



To all students of the  
Faculty of Environment and Natural Resources

## Implementation of the Summer Semester 2020

Dear students of the Faculty of Environment and Natural Resources,

With this letter we would like to respond to various inquiries from you and provide further information regarding the semester and your studies.

### Examination dates

The postponement of examinations, especially in the Bachelor's programmes, to September/October is in many cases the better solution in hopes that the conditions regarding the organisation of examinations are simpler by then. As usual, students will be informed in advance of retake and 2<sup>nd</sup> attempt retake dates about 4 weeks before the retake/repeat exam. If exam dates have been postponed due to the Covid 19 pandemic, students will be informed of the new exam dates per e-mail also 3-4 weeks before the examination date.

### Questions on deregistration from examinations, withdrawal from examinations

Since there is still some uncertainty on the part of students regarding the possibilities of deregistration or withdrawal in the context of the upcoming examinations, we hereby inform you about your options:

- (1) Cancellation of first attempt examinations, for which no withdrawal has previously been approved:

As in the past, it is possible to deregister without giving a reason until the Monday of the calendar week before the actual examination date. If the examination has been postponed from the Winter Semester 2019/20, an e-mail must be sent to the Examinations Office.

Result: Deregistration from the entire examination and you can only register again for the next regular examination date.

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Freiburg, 5. Mai 2020

■ (2) Request for withdrawal from the examination:

- (a) For reasons of illness: as usual, a certificate of incapacity to sit an exam must be submitted in the form of a medical certificate or official doctor's note (Bescheinigung der Prüfungsunfähigkeit). As an exception, the certificate will currently also be accepted per email.
- (b) For other reasons: In exceptional cases, you can petition the Examinations Office to withdraw from an examination. The signed petition in form of a letter can currently be accepted per email with the letter of petition attached as either a scan or photograph and should include a short explanation of the reasons for withdrawal. Other reasons may include limited travel opportunities, quarantine requirements, and other circumstances related to the current Covid 19 pandemic. A petition for withdrawal can of course also be made in other justified cases.

An application for withdrawal must be made without delay, at the latest on the day of the examination. In case of approval, the examination attempt will not be counted toward the total number of attempts.

If you do not wish or are unable to sign the "Declaration of the absence of a suspected coronavirus infection", which is currently required for written exams, please inform the Examinations Office in advance per e-mail instead of attending the exam. Written confirmation of agreement with the Statutes is necessary to sit a written exam. By informing the Examination Office ahead of time of your inability or wish to not sign the Statutes, you will not be penalized for not sitting the exam.

If you are planning a stay abroad for the Winter Semester 2020/21 and your stay overlaps with any examination dates, you can also apply to withdraw from these examinations by presenting the confirmation of your stay abroad. If, despite your stay abroad, you wish to partake in examinations for the Summer Semester 2020, please consult the relevant examiners and, if necessary, contact the staff at the Examinations Office.

**Leave of absence in the Summer Semester 2020 and participation in online teaching formats including examinations**

Section 34 of the Corona Statutes of the University provides

*Students who are on leave of absence for the Summer Semester 2020 may, in deviation from § 15 paragraph 6 ZImmO, take examinations. Sentence 1 shall apply mutatis mutandis to the performance of academic work. Students on leave of absence for the Summer Semester 2020 may participate in courses offered completely digitally for which there are no restriction on the number of persons.*

This also includes the registration, processing, and completion of a thesis during a vacation semester in the Summer Semester 2020.

■ If an original registration form for the final thesis cannot be submitted via postal mail, the fully completed and signed form can currently be sent per e-mail to the Examinations Office.

If you wish to take part in examinations during your leave of absence, you must, due to technical reasons, register directly with the Examination Office. Please send a completed and signed Registration for Examinations form per e-mail.

If you wish to take part in reexaminations despite a leave of absence, please also inform the Examination Office per e-mail.

### Opening of the university rooms

There have been some requests to use computer pools within the university in order to have good working conditions with regards to internet access, equipment (computers, printers etc.) and also library access.

Currently the premises of the university are closed due to the requirements of the Corona Ordinance of the state of Baden-Württemberg. As soon as regulations expire or are adjusted, the University will strive to offer timely solutions based on the regulations at that time. It is to be expected that certain hygiene and distance regulations as well as maximum number of persons per room will need to be observed. This requires some detailed work and additional financial resources. As soon as new requirements are defined, we will also implement them on a faculty level and inform you accordingly.

### Internships

We have made the following arrangements regarding the professional mandatory internship for the various study courses of the faculty.

(1) Internship takes place in whole or in part as a "HomeOffice Internship

Such an internship can be recognised, if the internship provider certifies that the student has a working time/scope of work that corresponds to an activity under normal internship employment. The organisation of the work remains the responsibility of the provider and student.

(2) Student is on leave of absence and doing online teaching and internship

Participation in online courses including examinations is permitted by the Corona Statutes. In the case of internships, this is applied analogously, even if they do not take place "online". Students on leave of absence can therefore complete a compulsory internship and get it recognised (as long as the reason for leave of absence was not the internship).

(3) Student is about to graduate and the planned internship (as last or almost last credits) is cancelled (because of Corona)

Especially for Bachelor students who wish to continue into a Master programme, alternatives for accreditation should be sought and considered. These could be e.g. professional activities or content-wise suitable

■ employment before studies began or if necessary employment during studies e.g. HiWi/student assistant positions. Appropriate vocational training or completion of an ecological year, etc. can also be considered for recognition. In such cases, decisions will be made on a case-by-case basis and students affected should contact their internship coordinator.

### **Experience from online teaching formats**

MSc block modules have been running online since the 20<sup>th</sup> of April and a survey is currently underway to help identify problems but also well functioning examples and to communicate these findings within the faculty.

We hope that we have added some clarity and answered many of your questions. We thank you for your partnership as we all prepare for a successful summer semester.

With kind regards,

Heiner Schanz, Dean

Annika Mattissek, Dean of Studies

Markus Weiler, Dean of Studies

Silke de Boer, Head of Examination Office

Michael Pregernig, Chairman of the BSc Study Programmes Review Board

Uwe-Eduard Schmidt, Chairman of the MSc Study Programmes Review Board

Tim Freytag, Chairman of the Examination Board for Geography