



***Amtliche Mitteilung No. 34/2021***

Regulations established by the Executive Board of Technische Hochschule Köln – University of Applied Sciences to meet the challenges posed by the coronavirus SARS-CoV-2 pandemic for the university's teaching operations and academic affairs in the summer semester 2021

of March 26, 2021

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**Technology**  
**Arts Sciences**  
**THKöln**

This is a translation of the original German document. For all legal purposes only the German version of these regulations shall be considered binding.

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.

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Technische Hochschule Köln – University of Applied  
Sciences to meet the challenges posed by the  
coronavirus SARS-CoV-2 pandemic for the university's  
teaching operations and academic affairs in the summer  
semester 2021**

**of**

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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 1 of the act of December 1, 2020 (GV. NRW, p. 1110, b) in conjunction with the Regulation for Higher Education Institutions during the Corona Pandemic of April 15, 2020 (GV., NRW, p. 297) as amended on February 10, 2021 (GV. NRW. p. 1110) 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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## 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 no more than 50% of the required internship duration is to be presented at the time of enrollment.

## Sect. 3 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 is to be respected with regard to the general circumstances 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 which the examinee declares that he/she is the person to be examined, will not or has 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 in most cases. 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, exam-related communication with third parties or artificial intelligence agents etc. 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) In cases where module examinations are exceptionally offered as written video-remote exams (*Video-Fernklausur*) because it has been substantiated that there is no other option for didactic reasons, the following applies in order to ensure equal opportunities for all examinees:

1. Examinees must be supervised by means of a video transmission for the entire duration of the exam. Supervision of the examinees is decentralized and in real time and carried out by university staff.
  2. At the beginning of the exam, examinees are to identify themselves by presenting their MultiCa and government-issued ID card. Additionally they are required to show the entire room where they are to take the exam with their camera to demonstrate that they are by themselves and do not use any non-permissible means. Students declare that they will stay in the room by themselves for the duration of the exam, that they will not cheat during bathroom breaks and they will not use any electronic devices or applications (including messenger groups) which are beyond the camera's reach in order to cheat.
  3. The footage transmitted will be neither recorded nor stored, especially not for the purpose of supervision.
  4. The exam will also be offered as a regular written exam on campus at the same time as the video remote-exam. Each examinee may decide, up until one week before the exam, if he/she wants to participate in the remote exam as described under items 1 to 3 or in the exam on campus. Students who opt to take the exam on-site use their own laptop for the exam, just like for the video remote exam.
- (5) 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.
  - (6) On-campus examinations may only take place if hygiene measures and infection protection regulations (please check [th-koeln.de/coronavirus\\_en](http://th-koeln.de/coronavirus_en) for details) are observed.
  - (7) 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.
  - (8) 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 by alternative (including digital) teaching formats in the summer semester 2021.
  - (9) Examinations that are taken in the examination period terminating on September 30, 2021 and not passed are considered not taken. Examinations that were graded "not passed" due to (attempted) cheating are exempt from this rule (sect. 15 (3) to (6) of the General Examination Regulations (*Rahmenprüfungsordnung, Amtliche Mitteilung 10/2018*)). Examinations that were taken (and current regulations were respected, i.e. no cheating) but not passed 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. Sentences 1 to 2 do not apply to Bachelor's or Master's theses and the corresponding final oral examination (*Kolloquium*).
  - (10) Students on leave of absence have the right to submit coursework and take exams irrespective of the reason for being on leave. This regulation is subject to change in case nation-wide regulations will be adopted which require an adaption of these regulations.

- (11) 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 giving by means of electronic communication. The respective chairperson of the examination board is to decide on the appropriate method.
- Students may withdraw from an examination until its start.

#### Sect. 4 Classes

- (1) The official lecture period of the summer semester starts on March 29, 2021 and ends on July 23, 2021.
- (2) Classes or parts of classes (e.g. practical lab courses) which cannot take place (entirely or in part) during the lecture period of the summer semester 2021 may generally be completed until September 30, 2021. This requires the approval of the Dean's office. Additionally, classes or parts of classes for students of higher semesters may start early, i.e. before the official start of the lecture period. This requires the approval of the Dean's office. If this is the case (sentence 1 and 2), students are to be notified without delay.

#### Sect. 5 Entry into force; termination

- (1) These regulations enter into force on March 26, 2021 and are published in Technische Hochschule Köln's *Amtliche Mitteilungen*.
- (2) These regulations will expire at the end of the exam period which is part of the summer semester 2021.
- (3) These regulations are issued based on the decisions by TH Köln's Executive Board of Wednesday, March 24, 2021, in consultation with TH Köln's faculties.

Cologne, March 26, 2021

President  
of Technische Hochschule Köln

Prof. Dr. Stefan Herzig