

Regulations of the Teacher Training Center (LBZ)

of RWTH Aachen University

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in the First 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.

Based on § 2 (4) and 30 (1) of the Higher Education Act of the State of North Rhine-Westphalia (Hochschulgesetz) in the version of the announcement 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 Study 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

Content

§ 1 Legal Form

§ 2 Tasks

§ 3 Members and Affiliates

§ 4 Organs

§ 5 Board of Directors

§ 6 Center Council

§ 7 Working Groups

§ 8 Appointments

§ 9 Quality Assurance

§ 1 Legal Form

The Teacher Training Center of RWTH Aachen University (LBZ) is an organizational unit that has the status of a central academic institution.

§ 2 Tasks

- (1) The central task of the Teacher Training Center is to ensure and further develop teacher training programs that are both science-based and relevant to the professional field.

In its areas of responsibility, it works closely with the faculties that are involved in teacher training.

In the case of tasks that are assigned to the faculties according to §§ 26 and 27 HG, but at the same time overlap with responsibilities of the Teacher Training Center according to § 30 HG, the Teacher Training Center has the option of participation from the perspective of teacher training, which it exercises in consultation with the faculties. This applies in particular to ensuring the completeness and appropriate order of the course offerings and to carrying out necessary evaluation measures in coordination with other measures carried out at RWTH.

If differences of opinion arise between the Teacher Training Center and the faculties in the completion of tasks, the Rectorate shall make the necessary arrangements for the continuation of the work.

Tasks concerning the distribution of resources for teacher training are carried out by the Teacher Training Center in consultation with the Rectorate and the faculties in the form of participation in the commissions or committees of the Rectorate and Dean's Offices responsible for this. In addition, it distributes resources directly allocated to it to support teacher education.

In the case of inter-faculty issues arising as a result of changes in the legal regulations governing teacher training, as well as in the case of fundamental changes in the framework conditions for teacher training, the Teacher Training Center, with its body of the Center Council (see § 6), has a decision-making function in consultation with the faculties involved.

Furthermore, the Teacher Training Center takes over supporting, coordinating, and advising functions in teacher training in the area of practical phases (internships), in cross-faculty or cross-discipline study components, as well as matters concerning the organization of studies.

- (2) In the areas of "Studies and Teaching", "Coordination and Advising", "Research and Promotion of Early-Career Researchers" as well as "Positioning and Strategic Development", the Teacher Training Center has the following tasks in particular with regard to teacher training in coordination with the relevant faculties:

Studies and Teaching

- Monitoring of course offerings with teacher training components
- Coordination and further development of the practical phases
- Conception and monitoring of quality assurance and improvement measures in teaching as well as responsibility for the development of evaluation measures in teacher training
- Participation in the development of examination regulations, in accreditation and re-accreditation procedures, as well as in inter-faculty questions concerning the organization of teacher training programs
- Development and implementation of professional training and continuing education programs

Coordination and Advising

- Further development of cross-disciplinary and inter-faculty information and advising services for students
- Coordination and organization of the practical phases
- Cooperation and coordination with centers for teacher training of other universities
- Cooperation especially in the region with the centers for practical teacher training and schools
- Identifying and attracting suitable prospective students for teacher training programs

Research and Promotion of Early-Career Researchers

- Support of subject-specific didactic, educational science, and interdisciplinary research
- Responsibility for dialogue and exchange on teaching methodology and educational science topics
- Promotion of early-career researchers in subject-specific teaching methodology and educational science
- Further development of the infrastructure for the promotion of early-career researchers and interdisciplinary research
- Support of university-wide dialogue and exchange on teacher training research

Positioning and Strategic Development

- Representation of the interests of all those involved in teacher training programs at RWTH
- Design and monitoring of reforms in teacher training
- Initiation and implementation of measures to further develop the profile of teacher training at RWTH
- Establishment and expansion of collaboration and networks in teacher education involving students, alumni, schools, centers for practical teacher training (ZfsL), and other non-university partners
- Cooperation with the relevant ministries for school and science

- (3) The Teacher Training Center performs the above tasks depending on the human resources at its disposal. The modalities of the fulfillment of the tasks are determined by the Center Council and the Board of Directors. The Rectorate decides on changes in tasks and resources in consultation with the Board of the Teacher Training Center (see § 5).

§ 3

Members and Affiliates

- (1) Members of the Teacher Training Center are, as far as they are members of RWTH according to § 9 Abs. 1 HG:
1. the professors and full-time academic staff of the Educational Science department
 2. the professors and full-time academic staff of the other pedagogical sciences, insofar as they are involved in the teacher training degree programs
 3. the professors and full-time scientific staff concerned with subject-specific teaching methodology
 4. the professors with special responsibility for teacher training for the different subjects
 5. the subject advisors for the different teacher training subjects
 6. the seconded teachers

7. the full-time employees of the Teacher Training Center
 8. The students in teacher training programs
- (2) The following persons may become members or affiliates of the Teacher Training Center upon application to the Center Council (see § 6):
1. the professors and full-time academic staff who are active in teacher training (as members)
 2. other University or non-university collaboration partners in teacher training (as affiliates)

The affiliation of these individuals formally ends with the election period of the Center Council. Affiliation may be extended by the newly elected Center Council without having to submit a new application.

- (3) The membership of the individuals according to paragraph 1 no. 1-6 and 8 as well as paragraph 2 no. 1 shall not affect their faculty affiliation and other institutional integration.

§ 4 Organs

The bodies of the Teacher Training Center are the Board of Directors and the Center Council.

§ 5 Board of Directors

- (1) The Board of Directors manages the Center and decides on matters of general and fundamental importance. In consultation with the Center Council, it draws up medium-term development plans for teacher training as a contribution to University development, in order to be able to use human and material resources in the area of teacher training in an optimal way. Against this backdrop, it develops the principles for participation in Rectorate and Dean's Office meetings or panels and committees on resource issues in teacher training and establishes the principles for the distribution of resources directly allocated to the Teacher Training Center for the advancement of teacher education in the faculties. Furthermore, it establishes principles on cooperation agreements with the centers for practical teacher training and with schools. It may establish working groups to fulfill the other tasks of the Teacher Training Center pursuant to § 2. It is obliged to provide information to the Center Council. With regard to the implementation of decisions of the Center Council, it is obliged to provide information and accountability.
- (2) Once a year, the Board of Directors invites representatives of the different student councils, to which the students in teacher training programs are assigned, to a meeting for discussion and exchange.

(3) Voting members of the Board of Directors are:

- the Chair of the Board of Directors
- the Deputy Chair of the Board of Directors with special responsibility for the areas of "Studies and Teaching" and "Coordination and Advising"
- the Vice-Chair with special responsibility for the area of "Research and Promotion of Early-Career Researchers"

Advisory members of the Board of Directors are:

- members of the the management team
- the RWTH Equal Opportunities Officer
- other individuals, upon invitation by the Chair of the Board of Directors

(4) The voting members of the Board are elected from the group of University professors who are members of the Teacher Training Center according to § 3. The election shall be by individual ballot through the Center Council. The Chair of the Board of Directors is simultaneously the Chair of the Center Council with an advisory vote. The Vice-Chair of the Board is the Vice-Chair of the Center Council with an advisory vote. The election requires the confirmation of the Rector.

(5) The term of office of the elected members of the Board of Directors shall be four years. In the event of the premature departure of a member, a new election shall be held for that member in a timely manner.

(6) The Chair of the Board shall represent the Teacher Training Center and manage its business on their own authority. They are responsible for the area "Positioning and Strategic Development". They are also the Chair of the Structure Committee. The Chairperson of the Board of Directors chairs the meetings of the Board, the Center Council, and the Structure Committee and, together with the Vice-Chairs, executes the resolutions of the Board of Directors and the Center Council. The Chair of the Board of Directors is accountable to the Board of Directors, the Center Council, and the Rectorate for information and for the implementation of resolutions. They may be called upon to attend meetings of the Rectorate and the Faculty Conference on matters relating to teacher education, provided that the respective rules of procedure so provide.

(7) The Chair of the Board of the Teacher Training Center shall be the supervisor of the full-time employees of the Teacher Training Center and shall have personnel responsibility. They are supported by the management team – or managing director – of the Teacher Training Center. The management can be assigned to one person or several persons. The areas of responsibility are determined by the Board of Directors. The management team directs the office of the center.

(8) The Deputy Chair of the Board with special responsibility for the areas of "Studies and Teaching" as well as "Coordination and Consulting" leads the FachdidaktikForum in cooperation with the holder of the Chair of General Didactics with a focus on Technology and Media Education.

(9) The Deputy Chair of the Board with special responsibility for the area of "Research and Promotion of Early-Career Researchers" shall head the Nachwuchsforum.

(10) The Board of Directors meets at least four times a year. There is a quorum if at least two of its voting members are present and the meeting has been duly convened. In the event of a tie, the Chairperson's vote shall decide the matter.

§ 6 Center Council

- (1) The Center Council, in consultation with the participating faculties, decides on inter-faculty issues of teacher education of general importance. This includes, in particular:
 1. Fundamental changes in the framework conditions for teacher training
 2. Implementation of structural changes due to revised regulations on teacher training that require collaboration among participating faculties
 3. Coordination of course offerings
 4. Adopting resolutions on the matters of the Teacher Training Center which does not fall into the responsibility of the Board of Directors or another institution; in this respect, it is also competent to propose amendments to the Regulations of the Teacher Training Center
- (2) Furthermore, the Center Council, in consultation with the participating faculties, establishes the central guiding ideas for the further development of teacher training at the University.
- (3) The Center Council forms a Structure Committee. The Structure Committee supports the Center Council and the Board of Directors. It develops appropriate recommendations as part of structural considerations. The members of the Structure Committee are three representatives of the group of University professors and one representative each of the group of academic staff, the group of technical and administrative employees, and the group of students. The Chair of the Board of Directors is the Chair of the Structure Committee.
- (4) All faculties contributing to the education and training of teachers and all groups are represented on the Center Council. Its composition is governed by the RWTH Basic Regulations.
- (5) By virtue of their office, the following are also members of the Central Council with the right to speak and propose motions, but without the right to vote:
 1. the Vice-Rector for Teaching and Learning
 2. the Chair of the Faculty Conference
 3. the Equal Opportunities Officer
 4. Management of the Teacher Training Center
- (6) The following belong to the Center Council as permanent guests with the right to speak, but without the right to propose motions or vote:
 1. two representatives of the centers for practical teacher training from the Aachen Education Region (one representative each for the teaching profession at secondary schools (Gymnasien) and comprehensive schools (Gesamtschulen), and one for the teaching profession at vocational colleges (Berufskollegs)).
 2. two representatives of the school administrations of the Aachen Education Region (one for the teaching profession at secondary schools (Gymnasien) and comprehensive schools (Gesamtschulen), and for the teaching profession at vocational colleges (Berufskollegs)).
 3. one representative from Division 6.2 – Teaching and Learning of the Central University Administration
 4. one representative from Department 1.0 – Academic Affairs and Registrar's Office of the Central University Administration

- (7) Other individuals may become permanent guests of the Center Council upon application to the Chair of the Board of Directors of the Teacher Training Center. Guests may be invited to individual meetings on specific topics.
- (8) The Center Council meets at least once per semester. There is a quorum if more than half of the statutory members and representatives of more than half of the voting groups (Section 11 (1) of the Higher Education Act) are present and the meeting was convened normally. The Chair determines whether a quorum is present at the beginning of each Center Council meeting. Upon request of a member of the Center Council, a quorum must be verified immediately by the Chair of the Board. Motions are decided in the Center Council by a simple majority vote of the voting members present. In the event of a tie, the Chair's vote shall decide the matter.
- (9) The voting members of the Center Council from the group of University professors according to para. 5 no. 1 are elected by the Senate upon proposal of the Faculty Councils of the participating faculties. Their term of office is two years. The voting members of the Center Council according to para. 5 nos. 2-4 shall be elected by the Senate upon proposal of the group representations in the Senate in consultation with the faculties involved. The term of office of the representatives of the academic staff and the representatives of the technical and administrative employees is two years, the term of office of the representatives of the students is one year. For all voting members as defined in para. 5 nos. 1-4, the term of office shall begin in the winter semester of the year in question. Re-election is possible.

§ 7 Working Groups

- (1) Two permanent working groups are established at the Teacher Training Center.
 1. The FachdidaktikForum serves to coordinate exchange between the subject-specific teaching methodology and educational science departments with regard to cross-disciplinary teacher training-related issues, especially those concerning teaching and research.
 2. The Nachwuchsforum (Forum for Early-Career Researchers) serves to provide offerings for the promotion of young researchers, to exchange information about research projects and teaching offerings, and to establish networking among researchers.
- (2) In order to further fulfill the tasks of the Teacher Training Center, the Center Council may form working groups in consultation with the Board. Members of a working group are those members and affiliates of the Teacher Training Center who agree to participate, as well as full-time staff members of the Teacher Training Center in correspondence to their areas of work. The working groups are usually headed by professors who are confirmed in this position by the Board of the Teacher Training Center for the duration of its term of office.

§ 8 Appointments

In the case of the appointment of professors predominantly concerned with teacher training, the Teacher Training Center cooperates with the faculties by sending a voting member of the Teacher Training Center, usually from the group of University professors and usually qualified in the academic discipline to be filled, to the appointment committee.

§ 9 Quality Assurance

- (1) Quality assurance of teacher education is part of the quality management system of the University beyond the areas mentioned in §§ 1-8.
- (2) Participation in boards, committees, or commissions in this regard shall take place on a task-related basis in consultation between the Rectorate and the Board of the Teacher Training Center

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Rector
of RWTH
Aachen University

Aachen,
dated

April 25, 2018

sgd. Schmachtenberg

Univ.-Prof. Dr.-Ing. E. Schmachtenberg