

**Strategic framework and key points for study and teaching  
for the summer semester 2020 at the GSU Cologne  
Information paper for students**

(on the basis of resolutions of the President's Office in the 664<sup>th</sup> meeting of 30.03.2020)

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**Dear students,**

This week the President's Office informed all teachers about the current situation and the plans for the summer semester. We would like to summarize the essential aspects of this information, which are important for your studies, in the following paper. In this paper you will find various regulations and planning principles that should provide you with some security regarding your own semester planning. At the same time, and due to the highly dynamic nature of the current situation, this planning paper is subject to change at certain points due to the current situation or ministerial regulations.

We kindly ask you to accept the challenge of "saving" the summer semester 2020 together with us lecturers and teaching staff as far as possible and to even identify possible opportunities for university development in the current crisis. Items such as e-learning or digital exchange formats are now being developed with force, which could even benefit the university in the future. A special challenge is naturally the planning of practical sports courses, which is therefore given special consideration in the enclosed information.

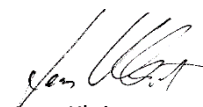
Apart from the questions concerning the implementation of digital teaching, the NRW Rectors' Conference is currently working intensively at the political level to extend the standard period of study for the end of studies, to prevent any effects on BAföG and to enable generous regulations in the area of compensation for disadvantages (e.g. for examinations under difficult conditions).

On behalf of the entire President's Office, we would like to thank all those involved for their great commitment during this difficult time and would be pleased if the provided information could assist you in approaching the necessary preparations and work in the run-up to the coming summer semester with greater clarity.

We hope that you and your families remain healthy and wish you all the best.



Heiko Strüder  
President



Jens Kleinert  
Vice-President of Studies and Teaching

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## 1 General information

- **Start of the semester:** We still plan to start the summer semester (i.e. the beginning of the lecture period) on 20.04.2020.
- **E-teaching:** Teaching will initially take place exclusively in digital form ("e-teaching" for short).
- **Two semester sections:** The lecturers plan in two sections: Section 1: 20.04.-31.05.; Section 2: 08.06.-17.07. The current regulations and recommendations apply to Section 1 for the time being.
- **Pentecost week:** For now, we do not plan any courses during the week of Pentecost (some universities do). Justified exceptions to this regulation are conceivable.
- **Ministry:** Binding decisions of the state government take precedence over the decisions of the President's Office.

## 2 Regulations for the performance of teaching

- **Forms of e-learning:** For the time being, face-to-face events are only available as **synchronous e-learning** (e.g. webinars, video conferences = **e-presence**) or **asynchronous e-learning** (e.g. digital tasks for self-study). The information in the module manuals on the relationship between "contact times" and "self-study" no longer applies until further notice. Nevertheless, as much teaching as possible should take place in the form of synchronous e-teaching (e.g. webinars, video conferences = e-presence) so that direct exchange is largely maintained.

- **Course times remain the same:** Synchronous e-teaching is only possible during the given times (see LSF); exceptions can only be made **outside** the usual teaching times (i.e. only outside Mon - Thu 08:00 - 20:00, Fr 8:00 - 15:00).
- **Learning objectives and learning contents remain the same:** Basically, the aims and contents of teaching described in the module manuals remain the same. Within this frame, however, the lecturer can rebalance/modify them.
- **Examinations remain in place:** Examination forms in module handbooks continue to exist. However, from an organisational/technical point of view, creative solutions are required which are currently being developed and tested.
- **Obligation to attend:** In the case of synchronous e-teaching (e.g. webinars, video conferences = e-presence), attendance is still obligatory for courses requiring attendance.

### 3 Teaching planning and organisation

- **LSF.** Details in the course catalogue LSF are still binding. Cancellation/registration of students in the LSF will be carried out as before in the first week of the semester (now 20.-24.04.). Your lecturer will contact you in the first week (from 20.4.). If you are not in the course, please contact the lecturer.
- **Excursions and teaching exercises are postponed.** Excursions as well as teaching exercises are not possible until further notice due to the contact restrictions and should be postponed to the second section of the lecture period or later.
- **Compact courses between 6.04.-19.04.20.** Compact courses that were originally scheduled partly or completely between 6.04.-19.04.20 may be held online before 20.04. with a special application. In the event of such a change, the students concerned will be informed separately and at short notice.
- **Practical sports courses also start on 20.4. with e-teaching.** Practical sports courses will also start on 20.04. Since no physical attendance events are permitted, practical sports courses in the first part of the lecture period (until 31.05.) will initially be held online. By 18.5.2020 at the latest, information will be provided on lecture section 2 (8.6.-17.7.) in the hope that attendance teaching will then be possible again. However, alternative scenarios (e.g. later block courses, postponements) are already being thought through and developed (working group "sports practice" specially set up for this purpose).

### 4 Exit strategy

- **React flexibly.** If (unexpectedly) at any time before 31.05.20 it is already possible to implement onsite/presence teaching (e.g. by ministerial decision), the university will try to implement it as quickly as possible.
- **Planning security.** Even in the above-mentioned case, lecturers can continue to carry out online teaching until 31.05.20 (e.g. if student working groups have already prepared themselves for this).

## 5 Instructions for holding events

- **New territory – a lot of effort – a lot of understanding.** For lecturers and students, the conversion to e-teaching involves many new tasks and a lot of effort. Therefore, the department "Digitalisation in Studies and Teaching" has been developing various aids for teaching, collections of ideas and good practice models now and in the next few days. Nevertheless, there will be difficulties and challenges at various points. We should all try to help and understand if something does not work fast enough or correctly.
- **Legal issues.** The situation of e-teaching raises various legal questions. These concern, for example, the unauthorised copying or recording of teaching material or web sessions. The legal office will give legal advice on various questions. *However, it is also crucial that all actors should be aware of their responsibilities and their fair and ethical conduct.*
- **Technical or technological support.** The current situation is a major stress test not only for all people involved, but also for our digital infrastructure and the availability of various programs and tools. In terms of technology and infrastructure, additional funds are therefore currently being released by both the university and the state to enable e-teaching to be implemented as smoothly as possible.
- **Provision of literature.** The access to literature for teaching, for examinations and for the preparation of theses is restricted due to the closure of the ZBSport. In this situation the university is currently looking for solutions. Such solutions can be cross-university (e.g. access to e-books or e-literature databases) or on the level of a course (e.g. provision of literature in Moodle, literature from other sources, such as researchgate).

## 6 Students in special organisational emergencies

- **Enable participation in e-teaching.** In some cases, it can happen that students have problems to participate in the e-teaching (e.g. no internet connection, no computer). It is important to learn about these special cases so that possible solutions can be found. In these cases respective students may contact the e-mail-hotline ([sose2020-stud@dshs-koeln.de](mailto:sose2020-stud@dshs-koeln.de)) or the teacher.

## 7 Examinations

- **Hardship provisions.** The hardship provisions for students whose future employment is at risk due to a missed exam (see FAQs 3.14 and 3.16 on the [FAQ page](#)) continue to apply. Please contact your course administration.
- **Online examinations.** Legal conditions and technical possibilities of online exams are currently being examined in working groups both at university and state level. We will keep you informed.
- **Oral module examinations.** Oral examinations in modules can be held online (i.e. as video conference) under certain conditions. In these cases, all those involved should agree with the examination form.

## 8 Final papers/theses

- **Extension of the processing time.** Arrangements have already been made to extend the processing time for ongoing theses (see FAQ 3.12 on the [FAQ page](#)).
- **Additional certificate for new applications.** When registering a new thesis, the supervisor must assure that the processing time can be met.
- **Submission via regular post or electronically.** Submissions can be made either by post or electronically. In addition, the submission of theses is now also possible in digital form via Sciebo (see [information](#) of the examination office).

## 9 Communication

- **E-Mail hotline.** A special e-mail hotline has been set up for students (sose2020-stud@dshs-koeln.de), which students may use if they encounter problems with their studies or teaching. In addition, the [FAQ page](#) for studies/teaching lists further contact persons/institutions for specific questions. However, please try to find an answer via the FAQ list first before contacting them by mail.
- **Student representatives in the study programme committees.** From 23rd to 27th March 2020, councils were held in most degree programmes and study areas, in which the student representatives also took part.
- **Students on committees.** Students are represented in all formal university committees, most of which also have close contact with the AStA.
- **Programme spokespersons in internal meetings.** The student representatives of all courses of study are invited to the internal meeting of the course spokespersons. An extraordinary internal meeting of the student representatives will take place with the participation of the AStA on 03.04.2020.
- **Extra-e-mails on special occasions.** Please keep yourself up to date with the latest information on our Corona page. This page is updated constantly. In addition, we will communicate on special occasions (such as the current one) via extra e-mails.