Corona guidelines for Study programs in the winter semester 2021/22

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Preamble

The corona guidelines for study programs in the winter semester 2021/22 supplement and update the corona guidelines for study programs in the summer semester 2021. 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 statutes1

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

After three semesters of online teaching, the winter semester 2021/22 will be a "transitional semester", enabling a responsible return to academic online teaching. The university's aim is to offer at least 50% of its teaching onsite. Digital formats will continue to complement onsite teaching.

Due to the provisions specified in the state guidelines pertaining to infection control measures intended to protect against the spread of the SARS-CoV-2 virus (Corona Guidelines), and the guidelines from the Ministry of Science on infection control measures against the spread of the SARS-CoV-2 virus within the scope of the Ministry of Science (Corona Guidelines University Operations and Art) in the current version, and the hygiene regulations of the SARS-CoV-2 Occupational Health and Safety Standard of the Federal Ministry of Labor and Social Affairs (BMAS), which are summarized in the SARS-CoV-2 hygiene concept, university operations are also subject to certain restrictions in the winter semester 2021/22. These serve to protect against infection.

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 2021/22 contain measures for the winter semester 2021/22.

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

II. General information

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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
Corona guidelines for study programs in the winter semester 2021-22.docx
Duration of the winter semester 2021/22

- Start of lectures: October 16, 2021
- End of lectures: February 12, 2022

III. Teaching in the winter semester 2021/22

The winter semester 2021/22 will be a "transitional semester". Students will be offered a mix of onsite, online and hybrid teaching. The onsite courses on offer as part of individual study programs, (BA/BSc, MA/MSc, state examinations) are planned and organized independently by the responsible faculties and the Stuttgart Center for Simulation Science, based on the maximum permissible occupancy of the rooms. Where onsite teaching is not possible, additional and equivalent online courses must be offered. The faculties are responsible for organizing these courses.

Hybrid formats are helpful when the number of available seats is insufficient (alternating classes based on even/odd matriculation numbers and calendar week), or if onsite teaching is not possible for other reasons.

For courses that are offered onsite, there is no obligation and no legal requirement to offer the course in digital form. Nevertheless, hybrid teaching formats and lecture recordings particularly benefit those students who cannot attend onsite courses for understandable reasons. However, care must be taken to ensure that synchronous online learning does not interfere with onsite study. Furthermore, it should also be kept in mind that most students will not be able to switch between "working from home" and being on campus at short notice and several times a day, and that there will be very limited on-campus opportunities for them to attend simultaneous classes online.

Implementation suggestions and instructions for hybrid teaching formats can be found in the information offered by TIK. Lecture halls have now been equipped with recording technology (cameras) for synchronous transmission via Webex. Information on mobile equipment for teaching rooms without recording technology can be found here: ILIAS for teaching and learning - University of Stuttgart: recommendations for hybrid teaching scenarios (uni-stuttgart.de).

To ensure that students are able to complete the winter semester with as few delays as possible, information about courses (format and schedule) must be communicated as soon as possible, if it this has not already been done, and preferably via ILIAS.

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 2021/22 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.
1. Onsite courses
In the winter semester 2021/22, the university aims to hold at least 50% of courses onsite. In the winter semester 2021/22, extra approval from the Rectorate is no longer required for onsite courses.

For courses taught in university rooms and lecture halls, risk assessments (GBUs) must be prepared for self-monitoring and to document compliance with hygiene measures.

Hygiene concepts must be compiled for all excursions (regional, in the state, outside the state and abroad), which must be agreed with the Safety Department. The excursion can be carried out if the Safety Department issues a positive response. Excursions abroad must be reported to the rectorate prior to the trip taking place.

1.1. Lecture hall capacities
For reasons of occupational health and safety and infection control, the maximum current capacity for lecture halls and workspaces for teaching purposes is generally limited to 50% of full capacity. There are three exceptions to this rule, namely the auditoriums V 47.01 (Campus Vaihingen) with a maximum of 250 students, M 17.01 (Campus Stadtmitte) with a maximum of 250 students and M 12.01 (Campus Stadtmitte, Azenberg) with a maximum of 250 students.

Further exceptions to the rule are laboratories and practical rooms with functioning technical air conditioning systems. In these rooms, a reduction in capacity has been deemed unnecessary for students and teachers because the air circulation is considered adequate. This means that these rooms can be used at 100% capacity. The capacity will be reduced to 50% in ruins where there is no sufficient air conditioning.

Internal rooms without windows and/or air conditioning will not be used for teaching.

1.2. 3G documentation for participating in onsite courses
In accordance with the Corona Guidelines for University Operations, participation in onsite courses is only possible under the provision of 3G documentation. This means, participants must prove that they have been vaccinated, have recovered from the virus, or that they have a negative test result. This obligation applies to everyone involved in the course, which means, the rule applies to students, lecturers and other teaching staff, as well as anyone else involved in the course.

The requirements pertaining to 3G documentation apply to all courses, events for viewing graded exams, and, if applicable, other onsite events that are part of university operations. Furthermore, 3G documentation is also required for the use of student study spaces (including study rooms, libraries, computer pools).

Examinations are exempt from the 3G requirement by resolution of the university management. This means that taking part in examinations does not require the provision of 3G documentation. In accordance with the Hygiene Concept, exceptions to this are possible in the case of course assessments, such as preliminary examinations, if it cannot be guaranteed that the minimum distance of 1.5 m between the examination participants can be maintained.

The University of Stuttgart issues special verification documentation in the form of the CampUSticket for verifying 3G status. You can find further information about the CampUSticket in the Corona newsfeed under the following link.
The Corona Guidelines for University Operations specify that the 3G status of all those taking part in an onsite course must be verified. The latter may also take place using a random sampling model with scientific evaluation. Detailed information about the verification of 3G status can be found on the Corona newsfeed under the following link.

1.3. Attendance documentation

In addition to 3G documentation, the attendance of participants in a course must also be documented so that the Health Authority can trace the chains of infection if necessary.

1.4. In rooms equipped with cactUS readers, attendance documentation will be compiled via checking in and out using ECUS ID cards. In rooms that do not have a cactUS reader, this will be carried out via the cactUS web application, which students can use to check-in and out. Alternatively, the attendance documentation can be compiled using paper forms and/or via registration lists from ILIAS or C@MPUS, which only contain the matriculation number of the participants as well as date and time in addition to the course data. Further information about attendance documentation can be found on the Corona Newsfeed under the following link.

1.5. Access and participation bans

Under certain circumstances, entry into university buildings and/or participation in events is currently not permitted for infection control reasons. In particular, this applies to individuals who are showing the typical symptoms of coronavirus infection, individuals who do not have and cannot present 3G documentation when required, and individuals who do not comply with the requirements for wearing a medical mask or an FFP2 mask. Specifically, an access and participation ban applies in the following cases.

2. Digital teaching

In addition to onsite courses, digital teaching formats will continue to be offered in the winter semester 2021/22. 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.

3. 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).

IV. Examinations in the winter semester 2021/22

1. Specific regulations for carrying out examinations in the winter semester 2021/22 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 Corona Guidelines for University Operations, 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 2021/22. 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 summer semester 2021.

Accordingly, the following instructions and regulations are to be observed when conducting examination proceedings in the winter semester 2021/22. 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

Due to the limited number of participants, oral examinations may generally be held, if infection prevention rules are followed at all times. Oral examinations may be held on-site, if the regulations detailed in the current Corona Guidelines university operations do not prevent this. Please be aware of the infection prevention rules.

The University of Stuttgart’s Corona Statutes permit that oral examinations may be conducted via video conference during periods where on-site oral examinations must be replaced by digital formats, or for health reasons and in accordance with the regulations specified in the Corona Guidelines for University Operations, or for those students who are unable to attend on-site oral examination through no fault of their own, for example due to travel restrictions or quarantine measures.

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 conditions into account, the University of Stuttgart’s Corona Statutes currently only offer limited options for replacing written final module exams with alternative examination formats.

1.2.2 Replacement of written examinations by oral examinations

All exam regulations at the University of Stuttgart state that it is possible to replace final module exams with oral exams. 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. Replacing written examinations with assignments completed at home

Since March 1, 2021, the current Corona Statutes allow written module examinations to be replaced with home assignments, if written module examinations cannot be conducted, in accordance with the regulations specified in the Corona Guidelines for University Operations and due to current developments in the corona situation.

In this case, the responsible examination committee can approve replacing written examinations with an assignment completed at home, if the examiner submits an application for this, but only if a suitable replacement is comparable with a written examination in terms of the skills required and if it is compatible didactically and in terms of content. Online examinations are not permitted as a replacement for on-site written examinations.

Examiners must inform students in advance of any changes to the type of examinations they will be required to take, as well as the form, scope and time allowed for assignments completed at home. Generally, this information should be communicated before the end of the exam registration period.

1.2.4 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 is a problem faced by all universities, the Ministry of Science has formed a team to investigate under which conditions online examinations may be conducted in a legally permissible manner.

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 university operations 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.1.2.4 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 re-
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 2021/22

2.1 Examination period for centrally organized examinations

The examination period for centrally organized examinations in the winter semester 2021/22 is scheduled to begin on February 14, 2022 and end on April 9, 2022. 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 University of Stuttgart's SARS-CoV-2-Hygiene Concept and the Corona Guidelines of the state of Baden-Württemberg stipulate that certain people are banned from accessing the university and from entering certain university premises, as well as participating in onsite events offered by the university. The individual regulations can be viewed under the following link.

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 2021/22. Contrary to the provisions of the exam regulations, stu-
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, regulation permitting an optional trial examination

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, winter semester 2020/21, summer semester 2021 or/and winter semester 2021/22. The same applies for the maximum duration of studies. The maximum extension possible in this case is 3 semesters, even if students were enrolled on a study program at the University of Stuttgart during all 4 previously mentioned semesters. The University of Stuttgart will implement this regulation as follows:

1. All students who are enrolled on an undergraduate study program and have not yet passed the mid-degree exam, will be granted a deadline extension of one semester for each semester they were enrolled in the relevant study program during the summer semester 2020, winter semester 2020/21, summer semester 2021 or/and winter semester 2021/22. The deadline can only be extended by a maximum of three semesters.

2. All students who are enrolled on a study program, where the exam regulations include a maximum study period, will be granted an extension to the maximum study period by one semester for each semester where they were enrolled on the said study program during the summer semester 2020, the winter semester 2020/21, summer semester 2021 or/and winter semester 2021/22. The deadline can only be extended by a maximum of three semesters.

3. The deadline for passing obligatory repeat examinations will be extended by one semester for each semester where the student was enrolled on the said study program, during the summer semester 2020 and the winter semester 2020/21, summer semester 2021 or/and winter semester 2021/22. The deadline can only be extended by a maximum of three semesters.

4. In addition to the statutory deadline extensions, the rectorate has also decided that students whose exam regulations include a regulation on optional trial examination may also make use of this provision in the summer semester 2020, in the winter semester 2020/21, in the summer semester 2021 and in the winter semester 2021/22 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

If restrictions resulting from the corona pandemic, such as the closure of libraries, negatively affect or hinder students in completing their term papers or projects, these restrictions must be compensated by appropriate deadline extensions. Depending on the examination regulations for specific study programs, any decisions pertaining to deadline extensions will be made by those responsible, upon request of the student. Such requests must be justified by the student themselves, and the nature and extent of the restrictions must be detailed. The heads of the examination committees are responsible for decisions pertaining to deadline extensions for bachelor's or master's theses, coursework, or research projects. The examiners themselves are generally responsible for extending the deadlines for term papers or seminar papers, unless the examination regulations state that the Head of the Examination Committee is responsible. In this context, the University of Stuttgart's Corona Statutes also state that it is possible to approve extension deadlines beyond the maximum extensions specified in the examination regulations, as long as this is deemed necessary to compensate for any disadvantage that has arisen as the result of the corona pandemic.

3.2 Examination reviews

Viewings of graded exams may be held in the winter semester 2021/22. The rules pertaining to onsite courses also apply in this case. This means that the same lecture hall capacities apply for viewing graded exams and for onsite courses. Anyone attending a viewing of graded exams must verify their 3G status, random sampling will not be conducted for viewings of graded exams. Furthermore, attendance documentation is also required. (See chapter III.1)

The requirements specified in the University of Stuttgart's SARS-CoV2 hygiene concept must be observed when conducting viewings of graded exams (in particular No. 5.1 and 5.2).

V. Doctoral examinations

Oral doctoral examinations may be conducted if no more than 20 people are present and the applicable hygiene standards and social distancing rules specified in the University of Stuttgart's SARS-CoV-2 hygiene concept are observed.

In the case of oral examinations, an audience (including university members) is permitted, as long as the doctoral degree regulations specified in § 11 allow this and if the examination is being held in a sufficiently large examination room and as long as it is possible to observe the applicable hygiene standards and social distancing rules specified in the University of Stuttgart's SARS-CoV-2 hygiene concept. Furthermore, anyone wishing to attend the exam must register in advance to ensure that no more than 20 people, including the examination committee and the doctoral candidate, are present during the examination. The decision as to whether an audience is permitted in a doctoral examination under these conditions, will be
made by the examination committee, which is also responsible for ensuring that the above-mentioned measures are observed. The information about who is banned from taking examinations and attending courses also applies here. Audience members who are not University of Stuttgart employees must submit their contact details. The following form is available for this. All those present during the examination must be recorded in the minutes. Only guest auditors are required to provide proof of their 3G status. Members of the examination board and doctoral candidates are exempt from 3G obligations.

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 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”.

Corona guidelines for study programs in the winter semester 2021-22.docx
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 2021/22

1 Procedures for enrollment in the winter semester 2021/22

The procedures for enrollment in the winter semester 2021/22 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 2021/22 for master’s degree programs will be extended until November 30, 2021.
- 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 2021/22 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 2021/22.

• 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 2021/22.

• 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 2021/22.

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 January 15. Different deadlines shall apply to internationally-oriented master’s degree programs and continuing education master’s degree programs in individual cases.

The individual admission regulations can be found on the admissions webpage.

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.

2.2 Number of master’s modules taken in advance in the winter semester 2021/22

The rule pertaining to the number of master’s modules taken in advance, in accordance with § 6 of the Corona Statute, also applies for the winter semester 2021/22. Bachelor students at the University of Stuttgart who were unable to complete their bachelor’s study programs as expected and are thus unable to begin a master’s study program at the University of Stuttgart in the winter semester 2021/22, may remain enrolled on their bachelor’s study program and begin simultaneously taking master modules in advance.

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 2021/22.
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 2021/22.

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 2021/22.

IX. Student status, unenrollment and fees

1. Fees

The fees to be paid in the summer semester 2021 are based on the regulations of the State University Fees Act (Landeshochschulgebührengesetz) 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 2021/22 begins on October 18, 2021.

For more information, please see the unenrollment website.

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. More information can be found on the study fees website.

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. A list of recognized reasons can be found on the unenrollment website.

In addition to the reasons mentioned in the link, the University of Stuttgart recognizes a corona-induced drop-out in the winter semester 2021/22 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. Detailed information about this can be found on the re-registration website.
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 summer semester 2022 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

Furthermore, with the changes to the Landeshochschulgesetz (State Higher Education Act) on January 01, 2021 it was decided that for all students who were enrolled on a study program in the summer semester 2020 or/and the winter semester 2020/21, or/and the summer semester 2021 the standard study period will be extended by one semester for each semester where they were enrolled on the said study program during the summer semester 2020 and the winter semester 2020/21. The individual standard study period is thus one or two semesters longer – depending on how long you were enrolled for – than what is stated in the exam regulations. The individual standard study period affects the length of time students are entitled to receive Bafög, and the optional trial examination rules – as long as the examinations regulations specify that the optional trial examination applies. The rules pertaining to optional trial examinations only apply to course assessments and exams that are completed within the standard study period. They can also be relevant for granting scholarships. The individual standard study period also applies to students who have taken a leave of absence during the summer semester 2020, the winter semester 2020/21 or the summer semester 2021. All students affected by this rule will find a document to download called "extension of the standard study period XXX" in their student file (my documents). This “certificate of extension of the standard study period” can be submitted as proof to the relevant authorities, such as the BAFög office. This extended standard study period will not be detailed on the regular enrolment certificates in C@MPUS.