

## Information on Teaching in the 2022 Summer Semester (2)

Dear colleagues,

I am pleased to inform you about some new developments both related and unrelated to coronavirus.

### Mask requirements:

In close coordination with the other Bavarian universities, the University of Bamberg is also changing its requirement to wear FFP2 masks indoors into a strong recommendation to wear FFP2 or medical masks. Beginning on Friday, 27 May 2022, this regulation will apply to all situations in which a minimum distance of 1.5 m from other persons cannot be reliably maintained. Planning room occupancy with the minimum required distancing is strongly recommended for all examinations – and especially highly frequented examinations. However, examination time allowances when wearing masks will no longer be granted. Examiners who would like to reserve suitable rooms for their decentralised examinations during the semester break should contact Facilities Management ([fm@uni-bamberg.de](mailto:fm@uni-bamberg.de); Ms. Gegner).

### Course participation by pregnant students wearing masks:

Due to increased breathing resistance, tight-fitting protective masks (especially FFP2 masks) are only of limited suitability for pregnant women. Periods in which masks are worn should be limited in time depending on the individual's physical condition, the stage (month) of pregnancy and local conditions. If required, pregnant persons should cooperate with instructors to determine alternative protective measures to wearing FFP2 masks. If possible, masks should be removed while keeping a protective distance of at least 1.5 m from other persons. Otherwise, students and instructors must agree in advance upon individual periods for wearing and removing FFP2 or surgical masks during course sessions. You can find further German-language information here: <https://www.uni-bamberg.de/fgh/familienfreundlich-studieren/mutterschutz/>.

### Student Service Centre opening hours:

The Student Service Centre (Sections II/1-4: Academic Registrar's Office, Central Student Advisory Service, Office of Examinations, International Office) once again has regular opening hours for the public. The core opening hours for all departments are Monday to Friday from 10:00 a.m. to 12:00 p.m. and additionally on Monday from 1:30 p.m. to 3:00 p.m. for the Registrar's Office and International Office. Additionally, outside of these times, the Office of Examinations and the Central Student Advisory Service are available Monday afternoons, and all sections are available from Tuesday to Friday by appointment. During core opening hours, scheduled appointments are only possible if specific questions are involved or if certain contact persons in the respective unit must be consulted.

### Certificate of inability to take an examination:

Following the expiration of corresponding, pandemic-related special regulations in the University's Corona Statutes, it is no longer possible for students to withdraw from a university module examination by simply not attending. If students are absent without excuse from an examination for which they are registered, this will again result in a failed attempt due to unexcused absence. For an illness-related withdrawal from examinations, students are again required to present a medical certificate. The Office of Examinations has compiled extensive information on this, which is available in German here: <https://www.uni-bamberg.de/pruefungsamt/atteste-formulare-fuer-den-arztbesuch/>. This website also provides

- a form for the certificate of inability to take an examination in case of not attending a written/oral/practical examination (medical certificate) and
- a form for requesting a deadline waiver for seminar papers/final theses due to illness combined with a doctor's certificate of inability to take examinations.

Students are advised to use the corresponding form in the event of illness in order to simplify processing. The section with the student and examination data can be edited directly in the PDF, and the correspondingly pre-completed form can then be presented to the examining doctor for certification of the inability to take the examination.

#### Outline schedule for centrally organised and decentralised examinations:

As already announced in a previous newsletter, a schedule for all (written) centrally organised and decentralised examinations will be available online from the 2022 summer semester onwards. An existing overview of the registration dates for decentralised and centrally organised examinations on the pages of the Examinations Office under the heading "FlexNow/FlexNow for students" has been revised for this purpose. The complete schedule can be found at [https://out.uni-bamberg.de/prf/an\\_abmelde\\_fristen-prf.jspx](https://out.uni-bamberg.de/prf/an_abmelde_fristen-prf.jspx). The precise examination dates for centrally organised examinations will be available once the planning phase has been completed (around mid-July). The individually responsible teaching units handle entry of decentralised examination dates.

#### Function-specific email addresses for degree programme representatives:

Starting in the 2022 summer semester, degree programme representatives are required to use and announce official, function-specific email addresses. I would like to remind all degree programme representatives to comply with this and to check their email address regularly for new messages. Instructions on how to integrate this into Outlook can be found at <https://www.uni-bamberg.de/rz/dienstleistungen/mail/zugriff/outlook/>.

#### Results of the study conditions evaluation:

Results of the 2021/22 winter semester study conditions evaluation are available in the QM-ServiceNet at <https://www.uni-bamberg.de/qm/evaluation/zentrale-evaluation/studienbedingungevaluation/202021-1/>. In addition, the degree programme representatives will receive the results for discussion in their respective degree programme's quality circles.

The Committee for Study and Teaching Quality already discussed the results in its meeting on 18 May. Central topics were the different modalities and deadlines for examination and course

registration and deregistration, as well as access to courses. From the committee's point of view, the communication and transparency of deadlines for registration and deregistration of examinations has already been improved by the introduction of the outline schedule for centrally organised and decentral examinations (see above). In order to increase the transparency of registration and deregistration modalities and deadlines for both examinations and courses, the information should be published more uniformly on teaching units' and degree programmes' websites in the future. A proposal for this purpose is being drafted. With regard to access to courses, the technical possibilities for simpler implementation of course registration (<https://www.uni-bamberg.de/fileadmin/www.abt-studium/Pruefungs-Studienordnungen/Lehrveranstaltungszulassungssatzung/Lehrveranstaltungszulassungssatzung-1.pdf>) were discussed in particular. A further exchange on this is planned.

#### Open office hour for part-time lecturers:

In order to give part-time lecturers another opportunity to address their concerns directly to the University Executive Board this semester, I would like to offer an open office hour for this group of our employees on Monday, 25 July 2022 at 3:00 p.m. If you are interested, please register for this event by Monday 18 July 2022 with the Office of the President ([buero.vp@uni-bamberg.de](mailto:buero.vp@uni-bamberg.de)). I will then send you the access data for a video conference.

Best wishes and warm regards,

Stefan Hörmann