

Guidelines for  
Associate  
Lecturers in  
Faculty 3,  
HTW Berlin



**Hochschule für Technik  
und Wirtschaft Berlin**

*University of Applied Sciences*

# Contents

<b>1. ORGANISATIONAL MATTERS.....</b>	<b>1</b>
IMPORTANT DATES IN THE SEMESTER .....	1
KEY DATES.....	1
EMAIL AND LOGIN DATA .....	2
KEYS .....	3
ROOMS RESERVED FOR ASSOCIATE LECTURERS .....	3
ROOMS AND TECHNICAL FACILITIES.....	3
OFFICE MATERIALS.....	4
LOAN OF MATERIALS.....	4
COPYING AND PRINTING .....	4
POST OFFICE.....	5
CORPORATE DESIGN.....	5
FORMS .....	5
OCCUPATIONAL HEALTH AND SAFETY, AND DATA PRIVACY .....	5
LIBRARY .....	5
CAFETERIA AND CANTEEN (MENSA).....	5
ACADEMIC ADMINISTRATION .....	6
<b>2. TEACHING .....</b>	<b>7</b>
MODULE DESCRIPTIONS .....	7
TIMETABLE, SEE ALSO LSF (CAMPUS MANAGEMENT) .....	7
LSF / REGISTRATION PROCEDURE .....	7
SEMESTER DATES / ACADEMIC CALENDAR .....	7
MINIMUM PARTICIPANT NUMBERS.....	7
BLOCK SEMINARS.....	8
CANCELLING LECTURES.....	8
LABS .....	8
REMUNERATION OF ASSOCIATE LECTURERS .....	9
REMUNERATION OF DEGREE THESIS GRADING .....	9
EVALUATION.....	10
<b>3. EXAMINATIONS .....</b>	<b>11</b>
EXAMINATIONS .....	11
a. Examination cover sheet.....	11
b. Examination Dates.....	11
c. Form of examination.....	11
d. Special conditions for disabled students.....	11
e. Zwingend zwei Prüfungsgelegenheiten, Prüfungszeiträume (Mandatory two examination opportunities, examination periods) .....	12
f. Art und Form der Prüfungsleistung (Type and form of examination).....	12
g. Gruppenarbeit (Teamwork) .....	12
h. Anwesenheitspflicht (compulsory attendance).....	12
i. Bewertung nicht abgegebener Haus- oder Seminararbeiten und nicht geleisteter Vorträge (Assessment of unhande-d-in coursework or seminar papers and unrepresented lectures) .....	12
j. Bewertung abgebrochener Klausuren und Prüfungsgespräche (Assessment of interrupted written examinations and oral examinations) .....	12
k. Teilnahme ohne Prüfungsanmeldung (Participation without exam registration) .....	12
l. Keine Note ohne Prüfungsleistung (No grade without exam participation).....	12
m. Keine Notenbekanntgabe vorab (No advance notification of grades).....	12
n. Nachteilsausgleich (Compensation for disadvantages).....	12
o. Handyverbot in Klausuren und Prüfungsgesprächen (Mobile phone ban during written exams and oral examinations).....	12
p. Verlassen des Prüfungsraums während der Klausur (Leaving the examination room during the exam)	12
q. Klausuraufsicht (Exam invigilation) .....	12

r.	<i>Täuschungsversuch (Attempted deception)</i> .....	12
s.	<i>Klausureinsicht (Exam review)</i> .....	12
t.	<i>Kein Durchfallenlassen auf Wunsch (No failing grades upon request)</i> .....	12
u.	<i>Keine Nachkorrektur (No subsequent correction)</i> .....	12
v.	<i>Einwendung gegen Prüfungsleistung (Objection to examination performance)</i> .....	12
w.	<i>Mündliche Prüfungsgespräche (Oral examinations)</i> .....	12
x.	<i>Kolloquium (Colloquium)</i> .....	12
y.	<i>Aufbewahrungsfristen (Retention periods)</i> .....	12
	EEXAMS .....	12
	LSF / SUBMISSION OF GRADES ONLINE .....	12
	GRADING .....	13
	STUDY AND EXAMINATION REGULATIONS .....	13
	FINAL EXAMINATIONS – FINAL ORAL EXAMINATIONS (RSTPO §§ 24, 25, 26, 27, 28).....	14
<b>4.</b>	<b>LEARNING PLATFORM / IT</b> .....	<b>14</b>
	MOODLE / ELEARNING COMPETENCE CENTRE .....	14
	ELEARNING ADVICE AND SUPPORT .....	15
	INFORMATION TECHNOLOGY CENTRE (HRZ – “HOCHSCHULRECHENZENTRUM“) .....	15
	IT SUPPORT .....	15
	INTERNET USE .....	16
	VPN .....	16
<b>5.</b>	<b>CONTACT PERSONS AT HTW BERLIN</b> .....	<b>16</b>
	FACULTY 3 – STUDY PROGRAMMES .....	16
	FACULTY 3 – DEAN’S OFFICE .....	16
	FACULTY 3 – FACULTY ADMINISTRATION .....	17
	FACULTY SERVICE CENTER .....	17
	MODULE COORDINATORS .....	18
	UNIVERSITY BOARD .....	18
<b>6.</b>	<b>TRESKOWALLEE CAMPUS</b> .....	<b>19</b>
<b>7.</b>	<b>ONLY RELEVANT FOR EXISTING EMPLOYEES OF HTW BERLIN WISHING TO TAKE ON WORK AS ASSOCIATE LECTURERS</b> .....	<b>20</b>

# 1. Organisational matters

## Important dates in the semester

To ensure high-quality teaching, a whole series of “cogs” need to work together smoothly:

- The modules for each semester have to be planned according to the examination regulations and scheduled with regard to teaching staff, time and rooms.
- If lectures are cancelled or there is a room change, all those affected need to be informed.
- As a rule, every examination is offered on two separate dates in the semester. Wherever possible, students following the regular semester plan for their study programme should only have to take one examination per day.
- Students should receive their grade reasonably soon after their examination.

## Key dates

Please observe the following timelines in order to ensure the quality of teaching (bold = action required by the lecturer):

Month	Winter semester	Summer semester
June/July	<b>Confirm your availability for the proposed teaching schedule / submit “wish list”</b>	
September	<b>Check published teaching plan</b>	
September / October	Students register online for their modules	

October	<b>Start of the teaching period; submit your proposed examination schedule</b>	
November	Examination dates are sent to the Student Management Publication in the LSF	
November / December		<b>Confirm your availability for the proposed teaching schedule / submit “wish list”</b>
January	Students register for their	

	examinations	
February	<b>1st examination period</b> <b>Submission of grades</b>	
March		<b>Check published teaching plan</b>
March / April	<b>2nd examination period</b>	Students register online for their modules
April	<b>Submission of grades</b>	<b>Start of the teaching period; examination planning</b>
May		Examination dates are sent to the Student Management  Publication in the LSF
June		Students register for their examinations
July / August		<b>1st examination period</b>
August		<b>Submission of grades</b>
September / October		<b>2nd examination period</b>
October		<b>Submission of grades</b>

### Email and login data

As soon as you begin teaching, the faculty administration will send you an application for an email account. This will give you access to the following:

- Access to your **personal email address**: This consists of your username and the suffix "@htw-berlin.de", e. g. **anton.someone@htw-berlin.de**. You can also set up an automatic reply and an out-of-office notice. Messages from students, e. g. in connection with module registration, will be sent to your HTW email address. **Please make sure that you receive and read these emails.** With questions contact the Computer Centre ("HRZ - Hochschulrechenzentrum").
- Access to the **Campus Management System LSF**: Use this system to communicate with students, enter grades and invoice your teaching hours. In the LSF portal you will find useful links to instruction manuals and training videos.
- Access to the HTW service portal <https://htw-serviceportal.htw-berlin.de/> for excursion requests
- Access to the HTW account service <https://account.htwberlin.de/login/auth> for email out-of-office notifications and for submitting teaching and exam invoices

## Keys

Both campuses have a semi-electronic locking system. The two systems are not compatible with each other. Every lecturer can request a key for the location where they are teaching. For key authorisation, please contact Julia Urban or as a substitute the Head of Faculty Administration. Keys are issued according to the Key Regulations (Schlüsselordnung) of HTW Berlin.

The contact person for issuing keys (after an instruction has been issued by the administration team) is:

### **Angela Roschig**

Tel. +49 30 5019-2546, [angela.roschig@htw-berlin.de](mailto:angela.roschig@htw-berlin.de)  
Treskowallee, building C, room 124

You can find the current office hours in the internet.

If you would like the key to be left with the porter outside of office hours, please arrange this directly with Angela Roschig.

Should you lose your key, please contact Angela Roschig immediately. Please note that you will be responsible for the cost of replacing the key.

## Rooms reserved for associate lecturers

The reserved room at Campus Treskowallee building A in room 120 is available for associate lecturers to use. Please contact Julia Urban ([julia.urban@htw-berlin.de](mailto:julia.urban@htw-berlin.de)) to get a key.

## Rooms and technical facilities

All lecture theatres/seminar rooms are equipped with a whiteboard, visualiser and projector. Please only use board markers that are suitable for whiteboards. Whiteboard markers can be obtained from the faculty administration (also see Service Center). Please remember to wipe clean your whiteboard after you have finished teaching.

The tables for lecturers can be adjusted to any height.

Please keep in mind the following rules and advice:

- Students often use extension leads and power distributors. Please make sure to avoid accidents.
- It is a HTW Berlin rule that every lecturer cleans the whiteboard after the lecture, so that everyone can find a clean board for their lecture.
- Students are to be reminded to dispose their own waste.
- Please read the HTW Berlin guidance on safety standards and fire regulations before the beginning of the semester.

All labs are of a high technical standard and are usually equipped for a specific subject. Details and contact persons can be found in the LSF.

To report damages and malfunctions, request repairs or give other information to the property management please use the online contact formula of the

property management team you can find at: <https://www.htw-berlin.de/einrichtungen/zentrale-hochschulverwaltung/technische-dienste/kontaktformular/>. Your request will be forwarded to the responsible department.

In case of urgent problems or issues and malfunctions of the media Technik please call the janitor. The central phone number of the janitor at the campus Treskowallee is: +49 30 5019-2600

### Office materials

Board markers and paper for examinations are issued by Service-Center FB 3 at Campus Treskowallee building C, room 325. Opening hours: <https://www.f3.htw-berlin.de/service/service-center-fb-3/>

### Loan of materials

If you borrow the materials (moderation case, pin boards, flipcharts, flipchart paper, moderation paper), please note

- Lending of the materials is exclusively to lecturers of faculty 3
- The loan of materials is subject **to prior request by e-mail**.

The following information is required to process your request:

- Name of the lecturer
- Intended use (title of the course)
- Requested materials
- Lending period

Please use the following e-mail address for your request: [fachbereich3@htw-berlin.de](mailto:fachbereich3@htw-berlin.de).

At the end of the lending period, please bring the materials to the Fachbereich 3 Service Center TA C 325.

### Copying and printing

You can print on both campuses with your HTW-Account. For more information about printing, copying and scanning, please see the following link:

<https://rz.htw-berlin.de/anleitungen/kopieren-und-drucken/>

Lecturers are each allocated 150 euros per calendar year, which equates to approx. 2,500 copies (b/w). Please note that photocopies can only be provided to students as teaching materials (e.g. examinations). Learning materials and other materials (e.g. transcripts) are subject to fees. Please use the facility to provide your learning materials online via Moodle.

Larger printing orders can be requested via the E-Mail address [kopierstelle@htw-berlin.de](mailto:kopierstelle@htw-berlin.de). They will be printed at the campus Wilhelminenhof at Druckbar der Stephanuswerkstätten. Please keep in mind, that there is a processing time of

at least five workdays between order and delivery to the post office ("Poststelle" TA C 122) at the campus Treskowallee.

### **Further information on print jobs:**

<https://wiki.rz.htw-berlin.de/confluence/spaces/htwintranet/pages/204145998/Copyshop+Rahmenvertrag>

### **Post Office**

The post office is part of the technical support of the central administrative department (ATD "Allgemeine Technische Dienste"). You can find it in house C, room 122 together with the lost property office. In addition to the postal service the team provides different services for example regarding printing and copying.

Please find the current opening hours, contact persons and provided services here: <https://www.htw-berlin.de/einrichtungen/zentralehochschulverwaltung/technische-dienste/team-organisation/>

Please note that different opening hours may apply during the non-teaching period. You can reach the post office team per email to [post@htw-berlin.de](mailto:post@htw-berlin.de) or per phone to +49 30 5019 2343.

### **Corporate Design**

All guidelines regarding the appearance of HTW Berlin can be found at the following link: <https://corporatedesign.htw-berlin.de/>

### **Forms**

All forms for seminars (e.g. cover sheets for examinations, documentation of attendance), excursions etc. can be found at: <http://www.f3.htw-berlin.de/service/formulare/>.

### **Occupational health and safety, and data privacy**

To ensure a safe working day, online training courses on the three topics mentioned above are available on Moodle, which you should complete within your first six weeks at HTW Berlin.

Important and useful information about fire prevention and emergencies can be found in the HTW Berlin websites at: <https://www.htw-berlin.de/einrichtungen/praesidium/agu-arbeitssicherheit-gesundheitsschutz-brandschutz-umweltschutz-und-nachhaltigkeit/>

### **Library**

You can apply for a library card in the library. Further information can be found at: <http://bibliothek.htw-berlin.de/>.

### **Cafeteria and canteen (Mensa)**

Food and refreshments are provided by the cafeteria (only at campus WH) and canteen staff on the Treskowallee and Wilhelminenhof campus. The canteens are

operated by Studierendenwerk Berlin (the service provider for students in Berlin). As HTW employee you are eligible to a reduced price at canteens operated by the Studierendenwerk Berlin.

A reduced price applies to members of the HTW upon presentation of the MensaCard. On site, cashless payment must be made with the MensaCard. The card can be topped up with any amount using the top-up machines in the cafeteria foyers or by autoloan (direct debit). You will receive the card at the refectories with a one-time deposit of 1.55 euros and proof that you are employed at HTW Berlin, e.g. your teaching position.

For opening hours, please check the noticeboards or the Studierendenwerk website: <http://www.studierendenwerk-berlin.de/>

### **Academic Administration**

Academic Administration refers to all elected committees and offices of a university. The members of the university are responsible for making all important decisions about the university's structure, the organisation of its teaching, studying and research, and its internal structure.

The work, structure and composition of the committees for the Academic (Self-) Administration is regulated in the statutes of the HTW Berlin, which can be found on the internet. <https://www.htw-berlin.de/einrichtungen/akademische-selbstverwaltung/>

As Associate lecturer you are classified as academic employees and are eligible to vote for and participate in the committees.

## 2. Teaching

### Module descriptions

Please always bear in mind that a module must be taught in accordance with the module description. In addition to meeting with the module coordinator to discuss the taught content, it is therefore recommended that you also contact other lecturers who are teaching the same module. The aim is not to achieve uniformity but rather to ensure that all students reach a comparably high level of education.

### Timetable, see also LSF (Campus Management)

The timetable is published in the LSF approximately three weeks before the beginning of the semester.

To participate in a module, students are first required to register for the module. Module registrations for all study programmes are carried out online via the LSF during the registration period.

During this time, you can already print out a current list of participants for each of your teaching modules via the LSF.

### LSF / registration procedure

During the registration period, students can register for modules. Over the course of several registration rounds and following a priority ranking system, the LSF allocates places to students until the maximum number of participants has been reached for the module.

After the maximum number has been reached, it is left to your discretion whether you wish to accept further students for your module. To do this, ask students to fill out the **Formular auf Handzulassung (form for manual admission)** and present it to you for signature.

The LSF provides you with an overview of your participant numbers, dates and room allocations updated on a daily basis. You can also view module descriptions, send emails to participants in your modules, enter grades and submit invoices. Information can be found on the Computer Centre website in the form of "allgemeiner Bedienungshinweise" (general instructions for using the LSF, currently only in German) and video tutorials.

### Semester dates / academic calendar

For the latest semester dates, please refer to the academic calendar on the HTW Berlin website: <https://www.htw-berlin.de/en/studies/organising-your-studies/academic-calendar/>.

### Minimum participant numbers

Supplementary modules (called AWE modules) with fewer than ten participants at the end of the registration period will not be offered due to reasons of capacity. The associate lecturer's entitlement to remuneration will then end at this point in time.

All modules that are offered as part of a study programme require a minimum of five registered students.

### Block seminars

Block seminars are only permitted in **justified exceptional cases** and only on the condition that other modules are not negatively affected.

Please note that block seminars must be approved by the Dean's Office.

The reason for this is to protect students from excessive pressure caused by block seminars and to ensure that the number of required hours is actually fulfilled.

The following exceptions apply:

- Modules that are offered as a block seminar according to the Study Regulations (in particular degree thesis seminars and internship seminars).

### Cancelling lectures

Lectures can only be rescheduled or held in a different room following authorisation from the Dean's Office.

If you are unable to give a timetabled lecturer (absence, date change), you must inform the faculty administration in writing well in advance stating the reason and a new proposed date ([lehrplanung-fb3@htw-berlin.de](mailto:lehrplanung-fb3@htw-berlin.de)). Any cancelled lectures can be offered on another date. The application form can be found on the website of Faculty 3.

Lecture cancellations will be entered in the LSF by the faculty administration according to the information you provide.

Please note that only dates that can be verified in LSF can be billed. Therefore, it is necessary to submit all schedule changes to the teaching plan.

You can communicate any other information to students yourself either via email in the LSF or by publishing it on Moodle.

### Labs

Students of Faculty 3 can apply their knowledge in practice in our labs. The faculty labs are mainly reserved for student training. Labs are reserved during the semester according to the timetable planning.

Before using the labs, please note the applicable Lab Regulations in the faculty.

If you have questions about reserving the labs, please contact Faculty 3 ([lehrplanung-fb3@htw-berlin.de](mailto:lehrplanung-fb3@htw-berlin.de)).

For technical questions, please contact our lab technician. If you have content-related questions, please contact the lab manager.

Information about the labs and facilities of Faculty 3 as well as a list of contact persons can be found on the website: <https://www.f3.htwberlin.de/service/labore/>

## Remuneration of associate lecturers

Remuneration is carried out on the basis of the currently valid version of the "HTW Berlin Richtlinie zur Vergabe von Lehraufträgen und deren verwaltungsmäßige Bearbeitung" (HTW Berlin Regulations for the Awarding of Teaching Assignments and their Administrative Processing).

The full-time HTW Berlin lecturers who are in charge of teaching planning are responsible for selecting suitable associate lecturers. This is usually the module coordinator for the subject area or the programme manager. They are responsible for conducting a full assessment of the subject-related and teaching-related suitability of associate lecturers and for ensuring that all formal requirements are fulfilled.

A general requirement for associate lecturers to work in Faculty 3 is an undergraduate degree and several years of professional experience. Following the decision of the faculty committee regarding the assignment of teaching staff, teaching assignments are awarded by the Dean by the beginning of the teaching period at the latest.

The rates of remuneration for teaching assignments, conducting examinations, and second supervision of theses at HTW Berlin are regulated in the currently valid version of the "Richtlinie zur Vergabe von Lehraufträgen".

To facilitate quick invoicing of teaching assignments, please send your invoice form (Abrechnungsbogen) to the faculty administration immediately after your last teaching unit in the semester, i.e. before the start of examinations.

Your examination-related work will be processed after the second examination period for both examination periods. Please send your invoice form for this together with the list of grades to the faculty administration in the second examination period.

The invoicing of teaching and examination fees must be initiated by you via HTW account service ([account.htw-berlin.de](https://account.htw-berlin.de)). You can find the accounting forms under the tab "Online-Anträge".

If you have any questions, please contact the FB 3 Service Center or send an email to [abrechnung-fb3@htw-berlin.de](mailto:abrechnung-fb3@htw-berlin.de).

## Remuneration of degree thesis grading

The following rules currently apply for writing a thesis evaluation as a second supervisor and for participating in the final oral examination for degree theses in Diplom, Bachelor's and Master's study programmes:

Regardless of the actually required amount of time, a set rate of 3 hours will be paid for grading each degree thesis as a second supervisor. The applicable hourly remuneration rate is the remuneration for participation in examinations.

The maximum amount of simultaneously supervised theses per lecturer is **eight**.

Invoicing is to be carried out using the form that is sent to you together with your assignment as a second supervisor. If you have any questions, please contact

the service center or send an e-mail to [abrechnung-fb3@htw-berlin.de](mailto:abrechnung-fb3@htw-berlin.de).

## Evaluation

Evaluations are carried out for the purposes of quality assurance for study programmes and teaching. All modules are regularly evaluated. You are expected to participate in evaluations.

Evaluations are conducted online via Evasys. Students that are taking your module will receive an email and a TAN. Each of your courses will be evaluated independently. After the end of the survey period you will receive an individual summary of the evaluation results. The responsible study coordinator and the dean will receive a copy.

If you have any questions about the system, please contact the evaluation team per email to [evaluation@htw-berlin.de](mailto:evaluation@htw-berlin.de). For more information visit this website: <https://www.htw-berlin.de/lehre/lehregestalten/evaluation/lehrveranstaltungsevaluation/>

## 3. Examinations

### Examinations

Students register for examinations online via the LSF. There are two registration periods for each semester. The exact dates can be found in the academic calendar:

<https://www.htw-berlin.de/en/studies/study-organisation/academic-calendar/>

#### **a. Examination cover sheet**

The template for the examination cover sheet can be downloaded as a form from the Faculty 3 website.

#### **b. Examination Dates**

Examinations can only be taken during the examination periods. The first examination period is three weeks long, the second (repeat) examination period is two weeks. Examination dates are to be evenly distributed over the examination period. Please coordinate the examination dates with the students at the beginning of the semester to avoid any clashes. Clashes with examinations from other study programme semesters can be ignored. At the beginning of the semester, you are requested to submit your coordinated examination dates for the first and second examination period by the set deadline. Examination dates for the summer semester must be submitted by 15 May and for the winter semester by 15 November. Any examination dates that are not submitted by the deadline or clash with other examinations will be set or changed for you.

When registering for examinations, students are free to choose between the first and second examination period. It is generally recommended that students choose the first examination period.

#### **c. Form of examination**

The form of examination is stipulated in the (detailed) module description by the responsible module coordinator. The module description is available in LSF. Information can be obtained from the module coordinator. Please explain the form of examination to the students during the first lecture.

The form of examination must be the same for all of the participants in a given examination period, i.e. a written test for all students or an assignment for all students.

If the module grade is composed of several part examinations, the points awarded for the different parts will be combined according to the weighting specified in the detailed module description. Points are not rounded up. The module grade is calculated from the unrounded total according to the grading scale defined in § 17 para. 1 RStPO (Examinations Regulation Framework, see Appendix 1).

Example: 74.99 points equate to 2.7 (Satisfactory).

#### **d. Special conditions for disabled students**

Special examination conditions (disadvantage compensation) are decided by the examination board, not by the examiner. Please ask any students requesting special examination conditions to contact the examination board for their study programme.

For the following topics (e. – y.) detailed information can be found at:  
<https://www.htw-berlin.de/lehre/pruefungen/pruefungsrecht/>

- e.** Zwingend zwei Prüfungsgelegenheiten, Prüfungszeiträume (**Mandatory two examination opportunities, examination periods**)
- f.** Art und Form der Prüfungsleistung (**Type and form of examination**)
- g.** Gruppenarbeit (**Teamwork**)
- h.** Anwesenheitspflicht (**compulsory attendance**)
- i.** Bewertung nicht abgegebener Haus- oder Seminararbeiten und nicht geleisteter Vorträge (**Assessment of unhandedin coursework or seminar papers and unrepresented lectures**)
- j.** Bewertung abgebrochener Klausuren und Prüfungsgespräche (**Assessment of interrupted written examinations and oral examinations**)
- k.** Teilnahme ohne Prüfungsanmeldung (**Participation without exam registration**)
- l.** Keine Note ohne Prüfungsleistung (**No grade without exam participation**)
- m.** Keine Notenbekanntgabe vorab (**No advance notification of grades**)
- n.** Nachteilsausgleich (**Compensation for disadvantages**)
- o.** Handyverbot in Klausuren und Prüfungsgesprächen (**Mobile phone ban during written exams and oral examinations**)
- p.** Verlassen des Prüfungsraums während der Klausur (**Leaving the examination room during the exam**)
- q.** Klausuraufsicht (**Exam invigilation**)
- r.** Täuschungsversuch (**Attempted deception**)
- s.** Klausureinsicht (**Exam review**)
- t.** Kein Durchfallenlassen auf Wunsch (**No failing grades upon request**)
- u.** Keine Nachkorrektur (**No subsequent correction**)
- v.** Einwendung gegen Prüfungsleistung (**Objection to examination performance**)
- w.** Mündliche Prüfungsgespräche (**Oral examinations**)
- x.** Kolloquium (**Colloquium**)
- y.** Aufbewahrungsfristen (**Retention periods**)

## eExams

eExams are graded or ungraded exams, which are conducted using HTW Berlin computers and the learning platform Moodle. For more information and help, contact the Moodle Team at the Computer Centre.

## LSF / submission of grades online

Performance assessment is carried out in accordance with § 17 of the **Framework Study and Examination Regulations (RStPO)**.

Please enter your grades online via the LSF system within the specified time window, which can be viewed in the LSF. To do this, you will need a TAN from a list that you can obtain from the university computer center using your HTW Berlin access data. If you have reached the last iTAN, you can use it to generate a new list. For more information, please visit the following link: <https://rz.htw-berlin.de/anleitungen/campus-managementlsf/lehrende/notenverwaltung/itan-verwaltung/>. For students who did not attend the exam, please leave the grade field blank. For module-related academic achievements, check whether a performance date has been agreed in advance. See examination regulations,

point i. ("Assessment of unhandedin homework or seminar papers and unperformed presentations").

Grades must generally be entered into the LSF **within 3 weeks** of the examination period.

Instructions can be found here:

<https://rz.htw-berlin.de/en/nbsp/campus-management-lsf/lehrende/>.

After completing the grade list, please download it from the LSF and submit it promptly to the department administration at the e-mail address [notenlisten-fb3@htw-berlin.de](mailto:notenlisten-fb3@htw-berlin.de). A signature is only required if manual additions have been made to the grade list (e.g. reference to plagiarism, grade changes, students without exam registration, etc.).

In the case of written exams, students must be granted access to the graded work upon request within the objection period (six weeks after announcement of the result, § 21 para. 1 RStPO).

**Note:** The invoicing of your teaching and examination work is linked to the submission of your grade lists. Timely submission is therefore important for you and for your students. Students can only register for consecutive modules or for their Bachelor's/Master's thesis after they have received their grades. After the deadline, grades can only be submitted via the central Examinations Office.

## Grading

Please note:

When grading, please observe the examination regulations (RStPO) which state that a grade of 3 represents the average requirements. A grade of 2 should be substantially above the average requirements etc.

Clear and consistent grading standards are appreciated by prospective employers.

## Study and Examination Regulations

All regulations of HTW Berlin are published in the official information circulars, e.g.

- Study and Examination Framework Regulations for Bachelor's and Master's study programmes of HTW Berlin (RStPO)
- Study and Examination Regulations for each study programme
- Other regulations

All regulations can be found on the website, sorted by year. All regulations relating to each study programme can also be found on the study programme page on the HTW Berlin website.

The complete Framework Regulations (RO) of HTW Berlin can be found on the Intranet.

## **Final examinations – final oral examinations (RStPO §§ 24, 25, 26, 27, 28)**

An examination panel consisting of two voting members, at least one of whom is a professor of HTW Berlin (for first supervisor and chairperson) is set up for each final examination.

The role of second supervisor can also be carried out by an associate lecturer of HTW Berlin. The assessment and grading of the degree thesis is exclusively the responsibility of HTW Berlin.

Lecturers/examiners are required to hold at least the same degree level as is being assessed, i.e. for Master's degree programmes all examiners must hold a Master's degree or Diploma from a university. A Diploma from a university of applied sciences is only sufficient for supervising learning on a Master's study programme; it is not sufficient for assessing examinations. The same applies for the Bachelor's degree; any form of academic degree is sufficient. The examination boards must check whether the supervisor of the final thesis have the necessary qualifications. However, this check must be carried out before supervision begins, because a final examination with unauthorized examiners is not valid.

After submission of the thesis, both supervisors must read through the thesis and produce a written assessment. If the proposed grade differs by more than 1.0, the chairperson can request a third assessment. If the examination panel agrees on the grade for the thesis, the date can be set for the final oral examination and sent to the candidate. The final oral examination can only take place if the examination file is complete.

The first supervisor must inform the responsible member of the faculty administration of the final oral examination date.

The complete examination file will be given to the chairperson or placed in their mailbox. The contact persons for any questions are the faculty administration staff.

After the final oral examination, the complete examination documents are to be returned to the faculty administration. The Examinations Office will then give the order for the graduation documents to be produced. This can take a few weeks.

The question is often asked whether lecturers have any rights to project assignments or degree theses which are written under their supervision: the answer is no, the students clearly hold all rights of use!

If the thesis was written at a company that requires an NDA (non-disclosure agreement), this can only be signed by you personally. The Dean's Office and University Board are unable to enter into such obligations due to fundamental reasons.

## **4. Learning platform / IT**

### **Moodle / eLearning Competence Centre**

Moodle is a learning platform for students. It provides students and teaching staff with a secure platform for both groups to work together interactively and

communicate with each other. As a lecturer, you can provide teaching materials, set assignments or provide test examinations, for example. You can create Moodle courses yourself using the LSF Moodle Connector. Students will be automatically assigned and granted access rights.

If you wish, you may participate in a free Moodle training seminar at the beginning of every semester. You can register via the eLearning Competence Centre (eLCC) of HTW Berlin.

To access Moodle, click on the following link: <http://moodle.htw-berlin.de>.  
If you have any questions, please contact Moodle support directly: [moodle-support@htw-berlin.de](mailto:moodle-support@htw-berlin.de).

### **eLearning advice and support**

The Teaching Support Center (LSC) offers a central advisory and support service for the conception and implementation of online-supported teaching events that is available to all lecturers at the HTW Berlin.

The service includes:

- Further education and training on various e-learning topics
- Advice and support in the implementation of digital teaching and learning scenarios
- Advice and support in the preparation and implementation of e-examinations
- Lending of mobile technology for media production

You can find more information and specific contact persons online: <https://www.htw-berlin.de/einrichtungen/zentrale-referate/lehrenden-servicecenter/>

### **Information technology centre (HRZ – “Hochschulrechenzentrum”)**

The Hochschulrechenzentrum (information technology centre) offers all students and teaching staff at HTW Berlin an extensive range of IT services, including:

- Access to internet services and the campus network, also via WiFi
- A personal email address, including webmail access
- Support for the disabled
- Access to software products at reduced prices
- Manuals for software, programming languages and operating systems
- Extensive information
- Service hotline and individual support (5019-2525, [it-support@htw-berlin.de](mailto:it-support@htw-berlin.de))

### **IT support**

Our three lab technicians (Stephan Niesner, Jörg Pilgrim, Alexandra Wollert) are responsible for IT support in the labs of Faculty 3.  
<https://www.f3.htw-berlin.de/service/labore/>

If you have questions or need IT Support, please contact the IT helpdesk via the online ticket system (<https://account.htw-berlin.de/contact>) or via the hotline +49 30 5019-2525.

### Internet use

On the campus of the HTW Berlin, the internationally widespread WLAN "**eduroam**" is available. Members of the HTW Berlin as well as visitors of institutions that belong to the eduroam network can use it. In return, HTW Berlin members can automatically use the eduroam WLAN at all participating institutions of the eduroam network.

If you want to use the internet on your mobile device via WiFi, you will need to use your HTW account. Detailed instructions for setting up a connection can be found on the information technology centre website: <https://rz.htw-berlin.de/en/tutorials/wlan-wi-fi/>

If you have an account for the campus, you can log in to the computers in the labs and use the internet. This applies for all labs.

### VPN

The HTW Berlin offers its members VPN access. This service is particularly useful if you want to connect to the HTW Berlin network from home or another location (with an internet connection) in order to use services that are only offered in the internal HTW Berlin network. A VPN client must be installed on your terminal device (e.g. computer/laptop/smartphone) for use.

The information technology centre provides the Cisco AnyConnect VPN Client for this purpose. You can find more information on this on the website of the information technology centre under <https://rz.htw-berlin.de/en/tutorials/vpn/>.

## 5. Contact persons at HTW Berlin

### Faculty 3 – Study programmes

Detailed descriptions of the study programmes of Faculty 3 can be found on the website under Studieren > Studiengänge.

### Faculty 3 – Dean's Office

The Dean's Office manages the department and consists of the Dean, the Vice-Dean and the Head of Administration, supported by the Dean's Office secretariat and the staff of the department administration.

The Dean's Office is the first point of contact for all organisational questions regarding studies, teaching and research. Its responsibilities include the management of the departmental budget, the organisation of the departmental committees and ensuring teaching in the department. The dean and the vice dean are elected every three years by the departmental council.

You can find the current overview and contact here: <https://www.f3.htwberlin.de/kontakt/dekanat/>

### Faculty 3 – Faculty administration

The staff of the faculty administration are responsible for the organisation of studies and the administration of the faculty.

The main activities they carry out for lecturers are:

- Teaching planning and organisation of examinations
- Assignment of associate lecturers and invoicing
- Registration and room organisation
- Organisation of degree theses
- Purchase order management and accounting
- Advising students on study organisation matters

You can find the current overview and the contact details here: <https://www.f3.htw-berlin.de/kontakt/fachbereichsverwaltung/>

Please use our ticket system (<https://www.f3.htw-berlin.de/kontakt/>) for your enquiries, which guarantees you a quick and well-founded answer by e-mail.

### Faculty Service Center

The Service Center is the principal point of contact for students and teaching staff of Faculty 3. They help you find a qualified contact for and quick answers to any question you may have about study or teaching organisation.

The Service Center is located on the 3rd floor of building C, Campus Treskowallee – room TA C 325.

If you wish to contact our Service Center, please use our Ticket System (<https://www.f3.htw-berlin.de/kontakt/ticketsystem/>) or call 030-5019-3841.

Find the current opening hours here: <https://www.f3.htwberlin.de/service/service-center-fb-3/>

### Services for associate lecturers

- Office supplies: pens, pin boards, exam paper etc.
- Document drop-off (lists of grades, teaching assignments etc.)
- General information about teaching organisation and contact persons
- Reservation of rooms (for meetings, final oral examinations, viewings of examination grading)
- Invoicing of teaching and supervision assignments

***Please, also inform your students about our services!***

### Services for students

- General information about study organisation and contact persons
- Document drop-off (documents concerning preferential course registration, assignments etc.)

- Drop-off of final examinations in case of absence of the study programme administrator

### **Module coordinators**

For questions regarding a module you have been assigned to teach (e.g. module content, examination forms etc.), please contact the module coordinator.

To find out about our current module coordinators, see the website of Faculty 3 in the section Kontakt > Modulverantwortliche.

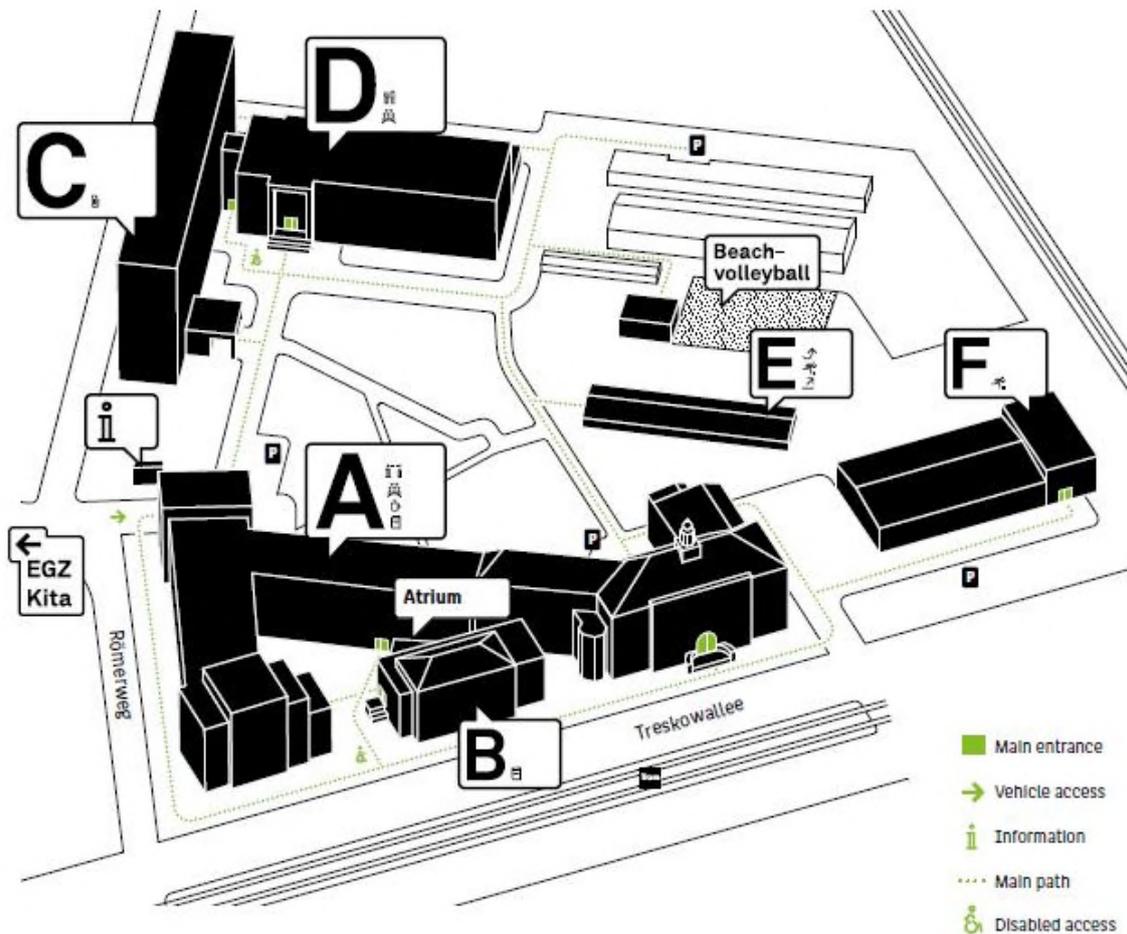
### **University Board**

HTW Berlin is managed by a team of four under the direction of President. Each member of the University Board has their own area of responsibility.

You can find the overview of the current University Board with areas of responsibility and contact details on the Internet at: <https://www.htw-berlin.de/en/organisational-units/university-board/>

## 6. Treskowallee campus

Treskowallee Campus (TA)  
Treskowallee 8  
10318 Berlin



**Building A**  
 🏛️ Great Hall (Aula)  
 🍽️ Cafeteria  
 🎓 Student Services Department  
 📖 Library reading rooms  
 🎟 Semester Ticket Office  
 🏠 Project Centre  
 🗳 Faculty Student Council (FSR 3)

**Building B**  
 📖 Library Loan Department

**Building C FB 3**  
 🏢 Dean's Office Faculty 3  
 & Offices  
 🏛 University Board  
 🏢 Administration

**Building D**  
 🍽 Canteen (Mensa)  
 🎧 AudiMax

**Building E**  
 Closed since  
10/2025

**Building F**  
 🏊 Sports hall

EGZ (Entrepreneur Centre)  
 Kita (Day care centre)  
 Hönower Str. 35

Further information including a route planner for arriving by car, bicycle or public transport can be found on the HTW Berlin website: <https://www.htw-berlin.de/campus/campustreskowallee/> Free parking spaces are located in Römerweg (at the back of administrative building C of HTW Berlin).

## **7. ONLY RELEVANT FOR EXISTING EMPLOYEES of HTW Berlin wishing to take on work as associate lecturers**

Lecturers who already are employed by HTW Berlin (whether on a part-time or full-time basis, on a permanent or fixed-term contract, e.g. lab technicians or staff employed via third-party funding), must submit an application for secondary employment. Information on this can be found on the intranet.