

Regulations

for the Establishment of Academic Facilities and

Operating Units

of RWTH Aachen University

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in the Fourth Revised Version

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Please note: This publication is an English translation. Only the German original of these regulations as published in the Official Announcements of RWTH Aachen University (“Amtliche Bekanntmachungen”) is legally binding.

On the basis of §§ 2 para 4, p 1, 29 of the law governing the Universities of the Federal State of North Rhine-Westphalia (Higher Education Act – HG) in the version dated September 16, 2014 (Law and Official Gazette of the State of North Rhine-Westphalia p. 547), most recently amended by Art.3 of the Act to Ensure the Accreditation of Degree Programs in North Rhine-Westphalia dated October 17, 2017 (Law and Official Gazette of the State of North Rhine-Westphalia p. 806), RWTH Aachen University has issued the following regulations:

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Section 1 General Regulations on Central Academic Facilities

§ 1 Central Academic Facilities

Central academic facilities may be formed under the responsibility of the Rectorate insofar and as long as the fulfillment of their tasks in research and teaching serves the entire University or several faculties and an assignment to one or more faculties is not appropriate.

§ 2 Establishment, Modification and Abolition of Central Academic Facilities

- (1) The Rectorate decides on the establishment, modification, and abolition of central academic facilities as well as on their management after hearing the faculties' opinions.
- (2) Together with the application for the establishment or modification of a central academic facility, the responsible faculty shall submit a description of the its tasks and responsibilities. The tasks of the University professors involved in it (in accordance with § 35 HG) in research and teaching its planned organization,resources and equipment are to be presented. If organizational subdivisions of the central academic facility are envisaged, these must be listed in the application. The tasks of academic facilities shall be determined at the time of their establishment.
- (3) The documents according to paragraph 2 must contain statements and agreements according to § 3 (3), if applicable, as well as declarations of consent of the University professors to be involved in the central academic facility.
- (4) The application of a University professor pursuant to section 35 HG to leave a central academic facility shall be submitted to the Rectorate as an amendment request pursuant to subsection 1.

§ 3 Equipment of the Central Academic Facility

- (1) The Rectorate shall allocate or assign staff positions, funds, and rooms to the central academic facilities so that its tasks pursuant to § 2 (2) can be fulfilled. The allocation defines areas of responsibility of the involved University professors in accordance with § 35 HG. These arrangements are intended to ensure that these University professors can fulfill their duties in research and teaching; the scope of the arrangements is determined by the appointment commitments pursuant to Section 37 (3) HG. For the staff positions, funds and rooms allocated to them by the executive board of the central academic facility, the individual University professors shall decide on the deployment of the staff and the use of the funds and rooms. Where appropriate, this takes place in accordance with an agreement pursuant to paragraph 2. For the staff positions assigned to them, the individual University professors decide on the selection of employees to be hired. The same applies to the personnel positions assigned to them by the Rectorate.

- (2) The use of staff positions, funds and rooms made available by contributions from third parties shall be decided within the central academic facility by the person to whom these funds have been granted, within the framework of the respective conditions of granting.
- (3) An agreement may be concluded between all the University teachers working at the central academic facility in accordance with § 35 HG on the principles of organization and distribution of funds and on the establishment, maintenance, and use of joint facilities. The agreement shall be brought to the attention of the board of the central academic facility and the Rectorate. If the Rectorate considers an agreement brought to their attention to be unlawful, they shall immediately work towards its amendment. In the event of a significant change in the conditions under which the agreement was concluded, the Rector may request the management of a central academic facility to work towards an adjustment of the agreement. The board of directors of the central academic facility shall be bound by the agreement in its resolutions and decisions and the management shall be bound by the agreement in conducting the business of the central academic facility.

§ 4

Board of the Central Academic Facility

- (1) The management of each of the central academic facilities shall be the responsibility of an Executive Board.
- (2) The Executive Board of the central academic facility shall include full-time University professors.

§ 5

Management

- (1) The Executive Board shall elect from among its members a University professor pursuant to § 35 HG for a term of two years, in exceptional cases for one year, as managing director. Re-election is permitted, removal from this position is excluded. The managing director is represented by one or more University teachers of the central academic facility in accordance with the decisions of the Executive Board.
- (2) The managing director of the central academic facility shall have the following duties in particular:
 1. They represent the central academic facility vis-à-vis the Rectorate and the other University bodies,
 2. They chair the meetings of the Executive Board of the central academic facility,
 3. They shall conduct the business of the central academic facility within the framework of the resolutions of the Board of the central academic facility and the agreement (§ 3 para. 3),
 4. In the event of a substantial change in the conditions under which an agreement (§ 3 par. 3) was concluded, they shall work towards an adjustment under supplementation.
- (3) The managing director is obliged to provide information and to be accountable to the members of the Executive Board.
- (4) If for an interim period no University professor belongs to a central academic facility, the Rectorate shall elect a University professor who works full-time at RWTH Aachen University as head for this period. They are a member of the Executive Board as a University teacher. Their term of office shall not exceed two years. Re-election to the Board is possible twice.

Section 2 General Regulations on Central Operating Units

§ 6 Central Operating Unit

For services, especially in the areas of media, information, and communication management and technology, for which personnel and material resources are provided on a permanent basis on a larger scale, the Rectorate may establish central operating units to the extent that this is appropriate.

§ 7 Establishment, Modification and Abolition of Central Operating Units

- (1) The Rectorate shall decide on the establishment, modification and abolition of central operating units after hearing the opinions of the faculties involved.
- (2) The tasks of the central operating unit shall be determined at the time of its establishment.
- (3) The management and administration of a central operating unit shall be regulated by the Rectorate.
- (4) The central operating units shall decide on the use of the staff positions, funds and rooms allocated to them by the Rectorate.

Section 3 General Regulations on Academic Facilities and Operating Units of the Faculties

§ 8 Academic Facilities of the Faculties

- (1) The Rectorate shall decide on the establishment, modification, and abolition of academic facilities of the faculties, taking into account the applications submitted and in agreement with the faculties involved.
- (2) Section 2 (2-4), (3), (4) and (5) for central academic facilities shall apply accordingly, with the exception that the Dean's Office takes on the tasks of the Rectorate and the Dean takes on the tasks of the Rector.

§ 9 Operating Units of the Faculties

- (1) For academic or technical services that support the fulfillment of the tasks in research and teaching within a faculty, operational units may be formed under the responsibility of the faculty, insofar and as long as personnel positions, funds and rooms have to be permanently provided for this purpose on a larger scale.
- (2) If an operating unit is to provide services to more than one faculty, it may be established as a joint operating unit of such faculties or converted into such a unit. In this regard, the faculty responsible for the operating unit and the nature of the other faculties' participation shall be

determined by agreement between the faculties concerned. Joint operating units may also be established as or converted into central operating units.

- (3) The tasks of the operating units shall be determined at the time of their establishment.
- (4) The management and administration of an operating unit shall be regulated by the responsible Dean's Office.
- (5) The operating units shall decide on the use of staff positions, funds, and rooms allocated to them by the Dean's Offices.
- (6) The Dean's Office shall decide on the establishment, modification, and abolition of operating units of a faculty after hearing the opinions of the faculty council.
- (7) The Rectorate shall decide on the establishment, modification, and abolition of joint operating units of several faculties after hearing the faculties involved.

Section 4 Special Regulations

§ 10 University Library

- (1) The University Library is the central operating unit of the University for the supply of literature and information. It includes the entire stock of literature available for the fulfillment of its tasks in the central and the specialized libraries. Its mission is to provide and communicate literature and information and to advise and assist in the use of literature and information resources.
- (2) The University Library shall be managed in accordance with uniform library principles by a full-time director who must be qualified as a senior librarian or possess a comparable qualification. The director is appointed by the Rectorate and is the supervisor of all employees assigned to the University Library. The director is responsible for the basic supervision of all libraries belonging to the University. Suggestions from faculties and institutions should be considered in the selection of literature and information sources.
- (3) The University Library cooperates regionally and supraregionally with comparable institutions for the purpose of fulfilling its tasks.
- (4) In order to advise the management of the University Library in matters of principle, the Rectorate shall establish a steering group consisting of authoritative users as well as persons closely related to the subject matter. The number of members should not exceed 8. The representatives of the groups pursuant to Section 11 (1) HG may propose suitable candidates.

§ 11 IT Center

- (1) The IT Center is a central operating unit. It is responsible in particular for
 1. the planning, operation, and provision of central data, computing, visualization, and communications systems and the services based on them, as well as advice and support in their use,

2. the planning and operation of the University core network,
3. the development of concepts for cross-institutional information technology solutions.

The IT Center is headed by a full-time director who is appointed by the Rector.

- (3) The IT Center collaborates with comparable institutions regionally and supra-regionally for the purpose of fulfilling its tasks.
- (4) To advise the management of the IT Center on matters of principle, the Rectorate sets up a steering group consisting of authoritative users as well as persons closely related to the subject matter. The number of members should not exceed 8. The representatives of the groups pursuant to Section 11 (1) HG may propose suitable candidates.

§ 12 University Sports Center

- (1) The University Sports Center is a central operating unit. The tasks of University sports at RWTH are to provide a qualified range of sports and exercise activities.
- (2) Here, § 11 para. 2 applies for the management accordingly.
- (3) In order to advise the management of the University Sports Center in fundamental matters of University sports, the Rectorate appoints a steering group consisting of authoritative users as well as persons close to the subject. The number of members should not exceed 8. The representatives of the groups pursuant to Section 11 (1) HG may propose suitable candidates.

§ 13 Central Facility for Electron Microscopy

- (1) The Community Electron Microscopy Laboratory is a central operating unit for microstructure imaging, microstructure analysis, and microanalysis with a focus on electron beam technology.
- (2) Here, § 11 para. 2 applies.
- (3) To advise the management of the Central Facility for Electron Microscopy on matters of principle, the Rectorate establishes a steering group consisting of authoritative users as well as persons close to the subject matter. The number of members should not exceed 8. The representatives of the groups pursuant to Section 11 (1) HG may propose suitable candidates.

§ 13 a Language Center

- (1) The Language Center is a central operating unit for the language education of students and employees of RWTH Aachen University.
- (2) Here, § 11 para. 2 applies accordingly.
- (3) For the purpose of advising and guiding the management of the Language Center, the Rectorate shall establish an Advisory Board consisting of relevant users as well as relevant persons. The number of members should not exceed 10. Further details are regulated by the statutes of the Language Center.

§ 14

Center for Learning and Teaching Services

- (1) The Center for Teaching and Learning Services is a centralized academic facility. Within the scope of its tasks, it fulfills the tasks of the requirement-oriented, subject-related, interdisciplinary and sustainable qualification of the teaching staff at RWTH in accordance with § 29 (1), p.2 HG and offers advisory and technical support for the use of blended learning in teaching and learning.
- (2) It has in particular the following tasks:
 - Systematic and continuous consulting, further education and qualification as well as networking of all teachers of RWTH in questions of teaching and learning;
 - Providing advice and support for lecturers on the preparation of teaching/learning materials and examination content in various media for the expansion of blended learning and the integration of new media into teaching at RWTH;
 - Engaging in further development of the teaching and learning platform and the evaluation of learning behaviors based on the use of the formats provided;
 - Developing and providing concepts for future teaching/learning and assessment processes and continuing education offerings;
 - Operationalizing the findings of teaching and learning research in a needs-oriented and subject-specific manner and integrating them accordingly into the offerings of the Center for Teaching and Learning Services;
 - Coordination of the Aachen Mentoring Model.
- (3) An Executive Board shall be appointed for the management.
- (4) To advise the management of the Center for Teaching and Learning Services, the Rectorate appoints an advisory board consisting of relevant users or their representatives as well as relevant persons from the faculties and the student body. The number of members is eight. The representatives of the groups pursuant to Section 11 (1) HG may propose suitable candidates.

§ 15

Teacher Training Center

- (1) The Teacher Training Center is a central academic facility. The central task of the Teacher Education Center is to ensure and further develop a teacher training program that is both science-oriented and geared towards the respective professional field. In the areas of study and teaching as well as research, it works closely with the faculties that train teachers. In the case of inter-faculty issues arising as a result of changes in the legislation on teacher education, the Teacher Education Center, with its body of the Center Council, has a decision-making function in consultation with the faculties involved. In case of fundamental changes in the framework conditions of teacher training, consensual decisions of the Center Council and the participating faculties are required. Furthermore, the Teacher Training Center takes over supporting, coordinating and advising functions in teacher training in the area of practical phases at school, in faculty or interdisciplinary study elements, as well as for study organizational questions.
- (2) The bodies of the Teacher Training Center are the Executive Board and the Center Council.

- (3) The chairperson of the Executive Board of the Teacher Education Center shall be appointed by the Rectorate.

§ 16
Final provisions and Entry Into Force

All academic facilities and operating units governed by these regulations are available to members and affiliates of RWTH Aachen University as well as other persons in accordance with the respective administrative and usage regulations. These regulations shall be published in the Official Announcements of RWTH Aachen University and will enter into force on the day after publication. Issued based on the resolution of the Rectorate dated February 20, 2019.

Rector
of RWTH
Aachen University

Aachen,
dated

March 01, 2019

sgd. Rüdiger

Univ.-Prof. Dr. rer. nat. Dr. h. c. mult. Rüdiger