

Proposal for Guidelines on Immunology Seminars (winter term 2022-2023)

The demand for places in our courses regularly exceeds our capacities with the result that individual students frequently cannot be accommodated in the upcoming term. It is thus extremely regrettable when allocated places are left empty -- for example if students pull out of courses after they have begun and at such short notice that it is too late to find a substitute. To achieve greater commitment, the following guidelines are applicable with immediate effect.

1. Registration/Withdrawal

- 1) Registration via ALMA is possible up to 2 weeks before term begins (winter term: 03.10.2022). Places in the seminars will be allocated immediately after this date. Confirmation of participation and, if applicable, last-minute placements, follow until term begins.
- 2) Information regarding allocation to a course is made available either via ALMA or per e-mail.
- 3) If alternative registration deadlines apply, these dates will also be posted on ALMA. Students are allowed to withdraw from courses, but only until the term, i.e., the lecture period, officially begins (see [here](#)).
- 4) As soon as the term (lecture period) begins up until the first seminar date, students can only withdraw from courses for serious reasons by contacting the respective lecturer(s) per e-mail and adding the teaching coordinator cc (stefanie.buagl@ifiz.uni-tuebingen.de), After this date, withdrawal from a course is only possible with an official medical certificate (see paragraph 2).

Please examine your schedule critically before term begins to ensure that none of your registered and confirmed courses contain overlaps and that you can master these courses in terms of the time and workload involved. This will avoid having to cancel courses booked at an early stage.

2. Requirements for successful participation in the seminars and correct procedure in the event of withdrawal or absence

- 1) If no detailed criteria are specified in the seminar description, it is generally necessary to give a presentation and to contribute actively to discussions in order to successfully complete the seminar. Unauthorized absence (i.e., without a medical certificate) is only permissible once, constituting a total of 2 weekly teaching hours (2 SWS). Participants are thus obliged to be present for 70 percent of the seminar dates (after deduction of authorized absences as confirmed by an official medical certificate) and to hold a talk before the seminar can be graded as "passed". For example, if a weekly seminar has 14 seminar dates, only 1 unauthorized absence and a maximum of 3 medically excused absences (with official certificate) are permissible. If the number of certified absences exceeds this number, the seminar will be classified as "unattended" and will neither be graded nor registered by the examination office.
- 2) Non-attendance without authorized absence after allocation of a place in the respective course (= Status "Zugelassen"/Accepted) will be graded 5,0 unless an official medical certificate is submitted.
- 3) Participants who unexpectedly withdraw from courses after partial performance (for example after holding a talk but without having taken the written examination/quiz, or without having contributed to the dictionary), will receive the grade 5,0 unless a medical certificate is submitted and if item 1) does not apply.
- 4) If withdrawal from a course nevertheless proves necessary, please always contact the respective lecturer/s personally first to explain the situation and seek possible solutions. If you withdraw from a course without talking to the lecturer beforehand, it will be graded 5,0 and registered as such with the respective examination office (if no official medical certificate is submitted).

3. Course Assessment and Recording of Grades

- 1) Each lecturer is responsible for grading the respective seminar. Performance assessment and weighting of talk presentation/active contribution or other relevant accomplishments, etc., are carried out specifically according to the concept of the seminar. As a rule, assessment and grading are discussed in the introduction to the first session or these details can be obtained on request. The lecturers also provide Individual feedback as required.
- 2) Examination results undergo a grading procedure that is carried out by the office of the teaching coordinator (*Lehrsekretariat*) according to a 50%-key and under the auspices of Professor Rammensee.
- 3) Grading in both cases takes place in steps of 0,3.
- 4) As a rule, grades are available on ILIAS in the form of an anonymous list comprising matriculation number and respective grade. Students are not entitled to demand individual communication of grades either from the lecturer or from the office of the teaching coordinator. Please refrain from such enquiries.
- 5) After inspection of the grades, participants are welcome to contact the lecturer (in the case of a seminar course) or the office of the teaching coordinator (written examination) to clarify open questions or, for example, to carry out a post-examination review.
- 6) After their release and disclosure on ILIAS, the grades will automatically be forwarded to the examination offices, respectively. The Department of Immunology can in no way influence the compilation and documentation of grades, for example in the transcript of records. Please therefore refrain from making any such enquiries to the office of the teaching coordinator.

4. Contact information and hours of availability

- 1) The office of the teaching coordinator can be reached (preferably by email) at the following times:

Monday, Tuesday, Wednesday and Friday, 10.00 – 11.00

Tel: 07071-29-87728 or per email: stefanie.bugl@ifiz.uni-tuebingen.de

- 2) Due to the large number of enquiries, questions that can be answered by the points listed above cannot be responded to individually.

Prof. Dr. Hans-Georg Rammensee, Chair of the Department of Immunology