Task Force Digitale Lehre 2020

UNIVERSITÄT ERFURT

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To all Students of the Universität Erfurt

Subject: Digital summer semester 2020

Dear students of the University of Erfurt,

our Erfurt campus life is not spared from the current state of emergency and the necessary health policy measures. Surely you are currently facing many challenges that cost energy, require flexibility, and require processing. We would like to support you in being able to continue your studies in spite of special challenges and are working at full speed on solutions for teaching in the coming summer semester, which will begin with a three-week delay on May 4, 2020, initially without attendance formats. In the following, we would like to give you recommendations on semester preparation, on how to deal with digital teaching, on digital learning, as well as information on important service points.

These are only suggestions for you if you wish to take advantage of the time until the late start of the semester. We at the University of Erfurt are well aware that your everyday life cannot proceed as usual and that you may experience a great deal of financial, temporal or psychological stress due to the necessary health policy measures.

In the following we would therefore like to give you a few tips in advance:

- There are no disadvantages to **BAföG** in the coming semester. Information on financial matters and assistance can be found here. Furthermore, the Studierendenwerk offers hardship loans of up to 800€

- The special current situation is stressful for many people, and social isolation can have an even greater effect. If you would like support, or if you have someone in your social environment who needs help in coping with and processing current experiences, please contact the **psychosocial counselling service of the Studierendenwerk Thüringen**. Counseling is free of charge and can be done by phone, online or by e-mail.

- The **protection of your data** is important to us. For this reason, the University of Erfurt recommends that your lecturers only use applications that have been checked for data protection. If you feel uncomfortable with something or have questions, please contact datenschutz@uni-erfurt.de . You can find more information here.

- **Copyright law** must still be respected. You should refrain from distributing teaching videos and other study materials that are made available to you via Moodle or otherwise. If you use them in presentations, pictures or similar, this is also subject to copyright. You can find more information under §60 of the German Copyright Act (UhrG).

What you can do before the semester starts:

- **Familiarize** yourself with the tools that UE lecturers will use in the coming semester. These are: WebEx, BigBlueButton, Opencast. You do not need to create accounts.

- Take care of your **technical equipment**: Test your microphones, headphones and webcams (if available). Make backups and updates, clean out your end device to have more (working) memory available. If possible, buy a headset or rent one. The microphones integrated in the computer can be disturbed by ambient noise and feedback.

- Please refer to the comments in the ELVIS course catalogue to find out what you need to bring to your courses and prepare yourself accordingly.

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- **Get involved**. Especially if you (want to) study teaching, an experience as an online tutor can be valuable. On portals such as https://www.corona-school.de you can volunteer to help students with their schoolwork. Of course, other forms of involvement are also very important.

- Next week, You will be informed by e-mail about how to deal with **enrolment** in your courses and your examination results.

What you should pay attention to during the semester:

- It is not new to you that it makes sense to **systematically** distribute work over the days of the week and to firmly schedule times for working as well as for relaxing. To prevent overwork and stress, it is now even more important.

- The following formats can provide structure and opportunities for **social networking**: Form groups in which you talk about your upcoming tasks during morning *check-ins* or *stand-ups*. Summarising the week or day briefly in reviews can help you to review and reflect on work processes. With these formats, it makes sense to agree on a fixed time and a limited speaking time per speaker.

- **Collaboration** is a good idea despite isolation. Form working and learning groups and use digital applications that you can work with.

- Use Moodle, especially the forums for **exchange** with your fellow students and lecturers. If you would like to remain anonymous, please ask your lecturer about anonymous forums. A supra-regional exchange is encouraged by the Hochschulforum Digitalisierung. The ten-minute podcast Study in Shutdown could also be interesting for you.

- **Netiquette** is indispensable. Contribute to a relaxed and friendly working atmosphere by choosing a benevolent and polite tone.

- Tips for **learning** with digital media can be found at eteaching.org

- The **student council**, in cooperation with the student councils in the faculties, provides support as usual for problems and questions during the studies. The office of the student council is not occupied at the moment [as of 23.04.2020], but all departments can be reached by e-mail or telephone. Until further notice, the meetings will be held via WebEx, the respective agenda and a meeting link can be found on the StuRa homepage. A solution for the upcoming election is currently being worked on.

- Do not hesitate to ask **questions** about problems of any kind. If your fellow students cannot help you, please contact support.digitalelehre@uni-erfurt.de in case of technical difficulties. If you have any questions regarding the content of the course, the lecturers will be available to help you as usual.

We hope you are all well and wish you a successful summer semester 2020!

Best regards

Your Task Force Digital Teaching in SoSe 2020