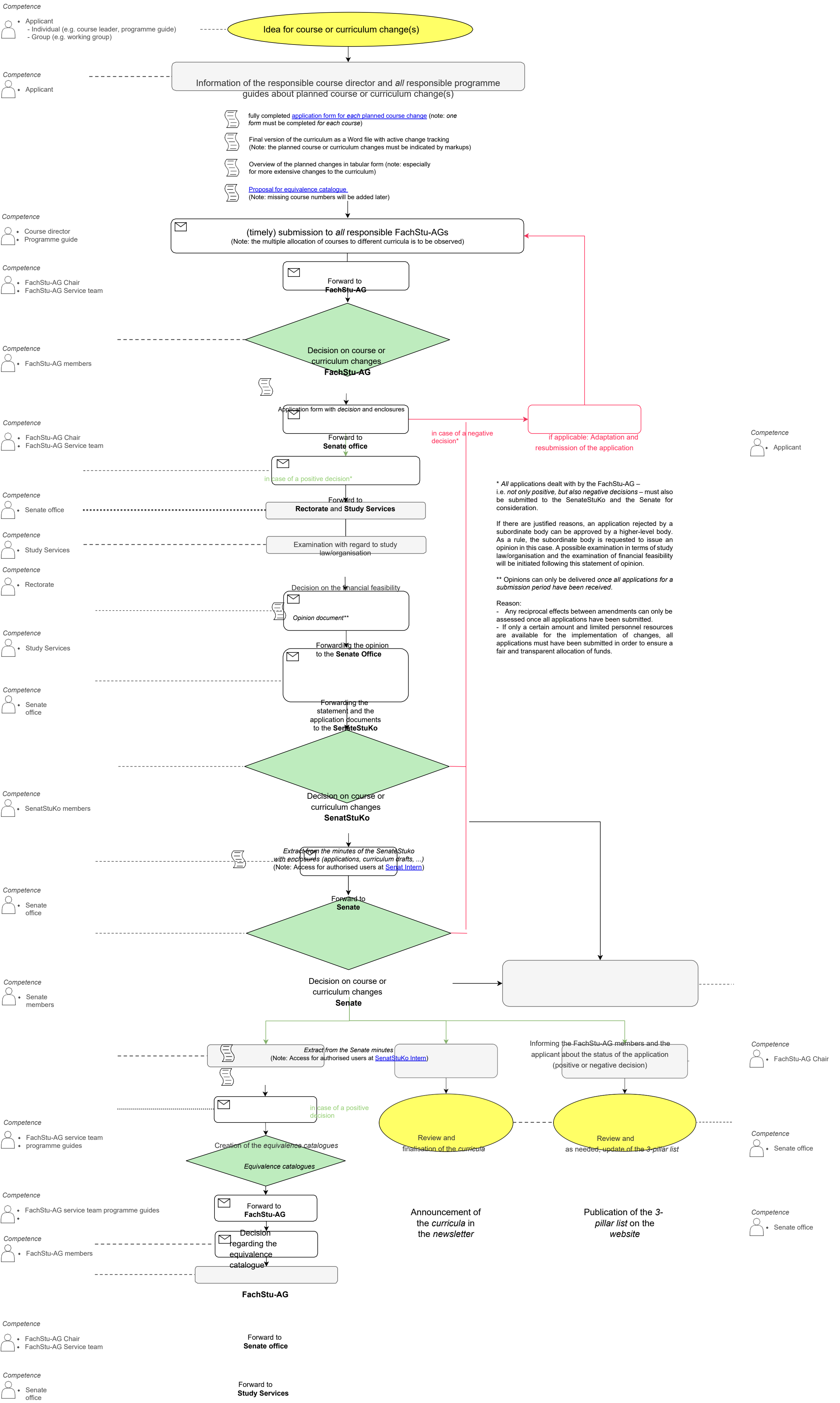
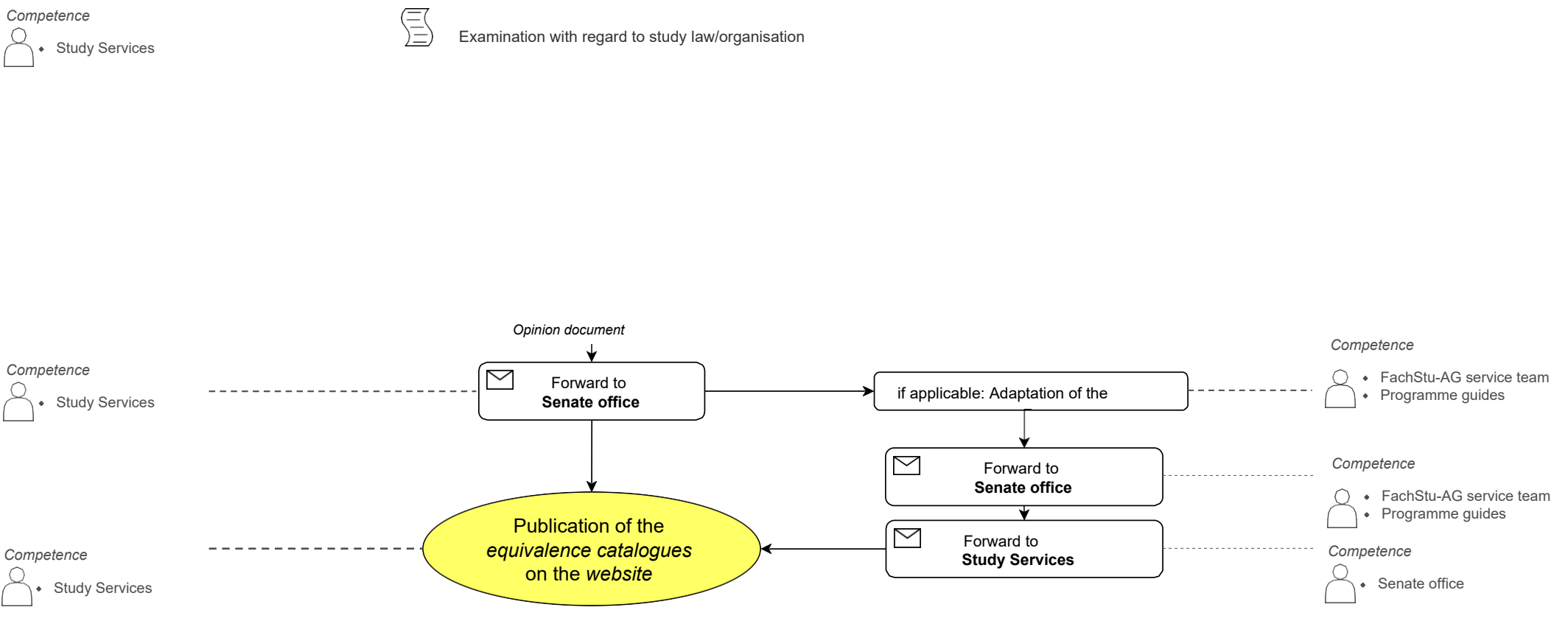

Competence
Applicant
- Individual (e.g. course leader, programme guide)
- Group (e.g. working group)
Idea for course or curriculum change(s)
Competence
Applicant
Information of the responsible course director and *all* responsible programme guides about planned course or curriculum change(s)
fully completed application form for *each* planned course change (note: *one form* must be completed *for each course*)
Final version of the curriculum as a Word file with active change tracking (Note: the planned course or curriculum changes must be indicated by markups)
Overview of the planned changes in tabular form (note: especially for more extensive changes to the curriculum)
Proposal for equivalence catalogue
(Note: missing course numbers will be added later)
Competence
Course director
Programme guide
(timely) submission to *all* responsible FachStu-AGs
(Note: the multiple allocation of courses to different curricula is to be observed)
Competence
FachStu-AG Chair
FachStu-AG Service team
Forward to **FachStu-AG**
Competence
FachStu-AG members
Decision on course or curriculum changes **FachStu-AG**
Competence
FachStu-AG Chair
FachStu-AG Service team
Application form with *decision* and enclosures
Forward to **Senate office**
in case of a negative decision*
if applicable: Adaptation and resubmission of the application
Competence
Applicant
Competence
Senate office
in case of a positive decision*
Forward to **Rectorate** and **Study Services**
Competence
Study Services
Examination with regard to study law/organisation
Competence
Rectorate
Decision on the financial feasibility
*Opinion document***
Competence
Study Services
Forwarding the opinion to the **Senate Office**
Competence
Senate office
Forwarding the statement and the application documents to the **SenateStuKo**
Competence
SenatStuKo members
Decision on course or curriculum changes **SenatStuKo**
Extract from the minutes of the SenateStuko with enclosures (applications, curriculum drafts, ...)
(Note: Access for authorised users at Senat Intern)
Competence
Senate office
Forward to **Senate**
Competence
Senate members
Decision on course or curriculum changes **Senate**
* *All* applications dealt with by the FachStu-AG – i.e. *not only positive, but also negative decisions* – must also be submitted to the SenateStuKo and the Senate for consideration.
If there are justified reasons, an application rejected by a subordinate body can be approved by a higher-level body. As a rule, the subordinate body is requested to issue an opinion in this case. A possible examination in terms of study law/organisation and the examination of financial feasibility will be initiated following this statement of opinion.
** Opinions can only be delivered *once all applications for a submission period have been received*.
Reason:
- Any reciprocal effects between amendments can only be assessed once all applications have been submitted.
- If only a certain amount and limited personnel resources are available for the implementation of changes, all applications must have been submitted in order to ensure a fair and transparent allocation of funds.
Extract from the Senate minutes
(Note: Access for authorised users at SenatStuKo Intern)
Informing the FachStu-AG members and the applicant about the status of the application (positive or negative decision)
Competence
FachStu-AG Chair
in case of a positive decision
Competence
FachStu-AG service team
programme guides
Review and finalisation of the *curricula*
Review and as needed, update of the *3-pillar list*
Competence
Senate office
Creation of the *equivalence catalogues*
Equivalence catalogues
Competence
FachStu-AG service team programme guides
Forward to **FachStu-AG**
Announcement of the *curricula* in the *newsletter*
Publication of the *3-pillar list* on the *website*
Competence
Senate office
Competence
FachStu-AG members
Decision regarding the equivalence catalogue
FachStu-AG
Competence
FachStu-AG Chair
FachStu-AG Service team
Forward to **Senate office**
Competence
Senate office
Forward to **Study Services**


Competence
Study Services
Examination with regard to study law/organisation
Opinion document
Competence
Study Services
Forward to
Senate office
if applicable: Adaptation of the
Competence
FachStu-AG service team
Programme guides
Forward to
Senate office
Competence
FachStu-AG service team
Programme guides
Publication of the
equivalence catalogues
on the website
Forward to
Study Services
Competence
Senate office
Competence
Study Services