

# **Faculty Regulations the faculty**

## **Economics**

at the University of Applied Sciences Dresden  
University of Applied Sciences

from

**12 April 2017**

On the basis of Section 13 (4) of the Act on the Freedom of Universities in the Free State of Saxony (Sächsisches Hochschulfreiheitsgesetz - SächsHSFG) in the version published on 15 January 2013 (SächsGVBl. p. 3), last amended by Article 11 of the Act of 29 April 2015 (SächsGVBl. p. 349, 354), the Dresden University of Applied Sciences, hereinafter referred to as HTW Dresden, has enacted these Faculty Regulations as a statute.

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## **Preamble**

The Faculty Regulations determine the structure and internal organisation of the Faculty of Economic Sciences at HTW Dresden. They regulate the procedure for the performance of the tasks of the organs and commissions of the faculty.

### **§ 1 Scope**

The Faculty Regulations apply to the members of the Faculty of Economic Sciences in accordance with  
§ 87 para. 2 SächsHFSG

### **§ 2 Structure**

- (1) The organs of the Faculty are the Faculty Council and the Dean.
- (2) The Faculty may establish structural units in the form of teaching areas, research institutes as well as institutes with special tasks by resolution of the Faculty Council. Teaching areas are study programmes, subject areas or subject areas that can be established as a substructure and as an organisational unit for the performance of tasks in teaching and research in the faculty.  
A research institute can be established to carry out targeted, intensive research work in a specific field of research.  
The Faculty offers the degree programmes listed in Appendix 1 and is responsible for the institutes listed there. Institutes are headed by an institute director.
- (3) The Faculty Council appoints an examination board for all degree programmes together.
- (4) On the proposal of the Dean, the Faculty Council elects separate Deans of Studies for the Bachelor's degree programmes and a joint Dean of Studies for the Master's degree programmes. The Faculty Council shall appoint study commissions for the individual Bachelor's degree programmes and a study commission for the Master's degree programmes in consultation with the responsible student representatives. The Faculty Council appoints study commissioners for the individual Master's degree programmes on the proposal of the Dean. The study commissions have equal representation and consist of at least 4 persons. A dean of studies can also be responsible for a degree programme at the same time.  
If vacant posts are to be filled, this shall be announced in an appropriate manner.
- (5) The Faculty Council shall appoint commissioners on the proposal of the Dean. The right to establish further commissions or to appoint commissioners remains unaffected. Membership of more than one committee or acting as a representative for more than one activity is possible.
- (6) The deputy dean in the absence of the dean is the vice dean.  
The deans of studies are the chairpersons of the respective study commission and representatives of the dean for the coordination of the study programmes. The programme directors are members of the Master's Study Commission. The tasks of the deans of studies and programme directors can be seen in Annex 2.  
In order to safeguard organisational operations, the dean and vice-dean may delegate tasks to university lecturers in the event of simultaneous absence, which are not to be understood as substitutions in office.
- (7) The Assembly of the Faculty is the meeting of the members of the faculty according to § 87 para. 2 no. 1 SächsHSFG. As a rule, the dean convenes the faculty meeting once a year to inform the faculty about the results of its work and general matters of the university.

### **§ 3**

#### **Research Institute**

- (1) Research institutes serve the cooperation for the interdisciplinary processing of research projects and for the formation of research foci. A research institute should have at least 2 professors, who may also belong to different faculties.
- (2) The members of a research institute are the professors of the assigned fields of appointment as well as the assigned full-time academic and other staff working at the university. This also includes third-party funded employees who work at the institute under the direction of the professors responsible for the project. Members shall be heard in decisions concerning their affairs. They have the right to use all the Institute's facilities within the framework of the rules of use. The professors belonging to the Research Institute shall decide in agreement with the Dean on the admission of further professors as members of the Research Institute.

### **§ 4**

#### **Institute Director Research Institute**

- (1) The Institute Director and his deputy are appointed by the Faculty Council for a period of three years on the proposal of the Dean. Reappointment is possible.
- (2) The Institute Director shall perform the duties assigned by the Dean to ensure research in the field of research. The delegated tasks include:
  - the administration of the funds allocated by the Dean,
  - the annual implementation of occupational health and safety instructions,
  - the maintenance of the research reporting system
  - coordinating the deployment of the scientific and other members of the Research Institute.

Control of the recording of working hours and the granting of leave for the employees of the respective research institute may be delegated by the dean to the director of the institute.

The Institute Director coordinates the research and development tasks of the Institute. He is responsible for the development of strategies and for the preparation of an annual plan. He supervises and supports the acquisition of third-party funding. The topic leaders bear the technical responsibility for their projects.

### **§ 5**

#### **Institute for Special Tasks**

- (1) Institutes for special tasks perform special tasks for individual faculties or across faculties.
- (2) Members of an institute for special tasks can be professors, teaching staff and employees.

## **§ 6**

### **Institute Director Institute for Special Tasks**

- (1) The Institute Director and his deputy are appointed by the Faculty Council for a period of three years on the proposal of the Dean. Reappointment is possible.
- (2) The Institute Director performs the tasks assigned by the Dean to ensure the work tasks. The delegated tasks include:
  - the administration of the funds allocated by the Dean,
  - the independent administration of third-party funds,
  - the annual implementation of occupational health and safety instructions.

Control of the recording of working hours and the granting of leave for the employees of the respective institute may be delegated by the dean to the director of the institute.

- (3) The Institute Director coordinates the content-related tasks of the Institute. He is responsible for the development of strategies and for the preparation of an annual plan. He supervises and supports the acquisition of third-party funds. The thematic directors are responsible for their projects.

## **§ 7**

### **Teaching area coordinators**

- (1) The faculty can establish structural units in the form of teaching areas by resolution of the faculty council. Fields of study include disciplines and subject areas that overlap or are close to each other. The teaching areas of the faculty are listed in Annex 3.
- (2) Teaching areas are represented by a teaching area coordinator.
- (3) The teaching area coordinator is appointed by the dean in agreement with the faculty council on the proposal of the teaching staff of the teaching area for a period of three years. Reappointment is possible.
- (4) The teaching area coordinator works closely with the dean of studies, the course coordinators and the module coordinators.
- (5) The main task of the teaching area coordinator is to draw up a proposal to ensure that the teaching tasks in the teaching area are carried out in a resource-oriented manner. Only if a collegial agreement cannot be reached can the dean give unilateral instructions for the implementation of a specific course.

## **§ 8**

### **International agreements**

- (1) New or substantially amended agreements with partner universities as well as the appointment of programme officers for these partner universities shall be made in consultation with the Faculty Council.
- (2) The removal of programme officers from partner universities is carried out by the Dean in consultation with the Faculty Council.
- (3) The statement on the conclusion of agreements with foreign partner universities is made by the dean in consultation with the faculty council.

**§ 9**  
**Entry into force, expiry, publication**

- (1) The Faculty Regulations come into force on 13.04.2017.
- (2) The Faculty Regulations are published on the internet within the university.
- (3) The persons elected or appointed at the time of entry into force shall remain in charge of their duties for their term of office.

Issued on the basis of the resolution of the Faculty Council of the Faculty of Business and Economics of 17.01.2017 and the approval of the Rectorate of HTW Dresden of 07.03.2017.

Dresden, 12.04.2017

Prof. Dr.-Ing. habil. Roland Stenzel  
Rector

## **Annex 1: Study programmes and institutes of the Faculty of Business and Economics**

### **Study programmes**

#### Bachelor's degree programmes:

Business Administration Bachelor  
Industrial Engineering Bachelor  
International Business Bachelor

#### consecutive Master's degree programmes:

Management of Medium-Sized Enterprises Master  
Industrial Engineering Master  
International Business Master

#### further education courses of study:

Human Resources Management MBA

### **Institutes of the Faculty of Economics**

Research Institute  
Centre for Medium-Sized Businesses (ZfM)

Institute for Special Tasks  
Centre for Interdisciplinary Education (ZfB)

## **Appendix 2: Duties of Deans of Studies and Programme Managers**

### **Dean of Studies**

Within the framework of the Dean's overall responsibility, the Dean of Studies performs the tasks related to teaching and studies at the Faculty. He is responsible in particular for:

- Quality assurance in studies and teaching,
- Representing the faculty vis-à-vis other members and committees of the university (Rectorate, Central University Administration, Academic Senate) in matters of teaching and studies,
- Service arrangements with other faculties,
- Mediation between students and lecturers,
- Representation of the study programme in marketing activities (e.g. open day)...
- Advising students on content-related questions about the degree programme.

### **Responsible for the study programme**

Its tasks include in particular:

- When a study programme is created or revised:
  - Analysis of the labour market and competing educational offers,
  - Coordinate the development of the curriculum,
  - Coordination of the competence objectives of the study programme,
  - Capacity planning, examination of studyability,
  - Preparation of study plans,
  - Creation or revision of study and examination regulations,
  - Service arrangements,
  - Participation in the mapping of the degree programme in the university's databases.
- After the introduction of the study programme:
  - Participation in (re-)accreditation,
  - Ensuring the achievement of the qualification goals and the studyability,
  - Coordination of the content of the modules,
  - Initiative to revise the curriculum,
  - Service arrangements,
  - Contributing to the content of course-related materials.

In the Bachelor's degree programmes, the Dean of Studies assumes the duties of the person responsible for the degree programme.

### **Appendix 3: Teaching areas**

Business Administration  
Logistics/Processes  
Marketing  
Human Resources  
Accounting/Finance/Controlling Law  
Key qualifications Business  
management  
Auditing/taxes Economics