Corona guidelines for study programs in the winter semester 2020/21

Last revised: October 15, 2020

Adopted by the Rectorate on
October 15, 2020 – Version 1.0
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**Preamble**

The corona guidelines for study programs in the winter semester 2020/21 supplement and update the corona guidelines for study programs in the summer semester 2020. They serve the purpose of enabling the University of Stuttgart to run its study programs while still complying with the applicable epidemiological protection regulations.

The corona guidelines will be used for the study programs only as long as the epidemiological situation requires it.

In addition to these corona guidelines, the following documents are important for study programs:

- SARS-CoV-2 hygiene concept of the University of Stuttgart
- Corona statutes

The university regularly reviews the corona guidelines for study programs and announces the results. Changes will be announced via circular mails or the news ticker.

**I. Introduction**

Because of the provisions of the regulation of the state government on infection prevention measures against the spread of the SARS-CoV-2 virus (Corona Regulation) of June 23, 2020 and the currently valid version of the regulation from the Ministry of Science on infection prevention measures against the spread of the SARS-CoV-2 virus in the Ministry of Science’s area of responsibility (Corona Regulation for study programs and art) of September 16, 2020, regular study programs in the winter semester 2020/21 can not go ahead as planned. In order to comply with the safety distances of the hygiene regulations of the SARS-CoV-2 occupational safety standard of the Federal Ministry of Labor and Social Affairs (BMAS) as well as the social distancing rules of the Robert Koch Institute (RKI), which are summarized in the SARS-CoV-2 hygiene concept of the University of Stuttgart, the capacity in the lecture halls must be considerably reduced. Because the social distancing rules remain in force, the vast majority of the teaching in the winter semester 2020/21 will take place online. Instruction in digital formats is fully credited to the instruction performance to be achieved according to the Lehrverpflichtungsverordnung (LVVO; regulations concerning teaching commitment).

Supplementary regulations to the study and exam regulations have already been drawn up for the duration of the corona-related restrictions. These serve to help those affected cope with the situation and should be adopted accordingly. The supplementary regulations are summarized in the “Statutes of the University of Stuttgart to supplement the exam regulations for the duration of the corona pandemic” (Corona Statutes).

The corona guidelines for study programs in the winter semester 2020/21 contain measures for the winter semester 2020/21.

The corona guidelines for study programs will be adapted to the current epidemiological situation on an ongoing basis.

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1 Statutes of the University of Stuttgart to supplement the exam regulations of the university for the duration of the corona pandemic
II.  General information

Duration of the winter semester 2020/21

- Start of lectures: November 2, 2020
- End of lectures: February 13, 2021

III.  Teaching in the winter semester 2020/21

In order to comply with the requirement of the Ministry of Science, Research and the Arts Baden-Württemberg (MWK) that studying and teaching must be guaranteed in the winter semester 2020/21, the courses offered must largely be offered online. In order to enable students to complete the winter semester with as little delay as possible, information on courses (format and procedure) must be communicated on ILIAS as soon as possible if this has not already been done.

Since the summer semester 2020, it has been possible to indicate in C@MPUS (Course Timetable Coordinator) whether a course will be offered online. For this purpose, the additional course category “Online course” was established. The specific design of the online course can also be specified in the free text field “Instruction and learning method” in the course description. Students can filter the courses offered in C@MPUS by the course category “Online courses”, and thus get a quick overview of which courses in winter semester 2020/21 will be offered online.

The “workload” of the modules stipulated in the exam regulations and module descriptions (i.e., the average student workload corresponding to the ECTS credits for a module), including the academic achievements, may not be exceeded even if digital instruction formats are used.

Top priority will be given to compulsory and optional courses. Even if the optional courses have a lower priority, care must be taken to ensure a sufficient number of optional courses.

Even if the ban on mass gatherings is relaxed, all courses that were started digitally at the beginning of the semester should be continued digitally until the end of lectures. There are no plans for courses to switch from digital to on-campus lectures during the lecture period. This will allow both students abroad who cannot come to Stuttgart due to the travel restrictions and students in special life situations due to the coronavirus as well as students who are infected or in quarantine to continue their university studies.

1.  Digital instruction

The central systems ILIAS (learning platform), Webex (video conferencing system and virtual classroom), and OpenCast (for recordings) are primarily available for the purpose of carrying out online instruction. Currently, support is only offered for systems which are integrated into the infrastructure of the university. The tools support the instructors in developing various didactically meaningful scenarios. Questions, support, tips and information on digital teaching will be provided by the contact persons at TIK and higher education teaching. Instructors can also obtain technical support for the digitization of instruction and its online implementation from the specially trained eScouts – students trained by TIK in the systems used (ILIAS, Webex, recordings). They have voluntarily agreed to support instructors.

A clearly structured and scheduled arrangement of the courses is more important than ever for the students. The following should be observed:
• the structure must be clearly communicated, and the timetable must be respected
• the scripts, recordings, and slides used to prepare a course must be provided in digital form regularly and in good time
• the weekly instruction material and the weekly learning activities can, for example, be summarized in one folder each in the ILIAS course
• reliable "presence times" should be offered (if possible during the time in which the on-campus course would have taken place), during which questions are answered in the forum, chat, or via Webex
• communication with students should be maintained in a forum, and the formation of student learning groups should be stimulated (also for their mutual social control)
• learning level controls should be established so that students can check whether their self-learning speed is right

The Digital Instruction task force has defined interdisciplinary recommendations for courses offered online as a reference document and a guide to the current pandemic situation. Links to good examples of how they can be put into practice are included in the recommendations.

Online units which can be retrieved individually (e.g. recorded lectures or scripts) generally have the advantage of being available independent of time and location. The material can be followed up in online sessions with a time delay. During the ongoing corona crisis, it cannot be assumed that all students will be able to participate in an online course without problems (if at all) at the time of the planned live broadcast due to difficult circumstances (uncertain childcare arrangements, caring for relatives) or because those students who cannot enter Germany may be in a different time zone or have a poor internet connection. If the instruction is predominantly live, this group of students would be at a disadvantage. The focus should therefore be on non-live instruction.

2. Digital instruction formats

The original instruction formats laid down in the module handbooks (e.g., lecture, seminar, exercise) must be replaced by suitable e-learning offerings in such a way that the qualification and competence goals of the courses or modules are not compromised by digitization. The right planning steps and didactic reflection are essential in this process. Support with this is available from the higher education teaching team.

There is a lot of information and assistance for teaching staff and students on ILIAS in the "Teaching and learning online – support, advice and networking" section.

The Learning Advisory Service from the Student Counseling Center has expanded its offerings in order to support students with information and advice on efficient learning while studying online during the corona crisis (online consultations, online workshops, a newsletter with learning tips, ILIAS group).

3. Instruction formats that require physical presence

All courses which can be offered online should be planned as online courses in the winter semester. In order to ensure that the requirements for protection against infection are adhered to, courses should only be held in person providing that specific course formats cannot reasonably be provided online or other compelling reasons exist which require courses to be held in person. Therefore, as a general rule only the following courses should be held in person:
a) Special in-person events in small groups to give new students studying for bachelor’s degree and master’s degree programs in particular the opportunity to settle into university life.

b) Instruction formats whereby the content cannot be delivered online and which therefore require students to attend in person. No general regulations can be provided for this kind of instruction format. The individual instructor must check whether the knowledge and skills to be acquired with the module can also be conveyed digitally, and in particular without the need for special laboratory or work rooms. The same applies to study achievements in order to pass the module. As a rule, internships will be examined as non-graded coursework. This will allow examiners a certain degree of flexibility in terms of the type and scope of the work that must be done to pass.

If in exceptional cases courses cannot be held online due to the reasons listed under b), and at the same time the course cannot be held in person due to the requirements for protection against infection, it must be clarified on a case-by-case basis how to proceed. Possible options include the following:

- Virtual demonstrations and educational films could replace practical components and excursions, to ensure that the modules can still be offered.
- Offering the courses as block courses at a later point in the semester or immediately after the end of the lecture period.
- Creation of alternative study plans for the students so that the courses can be postponed to the summer semester 2021. Other modules for which the subject content can also be taught digitally will be offered in the winter semester 2020/21 instead.
- Replacement of courses by elective modules of the study program if this is technically justifiable with regard to the skills and knowledge to be acquired. This can be decided only by the respective examination committee (if necessary, in coordination with the responsible committee on student affairs and teaching).
- If no substitute measures can be found, these courses (e.g. excursions) may have to be canceled completely.

The selection of courses which come under a) and which should be held in-person will be provided to the Deans of Undergraduate and Graduate Studies. It is recommended to give preferential treatment to essential courses held as part of the study program (“core modules”). The following formats are particularly well suited for this purpose:

- Exercises and internships
- Seminars and small events
- Presentation exercises, where necessary on a rolling system
- Lectures, where necessary on a rolling system

The idea behind the rolling system is to divide the number of students in a course into smaller groups and then offer in-person courses on a rotational basis. Students who cannot attend in-person courses must be provided with the course content in digital form (lecture recordings).

For in-person courses which are offered in small groups, digital formats should also be made available to enable students belonging to an at-risk group or those from abroad who cannot travel to Germany to take part.

The committee on student affairs and teaching is responsible for deciding at the request of the instructor whether courses meet the requirements of b) and therefore must be held in person. The committee on student affairs and teaching can hereby delegate the decision to the Dean of Undergraduate and Graduate Studies either in part or in full.
All courses held in person must take account of the relevant documentation requirements as well as hygiene requirements and social distancing rules in force at the time, which are summarized in the SARS-CoV-2 hygiene concept of the University of Stuttgart and the accompanying annexes. When preparing for teaching or practical courses, the person responsible will assess the upcoming teaching or practical course and identify any possible sources of danger, and define suitable protective measures. The sample risk assessments in the download section are available for this purpose. In any event, a risk assessment must be created for all course formats which are due to be held in person (see also the SARS-CoV-2 hygiene concept of the University of Stuttgart).

The following courses were previously also subject to approval by the Rectorate:

- Laboratory courses, providing that they are due to take place with more than 20 people in one room
- Excursions (see III.4)

In such cases, the application to hold the course/excursion must be submitted at least 14 days before the first event held in person or the beginning of the excursion. In urgent cases, the Rector may grant approval by emergency decision. Applications must be made to the following address: corona-info@uni-stuttgart.de.

4. Special regulations for courses held off campus

Outdoor courses held off campus, including the city park, may only take place if an online-based equivalent is not possible. The person responsible for the course must create a hygiene concept or risk assessment in coordination with the Occupational Medical and Health Services and the Safety Department: The maximum group size is 20 people, including instructors and university staff (Sections 9 and 10 Corona Regulation). The students shall meet at the agreed points on their own responsibility. The regulations laid down in the SARS-CoV-2 hygiene concept of the University of Stuttgart in compliance with the legal requirements must be observed. The person responsible for the outdoor course is responsible for compliance with the requirements of the hygiene concept mentioned above.

Excursions which form a key component of modules and which are absolutely necessary in order to complete a module successfully can be carried out within Baden-Württemberg with approval from the Rectorate up to a maximum group size of 20 people (including instructors and university staff). In order for approval to be granted by the Rectorate, reasons must be given for why it is absolutely essential for the excursion to go ahead, and the size of the group must be stated. Furthermore, a hygiene concept or risk assessment created in coordination with the Occupational Medical and Health Services and the Safety Department must be attached to the application.

Applications to carry out the excursion must be submitted at least 14 days before the excursion begins. In urgent cases, the Rector may grant approval by emergency decision. Applications must be made to the following address: corona-info@uni-stuttgart.de.
The instructions regarding the **prohibition on access and participation specified in Chapter IV.2.3** shall apply accordingly to all students taking part in one of the in-person events described in III.3 and III.4.
IV. Examinations in the winter semester 2020/21

1. Specific regulations for carrying out examinations in the winter semester 2020/21 taking into account the regulations of the Corona Statutes

The basis for the provision of academic achievements is the examination regulations of the individual study programs, supplemented by the regulations in the module descriptions. Accordingly, academic achievements and examinations must be offered by the university on the basis of these regulations.

The Corona Regulation of Baden-Württemberg, the hygiene regulations of the SARS-CoV-2 occupational safety and health standard of the Federal Ministry of Labor and Social Affairs (BMAS), and the recommendations of the Robert Koch Institute impose restrictions on holding examinations. These serve to protect the health of the students and staff of the university and must therefore be observed by the University of Stuttgart.

Therefore, in addition to the exam regulations, the regulations required for protection against infection must also be observed when conducting examination proceedings in the winter semester 2020/21. In certain circumstances, it may not be possible to carry out examination proceedings according to the provisions of the examination regulations and module descriptions.

The University of Stuttgart has therefore issued a statute to supplement the exam regulations of the University of Stuttgart for the duration of the corona pandemic (Corona Statute). This supplements the exam regulations for the duration of the corona pandemic, and allows some flexibility so that examination proceedings can remain legally compliant and take into account the regulations for protection against infection. This statute is initially valid until the end of the winter semester 2020/21.

Accordingly, the following instructions and regulations are to be observed when conducting examination proceedings in the winter semester 2020/21. Because the current situation is quite dynamic and the legal framework conditions are subject to change, the University of Stuttgart will react as necessary by adapting the following provisions.

1.1 Oral examinations

Because of the limited number of participants, oral examinations can usually be held in compliance with the regulations required to prevent infection. Accordingly, oral examinations should generally be held in person, providing this does not conflict with the provisions of the currently valid version of the Corona Regulation. The regulations for protection against infection must be observed.

For exceptional cases in which it is not possible to conduct an oral examination on campus for reasons of health protection in accordance with the provisions of the Corona Regulation, or in which students cannot take part for reasons beyond their control (e.g., travel restrictions or quarantine measures), the Corona Statutes of the University of Stuttgart allow oral examinations to be conducted via video conference.

Conducting an oral examination via video conference requires that the students have an end device with webcam, microphone, and speaker, as well as a sufficiently fast internet connection. Because the university cannot assume that every student will have this equipment, oral examinations may only be held via video conference with the consent of the student. The
declaration of consent form provided by the university must be used for this purpose. Furthermore, examiners and assessors must also agree to the examination being conducted via video conference.

When conducting oral examinations via video conference, the instructions in the handbook on conducting oral examinations via video conference (which the examiners have received from the Examination Office) as well as the regulations in the Corona Statutes of the University of Stuttgart must be observed.

1.2 Written examinations

1.2.1 General information

The University of Stuttgart aims to have written examinations carried out as on-campus examinations, taking into account the requirements of the Corona Regulation and the regulations for protection against infection. The SARS-CoV-2 hygiene concept of the University of Stuttgart ensures the best possible protection for the health of students and staff. Taking these framework conditions into account, the Corona Statutes of the University of Stuttgart currently do not contain any general authorization to replace written final examinations with alternative forms of examination.

1.2.2 Replacement of written examinations by oral examinations

However, all exam regulations at the University of Stuttgart allow written module examinations to be replaced by oral examinations. If examinations cannot be held in written form as planned, for examinations with a low number of participants, written examinations may be replaced with oral examinations.

Depending on the exam regulations, 60-minute written examinations will be replaced by a 15 or 20-minute oral examination.

In this context, the Corona Statutes of the University of Stuttgart shorten the period within which students must be informed of a change in the form of examination. Accordingly, students must be notified of the replacement of a written examination by an oral examination at least 14 days before the date of the written examination.

1.2.3 Written online examinations

The exam regulations and the Corona Statutes of the University of Stuttgart currently do not allow examinations to be offered as online examinations because conducting online exams off campus on the private end devices of students is a complex issue, both in legal terms and with regard to the actual conditions and circumstances. The following aspects in particular play a role here:

- In order to take such examinations, students must have a suitable private end device, as well as a stable and sufficiently fast internet connection.
- As a rule, the university has no way of controlling which aids the students use when taking an examination in a private environment.
- There is an increased risk that the performance of the examination will be impaired by technical faults that may occur during the examination. Students may also be disadvantaged if they are unfamiliar with how an online examination is conducted or if they have problems operating the software used for this purpose.
Because this problem affects all universities, the “Study Program Task Force”, which represents all universities in Baden-Württemberg, is looking into whether online exams can be introduced (in terms of legality and feasibility).

1.3 Course-related examinations

At the beginning of the semester, students will be informed about the type, scope and time of course-related examinations (CRE) by the head of the course in accordance with the exam regulations. The exam regulations already offer the option of choosing forms of examination such as term papers or oral examinations. These can also be implemented taking the requirements of the Corona Regulation into account.

If it is not possible to conduct examinations in the form announced at the beginning of the semester because of the requirements of the Corona Regulation of the state of Baden-Württemberg and the associated dynamic developments, the Corona Statutes of the University of Stuttgart enable examiners to make modifications with regard to the type of course-related examinations so that the examination can also be implemented, taking the requirements of the Corona Regulation into account. Taking into account the requirement for fairness and equal opportunities in the examination proceedings, the necessary changes are to be kept to a minimum in order not to disadvantage students. Students must also be informed of any changes in good time.

In this way, for example, it can be made possible to hold lectures via video conference if it is not possible to hold an in-person course. The replacement of written examinations by individual oral examinations is also conceivable.

If oral examinations and comparable forms of examination (e.g., presentations in the form of video conferencing) are to be held as part of course-related examinations, the provisions of the Corona Statutes of the University of Stuttgart on oral examinations via video conferencing shall apply accordingly. This means in particular that the student must agree to this form of examination (declaration of consent).

The notes regarding written online examinations in IV.1.2.3 apply accordingly to course-related examinations which are offered in examination form.

Furthermore, the presence of students may not be required for online courses as a prerequisite for passing the course-related examination. This would particularly disadvantage those students who are prevented from taking part in a course which is only offered as a livestream due to a poor internet connection.

1.4 Graded and non-graded coursework, preliminary examination papers

The notes on course-related examinations apply to graded and non-graded coursework as well as preliminary examinations.

1.5 Research projects and theses

In principle, research projects and theses can be carried out as individual term papers, even under the current restrictions. Providing the use of office and laboratory equipment is required for this purpose (e.g., within the framework of experimental work), this is likewise permitted if the hygiene and social distancing rules in accordance with the SARS-CoV-2 hygiene concept of the University of Stuttgart are observed.

Providing that a presentation is a key component of term papers and theses, the notes on oral examinations as per IV.1.1 shall apply accordingly.
Information on the extension of submission deadlines because of the closure of the university library and computer pools and similar restrictions can be found under IV.3.1 “Extension of deadlines”.

1.6 Alternative examinations for students in special situations

If students are unable to take part in an in-person examination because of travel restrictions, quarantine measures or the like, the students concerned may be permitted to provide equivalent academic achievements in another form to compensate for any disadvantages. This decision is at the discretion of the person chairing the examination committee. It will be made at the request of the student in consultation with the examiner.

A written examination can thus be replaced by either an oral examination via video conference or a term paper.

The details and conditions for the authorization to provide academic achievements in an alternative form are set out in the Corona Statutes.

2. General information and specific regulations in connection with conducting examination proceedings in the winter semester 2020/21

2.1 Examination period for centrally organized examinations

The examination period for centrally organized examinations in the winter semester 2020/21 is scheduled to begin on February 15, 2021 and end on April 17, 2021. More detailed information will be given nearer the time.

2.2 Hygiene rules

The requirements of the SARS-CoV-2 hygiene concept of the University of Stuttgart and its supplementary annexes must be observed when conducting examinations in person.

2.3 Prohibition on Access and Participation

The Corona Regulation of the state of Baden-Württemberg prohibits certain people from entering the university premises and from participating in in-person events held by the university. The prohibition on access and participation applies to those who

1. are or have been in contact with a person infected with the coronavirus within the last 14 days, or
2. exhibit the typical symptoms of an infection with the coronavirus, namely a fever, a dry cough and difficulties with the sense of smell and taste.

Students who have registered for an in-person exam may therefore only take the exam if they are not part of one of the groups described above and therefore are not prohibited from participating. By entering the campus or taking part in the examination, the students also declare that the grounds for exclusion mentioned above do not apply to them. Any infringement of the prohibition on access and participation is a criminal offense in accordance with Section 19 (5) of the Corona Regulation, and is punishable with a fine.
2.4 Reasons for withdrawal from an in-person examination

In order to take the latest developments regarding infections into consideration appropriately, accommodating cancellation policies will continue to apply regarding in-person examinations during the winter semester 2020/21, providing there is no significant change to the situation regarding infections, for example through the possibility of a vaccine. Contrary to the provisions of the exam regulations, students therefore can in principle withdraw from an examination up to one day in advance without giving a reason. This also applies to retakes; in the event of a withdrawal, the deadline for taking retakes will be delayed by a semester (see IV.2.5).

Students can withdraw from examinations via C@MPUS. If this is no longer possible, the declaration of withdrawal provided for this purpose by the Examination Office must be used.

If the university decides to revert to the rules governing withdrawal as stipulated in the exam regulations during the course of the winter semester, all students will be informed in due course.

2.5 Extension of deadlines for taking repeat examinations, for passing the mid-degree exam, and for the maximum duration of studies

In order to compensate for the disadvantages incurred by students with regard to the corona pandemic, a regulation has been incorporated into the Landeshochschulgesetz (the state law governing higher education) which stipulates that the deadlines for performing academic achievements and examinations connected with a certain semester may be extended by one semester for all students who were enrolled on a study program in the summer semester 2020. The same applies for the maximum duration of studies. The University of Stuttgart has implemented this regulation as follows:

1. All students who have not yet passed the mid-degree exam in an undergraduate study program as of the summer semester 2020 have been given an extra semester in which to do so. Students who had already been given an extra semester in which to pass their mid-degree exam due to the examinations in the winter semester 2019/20 being canceled have also been granted the extension.

2. All students who were enrolled in a study program in the summer semester 2020 whose exam regulations stipulate the maximum duration of studies have been granted an extension to the maximum duration of studies of one semester. Students who had already been given an extra semester in which to pass their mid-degree exam due to the examinations in the winter semester 2019/20 being canceled have also been granted the extension.

3. The deadlines for taking repeat examinations have been extended by a semester.

4. Students whose exam regulations include a regulation on optional trial examination may also make use of this provision in the summer semester 2020 or in the winter semester 2020/21 if their number of semesters of enrollment is higher by one than the number of semesters required by the exam regulations during which time the requisite number of ECTS credits to make use of the regulation on optional trial examination must have been achieved. For bachelor’s degree students for example, this means that they may also then make use of the regulation on optional trial examination in the semesters mentioned providing they have acquired the necessary ECTS credits by the beginning of the lecture period of the sixth semester.

The instructions and regulations in IV.3.1 shall apply for deadline extensions of student papers.
3. Compensation for disadvantages incurred in connection with the closure of the University Library (including institutional libraries) and computer pools

3.1 Extension of deadlines

To compensate for the disadvantages caused by the corona pandemic, all affected students should be granted appropriate extensions to the deadlines for completing pieces of academic work (term papers, research projects, bachelor’s and master’s theses). These disadvantages particularly include the closure of the University Library, including the institutional libraries and the university computer pools, as well as the interruption of experimental work or external work where applicable because of the closure of buildings and companies.

To compensate for the closures or inconveniences between March 16 and May 3, the University of Stuttgart has already agreed upon the following flat-rate extensions as follows for students who registered or had to submit a piece of academic work during this period. Those students affected must note in this context that an automatic renewal is only granted for papers for which the deadlines are administered directly by the Central Examination Office of the University of Stuttgart. The following regulations therefore apply in detail:

- Bachelor’s and master’s theses with deadlines between March 16 and April 19 were extended until June 8, 2020. The new submission deadlines will be displayed in C@MPUS.
- Bachelor’s and master’s theses submitted after April 19 as well as theses registered by May 3 were given an extension of seven weeks. The new submission deadlines will be displayed in C@MPUS.
- In the case of term papers, research projects, and research papers, the exact submission date is usually known only by the examiner. Please contact your examiner for an extension of the deadline and the exact modalities of the submission.
- For academic work within the framework of the state teaching examinations, only the regulations communicated by the state teachers’ examination office shall apply.

Providing students have been disadvantaged by the restrictions in connection with the corona pandemic beyond the deadline extensions for completing pieces of academic work which have already been agreed upon, these disadvantages should be compensated by possible additional extensions. The decisions on extending the deadlines further are taken by the responsible authorities in accordance with the respective exam regulations at the request of the student. Requests of this kind must be justified by the students; these requests must outline the type and scope of the specific impact in particular. The heads of the examination committee are responsible for the extension of the deadlines for bachelor’s and master’s theses, term papers and research projects. The examiners are generally responsible for the extension of deadlines for homework assignments and seminar papers, insofar as the heads of the examination committee are not responsible in accordance with the exam regulations. The Corona Statutes of the University of Stuttgart in this context also enables extensions that exceed the maximum processing or extension periods stipulated in the exam regulations, providing this is necessary to compensate for the disadvantages caused by the corona pandemic.

3.2 Registration for the regulation on optional trial examination and missing ECTS credits because of canceled examinations

If students are no longer able to meet the requirements for the regulation on optional trial examination on time because of the cancellation of examinations, the deadline for achieving the required ECTS credits can be extended by one semester. Please contact the examination
3.3 Examination reviews

Examination reviews are currently permitted for a maximum group size of up to 20 people (including university staff), providing they take place in a large enough room and observance of the hygiene and social distancing rules in accordance with the SARS-CoV-2 hygiene concept is assured. The instructions regarding the prohibition on access and participation specified in Chapter IV no 2.3. shall apply accordingly.

Providing that examination reviews can only be offered for a limited number of candidates in these circumstances, using a previous application process those students must be given priority who are faced with unenrollment due to a loss of right to admission to examination, who want a review of the written examination before the follow-up oral examination, or for whom the next repeat examination is their last attempt to pass.

The decision on whether an appointment to review an examination can be offered under these circumstances will be made at the examiner’s discretion.

Holding examination reviews in person presupposes that the applicable regulations with regard to protection against infection are observed. Since it cannot be ensured that the regulations for protection against infection will be adhered to during examinations with a larger number of participants in particular, examination reviews involving groups of more than 20 people remain suspended. At present it is still not possible to say when examination reviews with larger numbers of participants can be offered again.

According to the exam regulations, students have the option of an examination review within a year of completing the examination proceedings. This also applies if they have already re-taken the examination in the meantime. Regardless of when the examination review takes place, examiners are generally permitted to retrospectively raise the grade of an examination if errors are detected in the correction and grading of an examination as part of the examination review.

If, in individual cases, students urgently need to have their examinations reviewed (e.g. because they are threatened with unenrollment because of the loss of right to admission to examination), the examiners must offer an individual solution.

If an in-person review of examinations is offered again and students cannot take advantage of it because of travel restrictions, quarantine measures or the like, they should be given the opportunity for an individual review at a later date.

V. Doctoral examinations

Oral doctoral examinations may be conducted as long as no more than 20 people are present and the applicable hygiene standards and social distancing rules of the SARS-CoV-2 hygiene concept of the University of Stuttgart are observed.
Insofar as the doctoral degree regulations in Section 11 permit listeners (including members of the university) to participate in oral doctoral examinations, listeners may participate providing that the examination takes place in a large enough examination room and adherence to the social distancing and hygiene rules stipulated in the SARS-CoV-2 hygiene concept of the University of Stuttgart can be assured. Furthermore, it must be assured using a previous application process that no more than 20 people take part in the examination, including the examination committee and the doctoral researcher. The decision on whether listeners may participate in the doctoral examination under these circumstances shall be made by the examination committee; the examination committee shall also bear responsibility for the adherence to the measures described above.

The instructions regarding the prohibition on access and participation specified in Chapter IV.2.3 shall apply accordingly. Listeners who are not employees of the University of Stuttgart must give their contact details. Please use the following form for this purpose. All persons in attendance at the examination must be recorded in the minutes.

The 2019 doctoral degree regulations allow individual members of the examination committee to take part in the doctoral examination via video conference if, for example, actual participation is not possible because of travel restrictions. The relevant regulations were also supplemented in the 2011 and 2016 doctoral degree regulations according to the statute dated May 6, 2020.

VI. Habilitation examinations

The habilitation procedure with the assessment of habilitation performances by the habilitation commission is implemented according to the Habilitation Guidelines of the University of Stuttgart of September 6, 2006, amended by the statute of March 1, 2010.

The Code of Procedure of the University of Stuttgart dated December 18, 2006 applies to the procedure, which was amended by the statute of April 9, 2020. Section 15a of the Code of Procedure also makes it possible to hold meetings of the habilitation commission in the form of a video conference.

In addition to these regulations, the currently valid version of the Corona Regulation required for the purpose of protection against infection must be adhered to in implementing the habilitation procedure. Habilitation examinations can therefore be carried out, providing that

- no more than 20 people are present in person,
- the hygiene requirements, social distancing rules and occupational safety requirements specified in the SARS-CoV-2 hygiene concept of the University of Stuttgart are observed,
- the data collection is safeguarded according to Section 6 of the Corona Regulation (first and last name, address, date and period of attendance and, if available, telephone number or e-mail address) and the SARS-CoV-2 hygiene concept of the University of Stuttgart and
- the prohibition on access and participation in accordance with Section 7 of the Corona Regulation and the SARS-CoV-2 hygiene concept of the University of Stuttgart is adhered to.

Those who physically attend the meetings of the habilitation commission must be informed by the chairperson in due course about any prohibitions on access and participation, social
distancing rules and hygiene requirements, opportunities for attendees to clean their hands as well as opportunities for thorough hand-washing in the sanitary facilities. This information is available in the downloads section of the corona news ticker as “Information about infection prevention measures at the University of Stuttgart during the corona pandemic”.

Those who are entitled to take part in the meetings of the habilitation commission as per the Habilitation Guidelines who are not physically present at the meeting can take part in the relevant meeting by video conference according to Section 15a of the Code of Procedure of the University of Stuttgart.

The provisions of this section likewise apply to the meetings of the respective habilitation committee.
VII. Enrollment in the winter semester 2020/21

1 Procedures for enrollment in the winter semester 2020/21

The procedures for enrollment in the winter semester 2020/21 have been adapted to the restrictions currently in place.
Enrollment takes place via the Campus Management System C@MPUS (https://campus.uni-stuttgart.de/cusonline/webnav.ini). Documents that cannot be uploaded there must be sent by post to the Admissions Office.
Further information on enrollment can be found under the following link: https://www.uni-stuttgart.de/en/study/application/enrollment/

2 Enrollment of international applicants and applicants from the EU

International applicants from the EU were previously required to enroll in person at the Student Services Center. Due to the closure of the Student Services Center, the following regulations currently apply for foreigners and EU citizens with university entrance qualifications gained overseas: Send documents which cannot be uploaded by post or as a scanned copy by e-mail. The certified copies required must be submitted after arrival in Germany.

3 Enrollment of applicants with conditional admission to a master’s degree program at the University of Stuttgart who cannot prove that they have obtained their bachelor’s degree by November 15.

Applicants with conditional admission to a master’s degree program at the University of Stuttgart must prove that they have passed all the examinations of their bachelor’s degree in order to be enrolled in the master’s degree program.

Because of the cancellation or postponement of examinations and the postponement of the deadlines for the submission of theses, applicants may not be able to provide evidence of completion of the bachelor’s degree program by November 15 (registration period for the winter semester).

The Rectorate of the University of Stuttgart has decided on the following measures in this context in order to support the students affected during their transition to their master’s degree studies.

- The registration period for the winter semester 2020/21 for master’s degree programs will be extended until November 30, 2020.

- For bachelor’s degree students at the University of Stuttgart who also intend to pursue a master’s degree at the University of Stuttgart, the number of master’s modules which can be taken in advance has also been increased in this context in the Corona Statutes. This regulation enables students to remain enrolled in their bachelor’s degree program in the winter semester 2020/21 in order to complete it but also to start the master’s degree program. A student can then enroll in the master’s degree program after completing their bachelor’s degree in the summer semester 2021. The following applies in particular:
Insofar as the bachelor examination regulations of the University of Stuttgart allow master’s modules worth 24 ECTS credits to be taken in advance, up to 54 ECTS credits from a master’s degree program listed in the bachelor examination regulations may be taken in advance in the winter semester 2020/21.

For students of art education who are studying their academic subject at the University of Stuttgart, the number of master's modules which may be taken in advance will be increased from 12 ECTS credits to 24 ECTS credits in the winter semester 2020/21.

For students in the teaching degree program who wish to study an extended master’s degree, the number of master's modules which may be taken in advance will be increased from 69 ECTS credits to 99 ECTS credits in the winter semester 2020/21.

VIII. Admission procedure for the summer semester 2021

1. Admission procedure for master's degree programs

1.1 Admission procedure

For applications to master’s degree programs, the application deadlines stipulated in the respective admission regulations continue to apply. It is generally possible to apply to a master’s degree program for the summer semester until July 15. Different deadlines shall apply to internationally-oriented master’s degree programs and continuing education master’s degree programs in individual cases. You can find the Admissions Regulations of the University of Stuttgart under the following link:

https://www.uni-stuttgart.de/en/study/application/master/admission/

Further information on the application deadlines may be found under the following link:

https://www.uni-stuttgart.de/en/study/application/dates/

Providing that selection interviews are conducted with applicants as part of the admission procedure for master’s degree programs, the instructions regarding the prohibition on access and participation specified in Chapter IV 2.3 shall apply accordingly. In accordance with the conditions laid down in Chapter IV.1.1 (oral examinations), selection interviews may also be carried out by video conference.

1.2 Number of master's modules taken in advance in the winter semester 2020/21

The Rectorate has decided to extend the regulations on the number of master’s modules taken in advance by one semester in accordance with Section 6 of the Corona Statutes. This means that the upper limits described below for the maximum number of master's modules that can be taken in advance also apply in the winter semester 2020/21. Bachelor’s degree students at the University of Stuttgart who cannot complete their bachelor’s degree in time to switch to a master’s degree program at the University of Stuttgart in the winter semester 2020/21 can likewise remain enrolled in their bachelor’s degree program for one more semester, and at the same time take modules from the master’s degree program which they intend to pursue.
The following regulations apply in detail:

- Insofar as the bachelor examination regulations of the University of Stuttgart allow master’s modules worth 24 ECTS credits to be taken in advance, up to 54 ECTS credits from a master’s degree program listed in the bachelor examination regulations may be taken in advance in the winter semester 2020/21.
- For students of art education who are studying their academic subject at the University of Stuttgart, the number of master’s modules which may be taken in advance will be increased from 12 ECTS credits to 24 ECTS credits in the winter semester 2020/21.
- For students in the teaching degree program who wish to study an extended master’s degree, the number of master’s modules which may be taken in advance will be increased from 69 ECTS credits to 99 ECTS credits in the winter semester 2020/21.

IX. Student status, unenrollment and fees

1. Fees

The fees to be paid in the winter semester 2020/21 are based on the regulations of the State University Fees Act (Landeshochschulgebührenordnung) as well as the regulations of the Student’s Union and the constitutional student body of the University of Stuttgart. A (proportional) reimbursement of paid fees and contributions after payment has been made is usually not possible.

However, in the event of unenrollment with immediate effect up to one month after the start of the lecture period, the tuition fees for international students as well as second degree course fees and administrative fees can be refunded. The lecture period of the winter semester 2020/21 begins on November 2, 2020.

You can find detailed information under the following link:
https://www.student.uni-stuttgart.de/en/organizing-studies/formalities/fee-reimbursement/

Under certain conditions, students who have to pay the tuition fees for international students or a second undergraduate degree program may be exempt from tuition fees as a result of the consequences of the corona pandemic. You can find detailed information under the following link:
https://www.student.uni-stuttgart.de/en/organizing-studies/formalities/tuition-and-fees/tuition-fee/

2. Unenrollment with immediate effect

Unenrollments usually take place at the end of a semester. Unenrollment with immediate effect is also possible if justification is provided. This is a prerequisite for the reimbursement of tuition fees and the administrative fee if it is done up to one month after the start of the lecture period. The recognized reasons can be found under the following link: https://www.student.uni-stuttgart.de/en/organizing-studies/formalities/unenrollment/

In addition to the reasons mentioned in the link, the University of Stuttgart recognizes a corona-induced drop-out in the winter semester 2020/21 as a reason for immediate unenrollment.
In this context, attention is also drawn to the possibility that it is no longer mandatory to be enrolled in order to take the examinations after registering for the last examinations required for the degree. However, you should carefully consider whether you want to give up your student status and the benefits associated with it before completing your studies. You can find detailed information under the following link: https://www.student.uni-stuttgart.de/en/organizing-studies/formalities/re-registration/

3. The threat of unenrollment due to failure to provide evidence of a pre-study internship

Students whose exam regulations include a pre-study internship and who are threatened with unenrollment in the winter semester 2020/21 because they are unable to find a pre-study internship place due to the current economic situation and thus cannot provide evidence of completing the pre-study internship in time must get in touch with the responsible Internship Office or the responsible examination committee.

The deadline for submitting evidence of having completed a pre-study internship can in such cases be extended by one semester by the offices mentioned above if the student can show that he or she either already has an internship position which he or she is due to complete by the end of the winter semester, or that he or she can document that they have been unsuccessful in their bid to secure an internship position despite making significant efforts to do so. The responsible Internship Offices and examination committees can disclose further details on the requirements necessary for an extension to be awarded.

4. Individual standard period of study / Bafög

With the amendment to the state law governing higher education of June 24, 2020, it was decided that the individual standard period of study may be extended by one semester for all students who were enrolled in a study program in the summer semester 2020. The individual standard period of study is therefore one semester more than that stipulated in the exam regulations of the study program. The individual standard period of study mainly affects the eligibility period for Bafög and the regulation on optional trial examination, providing exam regulations include a regulation on optional trial examination. The regulation on optional trial examination can only be applied to academic achievements and examinations which were performed within the standard period of study. The individual standard period of study also applies to students who were on leave during the summer semester 2020.

All students to whom this regulation applies can find a document to this effect to download in their student file (My Documents) with the title: “Extending_standard_period_of_study_20S”. This “Certificate of extension for the standard period of study” serves as evidence for the relevant offices where necessary, such as e.g. the BAföG office. This extended individual standard period of study does not appear on the regular certificate of enrollment in C@MPUS.