

Rapid decision from the president of the University of Bremen in accordance with § 81 para. BremHG on March 23, 2020 regarding

## **Changes to the examination practices employed to date for the duration of the government measures to limit the spread of coronavirus**

Scope of application: This information / changes do not apply to students of the first state examination in law. Should you be registered for a degree in law with the aim of completing the state examinations, please note the information on your faculty's website:

<https://www.uni-bremen.de/jura/fachbereich-6-rechtswissenschaft/studium/studierende/hinweis/>

Period of application: This information applies to examinations from the winter semester 2019/2020, which were planned to take place between March 13, and April 20, 2020 in accordance with the examination schedule and were not able to be / will not be able to be carried out as usual due to the measures taken by the government or the university.

Please note that only the original German version of this text is legally binding.

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## I. Examinations and Coursework

In the frame of the examinations being cancelled by the University of Bremen, the regulation regarding failure to take the examination in accordance with § 17 para. 1 of the general parts of the Bachelor's and Master's Examination Regulations will be lifted for winter semester 2019/2020 examinations. In other words: regardless of whether you registered yourself or if the examination offices did this for you, you will have no disadvantage and will be able to register for new examination dates as soon as they are available.

Should you already have de-enrolled or not re-enrolled for the summer semester 2020 because the examinations were the last ones of your degree, please find further information under F.

### A. Written Examinations

No examinations will take place until April 20, 2020. You do not need to withdraw from the examinations. The examination offices will do this for you.

You will receive information on newly scheduled dates for the make-up examinations in a timely manner. It is necessary that you register for the make-up examinations via PABO and possibly also Stud.IP.

If the postponement of an examination poses undue hardship to you, please contact the examiner in order to find an individual solution. Should you submit graded work, this will count as an examination attempt. It is not possible to withdraw after having carried out the examination.

### B. Oral Examinations

No oral examinations will take place until April 20, 2020. You do not need to withdraw from the examinations. The examinations offices will do this for you.

You will receive information on newly scheduled dates for the make-up examinations in a timely manner. It is necessary that you register for the make-up examinations via PABO and possibly also Stud.IP.

If you need to or wish to complete an oral examination at an earlier date, please contact your examiner and briefly explain the reason for your wish. Oral examinations may take place as long as the technical requirements are fulfilled and all Examination Committee members are able to agree to a video-supported examination in writing (for example via email).

Please note that an identity check must take place at the beginning of a video-supported examination. This may mean that you have to show your ID card (photo and name), for example.

Should you submit graded work, this will count as an examination attempt. It is not possible to withdraw after having carried out the examination.

### C. Term Papers and other Written Assignments

*Does not apply to legal degrees!*

The cancellation of examinations primarily concerns written examinations and oral examinations. Written graded work or coursework (term papers, essays, protocols etc.) can, in some cases, still be completed.

If you are not able to adhere to submission deadlines due to the current situation, for example the closure of Bremen State and University Library, please send an email to your examiner. Examiners are obliged to extend the deadlines on an individual basis (for example, by 21 days).

Should you submit graded work by handing in written work then this will count as an examination attempt. It is not possible to withdraw after having done this.

If you have already withdrawn from the winter semester examination but wish to have your work graded as part of the winter semester, you must register yourself for the available make-up examination via PABO and possibly also Stud.IP. You will receive information on newly scheduled dates for the make-up examinations in a timely manner.

Submission of your work can take place via an email to your examiner or in the submission file on Stud.IP – in accordance with the regulations of your examiner. The work must be in PDF format.

### D. Internships, Practical Subject-Specific Training, and Excursions

Excursions, practical subject-specific training, school-based internships, and also clinical internships are no longer possible under the current circumstances. We ask for your understanding this we have no final solution for such cases as of yet. Rest assured that we will not lose sight of this matter.

Please contact the relevant person in your degree course / faculty if you have had to stop or not been able to begin an internship.

Please contact the ZfLB (Center for teacher Education and Education Research <https://www.uni-bremen.de/zflb/das-zflb/>) if this applies to a school-based internship.

### E. Bachelor's and Master's Theses

Due to the current circumstances, several of you will not be able to complete your bachelor's or master's theses as planned, as experiments, laboratory readings, further data acquisition, or library visits are not possible. If this applies to you, please contact your

examiner to consult him/her on adaptations to the thesis, for example changes in topic. Please note the regulations in §10 of the general parts of the Bachelor's and Master's Examination Regulations.

## 1. Deadline Extension

If the writing period for your bachelor's or master's thesis has already begun then this period will be generally extended by **two months**; the University Executive Board will make decisions on a possible extension of this deadline if the protective measures against the virus decided upon by the government are extended further. A separate notification regarding the extension will not be issued or sent to you. An example: the usual submission deadline in your thesis notification is March 27, 2020. The new date is now May 27, 2020. If the new submission date is on a Sunday or public holiday, the submission date moves to the following working day.

The general deadline extension of two months also applied to bachelor's and master's theses that are authorized / formally begin in the period up to and on April 20, 2020.

No special correspondence (new notification) regarding the general deadline extension will be sent to you. The examination offices will take the deadline extension into consideration when you submit your thesis.

## 2. Submission Modalities

You may tack your thesis instead of binding it for submission in paper form. A collection of loose sheets of paper will not be accepted.

Please send your copies and a digital version to the relevant examination office's postal address.

Submission in person is not possible. If you do not wish to use the postal service, then you may use the postbox in the Central Examination Office. The postbox is accessible at all times and you must not enter the building. Theses for faculties 1 to 5 will be forwarded to the relevant examination office via the internal post.

Should it not be possible for you to hand in your thesis in a printed format then please send it as a PDF and without password protection to the following addresses: zpa-sekretariat@uni-bremen.de and to both examiners in CC (not in separate emails!)

Name the file as follows:

BA\_Subject\_Surname\_Student ID Number (example: BA\_GermanStudies\_Smith\_123456.pdf)  
OR

MA\_Subject\_Surname\_Student ID Number (example: MA\_Psychology\_Smith\_123456.pdf)

Should your thesis be comprised of several parts, please add the part number (part 2, part 3, etc.) to the file name (example: MA\_Part 2\_Psychology\_Smith\_123456.pdf)

The declarations (copyright / PlagScan / archiving) will be accepted as an individual file and with a scanned signature. The file must be sent with the thesis.

### 3. Withdrawal from Examinations

Should you have completely withdrawn from your bachelor's or master's thesis in the period between March 13, and April 20, 2020, then registration is deemed as not having taken place. §10 para. 7 of the general part of the Examination Regulation does not apply. If you have already withdrawn, you must submit a further request for bachelor's /master's thesis authorization.

These regulations also apply to bachelor's and master's theses that are authorized / formally begin in the period up to and on April 20, 2020.

### 4. Individual Deadline Extension (Regardless of the Corona Measures)

If you require an individual extension of your deadline beyond the general extension stated under E.1. due to circumstances that are not connected to the governmental measures to limit the spread of the corona pandemic, please submit a request that includes an explanation to the relevant examination office via email, in accordance with § 10 para. 9 of the general part of the Examination Regulation.

### F. De-Enrolled or Not Re-Enrolled after Registration for Final Examination

Those who did not re-enroll for the summer semester or de-enrolled after having registered for their final examination/graded work, may still take part in make-up exams in the summer semester. Should the withdrawal from the examination after the beginning of the summer semester be a problem and no longer be possible on PABO due to the lack of re-enrollment, please send an email stating your wish to be registered for the examination to the relevant examination office. This only applies to students in their final semester who registered for their final examinations in winter semester 2019/2020.

## II. Counting of Semesters for Make-Up Examinations

The semesters will not be counted for all examinations/graded work that was not able to be completed due to the corona pandemic. You do not need to contact the relevant examination office with regard to this. This regulation automatically applies to those affected.

This is valid for examinations that were planned as taking place between March 13, and April 20, 2020 in accordance with the examination schedule.

If examinations scheduled to take place between March 13, and April 20, 2020 are taken as make-up examinations at a later point in time, they will be stated as being winter semester 2019/2020 examinations on the Transcript of Records.

### III. Attestation for Presentation to Official Authorities and Institutes

We are aware of the deadlines regarding presentation of achievement and attestations for official authorities and institutes (for example LIS, the BAföG Office, scholarship providers). We are in contact with the relevant offices and are deciding on how the situation can be handled.

However, due to the restrictions in university operations, it is not possible to produce individual attestations detailing reasons and scope regarding examinations that were not taken. You can present this ruling as an aid in the meantime.

Please direct your questions regarding deadline extensions or alternative methods of proof to the institutes themselves, as the University of Bremen is not able to make any binding statements regarding enquiries that lie outside of its area of responsibility.

Please consider the fact that the stated organization must create new regulations and processes and must adapt to the current situation.

### IV. Requests

Requests will be accepted with scanned signatures during the above-stated period.

Please send your requests to the relevant examination office via email.

### V. Doctor's Certificates and Certifications of Incapacity to Work

The usually required doctor's certificates for individual requests, for example for educational accommodations for students with disabilities or for the avoidance of hardship, will not be needed during the period of applicability of this University Executive Board regulation. These may be required at a later date for requests with long-term effects.

Requests must still include an explanation.

### VI. Contact to Examination Offices

There will be no office hours / opening hours for the duration of the infection protection measures taken by the government.

Please contact the relevant office by email in important cases.

We ask for your understanding that the processing times are currently much longer.

The Central Examination Office's postbox is always accessible and will be emptied as usual. You can use the postbox for all requests or other post for the examination offices of all faculties. These will be forwarded to the relevant examination office via the internal post.