

Guidelines for
Associate Lecturers
in Faculty 3,
HTW Berlin



**Hochschule für Technik
und Wirtschaft Berlin**

University of Applied Sciences

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Information for associate lecturers

Mentoring programme for associate lecturers in Faculty 3

The University provides its associate lecturers with a **mentor**. The mentor primarily provides assistance with regard to organisational matters, supporting the work of the teaching coordinator Monique Getter.

In Faculty 3, this role is carried out by Dr. Manuela Zappe.
The quickest way to ask her questions is by email:

Mentoring-FB3@htw-berlin.de.

If you would like to discuss matters with her in person, you can also arrange a meeting if necessary.

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	Confirm your availability for the proposed teaching schedule / submit “wish list”	
September	Check published teaching plan	
September / October	Students register online for their modules	

October	Start of the teaching period; submit your proposed examination schedule	
November	Examination dates are sent to the Examinations Office by Monique Getter Publication in the LSF	
November / December		Confirm your availability for the proposed teaching schedule / submit "wish list"
January	Students register for their examinations	
February	1st examination period Submission of grades	
March		Check published teaching plan
March / April	2nd examination period	Students register online for their modules
April	Submission of grades	Start of the teaching period; examination planning
May		Examination dates are sent to the Examinations Office by Monique Getter Publication in the LSF
June		Students register for their examinations
July / August		1st examination period
August		Submission of grades
September / October		2nd examination period
October		Submission of grades

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 user name and the suffix "@htw-berlin.de", e.g. **anton.someone@htw-berlin.de**. If you wish, you can adjust your email address and request another name. Please refer to the information provided by the Computer Centre. 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.** If necessary, use the forwarding function.
- 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 **Copy Shop Service Portal**.

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 Ina Meisegeier (also see Service Center), Antje Binder or Nicole Lindstedt-Lilienthal.

The keys are easily programmed and can be immediately deactivated if they are lost. 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:

Michael Scholz

Tel. +49 30 5019-2939, michael.scholz@htw-berlin.de Trewwskowallee, building C, room 126

Office hours: Mon – Fri 07.30 am – 12.00 noon and Mon – Thurs 1.30 – 4.00 pm

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

Should you lose your key, please contact Michael Scholz immediately.

Rooms reserved for associate lecturers

Reserved rooms are available for associate lecturers to use. These are located on Trewwskowallee campus in building C (administrative building) in room 209 and room 407.

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. Board 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.

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.

Office materials

Office materials, board markers and paper for examinations are issued by the faculty administration (also see Service Center).

Photocopying

If you have an HTW Berlin account, you can receive a photocopying card from the Service Pool (building C, room 122, contact person: Sabine Löffler). 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.

Alternatively, you can go to <http://kopierstelle.htw-berlin.de/> and log in with your HTW account details and upload a PDF document for copying or send a PDF by email to kopierstelle@htw-berlin.de. Please enter your personal details and the order information (format, number of copies, required date, etc.). On request, the copies can be securely stored for you (examinations).

Service Pool/Copy Shop Treskowallee

Tel: (030) 5019 - 2546
Email: service-pool@htw-berlin.de
Room: Building C, room 122

Opening hours during the teaching period:

- Mon - Thurs 07.30 am – 4.00 pm, Fri 07.30 am – 2.00 pm

Please note that different opening hours may apply during the non-teaching period.

Forms

All forms for modules (e.g. cover sheets for examinations), excursions etc. can be found at:

<http://www.f3.htw-berlin.de/service/formulare/>.

Occupational health and safety, fire prevention

All employers are required to ensure the health and safety of their employees by implementing the necessary measures for occupational health and safety and fire prevention. This requires an occupational safety management system. The University Board is supported in this respect by the campus doctor and the Safety Engineer.

Important and useful information about fire prevention and emergencies can be found at:

<https://www.htw-berlin.de/einrichtungen/hochschulleitung/sicherheitsingenieure>.

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 canteen and cafeteria staff on the Treskowallee and Wilhelminenhof campus. The facilities are operated by Studierendenwerk Berlin (the service provider for students in Berlin). Breakfast and lunch are additionally available at the "WaschBar" café on the Wilhelminenhof campus. For opening hours, please check the noticeboards or the Studierendenwerk website:

<http://www.studierendenwerk-berlin.de/>

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. The contact person for teaching planning is Monique Getter.

In order 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/studium/studienorganisation/akademischer-kalender/>.

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.

However, the decision as to whether it makes sense in terms of content to offer a block seminar primarily lies with the module coordinator. The formal criteria for block seminars are as follows:

- Observance of the required number of hours; no more than 8 hours in one day
- No more than 5 days per week
- No more than 4 of a student's weekly study hours (=Semesterwochenstunden, SWS) per semester may take the form of block seminars.

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). Offering supplementary modules (AWE) as blocks does not require authorisation, as the module content is often suitable for block seminars. As these are elective modules, students can decide for

themselves whether they want to register for a block seminar. Monique Getter is officially responsible for ensuring that the required number of hours is fulfilled.

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, FAO Monique Getter (Monique.Getter@htw-berlin.de). Any cancelled lectures must 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.

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 Monique Getter. 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.

Remuneration of associate lecturers

Remuneration is carried out on the basis of the currently valid version of the "HTW Richtlinie zur Vergabe von Lehraufträgen und deren verwaltungsmäßige Bearbeitung" (HTW 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 following pay grades and rates currently

apply for the remuneration of teaching assignments in Faculty 3:

III 1. Remuneration rates for teaching work assigned by the faculties and the Berlin Institute for Advanced Higher Education (BIfAW) of HTW Berlin

Remuneration for teaching work assigned by the faculties of HTW Berlin and the Berlin Institute for Advanced Higher Education is bindingly set to a fixed rate of 35.00 EUR for each LVS (=Lehrveranstaltungsstunde, teaching session consisting of 45 minutes) for mandatory modules (and exercises) and elective modules (and exercises) in accordance with the applicable Study and Examination Regulations.

This amount is increased to 37.00 EUR per LVS if the module is conducted in a foreign language at the request of HTW Berlin.

Remuneration for supplementary modules (AWE) is bindingly set to a fixed rate of 30.00 EUR per LVS.

This amount is increased to 32.00 EUR per LVS if the module is conducted in a foreign language at the request of HTW Berlin.

III 3. Remuneration for examinations

Remuneration is based on the number of grades calculated for a module examination:

The time spent by the examiner for attending an examination at HTW Berlin is remunerated as one teaching unit (=2 LVS) at the hourly rate agreed in the teaching assignment.

In addition, the examiner will receive an amount of 3.00 EUR per student based on the number of students who participated in the examination as per the grade list, which is to be submitted at the latest at the time of invoicing.

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.

To do this, please make sure you use the online form provided in the LSF. We do not require a printed hard copy with your signature. Instead, send your invoice form directly to us by email.

Please use the following email address:

FB3-Abrechnung@htw-berlin.de

Please also note the instructions in the LSF regarding the electronic invoice form for associate lecturers.

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.

To do this, please use the online form which will be provided in due course in the LSF under "Abrechnung der Prüfungstätigkeit" (invoicing of examination work).

If you have any questions regarding invoicing your teaching or examination work, please contact Ina Meisegeier.

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:

If associate lecturers participate in degree thesis oral examinations or entrance examinations for artistic study programmes, they will receive a remuneration rate of 17.50 EUR for each full hour of work.

Second supervisor

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 following table applies for grading up to 8 degree theses:

Number of degree theses (n)	Rate payable (EURO)
1	52.50
2	105.00
3	157.50
4	210.00
5	262.50
6	315.00
7	367.50
8	420.00

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 Ina Meisegeier.

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. If you have any questions about the system, please contact the coordinator, Ines Wiesen.

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.

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, Monique Getter will ask you 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. 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 § 5 para. 1 RPO (Examinations Regulation Framework, see Appendix 1).

Example: 74.99 points equate to 2.7 (Satisfactory).

d. Grading of assignments that are not handed in by students

There are two different scenarios for grading of assignments that are not handed in by students:

1.) If an assignment topic is individually assigned and the student has accepted the topic by signing the participant list, this counts as an examination attempt. If the student does not hand in the assignment, the examination is to be graded with 5.0 (failed), see § 8 para. 1 RPO.

The same applies for seminar assignments.

It is therefore important to keep a participant list in which students confirm that they accept their assigned topic.

2.) If a topic is generally announced to all students, failure to submit an assignment despite being registered for the examination is to be treated as a missed examination but not as an examination attempt. The examination will not be graded, § 8 para. 2 RPO.

e. Two examinations are mandatory

For modules culminating in assignments, presentations or similar assessments instead of a written test, an examination must also be offered in the second examination period unless a special rule is stipulated in the module description.

f. No grade without some form of examination

No grades can be awarded without some form of examination. Academic studies carried out by student in a comparable module at another university can only be accredited by the examination board.

g. Grades must not to be announced by email

Grades must not be communicated to students by email; instead, they are to be entered into the LSF.

Example: If a candidate only has one examination attempt left, they often ask to find out their grade in advance so that they can de-register voluntarily. However, de-registration does not affect their right to take an examination. Informing a student of their grade in advance is not permitted. Failure to enter the grade in the LSF would constitute a breach of your teaching contract.

h. 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.

i. Viewing of examination grading

Students must be offered the chance to view how their examination was graded within three weeks of receiving the examination results for the examination period.

j. Retroactive downgrading to a fail

It is not permissible to retroactively downgrade a passed examination to 5.0 (failed) at the request of the student. The administrative staff are required to report any retroactive downgrading to 5.0 to the responsible examination board.

k. Grade adjustments are not permitted

Students are given the opportunity to view how their examinations have been graded so they can understand the assessment, not in order to subsequently adjust their grade. Only if an actual assessment error is found is a grade correction permitted.

l. Second grading

If the student and the examiner cannot agree on the grading of an examination during the examination viewing session, the student can submit an application to the examination board for a second grading and must provide justified reasons. If necessary, the examination board will ask the examiner for a statement regarding their assessment. The examination board can order a second grading if required.

m. Retention of examination documents

Examination documents (e.g. written tests, assignments etc.) are to be kept for two years and must then be destroyed in accordance with data protection regulations. A container for destroying documents is located in the copy room on the ground floor of building C.

eExams

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

LSF / submission of grades online

The deadlines for submitting grades can be found on the LSF start page. Grades must generally be entered into the LSF **within 3 weeks** of the examination period.

Instructions can be found here:

<http://portal.rz.htw-berlin.de/anleitungen/cm/video/lehrende/>.

Grade lists must also be printed out, signed and handed in to the faculty administration.

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 (RPO) 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 programs 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 §§ 20, 21)

An examination panel consisting of at least 2 professors (first supervisor and chairperson) from HTW Berlin 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 Diplom from a university. A Diplom 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 they fulfil the degree requirements for supervising degree theses. This must be done BEFORE beginning the supervision, as a final degree examination with unauthorised examiners is invalid.

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 administration employee will reserve a room and invite members of the University to attend the final oral examination (by displaying a notice on a board).

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 3 to 4 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.

eLearning is an important part of teaching at HTW Berlin. The eLearning Competence Centre (eLCC) offers lecturers and students a range of services relating to the use of digital media in studies, teaching and further education. It identifies the latest developments and provides suggestions for integrating suitable tools for teaching and organisation. The eLCC cooperates closely with the faculties and departments of the University. By participating in trade fairs, organising events and networking, the eLCC makes eLearning developments at the University visible to the outside world. The acquisition of third-party funding helps to further the development and expansion of eLearning.

IT support

Our three lab technicians (Jörg Pilgrim, Frank Steinke and Stephan Niesner) are responsible for IT support in the labs of Faculty 3.

<https://www.f3.htw-berlin.de/service/labore/>

For questions regarding email, please contact the helpdesk of the ComputerCentre on +49 30 5019-2525.

Internet use

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.

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 in the help centre on the Computer Centre website: <http://www.rz.htw-berlin.de/>

University Computer Centre

The Computer Centre offers all students and teaching staff at HTW Berlin an extensive range of IT services, including:

- Computer workstations/internet café (including use of scanners and printers)
- Access to internet services and the campus network, also via WiFi
- Our network is also connected to eduroam (Europe-wide network) <http://www.eduroam.org/>
- 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)

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.

Faculty 3 – Dean's Office

Dean	Prof. Dr. Peter Zaumseil Tel: 5019-3723 Fax: 5019-48-3723 Peter.Zaumseil@HTW-Berlin.de
Vice Dean	Prof. Dr. Mark de Longueville Tel: 5019-2614 Fax: 5019-48-2614 Mark.de.Longueville@HTW-Berlin.de
Secretary of the Dean's Office	Heike Schulze Tel: 5019-2656 Fax: 5019-2257 Heike.Schulze@HTW-Berlin.de

Faculty 3 – Faculty administration

There are currently 13 members of staff working in the faculty administration. Their job is to provide support for teaching and research.

The main activities they carry out for lecturers are:

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

Faculty administration staff

Areas of responsibility	Name and contact details
<p>Head of Faculty Administration</p>	<p>Nicole Lindstedt-Lilienthal Room 314, building C, Treskowallee campus</p> <p><i>Office hours:</i> no set hours, please arrange an appointment if necessary</p> <p>Tel. +49 30 5019-2362 Fax +49 30 5019-48-2362 Nicole.Lindstedt@HTW-Berlin.de</p>
<p>Dean's Office Secretary</p>	<p>Heike Schulze Room 330, building C, Treskowallee campus</p> <p><i>Office hours:</i> no set office hours</p> <p>Tel. +49 30 5019-2656 Fax +49 30 5019-2257 Heike.Schulze@HTW-Berlin.de</p>
<p>Coordinator for Study Organisation Deputy Head of Faculty Administration</p> <p>MAP Study Programme Support (MA Labour and Human Resources Management)</p>	<p>Antje Binder Room 314, building C, Treskowallee Campus</p> <p><i>Office hours:</i> no set office hours, please arrange an appointment if necessary</p> <p>Tel. +49 30 5019-2842 Fax +49 30 5019-2926 Antje.Binder@HTW-Berlin.de</p>
<p>Finance, Financial Management</p>	<p>Andrea Franke Room 328, building C, Treskowallee campus</p> <p><i>Office hours:</i> Mon, Tues, Thurs: 9.00 - 11.30 am and 1.00 - 3.00 pm / Wed: 09.00 - 11.30 am / Fri: no office hours</p> <p>Tel. +49 30 5019-3755 Fax +49 30 5019-48-3755 andrea.franke@HTW-Berlin.de</p>
<p>BWL / MISIM Study Programme Support</p> <p>(Business Administration / MA Industrial Sales and Innovation Management)</p>	<p>Heidemarie Giese Room 319, building C, Treskowallee campus</p> <p><i>Office hours:</i> Mon, Tues, Thurs: 9.00 - 11.30 am and 1.00 - 3.00 pm / Wed: 9.00 - 11.30 am / Fri: no office hours</p> <p>Tel. +49 30 5019-2635 Fax +49 30 5019-2257 Heidi.Giese@HTW-Berlin.de</p>

<p>WI (B. Sc. and M. Sc.) / FACT Study Programme Support</p> <p>(Business Computing / Finance – Accounting – Corporate Law – Taxation)</p>	<p>Katharina Felske Room 334, building C, Treskowallee campus</p> <p><i>Office hours:</i> Mon, Tues, Thurs: 9.00 - 11.30 am and 1.00 – 2.00 pm / Wed, Fri: 10.00 am - 2.00 pm via email, phone only</p> <p>Tel. +49 30 5019-2613 Fax +49 30 5019-48-2613 Katharina.Felske@HTW-Berlin.de</p>
<p>Teaching and Examination Planning / LSF</p>	<p>Monique Getter Room 311, building C, Treskowallee campus</p> <p><i>Office hours:</i> Mon, Tues, Thurs: 9.00 - 11.30 am and 1.00 - 3.00 pm / Wed: 09.00 - 11.30 am / Fri: no office hours</p> <p>Tel. +49 30 5019-3878 Fax +49 30 5019-48-3878 Monique.Getter@HTW-Berlin.de</p>
<p>MIDE Study Organisation</p> <p>(MA International and Development Economics)</p>	<p>Cindy Gottstein Room 310, building C, Treskowallee campus</p> <p><i>Office hours:</i> Mon, Tues, Thurs: 9.00 - 11.30 am and 1.00 - 3.00 pm / Wed: 09.00 - 11.30 am / Fri: no office hours</p> <p>Tel. +49 30 5019-2867 Fax +49 30 5019-48-2867 Cindy.Gottstein@HTW-Berlin.de</p>
<p>BIB / MIB Study Programme Support</p> <p>(BA/MA International Business)</p> <p>Support for Incoming Students</p>	<p>Nicole Biehl Room 309, building C, Treskowallee campus</p> <p><i>Office hours:</i> Mon, Tues, Thurs: 09.00 - 11.30 am / Wed, Fri: 10.00 am - 2.00 pm via email, phone, Skype only</p> <p>Tel. +49 30 5019-2353 Fax +49 30 5019-48-2353 Nicole.Biehl@htw-berlin.de</p>
<p>BWP / IMMO / WR (LLB and LLM)</p> <p>Study Programme Support</p> <p>(BA Business Economics and Policies / Real Estate Management / Business Law)</p>	<p>Tabea Dorwald Room 310, building C, Treskowallee campus</p> <p><i>Office hours:</i> Mon, Tues, Thurs: 9.00 - 11.30 am and 1.00 - 3.00 pm / Wed: 09.00 - 11.30 am / Fri: no office hours</p> <p>Tel. +49 30 5019-2866 Fax +49 30 5019-48-2866 Tabea.Dorwald@HTW-Berlin.de</p>

<p>eLearning and teaching support</p>	<p>Marie Käbel Room 331, building C, Treskowallee campus</p> <p><i>Office hours:</i> no set hours, please arrange an appointment if necessary</p> <p>Tel. +49 30 5019-3276 Fax +49 30 5019-48-3276 Marie.Kaebel@HTW-Berlin.de</p>
<p>Faculty Service Center</p> <p>Processing of specialist internships for BWL / BWP / Immo / WR</p>	<p>Ina Meisegeier Room 325, building C, Treskowallee campus</p> <p><i>Office hours:</i> Mon, Fri: 8.30 - 11.30 am and 12.30 - 2.30 pm / Tues, Thurs: 11.30 am - 5.00 pm / Wed: 9.30 - 11.30 am and 12.30 - 3.30 pm</p> <p>Tel. +49 30 5019-3841 E-Mail via Ticket System: Fachbereich3@HTW-Berlin.de</p>



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 325**.

If you wish to contact our Service Center, please use our [Ticket System](#) (email) or call 030-5019-3841.

Opening Hours:

Mon and Fri:

8.30 - 11.30 am and 12.30 - 2.30 pm

Tue and Thu:

11.30 am - 5.00 pm

Wed:

9.30 - 11.30 am and 12.30 - 3.30 pm

Please note that different opening hours apply during the non-teaching period.

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
- Processing of BAföG form number 5
- Reservation of study rooms
- 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 or ask our Faculty administration staff.

University Board

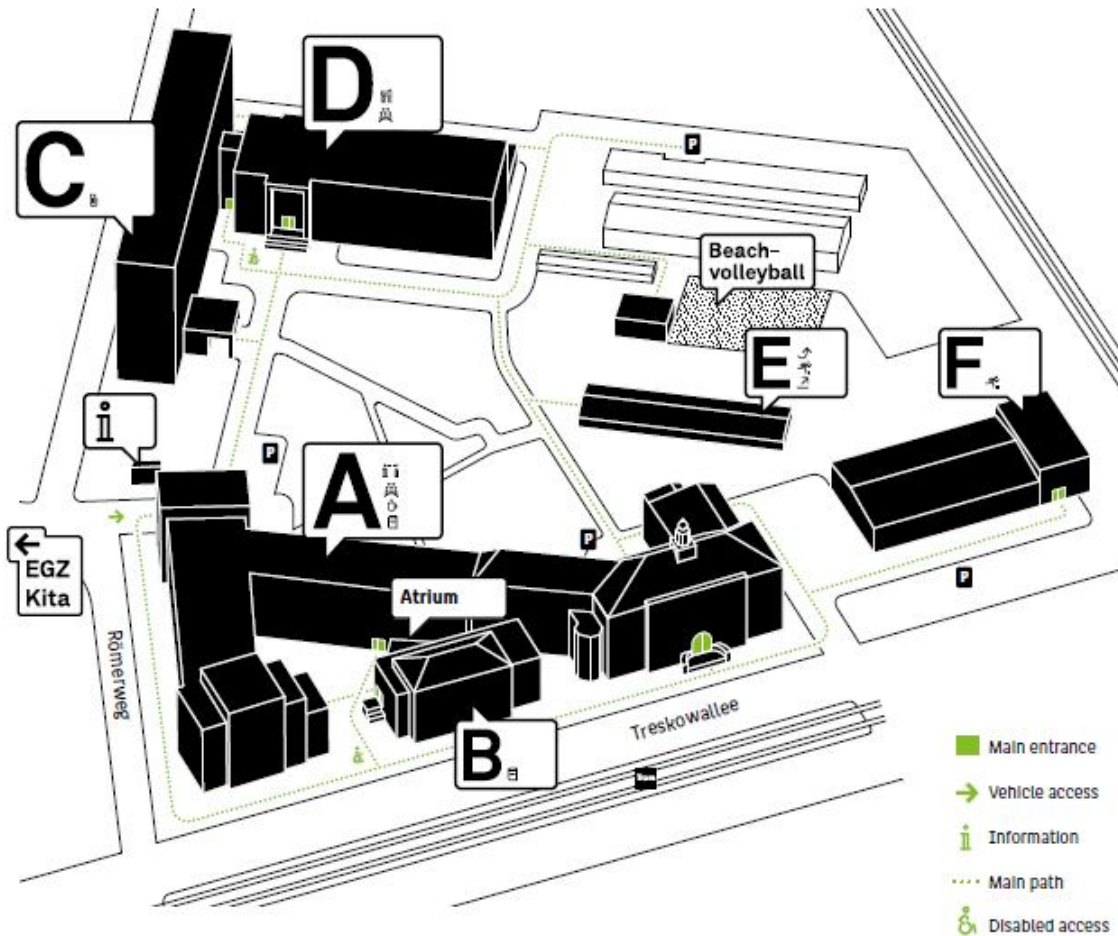
HTW Berlin is managed by a team of four under the direction of President. Each member of the University Board has their own area of responsibility.

- President: Prof. Dr. Klaus Semlinger
- Vice-President for Research: Prof. Dr. Matthias Knaut
- Vice-President for Teaching: Prof. Dr.-Ing. habil. Birgit Müller
- Chancellor: Claas Cordes

6. Treskowallee campus

Map

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
 Career Service
 Central Unit Sports
 Start-up Competence Centre

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. Free parking spaces are located in Römerweg (at the back of administrative building 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 in order to teach as an associate lecturer. See process portal:



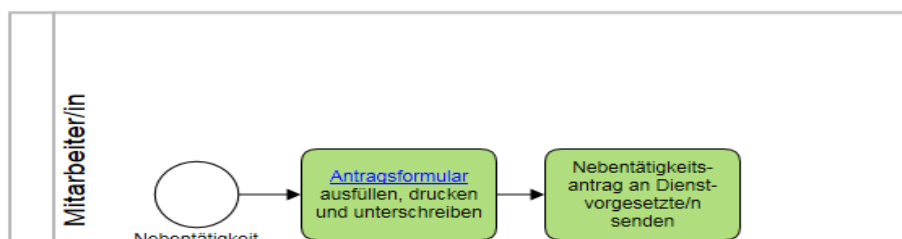
HTW Prozessportal / Willkommen im HTW-Prozessportal / HTW-Prozesse

Nebentätigkeit (Angestellte) beantragen

Erstellt und zuletzt geändert von Ansgar Keller am 03. Jun 2015

Geltungsbereich: HTW Berlin
Freigegeben durch Leiter/in ZHV I am 06.06.2014

[Informationen zum Prozess](#)



You can also find the form here:

ZHV I / ... / Schlagwortkatalog - N
Nebentätigkeit
Erstellt von Diana Fechner, zuletzt geändert von Tina Neumann am 13. Jan 2015

Nebentätigkeit des hauptberuflich wissenschaftlichen Personals
Professor(inn)en; Vertreter für Professor(inn)en
Nebentätigkeiten dürfen erst nach Erteilung der Genehmigung durch die Hochschulleitung ausgeübt werden. Bitte stellen Sie rechtzeitig einen entsprechenden Antrag! Bitte beachten: Richtlinie zu Nebentätigkeiten des hauptberuflichen wissenschaftlichen Personals der HTW Berlin (Rundschreiben der HTW vom 15.05.2013).

Nebentätigkeit der Tarifbeschäftigten
Beschäftigte (auch in Drittmittelprojekten); Wissenschaftliche Mitarbeiter(innen) (auch in Drittmittelprojekten); LkBA
Als Nebentätigkeiten zählen sämtliche Tätigkeiten gegen Entgelt, die der Beschäftigte neben seinem Hauptamt an der HTW Berlin ausübt. Gemäß § 3 Abs. 3 TVöD kann der Arbeitgeber Nebentätigkeiten untersagen oder mit Auflagen versehen. Der Antrag auf Nebentätigkeit ist rechtzeitig (mindestens 5 Arbeitstage vor Beginn der Nebentätigkeit) mit Unterschrift der/des zuständigen OE-Leiterin/Leiters, Projektleiterin/Projektleiters, Laborleiterin/Laborleiters und Verwaltungsleiterin/Verwaltungsleiters in der ZHV I einzureichen.
Bei Fragen wenden Sie sich bitte an Ihre zuständige Sachbearbeiterin.

Weiterführende Informationen
[Richtlinie zu Nebentätigkeiten des hauptberuflichen wissenschaftlichen Personals der HTW Berlin \(Rundschreiben vom 15.05.2013\)](#)
[Regelungen zur Nebentätigkeit für tariflich Beschäftigte](#)

Formulare
[Anzeige von/Antrag auf Nebentätigkeit für wissenschaftliches Personal \(Professor\(inn\)en\)](#)
[Antrag auf Nebentätigkeit für Tarifbeschäftigte](#)

IN ADDITION, you must also fill out the form “Nebenberufliche Tätigkeit an der HTW Berlin von Beschäftigten der HTW Berlin” (secondary employment of HTW Berlin employees at HTW Berlin).

The reason for this form is that HTW Berlin employees who receive a teaching or supervision assignment at HTW Berlin in addition to their primary employment at HTW Berlin may become subject to pension obligations. However, there is a statutory exemption limit which can be used. In order to make use of this exemption limit, we have prepared this form for affected employees. It will be sent to you with your teaching assignment.