

Teaching and examination law information for students Regulations and things-of-note for summer semester 2021

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1. Introduction

Furtwangen University developed the following rules to ensure a level playing-field for all, to allow studying for all programmes offered to continue and to minimise the effects of the coronavirus pandemic on academic operations and examinations.

All information contained in this document is subject to changes due to measures passed by the relevant authorities to deal with the corona pandemic. Please keep an eye on the corona regulations ([Corona-Verordnung](#)¹) as currently in force as well as HFU's corona information published online ([Corona-Hinweise auf der HFU-Homepage](#)²) – changes may occur at any time. Please actively seek information and keep yourself updated!

Please regularly check the mails you receive from us through your university email address. Please make sure you also check the communication channels set up by the dean of studies or faculty office relevant to you.

¹ <https://www.baden-wuerttemberg.de/de/service/aktuelle-infos-zu-corona/aktuelle-corona-verordnung-des-landes-baden-wuerttemberg/>

² <https://www.hs-furtwangen.de/en/news/coronavirus/>

2. Thesis

As far as **execution and hand-in** of the thesis is concerned, the regulations of the set down in the relevant study and examinations regulations as well as the relevant faculty's execution regulations apply (for bachelor programmes, paragraphs 24, 25 and for master programmes paragraphs 18, 19).

The faculties will inform their students whether they may accept an alternative to the face-to-face **oral presentation/ Kolloquium** for this assessment, possible alternatives could be the submission of the presentation papers, a poster, holding a video-chat or a video conference. Please actively seek information from your dean of studies if you are due for a thesis or an oral presentation ("Kolloquium") in the near future and you remain unsure about this.

3. Internship semester

Extent: Instead of the 95 days required in § 3, Abs. 2 of the SPO, for the summer semester 2021 you will continue to have to show only 80 working days. You have to apply for a reduction to your faculty's internship coordinator, stating your reasons. There will be no general across-the-board reduction to eighty days. Home office days confirmed by the company count as working days.

Otherwise, the regulations stated in the SPO's paragraph 3 as well as the execution regulations of the relevant faculty will apply, for example with regard to

- **Changing your internship:** exceptional cases only, please apply to your faculty's internship coordinator.
- **Withdrawal:** A withdrawal from internship may be considered where you have not been able to start your internship or have only been able to complete a small part. Please apply to the internship coordinator for a withdrawal.
- If you wish to **move-forward** the study semester following your internship semester, please apply to your dean of studies.
- **Registering for examinations during your internship semester:** registering for two re-sit exams is possible. New registrations are not possible.
Please be aware that you have to register for re-sit exams taking place during the examination period no later than two weeks prior to the start of the examination period, by Friday, 18th June 2021.
For re-sits taking place during the semester, registration is possible until the day prior to the exam.

4. Counselling and applications

Please check with the relevant contact person whether counselling sessions and similar conversations will take place face-to-face while keeping all relevant hygiene measures or by phone, email or using an appropriate electronic platform.

Applications

Please continue to send all types of applications in electronic format. The following deadlines will apply:

- **Registration period for compulsory electives, languages** as well as **modules brought forward** between Tuesday, 06th April 2021 and Wednesday, 14th April 2021
- **Transfer of credit applications:** within the first three weeks of the lecture period, no later than Thursday, 01st April 2021

- **Leave of absence:** no later than prior to the registration period, Thursday, 01st April 2021
A refund of study fees for **international students** or for **second degree studies** is only possible upon application prior to the start of the lecture period, no later than Friday, 12th March 2021.
- **B-semester:** no later than prior to the registration period, Thursday, 01st April 2021

Please make very sure to check your registrations / binding registration for assessments on Studi-Portal. For this semester, once more applies: Sitting an exam will only be possible if your registration is listed on Studi-Portal.

Any students during their internship semester or semester abroad, as well as those on parental or maternity leave and those who have filed a claim for care time (*Anspruch auf Zeiten der Pflege*) have to register for any assessments taking place during the exam period no later than two weeks prior to the start of the exam period, by Friday, 18th June 2021.

For assessments taking place during the semester, registration is possible until the day prior to the exam.

5. Withdrawal from exams

Provided it is your first registration for a given exam, during summer semester 2021 you will be able to withdraw from a given exam up until the day prior to it without having to give a reason, in accordance with § 11, Abs. 1 of the SPO. Any of the previous semester's special provisions do no longer apply (for the time being).

To withdraw from an exam, please use the form you can find on Studi-Portal at: <https://studi-portal.hs-furtwangen.de> > "My Exams" > "Info on Exams"

6. Deadlines / normative time

For any students registered during **summer semester 2020** or **winter semester 2020/2021**, a new individual normative time, different from the normal normative time, will apply: One semester will be added for each of these relevant semesters. Loss of right to examination for the study programme in question and exmatriculation due to extension of deadline in accordance with § 5 Abs. 3 SPO will only occur after the end of the individual normative time calculated in this way at the earliest.