Dear students,

Due to the current situation, many questions arise as to how your studies, and thus also your examinations, will continue under the influence of the pandemic and the "social distancing" necessary to contain it.

We can assure you that we are working hard to keep the impact on your studies as small as possible, but we cannot promise you that we will be able to completely compensate for the effects. This is a situation that is not only completely new for us, but will also lead to restrictions and delays for all of us.

First of all, a request: Due to the large number of requests, we will not be able to answer all requests individually and we will also not be able to find an individual solution for each case. We are working to find solutions for all students who

- also manageable in many cases
- generous to you and
- are uniform for all students.

Please be assured that we read all requests and include them in our considerations, even if we cannot answer all of them. Please refrain from sending requests to different places at the same time or one after the other.

This notice is revised by us at regular intervals, changes to the previous version are marked as shown here.
We have divided the questions and answers according to subject areas:

1. General

- When do the lectures in WS 2020/21 start?

Courses in the Bachelor's programmes generally begin on 1 November 2020.

- How will the lectures in WS 2020/21 be held?

The courses in the winter semester 2020/21 will generally not start as in-class courses, but digitally. Depending on the course of the pandemic, in-class events are possible in exceptional cases, provided that the hygiene concept is observed. The same applies to a change in the course format during the semester.
2. Final exams

- **How is the application for the final thesis going?**

As a candidate, please submit your application *electronically* via pdf. You will find the corresponding application form at https://lea.hochschule-bonn-rheinsieg.de/lias.php?ref_id=221355&cmd=view&cmdClass=ilrepositorygui&cmdNode=t3&baseClass=ilrepositorygui

Due to the current situation, admission to the Bachelor’s thesis in the Business Administration, IB and WiPsy Bachelor’s programmes can be applied for in those cases where the processing period begins no later than 31.10.2020, if the students have already achieved 132 ECTS instead of 140 ECTS from the first five semesters.

- **How is the submission of the final thesis going?**

Please hand in your thesis - if binding or copying is not possible *exceptionally*—printed out simply in a copy *without binding* together with a data carrier (preferably CD-ROM, alternatively USB sticks [cannot be returned]). Please also consider the possibility of sending your work by post (registered mail/parcel/receipt). In addition, please send the work to your supervisor in due time.

- **How are the difficulties in processing final papers compensated?**

The current situation is hindering many fellow students in completing their final theses, whether through incapacity to take exams due to illness, or through the care of children when schools and day-care centers are closed or restrictions in the services offered by the university library.

For this reason, the deadline for the submission of theses that are in the processing phase until 31.10.2020 will *be extended by a lump sum of one month*. No application or presentation of a certificate or attestation regarding children in need of care is required.

Please note that the deadline extension is automatically taken into account when the application is submitted to the Examination Office. Therefore, please ignore any messages generated by the system in the meantime regarding the expiry of the original deadline.

For clarification, we must point out that with this extension the maximum possible time limit for an extension according to the examination regulations is exhausted. A further extension beyond this deadline is also not possible in case of illness. In case of illness, however, you may be excused and cancel the processing. You will then require a medical certificate.
3. Colloquia on final theses

- What happens with the oral colloquia?

If an oral colloquium is provided for in your examination regulations, it can also be held as a video conference until 31.10.2020. All participants must explicitly declare their consent in advance.

If no agreement is reached, the colloquium must be postponed.

Irrespective of whether the respective examination regulations provide for this, a substitute performance - a "written colloquium" - can be used alternatively. If an oral colloquium has been agreed upon so far, a change of the form of examination to a written colloquium will be agreed upon for all colloquia initially until 31.10.2020. This regulation explicitly also applies to students of the BPO 2008 / StA. For details please consult the current BPO 2016 / BPO IB.

4. Practical semester / semester abroad instead of practical semester

- Will the admission requirements for the practical semester (or the semester abroad that replaces it) be modified?

You can already start your practical semester (or the semester abroad) in winter term 2020/21 if you have completed at least four semesters of study and have achieved at least 60 ECTS credits according to the § 15 Para. 3.

- What happens if I cannot work the full working hours during the internship due to e.g. illness, short-time work, dismissal or childcare, or if I cannot earn all the necessary ECTS credits during the semester abroad (instead of PS)?

If you are unable to complete your internship (or the semester abroad that replaces it) as planned, the hours worked and the credits earned will be recognized.

Please submit a certificate from your employer showing the hours worked, and the transcript from your foreign university showing the ECTS credits earned. If the internship is shortened, the reason for the shortening should be mentioned in the internship certificate.

If your employer **cancels your internship orally before** the start of your internship due to the Corona pandemic, please have this cancellation confirmed in **writing** by your employer and **submit it**. If you are dismissed **during your internship due to the Corona pandem-**
Please submit your written notice of termination (by e-mail to the internship coordinator and your internship supervisor).

In all cases, please inform both your internship supervisor and the internship coordinator immediately.

To compensate for the missing workload, we will provide you with a written compensation.

The written compensation extends the internship / semester abroad report by a written elaboration on the educational system of the target country (semester abroad) or an analysis of the company's industry in which the internship was to be completed.

If an internship or a replacing semester abroad is (partially) replaced by a written compensation, the following rule applies to the scope of the written compensation:

For a duration of the performed part of the working time of the practical semester (to be proven by a certificate of the employer) / credits earned during the semester abroad (to be proven by transcript)...

The compensation for the internship basically consists of two parts:

Part 1: Internship report (countersigned and stamped by the company if part of the internship was completed), if you have already started your internship

Part 2: Sector analysis (ordinarily separate pdf document)

The scope of the individual parts may vary depending on the duration of the completed part of the internship.

If the internship has already begun, the internship certificate is to be added to the compensation.

For a better follow-up, please submit both written papers (internship report and sector analysis) at the same time. The internship report can still be submitted later if necessary. All documents will (only) be submitted digitally by e-mail to both your internship supervisor and the respective internship coordinator.
The compensation also ordinarily consists of two parts for the semester abroad (instead of internship):

Part 1: Final report on the semester abroad (if the semester abroad has already begun)
Part 2: Elaboration on the education system of the target country (separate pdf document)

The scope of the individual parts may vary depending on the duration of the completed part of the semester abroad.

If the student has already taken exams abroad, the compensation must be supplemented by the transcript of records of the foreign university.

For better tracking, please submit these two written papers (final report on the semester abroad and compensation) at the same time. The transcript of records of the foreign university can then be submitted later if necessary. All documents are (only) submitted digitally by e-mail to both the person responsible for the semester abroad at your location and the respective supervisor.

5. Colloquia for practical semesters or semesters abroad instead of practical semesters

- What happens with the oral colloquia for practical semesters or semesters abroad?

If an oral colloquium is still provided for in your examination regulations (old BPO 2008 / StA), it can initially also be held as a video conference until 31.10.2020. All participants must explicitly declare their agreement in advance. Alternatively, a written compensation can also be agreed upon.

6. Semester abroad

- I would actually like to go abroad in WS 2020/21, does it make sense to plan this even further?

Please be aware that it is currently completely unclear how the situation worldwide will develop in the coming months. Therefore, please consider postponing or cancelling the examination, also taking into account the changed examination periods and the semester times at the respective foreign universities.

The available study places at the partner universities in 2021 may also differ from those in this year. Please also enquire at the respective contact person in the faculty whether the
recognizability of the examinations you wish to take abroad is also valid for summer term 2021 and winter term 2020/2021, for example.

Please inform yourself directly with the partner university and other institutions (e.g. airline, landlord, insurance companies etc.) about possible cancellation conditions and, if necessary, have these confirmed in writing before you make the decision about a semester abroad.

Information regarding the withdrawal periods of the partner universities will also be published soon by the International Office of the H-BRS. Some partner universities have already informed us that a semester abroad is not possible in WS 20/21.

- What do the current travel warnings regarding my semester abroad / internship abroad mean?

As long as the current travel warnings are valid, we strongly advise you not to travel abroad. We will also keep a close eye on their developments.

7. Exams at the end of summer term

- When will the next examinations take place?

The exams of the part-time Master’s programmes Iul and CuM in Sankt Augustin will probably take place in July 2020 and September 2020 as planned.

The exams of summer term of the Bachelor programmes Business Administration (Rheinbach and Sankt Augustin), Business Psychology and International Business as well as the expiring Bachelor of Business Administration will probably take place in September and October 2020.

- Actually I would have finished my studies in summer term 2020. Do I still have to be enrolled for the exams in September/October 2020 or do I have to re-register for winter term 2020/2021?

If you complete your studies with the examinations in September and October 2020 and have not re-registered for winter term, students have to apply to take these examinations even though they are no longer enrolled. This application is considered to have been submitted with the registration for the examination(s) and approved with the admission to the examination. If the student does not pass an examination taken by 31.10.2020, he/she can re-register for the winter term 2020/21.
- How many examination dates will there be in summer term 2020?

In summer term 2020 there will be only one examination date per degree programme per examination - in July 2020 or in September/October (see above).

- Are there special regulations due to the current situation?

In summer term 2020 there will be extended withdrawal possibilities. Details are currently being clarified.

Examinations that are taken for the first time and not passed are considered as not taken.

- Are there other forms of examination possible?

The form of the examination which is defined in the examination regulations or the module handbook, can be replaced by another examination form. If possible, the determination of another or a new type of examination should be announced three weeks before the respective examination date. Attention is pointed out to the possibility of withdrawal.

- Can there be other changes in examinations?

In addition to the forms of examinations, examiners, examination duration, examination dates and examination locations can also change at short notice in the specified examination periods due to the fluctuating situation. Please inform yourself about current changes at least once a day. Please note that it is possible to withdraw from the examination.

- What happens to the provisions of § 4 (4) PO of the Bachelor examination regulations for Business Administration 2016, International Business 2016 and Business Psychology 2017 and the Master examination regulations for Marketing 2017?

The deadlines of § 4 (4) PO of the Bachelor examination regulations for Business Administration 2016, International Business 2016 and Business Psychology 2017 and the Master examination regulations for Marketing 2017 will be extended generally by one semester.

- How will the exam inspections take place?
All regular inspections of examinations are postponed until after the restart of the university's operations in attendance.

This does not include exams of summer term 2020 in the case of a final failed exam. In this case, an electronic review of the exams will take place upon request. Applications for this must be submitted to the chairmen of the examination board by 30.11.2020.

Prof. Dr. Peter Muck
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Prof. Dr. Dirk Schreiber
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