Programme Coordinators
– Duties and Responsibilities –

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

The tasks of the advertised position are based on the Principles of the quality management system for teaching and learning passed by the Senate on 11 May 2011 and last modified on 10 March 2017, the university's quality objectives for teaching and learning, as well as on the requirements for the conception and accreditation of study programmes that apply, both on federal and national levels.²

Duties

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

After successful evaluation, the Programme 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 programme 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 programme, the programme coordinators assist the implementation of the proposed measures and other suggestions for improvement. They document the status of implementation and development of the study programme in the biennial teaching report of the faculty or central unit.

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 supplementary Saxon legal regulation must be taken into account.
Regardless of the study programme’s evaluation, the Programme Coordinators should be the first point of contact for problems in the study programme. Complaints will be received, processed independently or forwarded to the responsible unit.

Programme Coordinators suggest improvements of their study programme and put them forward for discussion. In addition to the cooperation between the Academic and the Student Programme 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 Programme 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 programme coordinators at faculty or central units level and the interests of the individual study programmes, it is sensible for the programme 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 Programme 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 programme. In consecutive Bachelor’s and Master’s degree courses, one person can be assigned to both study programmes. The Academic Programme 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 Programme Coordinator for a period of one year from 1 April until 30 March the following year.

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