Change history

New in Version 8.4:

Updates to 3.1.2: Recommendation to wear a mask and “temporary mask requirement”

Updates to 3.1.5: Conduct in cases of coronavirus (and suspected cases)
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Preliminary remarks

The measures described below aim to reduce the risk of transmission and prevent infections by making our environment and conduct more hygiene-oriented. The personal conduct of all members of the University helps us to prevent others and ourselves from becoming infected with SARS-CoV-2 and thus also helps to contain the current pandemic. For this reason, the active participation of all members of the University - students, academic staff, lecturers, and administrative and technical staff – is indispensable for success.

A special responsibility in this regard lies with the University's managers. They are responsible for active communication in accordance with the principle "health first" and for ensuring that the special infection prevention measures and related instructions are explained and implemented in a comprehensible manner.

The regulations made in this handbook set a minimum standard to be implemented in all higher education institutions. In this handbook, the contents of the following regulations have been essentially incorporated:

- the Infection Protection Act ([www.gesetze-im-internet.de/ifsg](http://www.gesetze-im-internet.de/ifsg))
- the Bavarian Infection Protection Measures Ordinance (BayIfSMV) ([www.stmgp.bayern.de/coronavirus/rechtsgrundlagen](http://www.stmgp.bayern.de/coronavirus/rechtsgrundlagen))
- the instructions for supplementing occupational health and safety strategies ([www.uni-bayreuth.de/corona/maskenschutzkonzept](http://www.uni-bayreuth.de/corona/maskenschutzkonzept)) of the Bavarian State Ministry of Finance and Home Affairs.

The regulations in the present handbook are considered the minimum standard at the University of Bayreuth. They concretize the general framework strategy of higher education institutions. Stricter, higher-ranking regulations, for example in statutory occupational safety regulations or state infection protection regulations, are of course given priority and must be observed in each case.
1 Responsibilities

All members of the University including all professors, academic staff, civil servants, public employees, and students are responsible for ensuring that the regulations are actually observed in the area for which they are responsible. This applies in particular to supervisors, anyone chairing meetings, examiners, and teaching staff. The University randomly monitors compliance with the infection prevention regulations. Should the random checks reveal a need for follow-up action, the University Governing Board reserves the right to take further steps within the scope of its site regulations.

Lecturers have domiciliary rights in the lecture halls and teaching rooms for the observance of hygiene recommendations as well as the observance of any temporary obligation to wear masks.

2 SARS-CoV-2: Illness and modes of transmission

The novel coronavirus SARS-CoV-2 is easily transmitted from person to person. Infection with SARS-CoV-2 can cause the respiratory disease Covid-19. This can also lead to severe illness and even death. Furthermore, it can be assumed that a considerable proportion of those infected with SARS-CoV-2 will not show symptoms or only mild symptoms resembling a cold. It is important to note that even people who exhibit a mild progression of the disease or people who already have full vaccination protection can be contagious. Transmission can also take place a few days prior to the onset of symptoms.

According to the current state of knowledge, the virus can spread via the respiratory route (droplet and aerosol). Transmission occurs mainly when there is close proximity to a person who is releasing viruses, for example at or below normal talking distance. It has been shown that the virus is transmitted very efficiently from person to person by droplet and aerosol, especially in closed spaces, and spreads through the population.

It should be noted that prolonged exposure to small, poorly ventilated, or unventilated rooms increases the probability of transmission by aerosol even over a distance greater than two metres. Due to the accumulation and distribution of aerosols, under these conditions, maintaining the minimum distance may no longer be sufficient. An effective exchange of air reduces the aerosol concentration in a room. Wearing mouth-and-nose protection also reduces the number of viruses released into the air.

Transmission via contaminated surfaces and hands is also possible, although to a lesser extent.

The risk of infection increases with the number and duration of unprotected encounters with persons infected with the coronavirus.
3 Hygiene measures and regulations

3.1 General measures

3.1.1 Social distancing requirement

It is recommended that the minimum distance of 1.5 metres be maintained wherever possible. If the minimum distance cannot be reliably maintained - for example in hallways and meeting areas in university buildings – a mask must always be worn (see 3.1.2). This includes, for example, all foyers, corridors, hallways, stairwells, lifts, kitchens, and lavatories.

Whenever it is not possible to maintain the minimum distance (e.g. through measures of work organization), alternative protective measures may also be taken, such as transparent partitions (e.g. made of Plexiglas) for public access (e.g. at information and lending desks).

The minimum distance requirement may be waived for face-to-face courses (cf. regulations in chapter 3.3.3).

3.1.2 Recommendation to wear a mask and “temporary mask requirement”

Recommendation to wear a mask

In buildings and enclosed spaces, the strong recommendation is to wear a medical or FFP-2 mask for your own protection, especially during lectures, whenever the recommended minimum distance of 1.5 metres cannot be reliably maintained.

Deviating regulations (e.g. for state examinations) will be announced in specific cases.

Option: Temporary mask requirement (Not applicable to exams!)

Effective 21.05.2022, lecturers and organizers of temporary events may optionally impose a "temporary mask requirement" for the duration of their course or event. This means that they may make attendance of their course/event conditional on the wearing of a medical mask or an FFP-2 mask in buildings and enclosed spaces for the duration of the course/event if members of risk groups are present or there are verifiably circumstances conducive to infection. Examples of such circumstances include crowded spaces, poor ventilation, or inability to maintain the recommended minimum distance.

A temporary mask requirement does not apply at a fixed sitting or standing place, provided that a minimum distance of 1.5 metres to other persons not belonging to one's own household or for other compelling reasons is reliably maintained.

A temporary mask requirement may not be imposed on

1. children up to the age of six;
2. anyone who can plausibly show that wearing a mask is not possible or unreasonable for them due to a disability or for health reasons, as long as this can be demonstrated immediately on site, in particular by presenting an original written medical certificate, which must contain the person's full name and date of birth.

Children and adolescents between the ages of six and 16 may only be ordered to wear a medical face mask. The mask may be removed as long as it is necessary for identification purposes or for communication with people with hearing disabilities.

Participants must be informed in an appropriate manner about the implementation of a temporary mask requirement in good time prior to the start of the course or event.
When selecting the type of mouth-nose covering, basic occupational health and safety standards, such as those that apply in laboratories, must be observed. Further guidance on protective measures in workplace design can be found in 3.2.4.

Employees, students, and guests must use their own mouth and nose protection. In the event of violations, the security staff of the University of Bayreuth may, in compliance with the applicable legal provisions, make consistent use of the domiciliary rights according to §2 of the University Rules (https://www.uni-bayreuth.de/en/house-rules) and issue a reprimand. As soon as the person concerned refuses to comply with the reprimand, the security staff is required to call the police (110).

3.1.3 Home office for office work or comparable duties

There are currently no covid-specific regulations regarding home office.

3.1.4 Additional recommendations

Hand hygiene

Everyone is required to contribute to reducing the risk of infection by washing their hands regularly: Wash hands with gentle liquid soap for 20 to 30 seconds. Proper hand disinfection is usually only necessary and useful if thorough hand washing is not possible. Hand washing agents as well as disposable paper towels, or alternatively hand disinfectants, are available in sufficient quantities in the lavatories and laboratory rooms.

As the University has sufficient sanitary facilities (in accordance with the Workplace Regulations), everyone can and should wash their hands before entering a lecture hall, seminar room, or other room.

For the additional protection of the members of the University of Bayreuth, Buildings & Grounds Maintenance has installed disinfectant dispensers in highly frequented areas. Buildings & Grounds Maintenance regularly checks the fill level of the dispensers and refills them if necessary. The same applies to the surface cleaning agent and the additional folded-towel dispensers in the lecture halls and seminar rooms.

Etiquette when coughing and sneezing

Coughing and sneezing into the crook of your arm is one of the most important preventive measures. When coughing or sneezing, the greatest possible distance from other people should be maintained. It is best to turn away from others.

3.1.5 Conduct in cases of coronavirus (and suspected cases)

As a rule, the public health department initiates the measures required under general law.

If a person tests positive for coronavirus, the current isolation policies and rules apply.

Employees who are quarantined domestically and therefore cannot or may not enter the campus must, as a matter of principle or as far as possible, work from home or remotely, provided they are fit for work. A leave of absence is only granted if there is no possibility of working from home or remotely.

If a person from one’s household or another close contact person is still waiting for his or her test results, members of the University of Bayreuth should “self-quarantine” as a precaution in coordination with their supervisors; In coordination with their supervisors wherever possible, work should then be carried out via home office in coordination with one’s supervisor(s).

3.2 Special technical and organizational measures
3.2.1 Contact data collection

The participation of everyone in the collection of contact data is voluntary.

How is the data collected on site?

On-site presence is recorded uniformly across the campus via UniNow. The UniNow system offers the following possibilities for data collection:
- via the University of Bayreuth's campus app "UniNow"
- without the app using a smartphone's browser/QR code scanner
- via laptop/browser by way of a specific URL provided in the room

Persons who are not able to book in on site (e.g. because they do not have an internet-enabled mobile device) or who have forgotten to make a booking are asked to enter their contact details afterwards. The data can be entered subsequently via this URL: www.uni-bayreuth.de/checkin. All buildings/rooms can be searched for here and the period of attendance can be specified.

When you make your first booking, you must enter the data to be recorded. "Checking in" to a room or a workplace is carried out independently and on one's own responsibility when entering the room. "Checking out" is either carried out by independently checking out when leaving the room or is done automatically the next time you check in.

Collected data

The following information is collected as part of contact data collection:
- Last name, first name:
- Phone number
- E-mail address
- Place of residence or postal code

Data storage

The data records in the UniNow system are stored outside the learning management systems and are not available for checking attendance in courses. The data is not linked or used to create movement profiles. The data stored outside the university systems is encrypted and secured by contract data processing. A decryption of the UniNow data and the data collected on the basis of the CampusCard card number can only be carried out by defined persons at ITS.

3.2.2 Ventilation

Ventilation of rooms shall be carried out in accordance with the following specifications. Information about the ventilation requirements is posted in lecture halls and seminar rooms.

Rooms without a ventilation and air conditioning system

As a general rule, the larger the room, the more people in the room, the fewer windows that are opened and the smaller the temperature difference between room air and fresh air, the more frequently it should be ventilated.

All rooms must be ventilated regularly. Rooms without a ventilation and air conditioning system (e.g. offices, meeting rooms and, in some cases, seminar rooms) must be ventilated at the beginning of the activity and at regular intervals thereafter by means of short and intensive ventilation (open windows, preferably by cross-ventilation). Ventilation should be repeated every 45 minutes for about 5 minutes. Ventilating by tilting the windows is not sufficient. In meeting rooms, a denser occupancy is assumed, so that ventilation should be repeated every 20 minutes.

Rooms with ventilation and air conditioning systems

In rooms with ventilation and air conditioning systems (e.g. lecture halls, seminar rooms, laboratories), which have an active ventilation and air conditioning system, Buildings & Grounds Maintenance controls the systems so that a supply of fresh air is ensured. Individually ventilating these rooms is not usually necessary.
3.2.3 Cleaning

Work tables, work equipment, operating elements and surfaces in lab rooms as well as work equipment which is typically used in practical courses and examinations and which is used by several persons in quick succession must be cleaned by the users. Otherwise, suitable protective clothing (e.g. gloves) must be worn when using them. These measures are to be carried out by the users of the rooms. Update 03.11.2020: Sports equipment is excluded from this regulation.

Laboratories are cleaned by general cleaning standards in the same way as offices, restrooms, etc. As before the pandemic, work surfaces in laboratories are not cleaned by the cleaning personnel for safety reasons.

3.2.4 Protection of risk groups

Members of groups with an increased risk of severe illness (risk groups according to the Robert Koch Institute; [www.rki.de/EN/Content/infections/epidemiology/outbreaks/COVID-19/COVID19](http://www.rki.de/EN/Content/infections/epidemiology/outbreaks/COVID-19/COVID19)) are recommended to take the necessary measures for self-protection in coordination with their attending physicians. The University Medical Officer also offers advice in this connection. Additional information is available here: [www.sicherheitswesen.uni-bayreuth.de/de/arbeitsmedizin](http://www.sicherheitswesen.uni-bayreuth.de/de/arbeitsmedizin).

Students who are entitled to reasonable accommodations ([www.becks.uni-bayreuth.de/de/Studierende/Studienleistungen-und-Pruefungen](http://www.becks.uni-bayreuth.de/de/Studierende/Studienleistungen-und-Pruefungen)) should make separate arrangements with their lecturer and contact the Diversity Service Centre ([www.diversity.uni-bayreuth.de](http://www.diversity.uni-bayreuth.de)) for possible solutions.

*Regulations for pregnant women*

According to the current state of knowledge, pregnant women do not in principle have a higher risk of infection than the general population and are not at increased risk of severe illness. However, the possibilities of treatment in the case of severe illness in pregnant women are significantly limited compared to the general population. For example, it is often not possible to use medication and treatment measures without endangering the unborn child. According to the Maternity Protection Act, this circumstance represents an irresponsible threat.

Pregnant women should, as a rule, work via home office. If for some reason that is actually impossible, activities involving contact with people or with the public are generally not permitted for pregnant women. An exception can only be made if a concrete risk assessment is carried out with regard to the existing pregnancy. This risk assessment must also take into account the route to and from work. If in doubt, please contact the Safety Advisor ([www.sicherheitswesen.uni-bayreuth.de/de/kontakt](http://www.sicherheitswesen.uni-bayreuth.de/de/kontakt)) or the University Medical Officer ([www.sicherheitswesen.uni-bayreuth.de/de/arbeitsmedizin](http://www.sicherheitswesen.uni-bayreuth.de/de/arbeitsmedizin)). Depending on the outcome of the risk assessment, this may make it possible for pregnant women to work on-site at the University of Bayreuth.

In general, the regulations for the protection of pregnant women must be applied very strictly as a precautionary measure. Up-to-date information can be found on the website of the Bavarian Ministry of Labor and Social Affairs: [www.stmas.bayern.de/coronavirus-info/corona-mutterschutz.php](http://www.stmas.bayern.de/coronavirus-info/corona-mutterschutz.php).

*Regulations for nursing mothers*

According to the Bavarian State Ministry for Family, Labour and Social Affairs, however, there is no need to issue an organizational employment ban for nursing women. However, there is an obligation to release a woman for breastfeeding outside the University as soon as a Covid-19 illness or a medically justified suspected case occurs in her area of work (department/research group/building).

If possible, the main option for nursing mothers is to work remotely or via home office. Such a model can avoid time off work for breastfeeding and the circumstances associated with it for a woman.
3.2.5 Food services: Catering and buffets, visiting the canteen

For catering services, the general infection protection regulations (www.stmgp.bayern.de/coronavirus/rechtsgrundlagen) apply. This includes both the use of catering services and their provision (e.g. during an event organised as part of university operations).

The specific regulations for the use of the canteens and cafeterias run by Studentenwerk Oberfranken on site must be followed in any case.

3.3 Additional regulations for in-person operations

3.3.1 General regulations for all employees

Avoidance of operational personal contacts

In all work areas, it must be assessed whether suitable technical and organisational measures can be taken to reduce operationally necessary personal contacts. It is recommended to focus the simultaneous use of rooms by several persons on fixed teams and their change to the extent necessary for operations, unless equivalent protection can be ensured by other measures. For meetings, it is recommended to use technical possibilities such as video or telephone conferencing. If face-to-face meetings are necessary, distance regulations must be observed and sufficient ventilation must be provided.

Optional self-tests for employees

Employees who come to the University for work purposes have the opportunity to test themselves up to once a week if they wish to do so. This will remain in effect until 25.05.2022 (current period of validity of the Corona Occupational Health and Safety Ordinance). Self-testing is for personal assurance purposes. As of 26.05.2022, self-tests can no longer be provided.

If a test result is positive, you must immediately go into domestic isolation and have a PCR test carried out (to do this, contact your GP, a testing centre, your local health office, or the Association of Statutory Health Insurance Physicians on 116 117).

Employees who have been shown to be infected with coronavirus must report this to their supervisor in addition to the Human Resources Office (gesundheit@uni-bayreuth.de).

Workplace arrangement

In offices occupied by multiple staff members, the distance between workplaces should be as large as possible and regular ventilation should be provided.

Childcare/ home-schooling

To the extent that a child is temporarily unable to attend the childcare facility/school due to symptoms of illness such as fever, the general regulations pertaining to a temporary leave of absence for childcare shall apply.

Insofar as children are (completely or in part) not allowed to attend the childcare facility/school (e.g. quarantine, closure of the facility, partial care due to incidence levels being exceeded or the like), a parent may work remotely/from home in consultation with his/her supervisor for an unlimited period of time, provided this is possible.

The Family-Friendly University Office offers assistance in possible hardship situations that may arise, for example, due to a lack of childcare, and supports the development of individual solutions.

If this is not possible, a leave of absence to the required extent is granted on a secondary basis.
**Business and training travel**

Priority shall be given to the use of video and telephone conferencing. When travelling on official business or for further training, the person concerned should inform him/herself about the epidemiological situation and developments at the destination and familiarise him/herself with the hygiene and protection regulations applicable there. The current travel warnings of the Federal Foreign Office and the respective entry/return and quarantine conditions should also be observed.

**Procedure for cancelled events or planned and already approved business and training trips, if travel costs have been incurred**

Immediately after becoming aware of the cancellation, all possible steps must be taken to keep the costs incurred as low as possible; obligations already entered into must be cancelled wherever possible. This applies accordingly in the case of premature termination of business and training trips.

In accordance with the EU Air Passenger Rights Regulation, the airline is obligated to refund the airfare. Vouchers offered do not have to be accepted.

In the Travel & Subsistence Form, the expenses that cannot be cancelled or the cancellation costs incurred must be listed and supported by invoices, or the cancellation conditions must be attached to the report. Reimbursements received must be stated and supported by appropriate evidence. The Travel & Subsistence Form must be submitted to Unit III/3 along with the approval and official letter cancelling the event or a screenshot of the corresponding website.

Claims for cancellation costs are subject to the preclusion period of six months.

**Use of official cars**

When travelling in official cars (e.g. university buses), it is recommended that all passengers wear a mask for their own protection.

**3.3.2 Committee work and administrative operations**

Meetings of the university bodies provided for by law (e.g. appointment committees, faculty council meetings, Senate meetings, meetings of the Student Parliament) are permitted as in-person meetings, subject to the applicable protection and hygiene measures. In principle, it is also permitted to carry out committee work digitally.

A person is also considered to be present if he or she participates via video conference. It must be ensured that all participants can see and hear each other. All participants should therefore be provided with a telephone number and e-mail address in advance of the meeting, so that connection problems or failures can be communicated immediately to the person chairing the meeting.

Participants must ensure and explicitly affirm that no non-members are present. Minutes of meeting must also be carefully taken.

In particular, before (or with) each vote, members must declare for the minutes that they were able to follow the discussion. Non-secret voting must be conducted in such a way that all members can register who voted and how. When recording the voting results, the votes of the individual participants should therefore be read aloud or otherwise made transparent. Unfortunately, secret ballots are currently not possible in digital form, and can thus only be cast by sending a ballot paper by post. In the case of both non-secret (at the meeting) and secret ballots (afterwards), the decision must be taken on the basis of the deliberations. A "combination" with a circular procedure in such a way that all members (including those not involved in the video conference) participate in the decision is not lawful. However, it is possible to conduct a circular procedure instead of a meeting, as described in the University’s constitution.

(Paragraph taken from letter of Bavarian Ministry of Science and Art "Board resolutions and university elections during the Covid-19 pandemic" dated 30 April 2020)
At all events and meetings, i.e. also at committee meetings, the traceability of all persons present must be ensured, e.g. through traceability in the minutes or other means of contact data collection mentioned in the section 3.2.1. The data must be made available to the relevant health authorities on request.

Appointment lectures

If (at least) one of the persons invited to give a lecture cannot come to the University in person (e.g. due to entry or exit restrictions, quarantine obligations) and therefore only has the opportunity to give a lecture via video conference, all lectures must be held in digital form in order to ensure comparability and equal opportunities for all applicants.

Technical support is provided by ITS/Media Technology.

3.3.3 In-person teaching

Lecture halls and seminar rooms are occupied according to the number of places available. Digital and digitally supported formats continue to exist to supplement face-to-face teaching; the decisions for this are made in the respective subjects.

Responsibilities of lecturers

The teaching staff is required to point out any temporary mask requirement to the students. If students fail to comply despite repeated reminders from the lecturer, the responsible lecturer may expel the student from the room and exclude him/her for the remainder of the course. Furthermore, the lecturers are advised to ensure that the rooms are appropriately ventilated if no ventilation system is available.

In general, it is not conceivable to take measures under employment law unless the Bavarian Infection Protection Measures Ordinance (BayIfSMV) is deliberately violated.

3.3.4 In-person events not belonging to teaching or official operations

Purely social events (parties, barbecues, Christmas parties, etc.) are permitted on University premises, provided that research, teaching, examination and administrative operations are neither disturbed nor endangered.

Other legal regulations apply to independent venues such as the cafeteria, University Sport, or Glashaus. They are therefore not subject to this provision.

In particular, the following must be observed:

- The event organizer is responsible for organizing, implementing and maintaining safety precautions.
- Violations of the regulations of the Bavarian Infection Protection Measures Ordinance can be punished by the local authorities and fined. Fines are not covered by the University.
- Also the further regulations of the Coronavirus Handbook of the University of Bayreuth. (www.uni-bayreuth.de/en/corona) are to be observed.
- When allocating rooms, priority is always given to the research, teaching, examination, and administrative operations of the University. Exceptions may be granted by the University Governing Board.

Should special framework conditions lead to the necessity of a specified (hygiene) regulation, the requirements formulated in 3.1.3 shall apply. For the organisation, implementation and compliance with the specified regulations, the requirements of the competent institutions and/or supervisory authorities shall be included. The organiser is obliged to clearly point out the regulations to guests, visitors or users and to ensure compliance with them.

If you are unclear, please contact praesenzveranstaltungen@uni-bayreuth.de.

In-person sports events
For sports, the relevant infection control regulations and the requirements of the General Hygiene Strategy - Sport (www.stmgp.bayern.de/coronavirus/rechtsgrundlagen).

As an exception to the general regulations for face-to-face courses, differing framework conditions may apply for practical sports courses (www.hochschulsport.uni-bayreuth.de). When allocating sports facilities, priority shall always be given to the research, teaching, testing, and administrative operations of the University.

Music, in-person artistic/musical events, cultural events and rehearsals

If permissible, for music, in-person artistic/musical events, cultural events, and rehearsals, the relevant infection protection regulations and the specifications of the Hygiene Strategy for Cultural Events and Rehearsals (www.stmgp.bayern.de/coronavirus/rechtsgrundlagen).

3.3.5 Cultural sites

The relevant infection control regulations for cultural sites (www.stmgp.bayern.de/coronavirus/rechtsgrundlagen) shall also apply to university cultural sites and cultural sites in properties managed by the universities (e.g. museums, exhibitions, memorials, zoos, and the Botanical Garden).

4 Effective date

The handbook will be regularly updated and adapted to the applicable infection protection regulations.

Bayreuth, 20/07/2022

Prof. Dr. Stefan Leible
President

Dr. Nicole Kaiser
Provost