



DON'T PANIC

A guide to the committees
at TU Ilmenau



Legal Notice

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Hey,

are you having problems with a lecturer or an exam, does the university treat you unfairly or were you insulted because of your sexual orientation, you have a great idea to improve the everyday life at your university or do you want to realize a project – but you do not know whom to contact, and who can help with sorrow or stress you? Then this booklet can help you!

We have worked long nights to bring some light into the dark, that is the structure of committees. On the following pages, we introduce the most important facilities of university life in Ilmenau. Each one is presented with its tasks, a way to contact them and some other useful information - we will tell you what you need to know from the university board to the StuRa to the administrative board of the StuWe.

The general structure is essentially given by a series of legal texts of the county and university, but gets supplemented by committees. You can find further information through the stated legal bases and through the StuRa. If you have any further questions, you can always come visit us.

The editorial team around your student council's **Department for university politics** wishes you lots of fun reading and plenty of inspiration!

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Legend

The public Most meetings are public to the university, i.e. every member of the university may attend them. Some, however, are restricted to the members of the committee.



public to the university



not public

Members The first number below the picture shows how many members of the respective status group have voting rights. Some committees have advisory positions. The number of advisory members will follow a "+".



students



academic staff



professors



technical and administration staff

Advisory members Most committees have other people as advisory members. We will display them with the following pictures:



student consul



equal opportunities officer



quality management officer

Student Committees



Student Consul

The student consul coordinates the flow of information between the different student members in university committees and between the student members and the members of other status groups. To that end, he is allowed to attend any meeting with student members in an advisory role. He is also a direct contact for the leadership of the university and communicates the interests and decisions of the StuRa. He also tries to fill vacant positions as soon as possible after student members no longer hold that position, and keeps student members well-informed.

Tasks

- ensures the flow of information and communication between student members of all committees
- communication with the university leadership on matters concerning students
- student quality management officer

Term of office 1 year, reelection is possible once

Start of office 01.04. of the respective year

Election The student consul gets elected at the beginning of the year. The elected convention creates a list of candidates, and the StuRa elects the student consul.

Contact konsul@tu-ilmenau.de

Student Council



The student council (StuRa) consists of your elected student representatives. It represents the entire student body of the TU Ilmenau towards the university, the city, the county and even the country. It consists of 19 members with voting rights. 14 of them are elected each year during the summer semester (usually during June) by the student body. The other 5 members are nominated by the faculty student councils, each one announcing one of their members. All students are welcome to participate, and your involvement is always appreciated. The StuRa has multiple departments to deal with specific tasks. We also care for students, e.g. during the Erstiwoche.



Tasks

- represents the interests of students
- supports events on campus
- organises events and activities in different departments
- your contact for questions or issues
- a lot more

Term of office 1 year

Members 14 directly elected, 5 announced by faculty student councils

Election every year by the student body

Contact www.stura.tu-ilmenau.de



Current Departments

Data protection

- Contact for student's personal data management
- helps the StuRa protect the personal rights of students
- deals with data protection issues of the StuRa and the faculty student councils
- Contact: datenschutz@stura.tu-ilmenau.de

Volunteer Work

- promotes voluntary work
- supports the cooperation of those committed students and represents their interests towards the university
- Contact: ref-ehrenamt@stura.tu-ilmenau.de

Erstiwoche

- organises and carries out the Erstiwoche
- carries out exiting winter projects
- Contact: orga@erstiwoche.de

Finance

- creates the budget and the budget closure, takes care of the cash register and bookkeeping
- manages the budget of the StuRa, finances by the semester fee
- prepares decisions, related to finance
- Contact: ref-finanzen@tu-ilmenau.de

University Politics

- promotes furtherment of university political education
- deals with laws and current developments concerning the student body
- analyses programme structures and models
- Contact: ref-hopo@stura.tu-ilmenau.de



International Affairs

- contact for international students
- works together with the German academic exchange service (DAAD) and we4you
- organises events for intercultural exchange
- Contact: ref-internationales@stura.tu-ilmenau.de

IT

- is responsible for electronic data processing and software
- cares for the office equipment of the student committees
- manages the electronic lock system of the StuRa
- offers online services to the StuRa and students
- Contact: ref-it@stura.tu-ilmenau.de

Interclub

- manages the rooms in the basement of house L 6c
- manages the use from student associations and initiatives
- Contact: interclub@stura.tu-ilmenau.de

Culture

- supports cultural events on campus
- organises cultural events
- organises theatre trips
- Contact: ref-kultur@stura.tu-ilmenau.de

Political Education

- promotes political education and a sense of civic responsibility of students
- organises panel discussions and lectures
- Contact: ref-polibi@stura.tu-ilmenau.de



Public Relations

- deals with the outward representation of the StuRa and its departments
- manages the online presence of the StuRa
- Contact: ref-pr@stura.tu-ilmenau.de

Social Affairs

- deals with social concerns of students, e.g. problems with finding a place to live, BaföG etc.
- helps students with their social concerns
- advises on problems with last attempts at an examination and exmatriculation
- offers help for students with children or with financing studying
- Contact: ref-soz@stura.tu-ilmenau.de

Sports, Environment and Health

- works together with the university sport centre and sport associations
- organises and supports sport events, e.g. sport tournaments
- helps the bike workshop where you can repair your bikes
- deals with questions concerning sustainable life at a university and at home
- works together with the student health management of the university
- Contact: ref-sug@stura.tu-ilmenau.de

City

- promotes the cooperation of the city and the students
- ensures that students have a say in communal decisions
- Contact: ref-stadt@stura.tu-ilmenau.de

Executive Board of StuRa



The StuRa has an executive board consisting of the budget officer and two additional elected members. The consul is an advisory member of the executive board. The executive board represents the StuRa towards the public and, in particular, has signing authority for this purpose. In addition, it is responsible for coordinating the StuRa and its departments.



Tasks

- overseeing and coordinating all activities of the StuRa
- representing the StuRa towards the public
- chairing and preparing meetings of the StuRa
- revision of rules and statutes

Term of office up to one year

Election as budget officer or elected with a two-thirds majority

Contact vorstand@stura-ilmenau.de



Faculty Student Council

Every faculty has a faculty student council for representing the specific interests of this faculty's students towards the faculty. The members work to improve study conditions, take up students' ideas, and promote communication between the student body and the faculty. They also organise and carry out events like excursions and parties. The faculty student councils are also responsible for selecting the faculty's tutors for the Erstiwoche. Students are always welcome to get involved in faculty student councils, even without being elected.

Tasks

- represents students towards the faculty
- working to continuously improve study conditions
- organises parties and excursions
- negotiates in place of students
- offers help for study related problems
- selects tutors for the Erstiwoche
- supports the student members of the faculty council in finding new members for faculty committees

Term of Office 1 year

Election elected by the faculty student body

Contact

Faculty EI	www.stura.eu/fsr-ei
Faculty IA	www.stura.eu/fsr-ia
Faculty MB	www.stura.eu/fsr-mb
Faculty MN	www.stura.eu/fsr-mn
Faculty WM	www.stura.eu/fsr-wm

Elected Convention

The elected convention suggests people for the election as student consul, as well as for subcommittees of the senate and the ZAK. It is also responsible for announcing some members of the arbitration commission. Its main job is to ensure communication between the different student committees.

Tasks

- responsible for flow of information between different committee members of the student body
- suggests two students, as well as two advisors for the certification and accreditation commission
- creates a list of candidates for election as student consul
- creates a list of candidates for the student members of subcommittees of the senate
- announces some members of an arbitration commission

Term of office 1 year

Members The election commission consists of every elected student in a committee at the TU Ilmenau.

Contact konsul@tu-ilmenau.de





Student Advisory Council

The student advisory council of the city Ilmenau was created to better involve students in communal decisions. This committee enabled a better network between students, university and the city. The members work in subcommittees of the city and offer a student's view to discussed topics.

Tasks

- represents students towards the city
- represents students towards the administrative district
- advises subcommittees of the city on matters concerning students

Term of office 1 year

Members 5 students 1 advisory representative of the presidential board

Election The student members are announced by the StuRa as a suggestion and are appointed by the mayor. The head of the Department city is always a member. The representative of the presidential board is announced by the president.

Contact www.studierendenbeirat.de

PhD Student Representation



The PhD student representation consists of the elected representatives of the doctoral candidates. It is committed to improving the working and general conditions for doctoral students. In addition, it deals with state and university policy issues that specifically affect doctoral candidates and serves as a point of contact for all members of the doctoral community.

Tasks

- represents the doctoral candidates
- advocates for better conditions towards the university and the state
- contact for questions and problems

Term of office 1 year

Lists

- one per faculty
- external doctoral candidates
- international doctoral candidates
- members of a research training group
- scholarship holders

Members one member with voting rights and one advisory member per list

Election once a year, together with the student body

Contact promovvertretung@tu-ilmenau.de

Faculty Committees



Faculty Council



2+2



2+5



2+2



2+2



The faculty council is the highest committee of a faculty. Every faculty has a faculty council. It decides on the resources of the faculty, especially the budget and the staff. It further decides the study programmes as well as rules concerning exams and attaining a PhD.

Tasks

- decides the budget
- decides the staff
- decides on doctoral procedures
- decides the study programmes and rules for exams and doctoral procedures

Term of office 3 years, 1 year for student members

Members The 5 advisory professors have voting rights for decisions concerning research, teaching and appointments

Chair Dean of the faculty

Election elected with the rest of the respective status group

Contact

Faculty EI	www.stura.eu/fakultaetsrat-ei
Faculty IA	www.stura.eu/fakultaetsrat-ia
Faculty MB	www.stura.eu/fakultaetsrat-mb
Faculty MN	www.stura.eu/fakultaetsrat-mn
Faculty WM	www.stura.eu/fakultaetsrat-wm

Institute Council

The institute council coordinates the tasks of teaching and research at the respective institute and is thus responsible for planning and organisation.

Tasks

- Planning and organisation of teaching and research

Term of Office 2 years, 1 year for student members

Members The organisation of an institute council is regulated by the institute. Each status group needs to be present with at least one representative.

Chair Director of the institute



min. 1



min. 1



min. 1



min. 1





study commission



min. 2



min. 2



min. 2



The study commission is a subcommittee of each faculty council. It deals with how to reasonably organise and carry out teaching. The study commission works out changes to the study programmes, based on the study programme commissions.

Tasks

- suggests changes to the regulations for teaching and exams
- quality assurance
- recommends members for the examination boards
- controlling and updating the offered modules

Term of Office 3 years, 1 year for student members

Chair Vice dean responsible for teaching

Election Members are elected by the faculty council

Examination Board

There is an examination board, either per study programme or per faculty, which decides on requests by students, concerning the study programme or an exam. The members are bound to secrecy. The chair can decide on their own and informs the other members.

Tasks

- acknowledgement of exams
- decides on whether an exam is passed or not
- decides exam entitlement
- decides theses
- constant monitoring of compliance with the examination regulations
- decides on objections to decisions made in examination procedures
- performs aptitude tests

Term of office 3 years, 1 year for student members

Members There need to be at least 5 members and the professors need to hold a majority. At least one member needs to be a student, and at least one needs to be a member of the staff of the faculty.

Chair A professor

Election Announced by the faculty council

Contact Through the Examination Office



min.1



min.3



min.1





study programme commission



min. 2

Each study programme has a study programme commission, which plans changes and general improvements to the study programme.



min. 1

Tasks

- creating new documents
- evaluating study programmes
- carrying out changes of the study programme



min. 1

Term of Office 1 year for student members



Members it varies, however every such commission has two students



Election members are announced by the faculty council

Appointment commission

An appointment commission is created, when a professorship is vacant or newly created. It creates a list of candidates along with an order of the candidates.

Tasks

- advertising the position
- talking with candidates
- selecting candidates

Term of Office The term of an Appointment commission ends, when a new professor has been appointed.

Members

simple professorship

- 5 professors
- 2 students
- 2 members of the academic staff

involved in multiple faculty's teaching

- 7 professors
- 3 students
- 3 members of the academic staff

junior professorship

- 2 professors of the faculty
- 1 professor of another faculty or university
- 1 student
- 1 member of the academic staff

Election members are announced by the faculty council



min. 1



min. 1



min. 1





2 or 3

Deanery

The dean is the head of the faculty and decides on all matters concerning the faculty, which are not handled by the faculty council. If the faculty has appointed a vice dean responsible for teaching, he assumes the responsibilities of the dean on all matters concerning study programmes and teaching.

Term of Office 3 years

Members The deanery consists of one dean and one or two vice deans

Chair The dean

Election The dean is elected by the faculty council. The vice dean(s) are elected by the faculty council after being suggested by the dean

Contact

Faculty EI	www.stura.eu/dekanat-ei
Faculty IA	www.stura.eu/dekanat-ia
Faculty MB	www.stura.eu/dekanat-mb
Faculty MN	www.stura.eu/dekanat-mn
Faculty WM	www.stura.eu/dekanat-wm

Central Committees At The University



University Board

The university board is supposed to represent the reputation and interests of the university in the areas of science, culture, economy and politics. To that end it offers recommendations for the evolution of the profile, introduction of new study programmes and prioritisation in research and teaching. The university board consists of eight members, five of which are external, one member is from the ministry and two are from the university, exactly one of them is a professor. The members of the presidential board, a representative of the StuRa and the chair of the staff council attend, in addition to these eight members, with the right to speak and make motions.

Tasks

- elects the president together with the senate
- commenting on the university's structural and development plans.
- commenting on the basic rules of the university
- Commenting on target and performance agreements, decisions made by the presidential board, and similar matters.
- relieving the president

Term of office 4 years, 1 year for the student member

Chair elected among the members

Election The members of the university board are elected by the senate, where the external members and the representative are suggested by the ministry

Senate

The senate is responsible for all matters, beneficial to the university. It deals with matters, that go beyond one faculty. The senate has multiple subcommittees to prepare the decisions.

Tasks

- creating, changing and removing study programmes, institutes and other central facilities
- agreeing on rules concerning study programmes and exams
- appointing representatives
- appointing professors
- deciding on the developmental plan of the university
- electing the president together with the university board

Term of Office 1 year for student members

Members Each status group has three members with voting rights. The seven advisory professors have voting rights on matters concerning research, teaching or appointment. The presidential board and the deans take part in an advisory role.

Chair President

Election The student members are elected each year by the student body

Contact stud-senat@tu-ilmenau.de





Senate Subcommittee for Study Programmes and Teaching (StAu)



The StAu is a subcommittee of the senate preparing every decision affecting teaching.

Tasks

- creating, changing and removing study programmes
- addressing questions related to distance learning, advanced and supplementary study programs, and continuing education.
- decides on general aspects of rules governing study programmes, exams and attaining a PhD
- establishing an award committee for German scholarships
- deciding the teaching prizes

Term of Office 1 year for student members

Members Vice president for education, a professor of each faculty and three more, five students, two members of the academic staff and one other member of the university's staff

Chair Vice president for education

Election The student members are elected by the student members of the senate

Contact stud-bildung@tu-ilmenau.de

Senate Subcommittee for Research and Young Researchers (FA)

The FA is a subcommittee of the senate preparing any decisions with a focus on research. It is responsible for the university's development plan.

Tasks

- deciding on the rules for habilitation
- coordinating research across the university
- responsible for matters of research going beyond a faculty
- supporting young researchers
- setting focus points for research

Term of Office 1 year for student members

Members Vice president for science, one professor per faculty, two students, five members of the academic staff and one other member of the university's staff

Chair Vice president for science

Election The student members are elected by the student members of the senate



2+1



8



5+1



1+1





Presidential Board

The presidential board leads the university. The president is responsible for representing the university outward and manages the ongoing business. The chancellor manages administration and budget of the university under the supervision of the president. The presidential board meets with the deans, the student consul and the equal opportunities officer, to prepare its decisions.

Tasks

- managing the university
- creating and removing scientific facilities
- deciding regarding participation in commercial enterprises
- adopting fee regulations
- assigning resources based on performance and evaluations

Term of office 6 years for the president, 3 years for the vice president, 8 years for the chancellor

Members president, vice president for education, vice president for science, vice president for international connections and the chancellor

Chair President

Contact www.tu-ilmenau.de/universitaet/profil/struktur-und-kontakt/praesidium

Equal Opportunities Council

The equal opportunities council supports the equal opportunities officer and is specifically responsible for creating and enforcing a program to support women, as well as for setting guidelines to increase the share of female researchers at the university.

Tasks

- supporting the equal opportunities officer
- creating and enforcing a program to support women
- implementation of gender mainstreaming
- enacting guidelines to increase the share of female researchers

Term of office 3 years, 1 year for student members

Members The equal opportunities council consists of the equal opportunities officer and their deputies, 3 elected student members an equal opportunities officer per faculty and 4 other members of the university's staff.

Chair equal opportunities officer of the university

Contact stud-gleichstellungsrat@tu-ilmenau.de





Certification and Accreditation Commission (ZAK)



2+2



5+5



1+1



+1



The ZAK examines the study programmes according to internal guidelines and external rules. It suggests the internal accreditation of study programmes as well as the recommendations.

Tasks

- examines the conformity to quality of study programmes
- examines points relevant to accreditation

Member A professor and a member of academic staff per faculty and two students. Every member has a deputy. There is another advisory member from administration

Chair Vice president for education as an advisory member

Contact qm@tu-ilmenau.de

Committees on State Level



20

Conference of Thuringian student bodies (KTS)

The KTS is a combination of the student bodies of every Thuringian university. It is the representation of all those student bodies towards the state of Thuringia. It takes position towards the ministry and the state parliament. The KTS also organises state wide campaigns and offers a platform for exchanging experiences between student councils.

Tasks

- representing students towards the state parliament and government
- elects student members for the administrative board of the StuWe
- contact for the parliament

Term of Office 1 year

Members Every student council delegates two members with voting rights. There is no limit to advisory positions.

Contact www.kts-thueringen.de

Thüringer Hochschulgesetz §82
Satzung der Studierendenschaft der TU Ilmenau §29
Reglement der Konferenz Thüringer Studierendenschaften

Administrative Board of the StuWe

The administrative board is the highest committee of the Thuringian StuWe. At the TU Ilmenau we also have a committee, focused on our mensa.

Tasks

- appointment/dismissal of the managing director
- deciding the financial plan, the rent and food prices
- setting up local advisory boards

Members 4 students and 4 presidents. If decided, one or two external representatives can attain voting rights. The number of students increases accordingly

Chair The chairman is elected among the presidents and their deputies, usually by the students

Term of office 2 years

Election The student members are elected by the TKS. The presidents from their state level conference. The external members are appointed by the members of the administrative board.

Contact <http://stura.eu/verwaltungsrat>





StuRe