

# Guidelines for Teaching in Winter Semester 2020/2021

Dear instructors,

Towards the end of the previous, virtual semester, certain courses could be held in person in compliance with hygiene regulations. The options for (partially) in-person courses have now been significantly expanded. For this purpose, the centrally managed rooms have been prepared in such a way that classes and meetings can be used without additional requests. This presents us all with new challenges: attendance must be documented and hygiene regulations must be strictly adhered to.

Additionally, it will also be important to organize everything in the coming semester in such a way that students can make good progress towards their degrees. Please assist your students by considering different application deadlines when planning your courses.

This guideline gathers all important information for teaching in the winter semester in one place.

## For all classes (online and [partially] in-person)

### General framework

In early October, Presidential Board implemented the "Special Operations Phase Two", which, among other decisions, allows pregnant persons to be on campus again and external parties to access the University. For more details, please refer to the central page "Current situation at the University of Oldenburg" (<https://uol.de/en/info-coronavirus>).

The earlier decisions of the Presidential Board, relating to teaching during the corona pandemic, remain applicable for the duration of the special and reduced operations. This applies to the following:

- Proof of the bachelor's degree must be provided by the last day of the second semester of the Master's program.
- Recommended actions regarding in-person assessment
- Recommended actions regarding required exams
- Recommended actions regarding online oral assessments and exams
- Recommended actions regarding online presentations
- Models for compensation of teacher education practice modules

Students need to meet the following deadlines for making progress toward their degree. Please take these into account when planning your exams and grading:

- Deadlines for applications to a higher semester in all Master of Education courses: **15.02.2021**. (see: <https://uol.de/en/students/application/deadline/master-of-education>)  
Timeline recommendation: Deadline for the bachelor's thesis around mid-November 2020; assessment and grade notification by Christmas 2020.

- The deadlines for applying to a higher master's semester are between **mid-January and mid-March 2021**. Please refer to this page for specific program deadlines. <https://uol.de/studium/bewerbungsfristen/master>. Please note that all assessment components (module examinations) and evaluation of the bachelor's thesis must reach the Examination Office up to approx. seven weeks before the application deadline.
- When applying for the teacher's practical training (Refrendariat) in Lower Saxony (August date) for the school type *Grundschule (G)*, *Haupt- und Realschule (HR)*, *Sonderpädagogik (SoPäd)* and *Gymnasium (Gym)*, the grace period for the Master's certificate is **30.04.2021** ([https://www.mk.niedersachsen.de/download/152084/Einstellungstermine\\_2021.pdf](https://www.mk.niedersachsen.de/download/152084/Einstellungstermine_2021.pdf)). Timeline recommendation: Latest submission of the Master's thesis in mid-January 2021, assessment and grade notification must reach the Examination Office by the end of February 2021 at the latest.
- When applying for teacher's practical training (Refrendariat) in Lower Saxony for the school type *Wirtschaftspädagogik (Wipäd)*, the application deadline is **14.01.2021** (<https://www.zulaonline.niedersachsen.de/>). Whether the certificate can be submitted at a later date is not currently clear, but experience shows that the grace period is usually six weeks after the deadline for applications (the date will certainly be published soon on the link above). Timeline recommendation for 14.01.2021: The master's thesis must have already been submitted; grade notification must reach the Examination Office by mid-November 2020. Timeline recommendation for submitting the certificate within the grace period (approx. end of February): Submission of the Master's thesis by the beginning of December, grade notification must reach the Examination Office by mid-January 2021 at the latest.

Note: If the results of module examinations have not yet been processed, this must also be done by the appropriate deadline of the final work grade.

Due to reduced operations, the final documents (diploma certificate, transcript of records) are expected to take about six weeks; after certificates have been issued by Division 3 – Student and Academic Affairs, the certificate must still be signed by the schools, too.

## Notes on online classes

### Webex as an addition to BigBlueButton

Since BigBlueButton is only designed to accommodate up to about 200 participants in a videoconference, Cisco's Webex web conferencing platform is available for large classes up to 1,000 participants.

A guide will be available [here](#).

### Attending online and in-person classes successively

Please note that students may attend both in-person and online classes in the same day. As they may not be able to get back home between classes, rooms are being prepared at the University where students can attend online classes. Since these rooms will be used by several students simultaneously, they may be unable to actively participate in discussions to the extent your course design requires.

## For (partially) in-person classes

### Compliance with hygiene regulations

In order to ensure that university life can continue effectively even under these difficult conditions, the following rules must be observed (in addition to those stated in the current version of the “Statement on Reduced Operation Under SARS-CoV-2 Conditions at the UOL” – *Erläuterungen zum Sonderbetrieb unter SARS-CoV-2-Bedingungen der UOL*):

- All courses must follow the standard schedule, which allows for a half-hour break between courses, i.e., 08:15-09:45 am, 10:15-11:45 am, etc.
- During every class session, instructors must plan one or more phases (depending on length of class) for ventilating the room (except in rooms with ventilation systems). At the end of the course, instructors must ventilate thoroughly once again before closing the windows and leaving the room
- Attendance in each session must be documented on Stud.IP. In this [document](#), you will find step-by-step instructions on how to create a Corona attendance list, which are to be used solely for this purpose.
- Masks and/or face coverings are mandatory in all buildings, hallways and classrooms. Face coverings can be taken off once seated.
- In classrooms, tables and chairs must not be moved; this applies particularly to rearranging items in the room for group work or to having several students can sit at the same table.
- At the end of a class session, instructors are always responsible for cleaning, i.e., disinfecting the tables, chairs and door handles after the students have left the room. Disinfectants and other necessary products are kept in the centrally managed classrooms.
- Instructors are responsible for leaving the room on time. To this end, class sessions must end a few minutes early.
- Instructors should remind students to keep their distance when exiting the classroom and to leave the building quickly.
- Under no circumstances is it permitted to exceed the defined maximum number of people allowed in the classroom. This number will be clearly displayed in each room.
- Instructors are allowed to distribute work material such as worksheets may be distributed by the teacher.

In addition to these general regulations, there may be specific ones for certain class formats (such as lab exercise). Please check with your school.

### Corona infection in an in-person class

The University of Oldenburg has established a reporting procedure for cases if a person who attended a face-to-face class session (a student or an instructor) tests positive for the SARS-CoV-2 virus or if home quarantine is ordered. We kindly ask you to contact us to prevent the outbreak of the infection within the University.

**The contact form** can be found [here](#).

The exact procedure as well as general conditions and effects on teaching are available to you in the central information document, which you can access [here](#).

## Information and advice for teachers

Further information and courses on teaching and learning in higher education as well as details about individual consultations can be found on this website: <https://uol.de/lehre/hochschuldidaktik/>

You can also contact the *Hochschuldidaktik* team directly with any questions you may have (e-mail [hochschuldidaktik@uol.de](mailto:hochschuldidaktik@uol.de)).

For more information on teaching and learning with digital media, please consult the e-didactics blog, where you will also find a useful information and an overview of instructions: <https://wp.uni-oldenburg.de/edidactics/en/>

If you have any questions, stop by e-didactics online consultations (every Mon, Wed, Fri 10.30 am-11.30 am, BBB-Room: <https://meeting.uol.de/b/car-k2d-fh7>).

Consultations at other times are available by appointment. (e-mail [edidaktik@uol.de](mailto:edidaktik@uol.de)).