Course Coordinators
- Duties and Responsibilities -

Within the quality management in teaching and learning at the Technische Universität Dresden each programme will be assigned one coordinator from within the teaching staff and one student coordinator. The coordinators will be responsible for quality assurance and development of the course of studies and will act as contact persons for questions and problems relating to the programme. Their work is based on the Principles of quality management in teaching and learning, which were passed by the Senate on 11th May 2011, together with the underlying concept Quality management system of the Technische Universität Dresden in teaching and learning.

Course Coordinators

Coordinators are responsible for the development of the curriculum, the assurance and development of its quality and are liaisons for students with regard to questions concerning the curriculum. They are significantly involved in the evaluation of the respective programme, and particularly in phrasing the response to the evaluation report and the catalogue of measures deriving from this report. In case of an external evaluation the coordinators are responsible for drawing up the self-evaluation report. In case the coordinators are not regular members of the Academic Committee for the respective course of studies, they act as consulting members of this committee.

As a rule, non-student coordinators shall be lecturers at the TU Dresden. They may simultaneously be dean of studies if they are responsible for only one university course. A coordinator can also be responsible for consecutive Bachelor’s and Master’s programmes. Coordinators are proposed by the dean and appointed by the faculty council.

Moreover, the rectorial board will nominate one coordinator from each school as member of the working group “Arbeitskreis Q” that is responsible for planning and developing the quality management system.

Student Course Coordinators

In addition to the course coordinator a student course coordinator will be appointed. He or she should be a student enrolled in the respective course of study and will participate in the

1 The quality management does not extend to business of the Faculty of Medicine Carl Gustav Carus and the “Universitätsklinikum Carl Gustav Carus – rechtsfähige Anstalt des öffentlichen Rechts des Freistaates Sachsen”. 
programme evaluation and in phrasing the response to the evaluation report and the catalogue of measures deriving from this report. Again, in case the student course coordinators are not regular members of the Academic Committee for the respective course of studies, they act as consulting members of this committee.

Potential candidates for the position of a student course coordinator are suggested by the faculty’s student representative committee and are appointed by the faculty council. The term of office for the student course coordinators is one year, beginning in the summer term. Student course coordinators may receive credits for their work within the framework of modules regarding “general qualification” (AQua) in agreement with the respective faculty.

On top of that, the student council suggests four of the student course coordinators as members of the working group “Arbeitskreis Q” that is responsible for planning and developing the quality management system. The four student course coordinators will be appointed by the rectorial board.