

Concept for Winter Semester 2020/2021 at the University of Greifswald

Teaching at the University of Greifswald takes place on site. Therefore, as a general rule of principle, face-to-face teaching remains the form of teaching we would like to provide. It is supplemented and enhanced by digital formats that enable the innovative realisation of teaching and learning goals. Digital teaching does not constitute an end in itself.

If the pandemic-related contact and distancing regulations are still in place in winter semester 2020/21, it will be necessary to provide large amounts of digital teaching, but this is only due to reasons related to the protection of health. The planning of teaching shall be based around the following cornerstones:

1. Digital and Face-to-Face Formats

- (1) Examinations and practical courses in laboratories and rooms with special equipment shall continue to be held on site.
- (2) The responsible members of staff should determine the viability of hybrid formats in which there is either a rotation between face-to-face and digital teaching (e.g. by way of alternating on-site/digital 'teaching tandems') or on-site courses that students can also join online.
- (3) In line with healthcare protection regulations, only a limited number of persons can take part in a class. An overview of the maximum room capacities at the University shall be provided. Due to the rooms' limited capacities, several lectures that are expected to have a large number of participants will still only be provided in digital formats.
- (4) In order to increase the University's room capacity, courses shall be provided at any time from Monday to Friday (8.00 a.m. to 8.00 p.m. every day)¹. Following consultation with the participants, teaching can be provided in block courses that are also taught on Saturdays.
- (5) When allocating rooms, priority shall be given to all courses that cannot be provided in digital formats or to those that would be significantly restricted in the realisation of the teaching and learning objectives. If required, prioritisation shall be made by the faculties if these are not evident from the details provided in this concept.
- (6) In the first phase, the Faculty informs Department 2.1 of the required rooms for teaching as described in the attached guidelines. In the second phase, Department 2.1 (Planning and Construction Department) checks which rooms are available and, if necessary, then mediates allocations between the faculties.

¹ The period between 6.00 and 8.00 p.m. shall primarily be used for courses that also provide alternative slots at family-friendly times (e.g. practicals in several groups). Otherwise, when announcing the requirement of a room, an explanation must be provided as to why no other times are available for the course.

- (7) The persons responsible for the various degree courses are asked to make sure they try to provide all students (i.e. students from all semesters) with at least two courses² that are taught face-to-face in addition to the digital teaching formats. This applies to all formats (laboratory practicals, practicals, seminars/exercises, block courses, hybrid face-to-face/digital courses).

2. Students in their first semester

- (1) Students in their first semester require a greater amount of personal attention and supervision.
- (2) Courses that are primarily directed towards freshers shall be given priority in the allocation of rooms for face-to-face teaching (in accordance with the named regulations).
- (3) In order to welcome and introduce their freshers, all subject areas shall provide one or more introductory sessions during which the entire team of teaching staff, but at least all members of teaching staff who are involved in the study entry phase, introduce themselves to the students. The University's biggest rooms shall be blocked for these kinds of events in the first week of lectures and, if required, the University shall hire further external rooms. Students studying Medicine, Pharmacy or Psychology shall be greeted after the postponed start of lectures on 2 November.
- (4) The subject areas shall provide their freshers with special supervision throughout the winter semester. This task can be performed not only by subject advisors, but also mentors who are members of teaching staff and act as contacts for any queries. If possible and depending on the number of freshers, the subject areas shall develop corresponding personal supervision formats that shall be communicated to the students at the start of winter semester.
- (5) Subject areas with more than 50 freshers shall receive central financial means for student 'scouts' to cover 40 hours/month. The scouts shall take special care of the freshers and provide them with support and advice.
- (6) The details of Freshers' Week shall be arranged together with the Students' Union (AStA).
- (7) Currently, it is completely uncertain as to whether it will be possible to hold the central opening ceremony on 12 October in Greifswald's cathedral. If this is not possible, a video shall be produced to greet the new students and introduce them to the University of Greifswald. The video would also include an address from the Rector and the President of the Students' Union.

² Two entire courses, not just two individual classes from one or more courses.

3. Communication and information

- (1) The Deans' Offices are asked to notify Department 2.1 (Planning and Construction Department) of the required number of rooms for teaching by 31/07/2020, as described in the attached information.
- (2) Department 2.1 shall plan the allocation of the rooms in consultation with the faculties.
- (3) The students shall have access to the required information on the Faculties' or Institutes'/Departments' websites.
- (4) The central university website shall provide an overview of general information about winter semester and provide links to the Faculties'/Institutes'/Departments' websites for further details.
- (5) Freshers shall be able to find specific information on both the central university website and the Institutes'/Departments' websites.

Information from Department 2.1 (Planning and Construction Department) for planning room allocation in winter semester 2020/21

As a special feature of the room planning for winter semester 2020/21, Department 2.1 shall not only be in charge of allocating the centrally administered lecture halls and seminar rooms as usual, but also the non-centrally administered lecture halls and seminar rooms (if the latter can be used by at least 10 persons according to the distancing regulations related to the COVID-19 pandemic). All of the rooms available for on-site teaching in winter semester 2020/21 will be uploaded successively to [this website \[de\]](#). Classes for more than 72 participants cannot be held in face-to-face formats due to the required distancing and hygiene regulations.

In order to successfully plan the allocation of rooms, faculties must observe the following information:

1) Transmission of the occupancy plans for the non-centrally administered rooms

The Deans' Offices send the occupancy plans for the non-centrally administered rooms (suitable for at least 10 persons whilst complying with the required distancing regulations) to Department 2.1 **by 31/07/2020, 10.00 a.m.** After this time, non-centrally administered rooms that have available slots will be integrated into the central room planning, i.e. **as of 01/08** they can only be reserved via Department 2.1.

2) Notification of required centrally administered rooms

Likewise, the Deans' Offices must inform Department 2.1 of all courses (with an indication of the number of participants) at their faculties that are to be taught face-to-face, but that cannot take place in their own non-centrally administered rooms.

The Deans' Offices must announce the rooms they require for teaching courses in a **list** that has been **ordered according to priority**; this must observe the principles explained in the concept, in particular

- Priority shall be given to courses that are primarily directed towards freshers
- Priority shall be given to courses that cannot be provided in digital formats or only with significant restrictions
- At least two courses are to be taught on site for every student (if at all possible).

The prioritisation must take the previously planned face-to-face teaching of courses in the non-centrally administered rooms into consideration.

3) Creation of occupancy plans

Department 2.1 shall create occupancy plans for all lecture halls and seminar rooms by **31/08/2020**, if necessary following consultation with the faculties.

Room occupancy for the central lecture halls/seminar rooms can be viewed in due time via the **room booking system**, the occupancy of the non-centrally administered lecture halls and seminar rooms via **LSF**.