (1) If travel restrictions or obstacles, whether publicly imposed or personal, prevent a student from completing a study semester abroad or internship abroad that is defined as compulsory in the applicable examination regulations, the student should carry out that semester or internship abroad online or in another suitable format that does not require the student's physical presence abroad.
- (2) Official recognition of study and examination achievements completed at foreign institutions, either online or in other appropriate formats, must take into consideration the special circumstances and limited course offerings, within the scope of what is legally possible.
- (3) If a student cannot carry out a study semester or internship abroad (whether in person, online, or in other suitable formats) at the foreign institution, she or he may complete the corresponding courses at Europa-Universität Flensburg as a substitute for the required semester or internship abroad.

§ 10 Application and admission deadlines

- (1) The EUF application period for Fall Semester 2020/2021 is from June 15, 2020 to August 20, 2020. The application period for Fall Semester 2021/2022 is from May 15, 2021 to July 31, 2021.
- (2) The EUF admissions period for Fall Semester 2020/2021 is August 21, 2020 to October 2, 2020. The EUF admissions period for Fall Semester 2021/2022 is August 2, 2021 to September 8, 2021. For degree programs without a restricted number of study places (open-admission programs) the university may also admit students during the application phase, before the admission phase has started.

§ 11 Doctoral, postdoctoral and appointment procedures

The Executive University Board will announce in an appropriate manner the regulations for doctoral, *Habilitation*, and academic appointment procedures.

§ 12 Special rules and regulations

The Executive University Board may announce further regulations regarding university operations, teaching and exams, in an appropriate manner.

§ 13 Deviating deadlines (see Corona Act, § 108.1)

- (1) The semester fee payment for Fall Semester 2020/2021 is due on August 31, 2020. In keeping with § 108.1 of the Corona Act, this deviates from the deadline requirements set forth in statutes governing student body fees, in favor of student needs.
- (2) Per § 108.1 HSG and contrary to § 31. 3 (PStO), the EUF Examination and Study Regulations (Prüfungs- und Studienordnung/PStO) of April 30, 2014 (in their January 8, 2020 version) for the master's degree program "Prevention and Health Promotion" (Prävention und Gesundheitsförderung) will continue to apply through October 31, 2020. Exams and degrees issued in accordance with these examination regulations are possible until October 31, 2020.
- (3) The Examination Regulations (Prüfungsordnung/PO) of September 6, 2012 (in their January 8, 2020 version) for the EUF bachelor's degree program "International Management" leading to the Bachelor of Arts (B.A.) degree shall continue to apply through October 31, 2020, contrary to § 23 PO. Exams and degrees issued in accordance with these examination regulations are possible until October 31, 2020.

§ 14 Elections (see Corona Act, § 99.2)

- (1) If there is no new appointee for an official post by end of the existing appointee's term of office or by the end of an election, the existing appointee will continue to exercise her or his office or function. The end-of-term date for the incoming appointee will be determined as if she/he had taken up her/his office in a timely manner. Sentences 1 and 2 also apply to those holding the office of vice president.
- (2) Elections to the Extended Senate will be held in 2020, at the beginning of the Fall Semester 2020/2021 lecture period.

§ 15 Entry into force

This Directive enters into force on the day following its announcement.

Flensburg, January 26, 2021

Europa-Universität Flensburg

Prof. Dr. Werner Reinhart

President