

Excerpt from the official announcements no. 7 dated 11.03.2008

Presidential Board:

According to statements by the extended Central Commission for Teaching and Learning of the Georg-August-Universität Göttingen of 15.01.2008 and 12.02.2008, the presidential board passed the Directive on Competition of Ideas for students at the Georg-August-Universität Göttingen on 20.02.2008 (§ 37 section 1 line 3 Higher Education Act of Lower Saxony (NHG) as amended by the bulletin of the 26.02.2007 (Law and Ordinance Gazette (GVBl) of Lower Saxony, p. 69), most recently changed by the Law of 13.09.2007 (Lower Saxony Law and Ordinance Gazette, p. 444).

Directive on the Competition of Ideas for students at the Georg-August-Universität Göttingen

**§ 1 Aim**

- (1) The aim of the competition of ideas for students is to motivate all students to usher in their skills, knowledge and experience in improvement of the quality of studies at the Georg-August-Universität Göttingen.
- (2) All students at the Georg-August-Universität Göttingen are entitled to propose their idea.

**§ 2 Bodies**

The bodies for the competition of ideas are:

- a) The assessment committee and
- b) The representative for quality of studies.

**§ 3 Assessment committee**

- (1) <sup>1</sup>The assessment committee consists of five members. <sup>2</sup>At least two members of the committee belong to the group of students. <sup>3</sup>A personal substitute is to be named for each member. <sup>4</sup>The representative for quality of studies takes on an advisory role in the assessment committee.
- (2) Each presidential board member can participate in the assessment committee meetings with an advisory vote.

(3) <sup>1</sup>The assessment committee members are appointed upon recommendation of the extended Central Commission for Teaching and Learning by the responsible presidential board member for teaching and learning at the University of Göttingen for the duration of two years. <sup>2</sup>Reappointment is allowed.

(4) The assessment committee selects a chairperson and his/her substitute from its midst.

(5) <sup>1</sup>The assessment committee constitutes a quorum if the majority of the members eligible to vote are present. <sup>2</sup>Decisions are made with simple majority. <sup>3</sup>In the event of a tie of votes, the vote of the chairperson is final.

(6) <sup>1</sup>The assessment committee meets at least once a year for consultation and decision on the suggestions for improvement. <sup>2</sup>The representative for quality of studies convenes the meetings in consultation with the chairperson of the assessment committee. <sup>3</sup>The assessment committee meetings are not public.

(7) The results of the consultations and decisions of the assessment committee are recorded in a summary minutes.

(8) Details are regulated in rules of procedure.

#### **§ 4 The representative for quality of studies**

(1) The representative for quality of studies is responsible for the on-going operations of the competition of ideas.

(2) The tasks of the representative for quality of studies include especially:

a) Consultation and support for the authorised proposers, logging of orally presented suggestions, if necessary,

b) Review of the suggestions for completeness and execution of the written notifications that are part of the selection process,

c) Processing the facts,

d) Preparation of suggestions for the assessment committee,

e) Invitation of the assessment committee,

f) Preparing the minutes of the assessment committee meetings,

g) Request of policy briefs of the concerned fields or departments and forwarding to the assessment committee,

h) Instruction of the proposers on the decision by the assessment committee.

## **§ 5 Suggestions for improvement**

(1) <sup>1</sup>Any proposal that can lead to improvement in the framework of teaching is regarded as a suggestion for improvement. <sup>2</sup>These include especially suggestions that are appropriate to

- a) Improve quality, service orientation, efficiency and economic feasibility in students' facilities,
- b) Improve teaching-related infrastructure offered or
- c) Develop the degree programme curriculum.

(2) <sup>1</sup>The following are not regarded as suggestions for improvement in the context of the competition of ideas:

- a) Pointing out existing difficulties and the necessity of repairs,
- b) Suggestions that violate legal provisions,
- c) Criticism or highlighting problems without clear-cut suggested solutions as well as
- d) Suggestions for improvement that are already in planning or preparation in a field of work.

<sup>2</sup>Such suggestions for improvement are rejected in the course of the initial screening by the representative for quality of studies. <sup>3</sup>The proposer receives a rejection letter with reasons for refusal. <sup>4</sup>The representative for quality of studies at the University records and processes obvious complaints as part of his or her regular work.

## **§ 6 Submission of suggestions for improvement**

(1) <sup>1</sup>Suggestions for improvement should be submitted in writing, if possible, or presented orally to the representative for quality of studies for recording. <sup>2</sup>With the submission of the suggestion for improvement, the proposer declares his / her consent to the proposal being handled according to the provisions of this guideline. <sup>3</sup>With the submission of the suggestion for improvement, the proposer acknowledges the fact that the decisions issued in consideration and compliance with the prohibition of arbitrary decision-making are final.

(2) <sup>1</sup>A suggestion for improvement should be drafted succinct and precise. <sup>2</sup>A suggestion for improvement should have the following structure:

- a) Description of the actual condition with reference to the details subject to improvement

or change,

b) Pointing out solutions and / or options for improvement and

c) Description of the possible impact in the implementation of a suggestion for improvement.

### **§ 7 Processing the suggestions for improvement**

(1) The representative for quality of studies accepts the suggestions for improvement and documents receipt.

(2) <sup>1</sup>Obviously incomplete, unclear and implausible proposals or proposals in the sense of § 5 section 2 are returned by the representative for quality of studies. <sup>2</sup>The representative for quality of studies clarifies the reasons for return in writing and points out the pending explanation or more precisely the shortcomings to be processed. <sup>3</sup>The assessment committee is informed about the proposals returned. <sup>4</sup>These proposals are discussed by the assessment committee in case of objection by a member.

(3) <sup>1</sup>The representative for quality of studies makes all preparations that are required for the assessment committee's decision. <sup>2</sup>He or she points out especially to earlier identical or similar proposals.

(4) <sup>1</sup>The review should be generally objective and without distinction of the submitting person. <sup>2</sup>Basically, all useful data and information should be determined and the positive aspects highlighted, even if the suggestion can be implemented only in part or modified form.

(5) If expert opinions are obtained, these qualified statements or reasons should be relevant to the following points:

a) The feasibility or non-feasibility of the suggestion,

b) Nature and scope of the achievable advantages,

c) Statements on the ascertainment of the benefit.

### **§ 8 Decisions by the assessment committee**

(1) <sup>1</sup>The assessment committee can call in experts or guests especially from the concerned organisational units for clarification of professional, economic, pedagogic or other issues. <sup>2</sup>The assessment committee and all persons called in should maintain confidentiality of the facts and details, such as names, topics and prizes, which come to

their knowledge.

(2) <sup>1</sup>The assessment committee decides once a year on the received suggestions for improvement. <sup>2</sup>The 31<sup>st</sup> of March of a year counts as the deadline (closing date) for filing the suggestions for improvement. The presidential board member responsible for the teaching department decides on possible extension of the deadline.

(3) The assessment committee decides conclusively on the acceptance or rejection of proposals and the prizes awarded.

(4) Commission members may not interfere in the decision, if it deals with the judgement of a suggestion in the own field.

(5) If two or more proposals are identical according to the meaning conveyed, only the suggestion received first can be accepted in general.

### **§ 9 Implementation of the suggestions for improvement**

(1) The representative for quality of studies should work towards implementing the accepted suggestions for improvement within the budget.

(2) <sup>1</sup>A claim to implementation of accepted suggestions for improvement does not exist. <sup>2</sup>However, reversals of already awarded prizes are excluded.

### **§ 10 Rights and protection of the proposer**

<sup>1</sup>A suggestion for improvement is processed by the assessment committee under anonymity up to the final decision. <sup>2</sup>The assessment committee and all persons called into the selection process are obligated to protect the name and thus, the person. <sup>3</sup>The proposer may not face any disadvantages following the filing of a suggestion for improvement.

### **§ 11 Prizes**

(1) <sup>1</sup>For proposals in the context of § 5 section 1, prizes can be awarded. <sup>3</sup>These honour and promote specially innovative proposals. <sup>2</sup>The award of the prizes is solely a one-time recognition. <sup>3</sup>Funds from the central tuition fees are provided for this purpose, according to applicable provision on use of such funds.

(2) With the assessment committee's recommendation, the presidential board decides on a prize system, including a prize catalogue, which is published separately.

## **§ 12 Entry into Force**

This Directive enters into force on the day of publication in the official announcements of the Georg-August-Universität Göttingen.