

Dear employees!
Dear lecturers!
Dear students!

Together, we managed to transform the course of our studies to distance learning, with all the associated restrictions to be dealt with. My compliments - you are doing a great job! Many thanks to all our students for their active cooperation to ship through the stormy seas of the actual crisis.

Times like these are characterized by the fact that only rudimentary information is available and that it is often outdated faster than it is distributed. We strive to keep you up to date as far as possible via email or via the FH Upper Austria website.

However, whatever happens, take the risk of infection seriously! Reduce any social contacts and to the bare minimum and keep in mind that your health should be the top priority of your actions.

To my best knowledge, currently we do not have any case of infection at our university. However, we have a few relatives of our staff in quarantine. All the best to this group of people!

According to the information available to me, the peak of infections in Austria is still ahead of us.

THEREFORE, ALL PREVIOUS PREVENTIVE MEASURES ARE EXTENDED UNTIL MONDAY, APRIL 13, 2020 - UNLESS THEY ARE REVISED BY OTHER INSTRUCTIONS. THIS APPLIES TO ALL STUDENTS, LECTURERS AND EMPLOYEES OF THE FH UPPER AUSTRIA. ALL CAMPUSES AND LOCATIONS ARE CLOSED UNTIL THIS TIME!

As for the current voluntary help in community services ('Zivildienst') etc.: According to the information available, it is not considered that there will be mandatory convocation orders. Should this happen, however, the University of Applied Sciences Upper Austria will - as before - provide solutions that are orientated towards our employees and students.

Our academic council ('Kollegium') forwards the following information, as announced for today:

Supplement to the study and examination regulations

Due to the Covid-19 law (BGBl 12/2020) and its implementing regulations, no face-to-face lectures have been held at the FH Upper Austria since 11.03.2020 (until further notice). Until revoked, this guideline regulates the necessary measures in addition to the study and examination regulations (Section 7 of the statutes of the FH Upper Austria).

1. Examination arrangements

Lecturers are entitled to change the examination procedures so that the examinations can be held. The changed examination procedures must be communicated to the students in good

time. Lecturers should ensure that the examinations are carried out on time, i.e. at the end of the LVA, but no later than the end of September.

2. Internships/Company projects/thesis projects

In order to avoid disadvantages for students in connection with internships and to cause as little administrative effort as possible for all concerned (students, companies and the university), the following four procedures are possible:

1. The company offers the student to carry out the internship in the company as planned (including the scheduled date) and the student is ready to accept this offer.
2. The company and the student agree to postpone the start of the internship or to interrupt internships that have already started, but no later than the beginning of June, so that the studies can still be completed in September.
3. The company offers the student to complete the internship (with the agreed content) through home office operations. If the student agrees, the internship can be completed in this mode. If the student does not agree, 4. applies.
4. If none of the following occurs, then:
 - a) The company has to cancel the internship because it is not feasible for the company in the current situation to supervise the intern,
 - b) the student cannot or does not want to start the internship at the company because he / she is afraid of exposing him/herself to a risk,
 - c) the student feels unable to complete the intended task through home office operation,

then it is recommended to resolve the internship contract mutually; In such a case, the supervisor on the FH side must provide the student with a project task that comes close to the original task, but which in any case requires effort that corresponds to the ECTS points allocated to an internship. The supervisor must confirm and assess participation in the internship at the end of the term.

Instructions for processing: The students and the companies will be informed about these regulations, and both sides must then quickly agree on one of the three cases listed above as well as inform the head of the programme and the respective supervisor accordingly. If an internship that has already started (e.g. abroad) has to be cancelled and no longer can be continued and completed from home in the form (home office), the university supervisor has to provide a project task that corresponds to the remaining workload of the internship and confirm and assess this at the end of the term.

The above regulation also applies analogously to industrial projects and master projects.

3. Commissioned exams

Until the end of the corona crisis, commissioned exams can be held virtually using the Microsoft Teams platform using image transmission.

4. Bachelor's and master's theses

In order to enable students to complete their studies on time, the handling of Bachelor's and Master's theses is regulated as follows:

If the completion of the bachelor's or master's thesis is not possible due to the Corona crisis or is only possible after the end of August, the students can revise the topic with their supervisor (reduction of the scope or of research questions, change of subject, etc.). If the subject changes, approval must be obtained from the head of the study programme.

Students' achievements provided on the original topic so far are to be taken into account. The changes in the topic must be made in a way that the students can complete the bachelor's or master's thesis in the remaining time until the end of August.

5. Class attendance

Participation in a virtual lecture fulfils the attendance obligation.

Classroom teaching in laboratories will be suspended until further notice in accordance with the Covid legislation.

For our international students, the same legal and university regulations apply than for domestic students. You will be taken care of by your programme head, by your programme administration and by the international office at your campus. Your lectures are organized in a remote way, and the schedule will be announced by email. Please check your email regularly. You can find updated information on our website (<https://www.fh-ooe.at/en/coronavirus-update/>). All relevant documents will be translated to English. If you miss any information, please refer by email to your programme administration or the international office at your campus.

For admission procedures, all potential tests that require personal attendance are prohibited. It is at the discretion of the programme heads to conduct online tests.

There will be alternative admission dates later this year if action is required due to the potential postponement of the central A-level examination ('Zentralmatura') dates.

Research and development matters should be dealt with in the same way as for teaching matters. I assume that for all projects that are at least co-financed by public funds, there will be a solution provided by the funding organisations. In my opinion, project cancellations for projects financed by industry can only be expected in rare cases. If, due to the nature of the project, a temporary presence is necessary, these activities can be performed while minimizing the presence, with two people be present at the same time.

Time recording

Only the group of people who are already subject to time recording and who currently have home office regulations are still required to keep a time record. I ask you to record the times you are at work. To support your recordings, HR department will provide a sample form for you to use. The exact procedure will be announced when distributing this template.

External communication, especially towards the press, is done exclusively through our central marketing. The FH Upper Austria is required to coordinate all information with the crisis team of the government of Upper Austria. If you receive inquiries from media, please contact elisabeth.merta@fh-ooe.at.

In order to prevent smooth communication and avoid misleading internal information, there may be restrictions in mass mailing lists. I ask for your understanding for these measures.

As also specified in our last information letters, you are asked to continuously check all our information channels in order to stay informed and up to date.

Again, please keep in mind that it is not possible to have solutions ready for all eventualities that may arise at these times.

In your actions, let yourself be guided by the fact that your health and the health of your relatives and friends should be the top priority of your decisions.

Compared with other companies in the, FH Upper Austria, as a member of the 'Upper Austrian Landesholding' group has chosen a very pragmatic and employee-oriented solution to deal with the current situation. Employer-work council agreements do not need to be acted on in times like these. Only together will we be able to successfully overcome this crisis. Again, I would like to take the opportunity to thank you all for your commitment and engagement.

My best wishes go with you and your relatives. Stay healthy!

Dr. Gerald Reisinger
President University of Applied Sciences Upper Austria

This information is transmitted to all of our students via our university's student council (ÖH) and to all part-time teachers via our deans.