



Universität Jena · Wirtschaftswissenschaftliche Fakultät · 07737 Jena

To the students and lecturers

at the Faculty of Economics and Business Administration

Dean of Studies

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Information and Regulations Concerning the Corona Pandemic (last updated 18/03/2020)

Dear Sir or Madam,

Due to the current state of events, we would like to give you some additional information concerning the handling of the corona pandemic at the Friedrich Schiller University and, in particular, at the Faculty of Economics and Business Administration. Based on current laws and regulations as well as on the decisions taken by the crisis unit of the university, the dean has installed a set of regulations for the faculty, which take effect immediately. The most important thing is for all to remain calm. The faculty will do everything in its power to ensure that nobody will incur disadvantages due to the current social restraints in order to avoid the spread of the Coronavirus.

1. Postponement of the summer semester lectures to (as of now) 04/05/2020

The start for the **summer semester lectures** has been postponed until at least the **4th of May**. In addition, further restraints have been put in place concerning all sorts of gatherings, which makes thinking about lectures given in the traditional mode impossible at the moment. Currently, the university still hopes to be able to keep the regular end of the semester lectures (17/07/2020) as well as the examination period.

The faculty is keen on providing online formats, which would allow the teaching to continue without actual personal interaction. It is possible that we will start offering online courses before the 4th of May in order to support your time management. Please consider this when planning your next couple of weeks! You will receive further information as soon as any decisions have been taken.

2. Exams

At the moment, no examinations are possible. They will be held as soon as possible. At this point in time, however, it is not sure when this will be the case. Therefore, we have removed the timetables for the re-take exams from our webpage. We will inform you via webpage and via e-mail once the new timetable has been finalised. Not even oral examinations can take place at the moment. In urgent cases, students and teachers may discuss whether an oral exam or a seminar presentation might be given via video transmission, as long as the necessary security measures for examinations are upheld.

3. Theses and term papers: deadlines and submission regulations

The crisis unit of the Friedrich Schiller University has **extended all deadlines for the amount of time that the library will be closed (current status: four weeks)**. It is not necessary to file for an extension of the deadline.



We recommend the use of the **library's online resources** (you may also ask your supervisor for additional access to relevant literature) and the submission of the theses and term papers at the regularly set deadline in order not to prolong your studies. Therefore, **until further notice, it will be sufficient to submit the theses and papers online. The printed and bound copies have to be submitted as soon as possible.** Send your theses as a PDF file (any appendices should be put in a ZIP-file) to your supervisor and the examination office or the address given out by the supervising chair. The date of your complete e-mail will be recognised as the official submission date as defined by the examination regulations. The printed and bound version that you hand in later must be identical to the electronic version.

4. Supervision of theses and term papers, student counselling – online only

Currently, the university buildings are only accessible for employees and service providers. This means that personal meetings with students are not possible. We ask everyone to move consultations and meetings to the virtual space and / or to use modern technology to communicate. Please use means such as e-mail, telephone or video conferences, depending on the concrete situation.

5. Information for new students

Due to the current situation, we will probably be unable to provide welcome days in the form that we usually do. Instead, **we will provide relevant information via our webpages and further online offers.** You will receive further information in due time.

6. Take care of one another

Please follow all restraints and recommendations. Only then will it be possible to loosen them again in the future. **When returning from a risk area or after contact with infected people, certain quarantine regulations have to be followed. Please refer regularly to the special corona-webpage of the university (see information below)!**

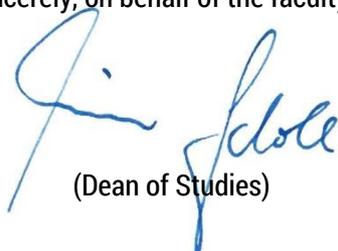
7. Further questions?

Should you have further questions or worries, please contact the examination office, the office of student affairs or the Dean of Studies' office (see below). It is possible to find a reasonable solution for almost every problem if you contact us in due time.

Please refrain from questions concerning topics for which we have established we will contact you in due time. If you ask before we have sent out any information, we will not know the answer to your question yet but you will be blocking communication channels. Please appreciate that this is an unprecedented situation and we have to think things through and discuss them in advance to giving out information.

We wish you all a blessed and healthy time.

Sincerely, on behalf of the faculty



(Dean of Studies)

Corona-webpage FSU: uni-jena.de/en/FAQ_Coronavirus_EN
Examination Office: wiwi.uni-jena.de/en/exo_en
Office of Student Affairs: wiwi.uni-jena.de/en/osa_en
Departmental International Office: wiwi.uni-jena.de/en/dio_en
Dean of Studies' office: studiendekanat-wiwi@uni-jena.de