

Statutes

**of the Center for Postgraduate Studies at
Helmut-Schmidt-Universität/Universität der Bundeswehr Hamburg**

(HSU/UniBw H)

The following Statutes are issued on the basis of Section 21, Paragraph 2 of the General Regulations on the Structure and Organisation of HSU/UniBw H.

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Section 1 Center for Postgraduate Studies

- (1) The Center for Postgraduate Studies is a central academic facility at HSU/UniBw H tasked with coordinating, further developing and implementing academic continuing education programmes.
- (2) The Center for Postgraduate Studies is subordinate and accountable to the President of HSU/UniBw H.
- (3) Within the scope of its tasks, the Center for Postgraduate Studies determines the content of its activities independently and on its own responsibility. It decides on the selection and employment of its staff and material resources. The overall responsibility of the President remains unaffected.

Section 2 Tasks

- (1) The Center for Postgraduate Studies is responsible for performing the following main tasks:
 - establishing a future-oriented and service-minded department for academic continuing education
 - developing marketable academic continuing education programmes which are primarily aimed at external participants (postgraduate degree courses, continuing education based on the module and certificate system, or selective individual courses), and continuously developing these programmes in close coordination with the faculties
 - managing the continuing education programmes (needs analysis, planning, organisation and coordination), including legal and financial matters
 - marketing and public relations in the field of academic continuing education
 - responsibility for quality assurance of the continuing education programmes in accordance with the standards of higher education didactics
 - ensuring the recognition of skills and qualifications in accordance with international standards
 - advising and informing the faculties and other central facilities at HSU/UniBw H on future continuing education concepts
 - maintaining close contact with external partners and clients
- (2) For the use of HSU/UniBw H resources, the Center for Postgraduate Studies shall pay HSU/UniBw H an overhead allowance from the fees collected for the continuing education programmes. The overhead allowance shall be determined in accordance with the pertinent regulations for the administration of third-party funded projects.
- (3) The budgetary management of the Center's business transactions shall be carried out in accordance with the provisions of Federal Budget Law.

Section 3 Governing Bodies

The Chair and the Advisory Board are the governing bodies of the Center for Postgraduate Studies.

Section 4 Chair

- (1) The position of Chair is to be held by one person. With the consent of the Academic Senate, the President of the University appoints the Chair and the Deputy Chair from the professorial staff of HSU/UniBw H for a period of three years. The Chair and the Deputy Chair perform their tasks in a secondary function. They can be reappointed.
- (2) The Chair is responsible for the academic leadership of the Center for Postgraduate Studies and represents the Center within the University and beyond.
- (3) The Chair is responsible for the quality assurance of the Center's continuing education programmes in accordance with the standards of higher education didactics. The Chair shall ensure the recognition of competences and qualifications in accordance with international standards.
- (4) The Chair is the line manager of the Center's staff. The Chair shall ensure that the employees perform their duties. In the event that the Chair and the Deputy Chair are both incapacitated or absent from duty, the function of Chair can be temporarily assigned to the Administrative Manager.
- (5) If there is good cause, the Chair can be dismissed by the President with the approval of the Academic Senate.

Section 5 Administrative Management

- (1) The Chair of the Center for Postgraduate Studies is to be supported by an Administrative Manager. The Administrative Manager shall implement the decisions of the Chair.
- (2) The Administrative Manager shall coordinate the continuing education programmes and perform tasks related to financial and personnel matters on behalf of the Chair.
- (3) The Administrative Manager shall draft the annual report, which is to be submitted to the President by the Chair and adopted by the Academic Senate.
- (4) The Administrative Manager shall also assist the Chair in ensuring the quality control of continuing education courses and developing new programmes.

Section 6 Advisory Board

- (1) The Advisory Board shall supervise and advise the Chair and Administrative Manager with regard to the content orientation of the Center for Postgraduate Studies and make recommendations for the further development of its continuing education programmes.
- (2) The Advisory Board shall review and assess developments and market opportunities in academic continuing education and prepare decision analyses for new academic continuing education programmes (conceptual framework for continuing education).

- (3) The Advisory Board shall provide a statement on the annual report submitted by the Chair.
- (4) The Advisory Board shall consist of
 1. one Vice President who shall chair the Advisory Board
 2. one person per faculty from the group of professors within the meaning of Section 32 (2) No. 1 of the General Regulations on the Structure and Organisation of HSU/UniBw H
 3. one person per faculty from the group of research assistants within the meaning of Section 32 (3) No. 3 of the General Regulations on the Structure and Organisation of HSU/UniBw H
 4. two students, acting in an advisory capacity
 5. the Chancellor, acting in an advisory capacity
 6. the Vice President for Teaching, acting in an advisory capacity, unless they are chairing the Advisory Board

The President shall appoint the member specified in Sentence 1, No. 1, the faculties shall appoint the members specified in Sentence 1, Nos. 2 and 3, and the Academic Senate shall appoint the members specified in Sentence 1, No. 4 as proposed by their students. A deputy is to be appointed for each member of the Advisory Board. Advisory Board members as defined in Sentence 1, Nos. 1 to 3 serve for a term of three years, the members as defined in Sentence 1, No. 4 for one year. If a member leaves the Advisory Board prematurely, a successor will be appointed for the remainder of their term of office.

- (5) The Chair convenes meetings with members of the Advisory Board at least once every six months. The Framework Rules of Procedure for governing bodies at HSU/UniBw H shall apply.

Section 7 Approval Process

Amendments to the Statutes are to be adopted by the President and the Academic Senate by mutual consent and in consultation with the Chair of the Center for Postgraduate Studies.

Section 8 Procedural Provisions

- (1) The general principles of academic continuing education, the format of the courses, the procedures for initiating new academic continuing education programmes and the tasks of the persons involved in continuing education programmes may be defined in separate procedural provisions. These provisions are to be prepared by the Advisory Board in agreement with the President and adopted by the Academic Senate.
- (2) The framework conditions for the awarding and remuneration of teaching assignments as well as the commissioning and remuneration of guest lectures in the field of academic continuing education at HSU/UniBw H will be defined in procedural instructions issued by the budget officer.

Section 9
Commencement

These Statutes shall enter into force on the day following their public announcement at the University.