

Schedule of responsibilities for 2020/21 (as of 13 October 2020)

<u>Tasks</u>	<u>Responsible</u>	<u>Representative</u>
1. Management, Foundation bodies and central functions		
Management of Head Office	Dr. Bartz	Leinweber
Foundation bodies and commissions		
Accreditation Council	Dr. Grünes/Schulmeister	Leinweber
Foundation Council.	Leinweber	
Board	Kammler	
Appeals Commission	Mayer-Lantermann	–
Data Protection Officer	Mayer-Lantermann	–
Security Officer	Lorenz	
Employee Representative	Schulmeister	–

<u>Tasks</u>	<u>Responsible</u>	<u>Representative</u>
2. Permanent principal work areas		
Programme accreditation	Coordination: Dr. Weber	Mayer-Lantermann
Specific academic subjects	<i>See separate document "Fächerzuordnung" (schedule of responsibilities by academic subject)</i>	
System accreditation	Coordination: Börsch	Dr. Grünes
Alternative accreditation procedures (including experimentation clause)	Coordination: Schöne	Becker
Other categories of application		
Material changes	– Processor of original application –	
Extensions	Neuhaus	Kammler
Recognition of joint degrees	Mayer-Lantermann	Becker
Cluster approvals	Dr. Weber	Dr. Grünes
Authorisation of agencies	Leinweber	
Legal/international	Coordination: Mayer-Lantermann	
ENQA	Mayer-Lantermann/Dr. Bartz	
EQAF	TBA	
EQAR	Mayer-Lantermann	Leinweber
Quality Audit Network	Schulmeister/Mayer-Lantermann	
INQAAHE	Mayer-Lantermann/Dr. Bartz	

ECA
CHEA/CIQG
Twinning with Georgia
NOKUT

Mayer-Lantermann
Dr. Bartz
Becker
Schöne

ELIAS

Coordination: Becker

Schulmeister

Internal quality assurance
QA in ELIAS

Coordination: Dr. Grünes
Raskob

Dr. Weber

Programme events (Quality Dialogue)

Kammler/Leinweber

Best Practice Award

Kammler

3. Projects, working groups and specific topics

International evaluation of the Accreditation Council
Evaluation of the Specimen Decree
Thematic analyses

Mayer-Lantermann
Mayer-Lantermann
Neuhaus

Dr. Bartz

Foundation working groups

Supporting Committee

Kammler

External working groups

Bologna Working Group
Qualifications Framework for German Higher Education
Qualifications Working Group

Dr. Bartz
Leinweber

Börsch
Dr. Bartz

Bologna Key Commitments QA
Erasmus Joint Master Degrees Advisory Board

Mayer-Lantermann
Dr. Bartz

Dr. Bartz
Mayer-Lantermann

Specific topics

Qualification goals according to the Interstate
Treaty:

- Scientific/academic and artistic proficiency
- Competence for qualified employment
- Development of personality, including social dimension

Börsch
Kammler
Dr. Grünes

Formal criteria

Study programme structure and duration

Kammler

Study programme profiles

Leinweber (additionally to qualification goals)

Admission requirements and transitions

Mayer-Lantermann

Qualifications and qualification designations

Mayer-Lantermann

Modularisation

Dr. Grünes

Credit points

Kammler

Recognition

Dr. Grünes

Mayer-Lantermann

Crediting

Dr. Grünes

Mayer-Lantermann

Cooperation with non-higher-education institutions

Mayer-Lantermann

Academic criteria

Qualification goals and degree level

Leinweber

Coherent study programme concept and appropriate implementation

- Curriculum
- Mobility
- Staffing
- Resources
- Examination system

Dr. Grünes
Mayer-Lantermann
Dr. Weber
Dr. Weber
Dr. Grünes

Dr. Grünes

- Academic feasibility	Kammler	
- Specific profile characteristics		
o International	Mayer-Lantermann	Becker
o Dual, on-the-job	Dr. Weber	Bartz
o Extra-occupational	Dr. Weber	
o Academic further education	TBA	
o Virtual/digital/remote	Dr. Weber	
o Part-time	Dr. Weber	
Academic design of study programmes	According to responsibilities by academic subject	
Academic success	Kammler	
Gender equality and equal opportunities	Leinweber	
Cooperation between higher education institutions	Mayer-Lantermann	
Bachelor's programmes at schools of cooperative education	Schulmeister	Leinweber
Other topics		
Joint programmes	Mayer-Lantermann	Becker
Fundamental issues of assessment/impact analysis	Börsch	
Study programme-related data	Kammler	
Digitalisation	Dr. Bartz	
State-regulated study programmes	Mayer-Lantermann	
Thematic analyses	Neuhaus	
National cooperation		
Standing Conference of the Ministers of Education and Cultural Affairs (KMK)	Dr. Bartz, Mayer-Lantermann	
German Rectors' Conference (HRK)	Dr. Bartz	
Federal Government	Kammler, Dr. Bartz	
German Council of Science and Humanities (Wissenschaftsrat)	Dr. Bartz	

German Academic Exchange Service (DAAD)
States

Associations of faculties

Dr. Bartz, Mayer-Lantermann
Dr. Bartz, Becker, Börsch, Mayer-
Lantermann, Schulmeister
– According to responsibilities by
academic subject –

4. Support

Administration

Financial planning and budget consultations

Rules on fees

Human resources management

Accounts

Purchasing

Travel organisation

Event organisation

Travel expenses

Requests for appropriations

Public transport tickets

Office organisation, office activities

Activity Report, also comprising part of the
factual report under section 44 of the Land

Fiscal Code (see Public Relations)

Telephone system/IT and other technical
questions except ELIAS

Facility management

Filing plan

Library

Corporate design

Dr. Bartz/Leinweber/Parczyk

Mayer-Lantermann

Parczyk

Parczyk

Dr. Bartz, Leinweber, Lorenz, Parczyk

Lorenz

Lorenz

Parczyk

Parczyk

Parczyk

Lorenz

Raskob, Parczyk

Schulmeister/TBA

Raskob, Schulmeister, Dr. Bartz

Leinweber, Lorenz

Leinweber

Lorenz/Gaspardo

Börsch, Lorenz

ELIAS

Coordination: Becker

Raskob, Lorenz, Gaspardo, Parczyk

Schulmeister

Public relations

Representation of the Foundation

Corporate communications

Website

Activity Report (see above)

Dr. Bartz

Kammler

Lorenz/Kammler/Schulmeister

Schulmeister/TBA