Deutsche Sporthochschule Köln
German Sport University Cologne

2. Information letter for students

14th April 2020

Dear students,

Following our last information paper dated 2nd April 2020 you hereby receive the second information letter for the summer semester 2020.

On behalf of the entire President´s Office, we would like to thank you for your help, support and flexibility in planning and organising this extraordinary summer semester. I wish you all the best for the start of the semester and above all, I wish you, your families and friends good health in the near future.

Jens Kleinert

Vice-President for Studies & Teaching

In this letter you will find

1. General information

- **The information paper of 2nd April 2020 is still current and relevant.** All information and advice are still valid. Please refer to it if you have any questions. Please pay particular attention to the chapters "Regulations for the Execution of Teaching" (chapter 2), Teaching Planning and Organisation (chapter 3) and "Instructions for the Execution of Events" (chapter 5). If you no longer have the paper, you can download it as a pdf file under point 6.1 of the FAQ page for study/teaching.
- **E-mail hotline.** A special e-mail hotline has been set up for students (sose2020-stud@dshs-koeln.de), which students can contact in case of problems in the context of study and teaching connected with the Corona situation. In addition, the FAQ page for studies/teaching lists further contact persons/institutions for specific questions. Please first try to find an answer via the FAQ list before contacting us by mail.

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2. Advice on the organisation of teaching

- **Attendance limits.** The previous participant limits for courses apply. Individual admissions in addition to these are possible at the discretion of the lecturer, however, it must be taken into account that we have so far assumed that classroom instruction is required in the 2nd semester (from 8th June) - therefore, the number of participants must continue to be limited.
- **Procedure for deregistration from courses.** If you no longer wish to attend a course for which you have received admission within the LSF phases, we urgently ask you to deregister from this course by e-mail to the teacher!

3. Free places and application for free places (succession procedure)

- **Free course places.** Here you can find the list of free places (an updated version of the list is planned for 16th April 2020)
- **Application for free places.**
  - Contact the corresponding lecturer by e-mail by 16th April 2020 at the latest
  - Contact details of teachers can be found in LSF or on the DSHS website under "People at the DSHS".
  - Provide the following information (requests without full details may not be processed):
    - Information on the requested course (group, day, date)
    - Your name
    - Your matriculation number
    - Your study degree course
    - Your semester
    - Fulfilment of the requirements (proof by means of the overview of grades according to your list in LSF supplimented by screenshots of the successfully passed courses under "My Lectures")
    - Compulsory or additional attendance (white sheet)

  - The teachers collect all requests by 16th April 2020 and allocate the free places by 17th April 2020 according to a predetermined selection rule
  - You will be informed of the outcome of the succession procedure by e-mail by 19th April 2020
  - The registration of the students who have moved up in LSF will take place until 19th April 2020 (transfer to Moodle will then take place automatically overnight)

4. Preparations for the first week / the first course unit

- **Moodle plays the central role.** The use of Moodle is at the centre of e-teaching in the coming summer semester. Familiarize yourself with Moodle this week before the start.
- **Moodle courses partly not yet visible.** The courses for your study degree programme are already stored in Moodle, but for you as a student some of them are not yet activated by the respective teachers ("invisible"). This may be due to the fact that the teachers have not yet uploaded all documents and have not yet made all adjustments. If necessary, ask your teachers at the end of the week.
- **Organisation of the first teaching unit.** You will be contacted by the teacher for the first lesson. There are several possibilities: The first unit can take place as synchronous teaching (e.g. as a web conference). In this case you will find information in Moodle and a link where you can join

the web conference directly from Moodle. However, it is also possible that the first lesson starts in a different form. In this case you will also be informed. In any case, please check your course before the first week.

- **Be sure to visit your course in Moodle well before the first lesson.** Check your course in Moodle well in advance of your first lesson. Some lecturers leave information there for the first lesson or for the whole course.
- **Prepare your computer/laptop.** Do not use a smart phone for web conferencing, as some features (e.g. screen sharing, using office files) are not available or difficult to use. Check in advance that the camera and microphone of your computer are working and make yourself familiar with the camera/microphone control.
- **Students in special technical emergency situations.** In some cases, students may have problems participating in the e-teaching (e.g. no Internet connection, no computer). If this is the case for you, please contact the e-mail hotline (sose2020-stud@dshs-koeln.de) or your teacher. The university is currently working on a concept for such technical emergencies.

5. FAQs on technical preparation

- **What do I need for a web meeting or synchronous e-instruction?** The synchronous e-teaching is organized in Moodle and is based on "Webex" (application for online learning and online meetings). There are two different Webex functions: "Meetings" and "Trainings". Depending on the browser or operating system, additional software is required to use "Webex Trainings". For "Webex Meetings" no additional software is necessary, but it can still be installed to ensure a more stable connection. Information about the installation and an overview of the functions can be found in this short manual. For participation in "Webex Trainings" please note the following instructions.
- **Do I need special software?** Normally you do not need special software or other special requirements. The most important thing for you is that Moodle works and that sound and if possible the camera (video function) of your laptop is functional. If your teacher uses special techniques, he/she will discuss this with you in the first few lessons.
- **Do I need the VPN-Client?** The VPN client is not necessary for Moodle, nor is it necessary for LSF. Files that your lecturer deposits in Sciebo (university cloud system) can also be accessed without the VPN client. VPN-Client is only necessary for Plagscan, which is relevant for a thesis. You can find the client at: https://www.dshs-koeln.de/hochschule/it-dienstleistungen
- **What are the benefits of a Webex account?** You do not need an account to attend classes from the Moodle course. You only need an account if you want to call meetings outside the classroom (e.g. to prepare or follow up together). (Of course you can use other web-meeting services in your private area for this purpose). All students with a stud.mail address will be assigned a free account by the IT Service during the course of the semester.

6. Further Information

- **Access library.** As of now, access to the library is still not possible. However, all university libraries in the country are currently agreeing on restricted access. Please contact the following e-mail for further questions: ausleihtheke@dshs-koeln.de
- **Catch-up exams from March 2020.** The university is working together with the state and other universities on implementation concepts for catching up on the exams from March 2020. More concrete information will follow in the course of April. The announcement of catch-up examina-

tions will be made at least three weeks in advance, probably more. Failed catch-up examinations from March 2020 will not be counted as a failed attempt (so-called "free shot regulation").

- **Registration for the last exam/final paper without rescue certificate / first aid.** Even if you do not have a rescue certificate / first aid certificate, it is still possible to register for the last exam / final paper. Subsequent verification of both is currently expected.
- **Understanding of problems and tolerating mistakes.** If something does not work directly for either you, other students or lecturers, please have patience and understanding for yourself and others. For all of us, this semester is also a development phase in digital teaching and when you develop further and enter uncharted territory, some things do not work out instantaneously. Please inform yourself in our information papers or FAQs and assist others in the process as well.