

Teaching and examination law information for students Regulations and things-of-note for winter semester 2020/21

Version 2.1

- feedback and questions: Victoria Reineck, general academic counselling (*Zentrale Studienberatung*), email: rev@hs-furtwangen.de, phone: +49 (77 23) 920 24 30

Content

1. Introduction.....	1
2. Thesis: execution, hand-in and presentation	2
3. Internship semester	2
4. Counselling and applications	2
5. Withdrawal from exams.....	3

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 to measures passed by the relevant authorities to deal with the corona pandemic. Please keep an eye on the corona regulations ([Corona-Verordnung¹](#)) as currently in force as well as HFU's corona information published online ([Corona-Hinweise auf der HFU-Homepage²](#)) – 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 German version only: <https://www.baden-wuerttemberg.de/de/service/aktuelle-infos-zu-corona/aktuelle-corona-verordnung-des-landes-baden-wuerttemberg/>

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

2. Thesis: Execution, hand-in and presentation

As far as the **execution** of the thesis is concerned, summer semester 2020's special regulations no longer apply, e.g. the normal regulations on completion time and extensions apply.

The **hand-in** of the thesis is once again governed by § 25 of the SPO / the faculties thesis stipulations thus handing in a print copy within the stipulated deadline is once more required.

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

Change: Please apply to your faculty's internship coordinator for a change of internship position during the internship semester.

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.

Extent: Instead of the 95 days required in § 3, Abs. 2 of the SPO, for the winter semester 2020/2021 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.

If you wish to **move-forward** the study semester following your internship semester, please apply to your dean of studies.

Sitting Exams during Internship Semester

If you are completing your internship semester during the winter semester 2020/21, instead of the normal limitation to two repeat exams, you may this semester sit **four repeat-exams**. New registrations are not possible.

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 deadline for submitting **transfer of credit applications** for winter semester 2020/21 ends on 30th October 2020.

Applications for leave of absence have to be submitted to the relevant dean of studies no later than 4th October 2020.

Applications for a repeat semester (B-Semester) have to be submitted by 25th October 2020.

The **course/module registration period** is from 26th October to 3rd November. You have to register for **electives and languages** as well as **courses to be brought forward** – the latter following permission from the dean of studies – within this period.

5. Withdrawal from exams

Provided it is your first registration for a given exam, during winter semester 2020/21 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 corona-related provisions of the summer semester 2020 do no longer apply.

To make exam organisation easier, we would ask you to submit your withdrawals on the correct form as soon as possible, e.g. as soon as you decide not to sit an exam.

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".

HFÜbs_leni29092020