

Handout

**on roles in the organisation and further development of student
and academic affairs in the four faculties of the Bauhaus-Universität
Weimar**

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List of abbreviations

EvaO	Evaluation Regulations of the Bauhaus-Universität Weimar of 15 October 2021
GO	University Charter of the Bauhaus-Universität Weimar of 5 April 2019
ThürHG	Thuringian Higher Education Act of 6 June 2018
DSL	Office of Student and Academic Affairs at the Bauhaus-Universität Weimar
DIB	International Office of the Bauhaus-Universität Weimar
TMWWDG	<i>Thüringer Ministerium für Wirtschaft, Wissenschaft und Digitale Gesellschaft</i>

1. General information

1.1. Description and objective

This handout was developed in 2022/23 within the framework of the commissioned task of the Work Group for Quality and Degree Programme Development (*Arbeitsgruppe Qualitäts- und Studiengangentwicklung/QSE Work Group*). This document describes roles and associated tasks related to the organisation of student and academic affairs at the Bauhaus-Universität Weimar.

The objective is to enable transparency for faculty, students and employees with regard to the responsibilities associated with each role. At the same time, the handout is intended to be helpful in handing over the roles mentioned from one person to another and to contribute to a better understanding of these roles.

The handout describes tasks that are uniform across the university as well as ones that are specific to a faculty or degree programme.

The QSE Work Group hereby recommends that the content of the handout be reviewed in five years at the latest, that is, in 2028.

1.2. Work Group for Quality and Degree Programme Development (QSE Work Group)

The Presidium and the faculty management bodies initiated the inter-faculty Work Group for Quality and Degree Programme Development. The aim was to continue the instructional strategy of the Bauhaus-Universität Weimar in a participatory work process, to better link the processes related to quality and study and to make such processes more effective.

The commissioned task of the QSE Work Group is based on Framework Agreement V between the state government of Thuringia and the state's universities (2021-2025) and the Performance and Services Agreement (ZLV) between the TMWWDG and the Bauhaus-Universität Weimar (2021-2025). In this context, tasks including the definition and documentation of decision-making processes and responsibilities for the establishment, review, further development and discontinuation of degree programmes were assigned to the QSE Work Group.

For more information on the QSE Work Group, please visit:

www.uni-weimar.de/ag-qse

1.3. The process for preparing the handout

In the summer of 2022, the members of the QSE Work Group conducted qualitative interviews with people from the four faculties who are entrusted with the organisation of student and academic affairs. The results were evaluated and condensed into a draft of the handout with the Vice-President of Academic Affairs, the Office of Student and Academic Affairs and Institutional Development. This draft was then discussed with representatives of the faculties. The final result was presented to the Faculty Boards and publicised within the university.

2. Role definitions

2.1. Dean

A dean is elected every three years as part of the committee elections. A faculty member from the status group of professors and junior professors (*Hochschullehrer*) performs this role.

Core tasks:

- Managing the Dean's Office and representing the faculty within the Bauhaus-Universität Weimar as well as defining the guidelines for the Dean's Office [ThürHG §39 (2), GO §17 (1)]
- Enforcing the decisions of the Dean's Office [GO §17 (2)]
- Proposing the Vice Deans [ThürHG §39 (3)]
- Assigning areas of responsibility to the respective Vice Deans, who are independently responsible for these areas [ThürHG §39 (2), GO §17 (1)]
- Making decisions regarding whether professors can be substituted in courses ("Substitution requires approval") [ThürHG §83 (1)]
- Monitoring the fulfilment of instructional and examination duties by the professors and junior professors (*Hochschullehrer*) as well as other persons who have mandatory instructional duties [GO §17 (3)]
- Regular reporting in the Faculty Board and providing support to the Presidium in the preparation of the annual report of the Bauhaus-Universität Weimar [GO §17 (4)]
- Assuring quality in student and academic affairs on the basis of processed data from the quality assurance system of the Bauhaus-Universität Weimar [EvaO §8-§10]
 - By presenting the results to the faculty and deriving development measures with the faculty management [EvaO §3]
 - Through responsibility for the preparation of the quality report of the faculty and transmission to the responsible member of the Presidium [EvaO §13]

The descriptions are based on the Thuringian Higher Education Act (ThürHG of 6/6/2018), the University Charter of the Bauhaus-Universität Weimar (GO of 5/4/2019) and the Evaluation Regulations of the Bauhaus-Universität Weimar (EvaO of 15/10/2021). In addition, they are based on the evaluation of qualitative interviews conducted by the QSE Work Group in the summer of 2022.

2.2. Dean of Studies

As part of the committee elections and based on the recommendation of the Dean, the President appoints a »Dean of Studies« every three years. A faculty member from the status group of professors and junior professors (*Hochschullehrer*) performs this role in the relevant faculty.

Core tasks:

- Independent and autonomous assumption of the assigned area of responsibility [ThürHG §39 (2), GO §17 (1)]
- Chairship of the Study Commission and participation in an advisory capacity, unless the person is an elected member of the Study Commission [GO §19 (3)].
- Participation in ensuring the quality of student and academic affairs
 - By taking receipt of the prepared results of the degree programme-related surveys [EvaO §7, §9, §10], presenting the results to the faculty and deriving development measures with the faculty management and the respective Directors of Studies [EvaO §3]
 - Through access to the individual results of the faculty's course survey [EvaO §8 (3)], presentation of the results and derivation of development measures with the faculty management and the respective Directors of Studies and the relevant faculty [EvaO §3]
 - By participating in the preparation of the faculty quality report [EvaO §13]
 - By participating in the further development of the degree programme portfolio
- Participation in various bodies and committees in the area of student and academic affairs (such as the Study Commission, Senate Committee for Student and Academic Affairs)
- Cooperation with the examination committee, the Faculty Staff Council, the Directors of Studies, the Coordinators of Student and Academic Affairs and the academic advisors
- Exchange with the other Deans of Studies at the university and with the Vice-President of Academic Affairs

The descriptions are based on the Thuringian Higher Education Act (ThürHG of 6/6/2018), the University Charter of the Bauhaus-Universität Weimar (GO of 5/4/2019) and the Evaluation Regulations of the Bauhaus-Universität Weimar (EvaO of 15/10/2021). In addition, they are based on the evaluation of qualitative interviews conducted by the QSE Work Group in the summer of 2022.

2.3. Director of Studies

The faculty appoints a »Director of Studies« [GO §14 (4)]. As a rule, one person from the group of professors and junior professors (*Hochschullehrer*) serves as the Director of Studies. The staffing rotation in the faculties varies.

Core tasks:

- General: Coordination and communication at the degree programme level
- Responsibility for the degree programme in terms of both organization and content
- Convening regular meetings of all faculty of the degree programme:
 - Semester organisation as well as planning of the courses
 - Planning the introductory courses
 - Responsibility for the implementation of the semester conference/the semester review in coordination with the Coordinator for Student and Academic Affairs and the academic advisors
- Participation in ensuring the quality of student and academic affairs
 - By evaluating the results of the university's quality assurance procedures (such as teaching evaluations, surveys on study conditions and concepts and graduate surveys [EvaO §8 (3); EvaO §9 (3); §10 (2)]) and, if necessary, by participating in the implementation of the resulting activities in consultation with the faculty management [EvaO §3]
 - By participating in the preparation of the faculty quality report [EvaO §13]
- Responsibility for the content-related profiling and further development of the degree programme, if necessary in coordination with the faculty management
- Cooperation with the aptitude test commission/selection committee in the student application process
- Additional tasks in international degree programmes in the faculty (such as coordination with the partner university in double-degree programmes)
- Coordination with other faculties (especially with cross-faculty degree programmes or instructional modules)
- Responsibility for the supervision of scholarships and scholarship holders in close cooperation and consultation with the Coordinator for Student and Academic Affairs
 - Conducting the selection procedure for awarding scholarships (such as DAAD)
 - Supervision of students (including evaluation of study progress)
 - Support for and consultation with scholarship providers (such as DAAD), including preparation of reports and submission of applications
 - Scholarship budget management
- Responsibility for the accreditation/reaccreditation process:

- Internal coordination of the external assessment of degree programmes every eight years
- Preparation of the content of amendments or new versions of the study regulations/examination regulations/module catalogue
- Administration of degree programme funds (finances)
- Representation of the degree programme in relevant bodies and committees (such as the Faculty Board and Senate Committee for Student and Academic Affairs)

The descriptions are based on documents including the University Charter (GO of 5/4/2019) and the Evaluation Regulations of the Bauhaus-Universität Weimar (EvaO of 15/10/2021). In addition, they are based on the evaluation of qualitative interviews conducted by the QSE Work Group in the summer of 2022.

2.4. Coordinator of Student and Academic Affairs

The »Coordinator for Student and Academic Affairs« role includes coordinating tasks for individual degree programmes, but in some cases also for the faculty across all degree programmes.

Core tasks:

- Monitoring of applications (including international applications) and courses offered (including evaluation of the number of applications and the number of modules offered in the degree programme(s))
- Organisational semester planning
 - Preparation of a timetable (schedule of events) for the semester
 - Coordination of dates, such as excursion week and semester dates
- Organisation and coordination of examinations in cooperation with the Directors of Study and the Administration Office
 - Spatial planning and scheduling to make study feasible: Checking for overlaps and the number of examinations per examination day of the respective degree programme
 - Coordination of an overarching schedule of examinations (across all degree programmes)
- Coordination of the courses offered in the online course catalogue (Bison portal)
 - Structural review and maintenance of the mapping of the courses offered by the respective degree programme in the online course catalogue (Bison portal)
 - Coordination of instructional export: structural mapping of courses across faculties in the online course directory (Bison portal) (communication beyond the faculty and release of courses for other faculties in the online course catalogue (Bison portal))
- Organisation of the premises for the aptitude test procedures/selection procedures and maintenance of the associated Access database
- Participation in ensuring the quality of Student and Academic Affairs by participating in the preparation of the quality report of the faculty [EvaO §13].
- Implementation of the supervision of scholarships/scholarship holders on an operational level in cooperation with the respective Directors of Study
 - Carrying out the selection procedure for awarding scholarships in cooperation with DSL (such as DAAD)
 - Supervision of students (including evaluation of study progress)
 - Support for and consultation with scholarship providers (such as DAAD), including preparation of reports and submission of applications
 - Scholarship budget management
 - Participation in exchange concepts (in some cases on request of the scholarship provider(s))

- Coordination of the instructional conference of all internal participants of the degree programme (agreement on the structural organisation of the semester)
- Supporting the Director of Studies/DSL in the revision of regulations (EP/STO/PO) in cooperation with faculties and the examination committee
- Coordination of the accreditation and reaccreditation processes (every eight years)
 - Participation in the preparation of the self-reports
 - Adaptation of the module catalogue as well as study and examination regulations within the framework of the accreditation and reaccreditation processes
- Coordination of the semester conference/semester review
- Sharing information with the Faculty Marketing/Press and Public Relations departments (such as about events of the degree programme, general events and dates)

The descriptions are based on the evaluation of qualitative interviews conducted by the QSE Work Group in the summer of 2022.

2.5. International Counsellor

International Counsellors look after international students as well as domestic students who are doing a semester abroad. In some cases, the role is split between two positions: International Counsellor for Outgoing Students and International Counsellor for Incoming Students.

Outgoing

An International Counsellor for Outgoing Students looks after domestic students who are enrolled at the Bauhaus-Universität Weimar and are doing a semester abroad.

Core tasks:

- Providing advice and guidance to students in preparing for and carrying out a stay abroad at a partner university of the Bauhaus-Universität Weimar
- Organisational support in the application and selection procedure
 - Coordination of application procedures with DIB
 - Advertisement of the exchange opportunities in cooperation with DIB (applications are submitted on a DIB portal)
 - Evaluating compliance with the faculty specifications
 - Distribution of (outgoing) students among the exchange opportunities on offer
- ECTS recognition of students' credits after they return from a semester abroad: Coordination and confirmation of the learning agreements (in cooperation with the academic advisors, who review the learning agreements in advance)
- Grade conversion for the students' credits from semesters abroad and forwarding to the responsible examination office
- Communication with the International Office (DIB):
 - In regard to enquiries about potential partnerships or the initiation of new foreign contacts/exchange universities
 - In regard to consent to partnerships/cooperation agreements
 - In regard to structural changes/improvements (such as online learning agreements)
 - In regard to regular meetings of all International Counsellors
- Operational implementation of the internationalisation strategy of the Bauhaus-Universität Weimar (such as organisational and representative tasks in cooperation with exchange organisations/foundations/other institutions)
- Coordination of the maintenance of international partner institutions (the professorships are responsible for exchange opportunities)
- Provision of information for the website (such as FAQs, process flows) in cooperation with DIB

Incoming

International Counsellors for Incoming Students look after international students who are enrolled at the Bauhaus-Universität Weimar for at least one semester abroad.

Core tasks:

- Providing advice and guidance to international students at the Bauhaus-Universität Weimar
- Organising welcome/informational events for incoming students
- Organising study opportunities for international students: Ensuring that international students can earn the required number of ECTS credits during their stay
- Coordinating and serving as a liaison between DIB and faculty:
 - DIB provides general information for incoming students at the Bauhaus-Universität Weimar
 - DIB consolidates information (application documents) from international students and forwards it to International Counsellors (for Incoming Students) so that they receive proper support
 - Forwarding information to professors
- Monitoring international student applications in the context of exchange programmes
- Preparation of the »Transcript of Records« for students
- Cooperation with international degree programmes
- Provision of information for the website (such as FAQs, process flows) in cooperation with DIB

The descriptions are based on the evaluation of qualitative interviews conducted by the QSE Work Group in the summer of 2022.

2.6. Academic Advisor

An Academic Advisor advises students on all elementary questions about studying in a degree programme. The faculties are responsible for providing academic advising [GO §14 (2) 3]. The staffing rotation varies.

Core tasks:

- Individual advising of students before and during their studies (based on the study and examination regulations of the degree programme)
 - Providing information about the objectives, content and structure of the degree programme for prospective students and about requirements for students who are already enrolled
 - Answering questions about the content of the module catalogue and the structure of the degree programme (such as combination options, possibilities for greater flexibility and semester leaves of absence)
 - Providing advice on final theses in conjunction with practice partners
 - Providing portfolio advice (for those applying to artistic and creative degree programmes)
 - Providing internship guidance (as far as provided for in the curriculum)
- Providing advisory preliminary review of the admission of applicants in terms of application content (primarily for master's degree programme applications)
 - Checking whether supplementary modules need to be completed
 - Checking whether an internship was completed prior to the degree programme (only if this is a requirement according to the PO/STO)
 - Checking grade point averages
 - Preparation of the selection procedure for awarding scholarships in cooperation with DSL (such as DAAD)
 - If applicable, submitting decision proposals to the chair of the examination committee
- If required, participating in the examination committee of the faculty: advisory function for individual student applications (review of the case content in advance)
- Participating in ensuring the quality of student and academic affairs by taking receipt of the results of the quality assurance procedures at the degree programme level (such as surveys on the first year of studies, surveys on the general study conditions and concepts and graduate surveys) and, if applicable, participating in the implementation of activities resulting from this in coordination with the Director of Studies [EvaO §3]
- Reviewing the recognition of study and examination credits that were completed outside of the Bauhaus-Universität Weimar or in a separate degree programme, if necessary on the basis of learning agreements (such as Bauhaus.Module), in order to determine the relevance of such credits in terms of content and subject matter

- Processing of learning agreements/recognition letters and forwarding them to International Counsellors/the examination office
- Providing information/engaging in public relations for students
 - Participating in informational events for students and prospective students (such as Open Campus Day, Insight Master, Student Orientation Week, *Tag des Lehrens und Lernens*)
 - Forwarding of newsletters on subjects such as competitions and grants
 - Providing support for and dissemination of information to students and faculty about quality assurance measures such as semester conference/semester review
 - Promoting the degree programme in cooperation with the Faculty Marketing/Press and Public Relations departments of the faculty
- Mediatory advising:
 - Referral to general advising (DSL) in case of general questions
 - If compensation for student disadvantages is needed, referral to the representative for students with disabilities or chronic illnesses
 - Recommending that students contact Career Services if applicable

The descriptions are based on documents including the University Charter (GO of 5/4/2019) and the Evaluation Regulations of the Bauhaus-Universität Weimar (EvaO of 15/10/2021). In addition, they are based on the evaluation of qualitative interviews conducted by the QSE Work Group in the summer of 2022.