



General Conditions for Planning the Winter Semester 2021/2022

Dear University members,

The University aims to offer as much classroom instruction as possible as part of a hybrid course offering for the 2021/22 winter semester. I am pleased that the University of Freiburg has a solid basis for implementing more classroom instruction given the current legal regulations and low incidence levels. We would therefore like to ask our students to return to Freiburg in good time before the start of the semester and to be on site in the winter semester to help shape university life and classroom instruction. The essential prerequisite for this is that the overall pandemic situation does not deteriorate drastically again.

In the following, I would like to inform you about the current plans for more classroom instruction in the winter semester.

The general conditions outlined here are based on the CoronaVO study operations dated June 30, 2021 and, compared to the past three semesters, provide for a significantly condensed use of room capacity depending on the incidence level. To this end, the existing planning for room occupancy will be adapted throughout the course of August. Should the pandemic situation require it, this new planning could only be reversed once during the winter semester for technical reasons, so that the distance requirement could be met again for the rest of the semester.

The highest possible vaccination rate among all University members is the decisive prerequisite for finally being able to experience a semester in which more encounters and exchanges in studying and teaching are possible again. We therefore ask everyone, students and teachers alike, to make use of the numerous free vaccination opportunities.

When the CoronaVO study operations is once again changed – most likely in mid-September - we will adjust this framework.

Classroom instruction is once again possible.

The limiting factor is the occupancy of lecture halls, as it still cannot be assumed that they can be occupied in every case as they were before the pandemic.

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— Lecturers can also still choose to deliver their teaching in a [hybrid](#) format or completely [digitally](#).

In a separate document, we provide information on how the 3G status can be checked within the framework of the current requirements: <https://uni-freiburg.link/3g-guidance>.

Since it is not yet foreseeable whether there will still be a need for approvals for on-site courses in October, corresponding applications are not currently being processed, but are being collected. The other plans for the WS remain unaffected.

Lecture hall occupancy and centrally managed rooms

Groups of up to 35 students will be able to occupy rooms without having to comply with spacing requirements. We are also planning on 75% lecture hall occupancy, which will be possible in [incidence levels](#) 1 – 3. In the case of [incidence level](#) 4, the lecture hall may only be used with 60% occupancy.

With an incidence of over 100, only necessary practical courses would be possible, as we know from the past semesters. For these events, then, the occupancy options of incidence level 4 or for groups of up to 35 students apply.

The rescheduling of the central lecture hall occupancy takes place centrally in the first step. The D4 will rebook existing occupancies to correspondingly smaller rooms, so that an occupancy of 75% or 100% is ensured everywhere. Room requests that have already been made do not have to be resubmitted. Afterwards, the faculties have the possibility to occupy the rooms that have then become free with events that have not been considered so far. Priority should be given in particular to courses in larger cohorts for first-year students. The process should be completed by the end of August, so that room requests can be processed on a daily basis from then on.

Timetable Consolidation WS:

Until August 8, 2021	Admin. Dept. 4, Dept. 4.4 – Central Lecture Hall Assignment	Post-consolidation occupancy based on current room requests. (Phase 1).
August 9 -22, 2021	Faculties	Input of room requests for expanded course planning, especially for courses in larger cohorts (Phase 2). The already coordinated and post-consolidated occupancy from Phase 1 must be taken into account.

August 23 - 27, 2021	Admin. Dept. 4, Dept. 4.4 – Central Lecture Hall Assignment	Coordination and processing of room requests from phase 2 as well as the supplementary coordination of exam and individual scheduling until the complete processing of all existing room requests during the winter semester.
As of August 28, 2021		Daily updated processing of new room requests

Contact data collection

As things stand today, it can be assumed that it will still be necessary to collect contact data.

In this context, it was already assessed in the spring of 2021 whether the use of the Luca app could make it easier to record contact data. After reconsideration, we are still unable to support its introduction at present. Here, the previous procedure via HISinOne has proven itself, so that contact data collection is possible without an additional external system. Data is only stored internally at the University and not more than once. Time-consuming logging in and out is no longer necessary. The use of different systems in parallel would make contact tracking more difficult.

We therefore continue to ask students to store their [contact data and in particular their telephone number \(if available\) in HISinOne](#) - this saves time and paper, for example when assigning a workstation in the UB or for in person events and examinations.

We have compiled detailed information on contact data entry via HISinOne at: [Wiki for the Campus Management Department](#).

Again, we will of course inform you if there are any new developments that require us to adjust the way we collect contact data.

I would like to thank you all very much for your tireless commitment, which makes me confident that we will be able to reap the fruits of our efforts in the coming winter semester.

Sincerely yours,
Michael Schwarze
Vice-President for Academic Affairs