



**Amtliche Mitteilung No. 06/2020**

**Regulations established by TH Köln's  
Executive Board to meet the challenges  
posed by the coronavirus SARS-CoV-2  
pandemic for the university's teaching  
operations and academic affairs**

**of April 30, 2020**

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**Technology  
Arts Sciences  
TH Köln**

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meet the challenges posed by the coronavirus  
SARS-CoV-2 pandemic for the university's teaching  
operations and academic affairs**

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By virtue of sections 2 (4) and (82a) of the North Rhine-Westphalia Higher Education Act (*Gesetz über die Hochschulen des Landes Nordrhein-Westfalen - HG*) of September 16, 2014 (GV. NRW, p. 547) as amended on July 12, 2019 (GV. NRW, p. 425), last amended by Article 10 of the act of April 14, 2020 (GV. NRW, p. 217 b) in conjunction with the Regulation for Higher Education Institutions during the Corona Pandemic (*Corona-Epidemie-Hochschulverordnung*) of April 15, 2020 (GV. NRW, p. 297) the Executive of Board of Technische Hochschule Köln (University of Applied Sciences) has adopted the following regulations concerning teaching operations, academic affairs and examinations:

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### Information

Please note that in accordance with sect. 12 (5) of the North Rhine-Westphalia Higher Education Act (Hochschulgesetz – HG NRW) a violation of the formal and procedural requirements of the university's rules and self-governing laws cannot be asserted after one year has elapsed since this announcement, unless

- 1) the rules and regulations were not properly announced,
- 2) the executive board had previously objected to the decision of the body adopting the rules and regulations,
- 3) a complaint regarding the violation of the formal or procedural requirement had previously been made and in this complaint, the legal regulation violated was mentioned and the violating circumstances were described, or
- 4) at the time of publication of the rules and regulations, the legal consequences of the preclusion of complaint were not indicated mentioned.

## Sect. 1 Objective and applicability of the regulations

- (1) The objective of these regulations is to enable faculties and students to meet the challenges that are or have been caused by the coronavirus SARS-CoV-2 pandemic (pandemic) and to ensure that teaching operations are as functional and disadvantage-free as possible.
- (2) In light of the conditions caused by the pandemic, teaching operations are to be re-organized and quickly moved to remote teaching formats. These regulations amend the enrollment regulations as well as all examination regulations currently in force at TH Köln to adjust them to the current exceptional situation and to provide a legal framework for teaching and study activities at TH Köln. The provisions of these regulations take precedence over conflicting provisions in TH Köln's enrollment and examination regulations.

## Sect. 2 Enrollment

If, in addition to the Higher Education Entrance Qualification, an internship is required for enrollment, the deadline for submitting supporting documents is extended to at least the end of the summer semester 2021. Deviating from this, the responsible examination boards may decide that proof of at least 50% of the required internship duration is to be presented at the time of enrollment.

## Sect. 3 Standard program duration (*Regelstudienzeit*)

The individual standard program duration is increased by one semester for all students who, in the summer semester 2020, are enrolled in a degree program or admitted as cross-registered students (*Zweithörer\*in*) in accordance with sect. 52 (2) of the North Rhine-Westphalia Higher Education Act. This does not apply to students who are on a leave of absence in the summer semester 2020.

## Sect. 4 Examinations, assessments, examination board

- (1) Examinations can take place as electronic examinations or through electronic communication (online exams) using the software and e-learning platforms provided by TH Köln. The principle of equal treatment for examinations is to be respected with regard to the conditions during the pandemic.
- (2) Online exams may be conducted on TH Köln's premises as well as off the university's premises (remote exams).
- (3) A technical solution for a legally certain authentication of the examinee over the entire duration of remote exams which also adequately respects the fundamental rights of the individuals involved (e.g. proctoring, screen casting) is currently not available. Until such a system is in place, a declaration in lieu of an oath in which the examinee declares that he/she is the person to be examined, will not or have not used any non-permissible means and is aware that any cheating or attempt thereof will be punished as specified in the respective program's examination regulations is sufficient. Non-permissible means are all documents, electronic resources, electronic devices or other resources that are not explicitly allowed to be used during the respective examination. Additionally, it is recommended to design remote exams in such a way

that it addresses higher taxonomy levels (e.g. term papers, study portfolios, projects, open book exams etc.) to offset the effects of the alleged use of non-permissible means.

- (4) The examination board may decide to replace exam types defined in the examination regulations or the module catalog by other types of exams, including types not yet defined in the examination regulations or module catalog. Students are to receive information on which exam type will be used at least four weeks prior to the exam. In good time before the respective exam, students are to be made familiar with the new exam type and, if applicable, the necessary electronic applications.
- (5) Examinations which must take place on-site may only take place if hygiene measures and regulations on physical distancing (the Crisis Management Board will publish details at [th-koeln.de/coronavirus\\_en](http://th-koeln.de/coronavirus_en)) are observed or must be re-scheduled to take place after the lecture period of the summer semester (sect. 5 (3)).
- (6) Semesters abroad, internships or practical phases of a program required according to the curriculum which can currently not be completed, or only in part, may be replaced or complemented by alternative coursework and/or examinations. Details will be determined by the respective examination boards.
- (7) Passing lab courses or practical courses will not be considered a prerequisite to participate in courses or lectures if, for compelling reasons, they cannot be replaced in the summer semester 2020 by alternative (including digital) teaching formats.
- (8) Students may re-take examinations taken in the summer semester, irrespective of the result of the exam (free examination attempt/*Freiversuch*). Examinations that were graded "not passed" due to (attempted) cheating are exempt from this rule (sect. 14 (3) and (4) of the General Examination Regulations (*Rahmenprüfungsordnung, Amtliche Mitteilung* 10/2018). Re-taken examinations do neither count towards the maximum number of examination attempts as defined in sect. 14 (1) of the General Examination Regulations nor towards the additional examination attempts as defined in sect. 14 (2-7) of the General Examination Regulations for Bachelor's programs. The Office of Student and Examination Services will provide information on the registration process. The provisions made in sentences 1 to 3 apply to all programs and all (partial) exams of these programs which were conducted as written exams (on-site, online and/or remote), open book exams or oral examinations (on-site or remote). Sentences 1 to 4 do not apply to Bachelor's or Master's theses and the corresponding final oral examinations (*Kolloquium*).
- (9) Students on leave of absence have the right to submit coursework and take exams irrespective of their reason for being on leave. This regulation is subject to change in case nation-wide regulations will be adopted which require an adaptation of these regulations.
- (10) Meetings of the examination board may take place using means of electronic communication. To pass resolutions, a circular can be sent around to all members for their written approval (*Umlaufverfahren*). Approval may also be given by means of electronic communication. The respective chairperson of the examination board is to decide on the appropriate method.
- (11) The reasons for missing or withdrawing from an examination are to be immediately reported to the examination board in writing and reasons are to be given. To reduce the workload of medical practices, medical certificates issued in case of incapacity of work (*Arbeitsunfähigkeitsbescheinigung*) will, as an exception, be accepted in cases where students withdraw from taking an exam due to illness.

## Sect. 5 Courses

- (1) Wherever possible, courses will be provided in digital form. The respective exam types are to take the requirements of digital teaching formats into account.
- (2) For all programs the lecture period of the winter semester 2020/21 will start on November 1, 2020 and end on February 12, 2021.
- (3) Courses or parts of courses (e.g. practical lab courses) which cannot take place (entirely or in part) during the lecture period of the summer semester 2020 may be completed until August 15, 2020 or between September 15, 2020 and October 31, 2020. This requires the approval of the Dean's office. If this is the case, students are to be notified without delay.
- (4) Courses or parts of courses, except courses of the first program semester, which cannot entirely take place during the lecture period of the winter semester, may already start in the period between September 15, 2020 and October 31, 2020. This requires the approval of the Dean's office.

## Sect. 6 Entry into force and termination

- (1) These regulations enter into force the day after their publication and are published in Technische Hochschule Köln's *Amtliche Mitteilungen*.
- (2) With the exception of sect. 5 (2-4) these regulations will expire at the end of the exam period which is part of the summer semester 2020.
- (3) These regulations are issued based on the decisions by TH Köln's Executive Board of April 29, 2020, in consultation with TH Köln's faculties.

Cologne, April 30, 2020

President  
of Technische Hochschule Köln

Prof. Dr. Stefan Herzig