

Duties and Responsibilities of Program Coordinators

In the context of quality management study and teaching at Technische Universität Dresden, for each study program, one academic program coordinator and one student program coordinator are appointed out of the teaching staff and the students of the respective study program.¹

The tasks of the advertised position are based on the Principles of the quality management system study and teaching passed by the Senate on 11 May 2011 in the current version, the university's quality goals for study and teaching, as well as on the requirements for the conception and accreditation of study programs that apply, both on federal and national levels.²

Duties

The Academic and the Student Program Coordinators work together as a team to ensure the quality assurance and improvement of their study program. As central contact persons, they are responsible for preparing and implementing the evaluation of their study program by the *Centre for Quality Analysis* (ZQA) and act as the primary contact to the staff of the ZQA for questions about the study program. In this context, they draw particular attention to the quality objectives and characteristics of the program that have to be taken into account in the evaluation.

After successful evaluation, the Program Coordinators prepare a statement regarding the results of the evaluation report. In addition to the statement, they formulate measures to stabilise the strengths of the study program and correct the identified weaknesses. They then submit the statement and the catalogue of measures to the participating committees (Academic Affairs Commission, Faculty Board or Scientific Board) with an explanation.

In order to ensure the continuous development of the study program, the program coordinators assist the implementation of the proposed measures and other suggestions for improvement. They document the status of implementation and development of the study program in the biennial teaching report of the faculty or central unit.

Regardless of the study program's evaluation, the Program Coordinators should be the first point of contact for problems in the study program.

Criticism, information and complaints arising within the framework of quality management for studies and teaching, that means systematic problems and compliance notices, i.e. notices of or

¹ The quality management system does not apply to matters of the Carl Gustav Carus Faculty of Medicine and the Carl Gustav Carus University Hospital.

² In particular, the *Standards and Guidelines for Quality Assurance in the European Higher Education Area* of ENQA, the *State Treaty on Study Accreditation* and the *Saxony's regulation on Study Accreditation* must be taken into account.

violations of applicable regulations through human action, are received from you, processed independently or forwarded to the responsible party.

Program Coordinators suggest improvements of their study program and put them forward for discussion. In addition to the cooperation between the Academic and the Student Program Coordinator, they should coordinate their activities with the responsible Dean, the relevant committees and the respective student council. The proposals should be based on quality objectives formulated beforehand and agreed with the Dean of Studies and the Academic Affairs Commission. These quality objectives refine the university-wide quality objectives.

Their knowledge of quality management at TU Dresden and the above-mentioned requirements enable the Program Coordinators to create an awareness of the quality of teaching and learning among all members of the faculty or central unit.

In order to take into account the specific point of view of the program coordinators at faculty or central units level and the interests of the individual study programs, it is sensible for the program coordinators to take part in the meetings of the Academic Affairs Commission, if they do not already belong to it as a regular member.

Appointment and Recognition

As a rule, the Academic Program Coordinators should be university lecturers at TU Dresden. At the same time, they may hold the office of Dean of Studies, if they are only responsible for one study program. In consecutive Bachelor's and Master's degree courses, one person can be assigned to both study programs. The Academic Program Coordinator will be appointed by the Faculty Board at the suggestion of the Dean or by the Scientific Board by the suggestion of the Director, for a period of three years.

The Faculty Students' Council or the Scientific Board proposes the appointment to the position of Student Program Coordinator for a period of one year from 1 April until 30 March the following year.

Upon request, each Student Program Coordinator will receive a certificate, which will be signed by the responsible Dean of Studies and the Vice-Rector for Academic Affairs. Depending on the workload, it is possible to get a crediting by the Department for General Qualifications (AQua) in agreement with the respective faculty or the central unit.