

Opportunities for students to get involved in committees at the IHI Zittau



Introduction: What students are often wondering about

1. How much time do I have to spend on committee work?

That's hard to say exactly. But our students tell us that the workload is not very high and easy to manage.

2. Do I need a lot of prior knowledge to contribute?

No, not really. What counts is your perspective and experience as a student of the IHI Zittau. It's certainly helpful if you bring some curiosity and an interest in shaping our university. You'll usually get acquainted with the topics quite quickly.

3. What do I do if I don't have time, e.g. because I have an exam?

Appointments are often scheduled so that you can choose, or the meeting has to take place without you that time. You will receive the minutes afterwards and will not miss anything (e.g. at the Scientific Council or the Examination Committee).



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Contents

1. Scientific Council
2. Academic Affairs Committees
3. Academic and Student Studies Co-ordinator
4. Examination Committees
5. Faculty Student Council



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Scientific Council



Scientific Council

The Scientific Council is the highest academic committee at the IHI Zittau

Tasks:

- Spectrum includes all areas of the IHI internally and externally
 - Issuing, amending and revoking study and examination regulations
 - Preparing statements on structural and development planning
 - Appointment procedures: Approval of calls for proposals and job advertisements, formation of appointment committees, approval of proposals for appointments
 - Target agreements with the University Executive Board
 - Approval of teaching assignments
- meeting once a month



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Scientific Council

Tasks of the student representatives: Contributing the student perspective, co-determination and decision-making on the above-mentioned tasks, introducing topics on the above-mentioned spectrum, noting and forwarding relevant information to the Faculty Student Council (FSR)

Members:

- 6 professors of the IHI Zittau
- 2 representatives of the research assistants
- 1 representative of the other staff
- 1 representative of the student body
- 1 Equal Opportunities Officer



Overview of the current members: <https://tu-dresden.de/ihi-zittau/das-ihi-zittau/gremien-und-beauftragte/wissenschaftlicher-rat>

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Academic Affairs Committees



Academic Affairs Committees (STUKO)

Tasks:

- The STUKO advises the Dean on the organization of teaching and studies
- To be consulted before drawing up and amending study and examination regulations
- Must meet when one third of its members request it
- With regard to its tasks, has the right of initiative in the Scientific Council
- Decisions on the organization of teaching and study are binding

→ Unless the Scientific Council decides otherwise by a majority of two-thirds of its members

- STUKO conducts surveys of students alongside the Faculty Student Council pursuant to the Act on the Autonomy of Institutions of Higher Education in the Free State of Saxony (SächsHSFG)

→ IHI Zittau by the advisor of the Dean of Studies
organized alongside TU Dresden's Center for Quality Analysis

Academic Affairs Committees (STUKO)

1. STUKO for degree programs at IHI Zittau

- Members: three professors of the IHI and one student representative from each of the above-mentioned degree programs

2. STUKO for cooperative degree programs at IHI Zittau

- Members: three professors (IHI and cooperating institution) and one student representative from each cooperative degree program

Meetings: whenever necessary, about once a semester

Current members:

<https://tu-dresden.de/ihi-zittau/das-ihi-zittau/gremien-und-beauftragte/kommissionen/studienkommission>

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Academic Affairs Committees (STUKO)

Structural context:

- Scientific Council appoints members of the STUKO in consultation with the Faculty Student Council (FSR)
- Lecturers and students are distributed in the commission on a parity basis
- Dean of Studies member and chairperson of STUKO by virtue of office
- Dean of Studies representative of the director for all study matters



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Studies Co-ordinators



Academic and Student Studies Co-ordinator

General information:

At the IHI, the Academic Studies Co-ordinator is usually the head of the degree program. The Student Studies Co-ordinator is a student of the degree program.

The Academic and the Student Studies Co-ordinator work as a team to assure and improve the quality of their degree program. Their work is based on the [university's quality goals for studying and teaching](#) as well as the federal and state requirements for the design and accreditation of degree programs.

Academic and Student Studies Co-ordinator

Tasks:

- Developing discipline-specific quality goals for their program (if required)
- Implementing their own suggestions for improvement
- Advising students and lecturers on questions and issues in the program (if required)
- Receiving and processing as well as following up on complaints
- Collaboration with the Dean of Studies and the Faculty Student Council



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Academic and Student Studies Co-ordinator

Tasks as part of the degree program evaluation:

- Central contacts for the degree program
- Pointing out quality goals and features that are specific to the degree program
- On the basis of the evaluation report, they jointly develop a statement and a catalog of measures, which they present to the faculty's committees,
- Accompanying the implementation of the measures and documenting the status of the ongoing development of the degree program in the teaching report at the IHI, in cooperation with the Dean of Studies



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Examination Committees



Examination Committees

General tasks:

- Ensuring compliance with the study and examination regulations
- Appointment of examiners and assessors
- Addressing special cases in connection with examinations and examined assessments (e.g. crediting of examinations from other institutions, withdrawal from examinations due to illness, accusations of plagiarism and attempted cheating, appeals)

Tasks of the student representatives:

- Representation of the student perspective, co-determination and decision-making on the above-mentioned tasks, introduction of topics on the above-mentioned spectrum

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Examination Committees

Members

- Representatives of the group of professors (3), the group of academic staff (1), and the group of students (1)
- At IHI, there is an Examination Committee for each degree program
- Due to its small size, the members are often the same and the dates of meetings are combined (committees meet one after the other on the same date)

Meetings: whenever necessary, usually twice or thrice a semester

Current members of the Examination Committees:

- <https://tu-dresden.de/ihi-zittau/das-ihi-zittau/gremien-und-beauftragte/kommissionen/pruefungsausschuesse>

Faculty Student Council



Faculty Student Council (FSR)

General information:

- The FSR is elected by the students of the IHI Zittau, represents the interests of the students in committees, and is a point of contact
- Duration of the membership: one year (two semesters)
- Election: each winter semester (once a year)
- Meetings: Ideally every two weeks → but depending on tasks and needs, thus may be on an irregular basis as required
- Contact and current members: <https://tu-dresden.de/ihi-zittau/das-ihi-zittau/gremien-und-beauftragte/fachschaftsrat>

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Faculty Student Council (FSR)

Tasks:

- Representing students in case of any concerns or issues
- Delegation of members to various committees or functions (e.g. Studies Coordinators, Scientific Council)
- Organization of various events (e.g. Dies Academicus, city rally)
- Collaboration with the Student Councils of TU Dresden / HSZG
- Supporting initiatives and groups of students at the IHI
- Create and offer sports courses and other activities for students



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Faculty Student Council (FSR)

Position	Function
Chairperson	Heading meetings, organization etc
Finance officer	Supervision of finances, invoices etc
Communication manager	Internal and external communication as well as information of stakeholders
Student representative in the Scientific Council	Exchange of information on changes, problems, activities, student representation and decision making

Faculty Student Council (FSR)

Position	Function
Officer for international students	Representation of international students, contact person
Member of the Student Council (StuRa) HSZG	Representative in the StuRa of the University of Applied Sciences Zittau / Görlitz for cooperative degree programs
Member of the StuRa TU Dresden	Representative in TU Dresden's Student Council
Sustainability officer	Education and awareness-raising on the subject of sustainability, improvement
Admin Matrix Server (communication tool)	Organization and administration of the matrix server

Additional committees at TU Dresden you can participate in

Senate of TU Dresden

The Senate has up to 21 voting members (§ 81 para. 2 SächsHSFG). It is responsible for academic matters in teaching, studies, continuing education and research that affect the entire university or are of fundamental importance. The individual responsibilities of the Senate are outlined in § 81 SächsHSFG.

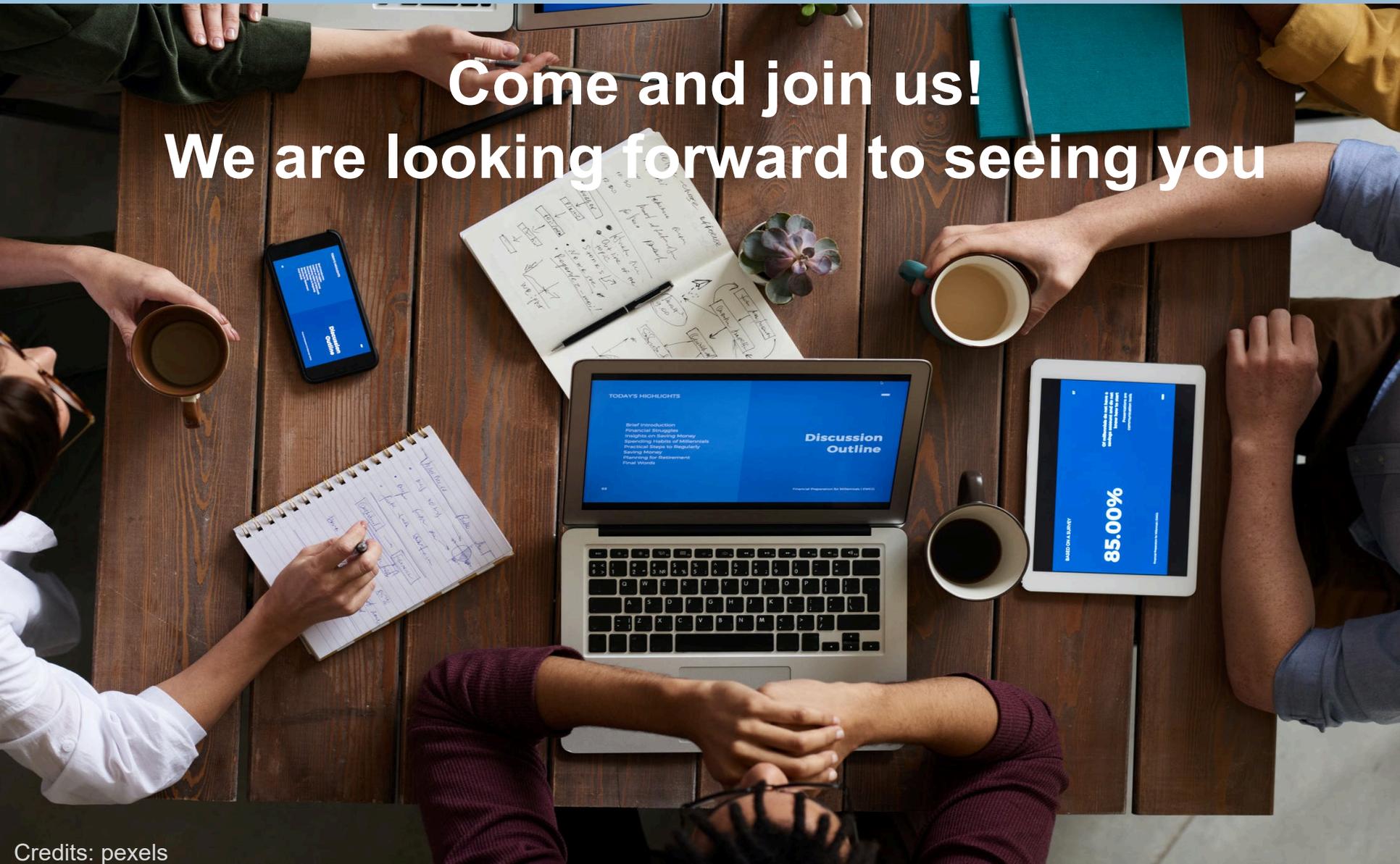
Extended Senate of TU Dresden

It is responsible for deciding on the basic regulations and for the election or voting out of the Rector (§ 81 a para. 2 SächsHSFG).

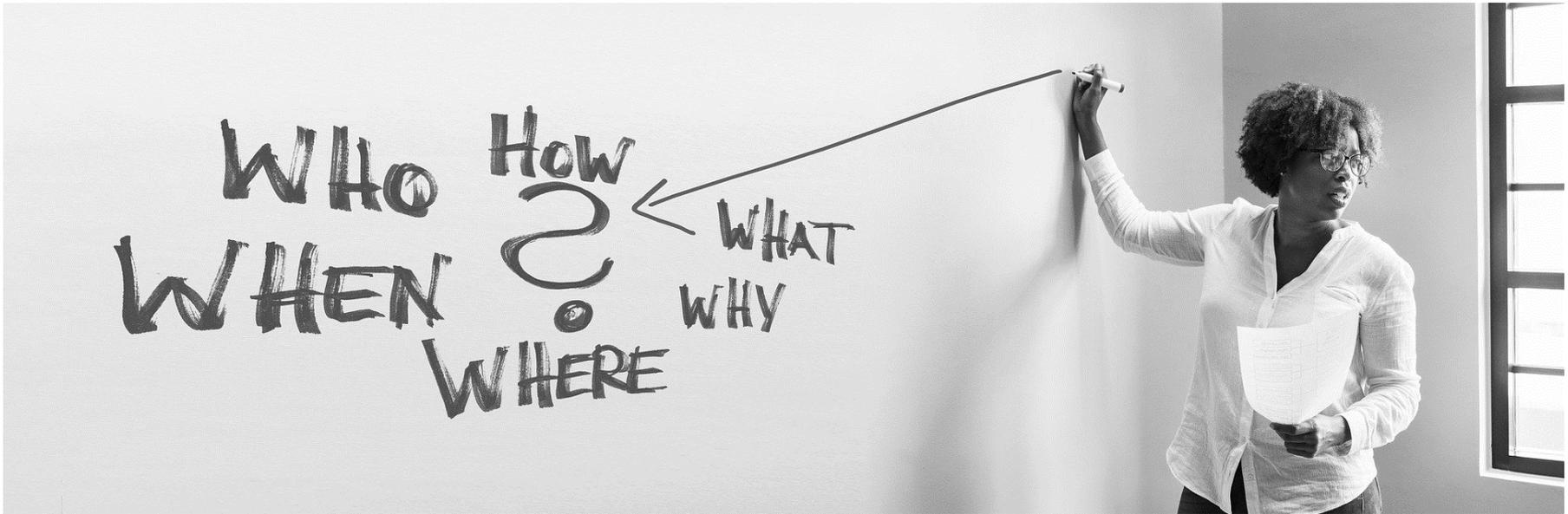
Additional information: <https://tu-dresden.de/tu-dresden/organisation/gremien-und-beauftragte/senat-senatskommissionen>

StuRa TU Dresden: <https://www.stura.tu-dresden.de/>

Come and join us!
We are looking forward to seeing you



Questions or feedback?



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