CORONA Information

Information for students, lecturers and researchers (details of examination procedures, adaptations to the submission and handling of third-party funded projects etc.)

⚠️ The information on this space is updated regularly. However, a time lag to the German version may occur. In case of doubt or discrepancy, the German version matters.

General Information

Distance Learning

Starting at March 11, 2020, all attendance teaching at TU Wien is suspended. On Monday, March 16, 2020, distance learning (application form) will be launched. The meaning of distance learning is that no lectures will take place at TU Wien. As much content as possible will be provided online and teaching will be reorganized as comprehensively as possible as distance learning. TUWEL is used as the platform to handle the lectures (LVA). Specific support and further information for lecturers is provided in this space.

Examinations

Online-Examination at TU Wien

Under the current conditions, it is recommended to lecturers and students at TUW to conduct oral and written exams as online-examinations.

A guideline for conduction online-examinations was developed and can be found at https://colab.tuwien.ac.at/x/Jax.
Requirements and recommendations are presented in this guideline as well as various formats of online examinations.

It is urgently requested to conduct examinations for up to 20 persons online as there are no guaranteed capacities for conducting such examinations in person.

It is recommended to limit the number of candidates for oral online-examinations to 5 persons and for written online-examinations to 20 persons. For larger groups it is recommended to have simultaneous meetings hosted by other personnel or to organize sequential meetings.

Attendance Examinations at TU Wien

Attendance examinations may be conducted again starting June 2, 2020.

A guideline for conducting attendance examinations at TU Wien in observing the necessary security measures was developed and can be found here: https://colab.tuwien.ac.at/x/DAXo.
The guideline states important requirements and recommendations that need to be and should be followed when conduction attendance examinations.

There is new information on rooms in TU coLAB stating capacities for examinations, complete with a seating plan.
Students also have to sign a safety briefing (Details in the guidelines for attendance examinations).

Access restrictions for examinations

In connection with the decisions of the Federal Government on the successive withdrawal of the COVID-19 restrictions, the central access regulations to the buildings of the TU Wien will be terminated by the Rectorate.

From Monday, June 22, there are no more access restrictions at the TU Wien. Admission is the sole responsibility of the managers, employees and students of the TU Wien. The safety and protection requirements known to ensure the health of all persons working at the TU Wien, in particular the minimum safety distance and the hygiene requirements, must be observed in any case by all members of TU Wien. The separation of entrances and exits in the buildings will remain in place until further notice.

Exams via video conferencing

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Diploma or board examinations and viva voce can be held via the GoToMeeting video conferencing system. The prerequisites are: all members of the examination board and the student agree to this, the appropriate technical provisions are in place and can ensure a stable connection. The entire examination must be documented precisely. Even if a loss of connection occurs. In case of a negative assessment, the break down of the system or the loss of connection can constitute a severe defect in conducting the examination and can lead to the annulment of the examination.

Provided all members of the examination board and the student agree, the examination can be recorded (sound and video recording).

**Laboratory operations**

Operations at the laboratories can be recommenced under strict security guidelines and to a limited extend.

In connection with the decisions of the Federal Government on the successive withdrawal of the COVID-19 restrictions, the central access regulations to the buildings of the TU Wien will be terminated by the Rectorate.

From Monday, June 22, there are no more access restrictions at the TU Wien. Admission is the sole responsibility of the managers, employees and students of the TU Wien. The safety and protection requirements known to ensure the health of all persons working at the TU Wien, in particular the minimum safety distance and the hygiene requirements, must be observed in any case by all members of TU Wien. The separation of entrances and exits in the buildings will remain in place until further notice.

Employees no longer need a permission for access since the beginning of June and can access all buildings using the entry for employees. Should a spot check take place, please present your employee ID card. In case you are not able to present an employee ID card, you can identify yourself by using another identity card and your entry in the TISS address book (if you are listed as employee).

**Excursions**

Excursions and other courses/lectures outside the university do not take place.

**Library Services**

At the moment, the library is closed as learning space, for lending and inter-library lending. At the moment, there is an extended access to electronic journals, books and textbooks available.

Details and further updates

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**Information for Students**

**Neutral Semester**

This semester will be rated as a "neutral semester". Details can be found [here](#) (German only).

**Lecture halls/seminar rooms/learning spaces/laboratory facilities and library**

- All lecture halls are partly open.
- The library is open.
- All learning spaces are closed.
- All seminar rooms are closed.
- All laboratory facilities are partly open.

**TUWEL**

Starting with Monday, March 16, 2020, for all lectures in TISS a corresponding course can be found at TUWEL.

**Questions concerning the organization of studies and the university services**

Can be sent to coronainfo@tuwien.ac.at.
The library is open - detailed information can be found here.

Online exams
Specific step-by-step instructions for students on the topic of online exams can be found on this page.

Exams

Online-examinations at TUW
Due to the current situation, lecturers and students at TUW are advised to conduct both oral and written examinations as online-examinations.

Specific step-by-step instructions for students on the topic of online-examinations can be found on this page.

Attendance Examinations at TU Wien
Attendance examinations may be conducted again starting June 2, 2020, following strict regulations.

A guideline for conducting attendance examinations at TU Wien in observing the necessary security measures was developed and can be found here: https://colab.tuwien.ac.at/x/DAXo.

The guideline states important requirements and recommendations that need to be and should be followed when conduction attendance examinations.

There is new information on rooms in TU coLAB stating capacities for examinations, complete with a seating plan.

Students also have to sign a safety briefing (Details in the guidelines for attendance examinations).

Access restrictions for examinations
In connection with the decisions of the Federal Government on the successive withdrawal of the COVID-19 restrictions, the central access regulations to the buildings of the TU Wien will be terminated by the Rectorate.

From Monday, June 22, there are no more access restrictions at the TU Wien. Admission is the sole responsibility of the managers, employees and students of the TU Wien. The safety and protection requirements known to ensure the health of all persons working at the TU Wien, in particular the minimum safety distance and the hygiene requirements, must be observed in any case by all members of TU Wien. The separation of entrances and exits in the buildings will remain in place until further notice.

Exams via video conferencing
Diploma or board examinations and viva voce can be held via the GoToMeeting video conferencing system. The prerequisites are: all members of the examination board and the student agree to this, the appropriate technical provisions are in place and can ensure a stable connection. The entire examination must be documented precisely. Even if a loss of connection occurs. In case of a negative assessment, the break down of the system or the loss of connection can constitute a severe defect in conducting the examination and can lead to the annulment of the examination.

Provided all members of the examination board and the student agree, the examination can be recorded (sound and video recording).

Laboratory operations
Operations at the laboratories can be recommenced under strict security guidelines and to a limited extend.

Access restrictions for laboratories
In connection with the decisions of the Federal Government on the successive withdrawal of the COVID-19 restrictions, the central access regulations to the buildings of the TU Wien will be terminated by the Rectorate.
From Monday, June 22, there are no more access restrictions at the TU Wien. Admission is the sole responsibility of the managers, employees and students of the TU Wien. The safety and protection requirements known to ensure the health of all persons working at the TU Wien, in particular the minimum safety distance and the hygiene requirements, must be observed in any case by all members of TU Wien. The separation of entrances and exits in the buildings will remain in place until further notice.

**Excursions**

Excursions and other courses/lectures outside the university do not take place.
Information for Lecturers

The Teaching Support Center (TSC) and “Zentrale Lehr- und Lernressourcenmanagement” are there for help and advice.

TUWEL

To support your lectures, we can offer the online platform TUWEL. To help with questions you may have, we put some concise information and links together.

Details on frequently asked questions can be found at the sub-page for TUWEL.

Teaching Support Center - Online Office Hours

As a special service of the Teaching Support Center, we would like to offer teachers a one-hour TSC Online Office Hour. During this office hour, questions on topics such as TUWEL, LectureTube, TU Connect and other services of the Teaching Support Center can be discussed. To give as many people as possible the option to participate, the TSC Office Hours will take place at the following times:

- from Sept 1, Tuesdays and Thursdays from 16:00 to 17:00 via Zoom (online)

Distance Learning using TUWEL - Webinar for lecturers (German only)

TUWEL experts at the Teaching Support Center show in two online sessions how teaching units can be transfered form attendance teaching into digital formats.

Date and time: all webinars via Zoom (ID: 689-079-407, Link for app/client, link for web browser.

You can find an overview of planned webinars and recordings of past sessions here.

FAQ on Distance Learning Concepts

We collect frequently asked questions from lecturers on e-learning solutions and digital teaching and learning scenarios for you on the separate sub-page.

Coordination of lecture rooms

TISS can again be used as booking platform for lecture rooms. Please book your lecture recordings directly via TISS. For further support in coordinating your lecture rooms, you can contact the Lehra umkoordination at zllrm@tuwien.ac.at.

Lecture Tube

The Teaching Support Center offers LectureTube as a platform for recording an/or live-streaming your lecture. Video on demand is also an option.

Videos can be made available individually or in a series, only within the TUnet or world wide.

The recording starts automatically at your pre-ordered time slots, after the programming is effected by the Teaching Support Center. No additional user interaction in the lecture hall is necessary.

Details and frequently asked questions and answers can be found at the sub-page for LectureTube.

Further Online Meeting Tools

An additional choice of Online Meeting Tools is currently put together.

Informationen for Researchers and Coordinations of Third Party Funded Projects
As a result of the measures taken by the Austrian Federal Government due to COVID19 containment, we would like to inform you in this section about changes and adaptations in the application, processing and finalisation of third-party funded projects. These changes may happen at short notice, we do our best to keep this information up to date. If you have any questions that are not covered below, please contact us - we are available for you in our home offices. You will find the respective contact person under the individual Project Life Cycle phases.

**Pre-Project**

If you have any further questions please contact, depending on your subject,

- **National Funding Programmes and Contract Research:**
  Funding Support: forderberatung@tuwien.ac.at
  Legal Support: vertragsservice@tuwien.ac.at
  Team Research and Transfer Support

- **EU-funded Projects, as well as European and International Funding Programmes:**
  eifs@tuwien.ac.at
  Team European and International Research Support

- **Financial management of national projects and EU projects:**
  projektcontrolling@tuwien.ac.at
  Team Projectcontrolling und Projektsupport

**Deadlines**

- **National Funding Programmes**
  The submission period for most of the currently open programs of national funding agencies has been extended, and the TUW internal deadlines (for the respective programmes) have been adapted accordingly - up-to-date details can be found under "Funding Info" of the FG Förderberatung und Wirtschaftskooperationen, FB Forschungs- und Transfersupport in the respective program description (login required).

- **European and International Funding Programmes**
  In Horizon 2020 programs, some of the call deadlines are being postponed. The exact new deadlines for each call and each topic are specified on the respective call pages in the Fundin g & Tenders Portal. Currently, the European Commission has extended the submission deadlines for most "Horizon 2020" calls with original deadlines before 15 April 2020 at least until this date. Further information on current changes to call deadlines can also be found on the FAQ page of the Funding & Tenders Portal. The Collection Day for the Open Call of COST (European Cooperation in Science and Technology, OC-2020-1) has been postponed and now ends on 29 October 2020. Information on COST activities in connection with COVID-19 can be found [here](#).

- **International Programmes**
  We recommend that you check the respective websites of the funding bodies as early as possible, as changes in submission regulations or deadlines cannot be predicted due to the different measures taken by the countries in their fight against Covid-19. Any postponements of submission deadlines can be found on the respective submission portal. For US federal funding, for example, see [https://www.grants.gov/](https://www.grants.gov/)

**Grant Submission**
• National Funding Programmes
  The procedure for signatures on applications, if already required at the time of submission, will not change. At the FWF (e.g. in the case of "ad personam projects"), the signature can also be scanned or provided via electronic signature. In the case of a scanned signature or a completely missing signature, the original signatures can be submitted at a later date, but must be received by the FWF by the time of the decision at the latest (before the respective meeting of the FWF Board). CDG temporarily accepts scanned signatures, but the original must be submitted later. It is also possible to postpone the start of the project.

• European and International Funding Programmes
  The procedure for submitting applications for European funding programmes, which are processed via the funding and tender portal, will not change from today's point of view, more information can be found [here](#). In the area of international research funding initiatives, it is hard to provide any currently valid information, so we recommend that you consult the respective websites of the funding bodies as early as possible.

• Contract Research
  Before you sign a contract/offer with a company (regardless of the project amount), please consider whether you are actually able to carry out the project in a professional way within the given time frame as well as with the currently available funds and, in case of doubt, please contact the colleagues from the contract department. They will inform you about the current risks and work out the appropriate legal procedure for your case.

Project Phase
If you have any further questions please contact, depending on your subject,

• National Funding Programmes and Contract Research:
  Funding Support: [foerderberatung@tuwien.ac.at](mailto:foerderberatung@tuwien.ac.at)
  Legal Support: [vertragsservice@tuwien.ac.at](mailto:vertragsservice@tuwien.ac.at)
  Team Research- and Transfersupport

• EU-funded Project, as well as European and International Funding Programmes:
  [eifs@tuwien.ac.at](mailto:eifs@tuwien.ac.at)
  Team European and International Research Support

• Financial management of national projects and EU projects:
  [projektcontrolling@tuwien.ac.at](mailto:projektcontrolling@tuwien.ac.at)
  Team Projectcontrolling und Projectsupport

Approval

• National Funding Programmes
  The decision-making committees meet virtually as planned - the applicants having approved projects will receive the grant agreement in the usual way. However, delays may occur at present. The FFG is currently working on the electronic signing of the contract.

• European and International Funding Programmes
  The procedure for processing grants for European funding programmes that are processed via the funding and tender portal will not change from today's point of view, more information online.
  Within international research funding initiatives, it is hard to provide any currently valid information, so we recommend that you consult the respective websites of the funding bodies as early as possible. Changes in the approval process due to the measures taken by the federal states against Covid-19 are constantly changing.
  During the Grant Preparation Phase, "Covid-19" may be included in consortium agreements, with reference to Art 51 (force majeure). The European Commission states that "Coronavirus may be considered force majeure.... In this context, there are recommendations to postpone the Project Review Meetings. However, the reporting deadlines often remain unchanged.

• Information for H2020 evaluators:
  If you are an evaluator of an H2020 project, the following changes apply due to the COVID-19 outbreak: Until further notice, all evaluations will be conducted via video or web conference. All contracted experts will receive further instructions from the call coordinator or from the EU services. It is not necessary to change the contract. Further information can be found [here](#).

Extension of the project
• TU Wien
In deviation from § 109 (2) UG (stated in last sentence), as of 16 March 2020, employment contracts of employees who are employed within the framework of externally funded projects or research projects which cannot be completed due to measures to prevent the dissemination of COVID-19 may be extended for a limited period of time on a one-off basis for the completion of the externally funded projects or research projects and publications, or newly concluded for a limited period of time on a one-off basis, whereby a period of 12 months may not be exceeded in each case. (The extension or one-time new conclusion of employment contracts for the completion of third-party funded projects, research projects and publications is possible until 30.09.2021)

• National Funding Programmes
FWF: Cost-neutral extensions are possible up to 18 months if the FWF is notified in a timely manner, i.e., in any case before the end of the contract. This applies to all FWF projects in progress as of March 31, 2020 and is also valid for “Schrödinger” and “Meitner” programmes. In acute cases in which the current research project cannot be continued for a longer period of time and its realization is endangered, please contact the responsible project supervisor by e-mail and inform him/her about a possible need for additional funding and/or time. Financially effective measures will also be taken within the scope of the possibilities in order to find good solutions in terms of excellent research. In particular for doctoral students and Schrödinger scholarship holders, the FWF offers quick solutions in cases of hardship.
CDG: A cost-neutral phase-out at the end of the term is possible if delays occur due to the coronavirus pandemic (corresponds to a cost-neutral extension of the last contract phase).

• European and International Funding Programmes
The European Commission points out that projects can be "suspended" or "terminated" with reference to the Grant Agreement. The assessment is made on a case-by-case basis. Please contact your respective project officer or your contact person at EIFS.

Personal costs in the event of staff absence from duty
There are ongoing discussions with the representatives of uniko, the funding agencies and the ministries to find an Austria-wide solution. Updates will hopefully follow shortly.

• National Funding Programmes
FWF: Personnel costs for people who are unable to work or who can prove that they cannot continue working on their research project due to current government measures can of course be charged in the ongoing FWF fund. If there are already foreseeable delays in the course of the project, the FWF can continue to grant cost-neutral extensions as stated above. The FWF must be informed in a timely manner (before the end of the term specified in the contract). Applications for any additional cost-neutral extensions required due to the current situation must be submitted to the FWF. Please contact the project managers for individual solutions. If you are applying for an extension of staff members or positions (self-application), please also contact the personnel administration of your research institution so that you can avoid any difficulties (e.g., regarding the chain contract regulations).
FFG: All project-related research work that is and can be done in home office shall be entered in timesheets in the usual way. For laboratory activities a corresponding request has already been made - the answer will be published as soon as possible.
CDG: The funding model allows budget changes, budget reallocations and budget transfers within the funding period upon application to the administrative office. Together with the BMDW possibilities of bridging financing are discussed for CD laboratories that have fallen behind and were affected by the restriction of research operations.

• European and International Funding Programmes
The EU NCP (National Contact Point) advises that for projects, in which laboratory work / research is not possible, it is essential to contact the respective Project Officer to clarify in each individual case whether and if so, which hours during these circumstances can be recorded in the timesheets and subsequently invoiced. The EU NCP has also made a general request to the European Commission in this regard. The answer to this question is still pending and will be published or linked on the NCP website as soon as it is available.

• Contract Research
Please coordinate with the client/company partner in a timely manner and discuss the adapted schedule.

Material and travel expenses
National Funding Programmes

**FWF:** Non-refundable material costs for cancelled project-specific trips are eligible for funding. Appropriate documentation by the project management including all invoices is required. Within the global budget, flexible use of funds is guaranteed anyway. Also in “Meitner” programmes a shift from material to personal cost is possible.

**Dealing with travel bans or return trips in mobility programmes**
The FWF asks all scholarship holders to contact the responsible project officers directly in order to discuss individual solutions. The FWF will respond to delayed project starts in a straightforward and generous manner, as well as to cost-neutral extensions and project interruptions. Also here the “18 months prolongation” rule applies.

**FFG:** Costs incurred as a result of cancellations in the course of COVID-19 developments, and for which there was no refund, can be settled.

**CDG:** If the trips were booked before the Corona crisis, CDG will cover the cancellation costs with the laboratory budget, if they are not covered by travel insurance or if there is no credit note from the travel agency or airline.

European and International Funding Programmes

**H2020 Travel expenses for non-participation in a trip - “Force majeure clause” in the Horizon 2020 grant agreement in connection with the COVID 19 outbreak:** Article 51 of the H2020-MGA sets out the conditions under which the force majeure clause can be applied. “Force majeure” refers to an exceptional and unforeseeable event or situation beyond the control of the beneficiaries which prevents them from fulfilling their obligations under the measure. Where such a situation occurs, beneficiaries must immediately inform the Commission/agency/financing body which will examine, on a case-by-case basis, the possible application of the rules on force majeure. In addition, beneficiaries must immediately take all necessary measures to limit the damage caused by force majeure (e.g. attempt to cancel the ticket, claim reimbursement from the cancellation insurance (if applicable)).

Costs are eligible if they meet the general eligibility conditions set out in Article 6 H2020 MGA, as are all other costs incurred under the action. For example, if a meeting/event cannot take place due to force majeure, travel and accommodation costs may still be eligible under the H2020 action if they fulfil the conditions for reimbursement, even if the beneficiary did not travel and did not attend the meeting/event. If force majeure leads to additional costs for the implementation of the action, these costs may be eligible for the implementation of the action if necessary (e.g. if a cancelled conference is reorganised at a later date). However, the maximum grant amount cannot be increased. For more information, see [here](#).

**Erasmus+:** The OeAD has provided an information page. Costs such as cancellation fees can be claimed with reference to “force majeure”.

**Accounting, ongoing financial reports**
• National Funding Programmes
  FWF: The deadline for the upcoming annual accounts will be extended from April 30, 2020 to June 30, 2020. The FWF’s Auditing Department advises project managers to submit their annual accounts in the usual manner and form, but only at a later date, and not to use other forms of submission. FFG: Audits on site are carried out by sending documents or remotely, provided that this is possible for the funding recipient. Those projects that would have been audited on site are carried out remotely. In addition to the project management, the department of project controlling and support is also informed. The documents requested by FFG in the course of the audit must be submitted via FFG eCall. Annual payroll accounts, hourly rate calculations and other centrally available documents are provided by the project controlling department. If an upcoming submission deadline cannot be met because documents are not available, FFG must be informed via eCall.
  OeNB: The OeNB will try to find accommodating solutions to all other issues.

• European and International Funding Programmes
  EU-Projects: The upcoming audits will be carried out in the usual manner by the Project Controlling and Support Department and by the TU Wien auditor. Documents in paper form are NOT required. All documents are transmitted to the auditor by the Project Controlling and Support via a common cloud. The auditor is able to view and control invoices and receipts via a separate TUinsight report.

  The European Commission has extended its FAQ collection on Covid-19. The new explanations concern the handling of project staff who cannot work in the home office, as well as delays during the last project period and the final report.
  In the first case, absences of project staff during a mandatory, nationally or regionally imposed curfew can be taken into account in the annual hourly rate calculation. If option 1 or 3 is used to calculate the annual productive hours, it is possible to switch to option 2 in the financial year concerned in order to deduct the absence times of affected project staff. In the second case, in addition to a project extension under certain conditions, an additional interim reporting period is also possible, in which up to 90% of the funding amount can be paid out. The new FAQ can be found at https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/faq/13430;type=1;categories=;programme=H2020;actions=;keywords=COVID-19%20outbreak (annual hourly rate calculation) https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/faq/13431;type=1;categories=;programme=H2020;actions=;keyword=COVID-19%20outbreak (additional reporting period)


  Information on this point was provided by the National Contact Point for Law and Finance in Horizon 2020, European and International Programmes FFG - Austrian Research Promotion Agency in the course of the SPECIAL REPORT Covid-19, Legal and Financial News May 2020 on 13.5.2020.

  Contract Research
  Please coordinate with the client/company partner as soon as possible and discuss the adapted time schedule or the possibility of project extensions.

Post-Project

For any further questions please contact: projektcontrolling@tuwien.ac.at

• National Funding Programmes
  FWF: The deadline for pending final statements will be postponed from April 30, 2020 to June 30, 2020. The FWF’s Auditing Department advises project managers to submit final accounts in the usual manner and form, but only at a later date, and not to use any other form of transmission.
  FFG: On-site audits are carried out by sending documents or remotely, if this is possible for the funding recipient. Those projects that would have been audited on site are carried out remotely. In addition to the project management, the department of project controlling and support is also informed. The documents requested by FFG in the course of the audit must be submitted via FFG eCall. Annual payroll accounts, hourly rate calculations and other centrally available documents are provided by the project controlling department. If an upcoming submission deadline cannot be met because documents are not available, FFG must be informed via eCall.

• European and International Funding Programmes
  EU-Projects: The upcoming audits can be carried out in the usual manner by the Project Controlling and Support Department and by the auditor.

  Links

to the „Corona-Info-pages“ of the respective funding organisations
FWF: https://www.fwf.ac.at/de/forschungsfoerderung/faq/faq-zu-corona/
FFG: https://www.ffg.at/corona-support
CDG: https://www.cdg.ac.at/
OeNB: https://www.oenb.at/ueber-uns/forschungsfoerderung/jubilaumsfonds.html (no special conditions)
OeAD: https://oead.at/de/der-oead/informationen-zum-coronavirus/
COST: https://www.cost.eu/who-we-are/about-cost/coronavirus-covid-19/
TU Wien: “Guidelines for open access to publications, data and other research outputs for Horizon 2020 projects working on COVID-19 & SARS-CoV-2 & related topics”