

# Aalen University Structure & Central Services





# Overview related to Study Programmes

# Bachelor and Master Structure

- Member of the Bologna Process from the beginning
- 1998 first bachelor's and master's degree programs were tested
- Since winter semester 2009/2010 no more Diplom and Magister Programs for first-year college students
- Advantages
  - Improves the qualifications for professional entry
  - increases student mobility
  - shortens the time taken to qualify
  - ETCS from other European Universities can be recognized without difficulty



# Bachelor and Master Structure

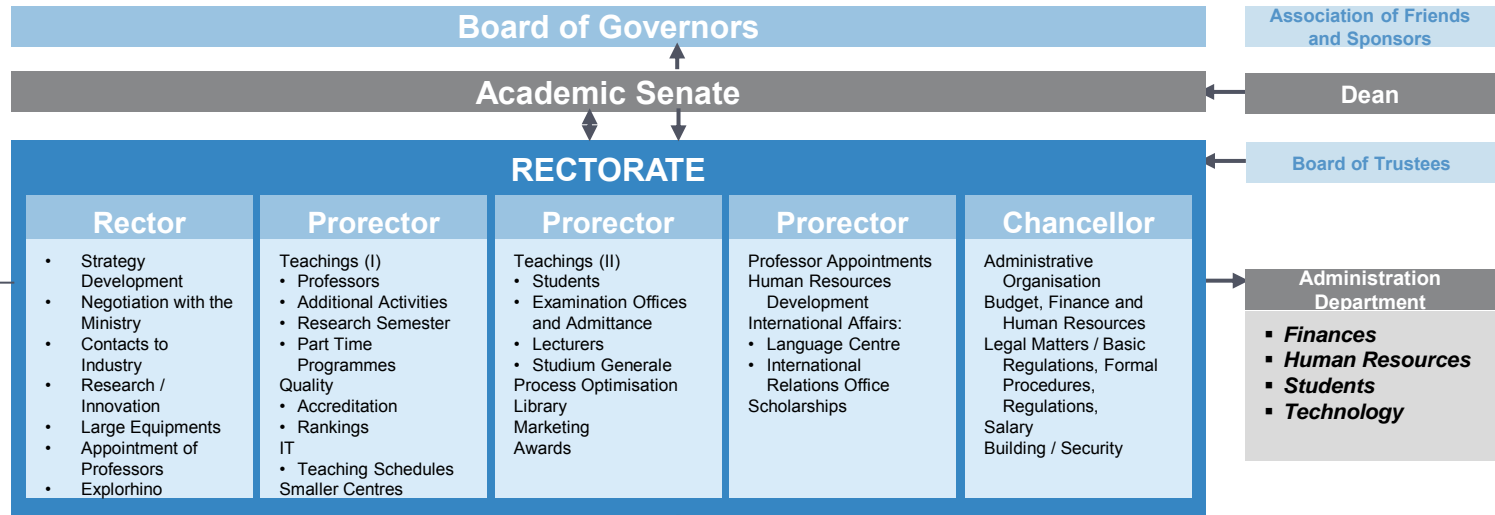
- Bachelor's Programmes
  - Combines scientific knowledge with practical experience
  - 6 to 8 semester
  - Basic study stage >> 2 semester orientation
  - Main study stage >> 4 semester with compulsory stays abroad, internships and bachelor thesis
  - Modular structure
    - Basic study stage >> foundation modules
    - Main study stage >> specialisation modules

# Bachelor and Master Structure

- Master's Programmes
  - Students have interest in a scientific career or further specialisation
  - Necessary for Doctorate Program
  - Special admission requirements
    - Above average grades in the bachelor program
    - Professional experience
  - 2 to 4 semester
  - More theoretical lectures and independently student projects



# Aalen University Organizational Structure



Association of Friends and Sponsors

Dean

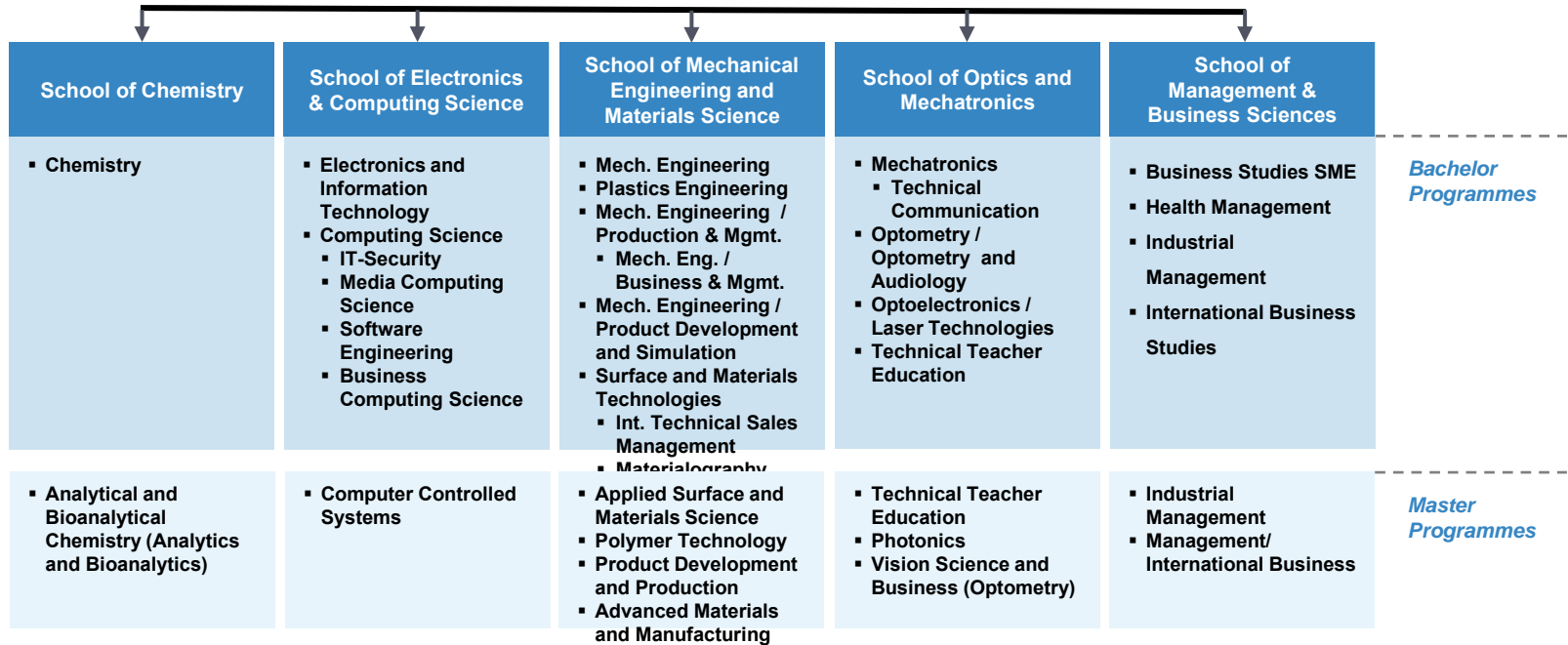
Board of Trustees

**Administration Department**

- **Finances**
- **Human Resources**
- **Students**
- **Technology**

**Central Services**

- Academic Registry
- International Relations Office
- Library
- CAD / CAM-Centre
- Career and Start-Up Centre
- Electronic Design Automation Centre
- Explorhino
- Mathematics Support Centre
- University Didactics
- IT- Services
- Media Centre
- Physics Centre
- Computer Centre
- Language Centre
- Centre for Optical Technologies



## Facts on the Boards at Aalen University

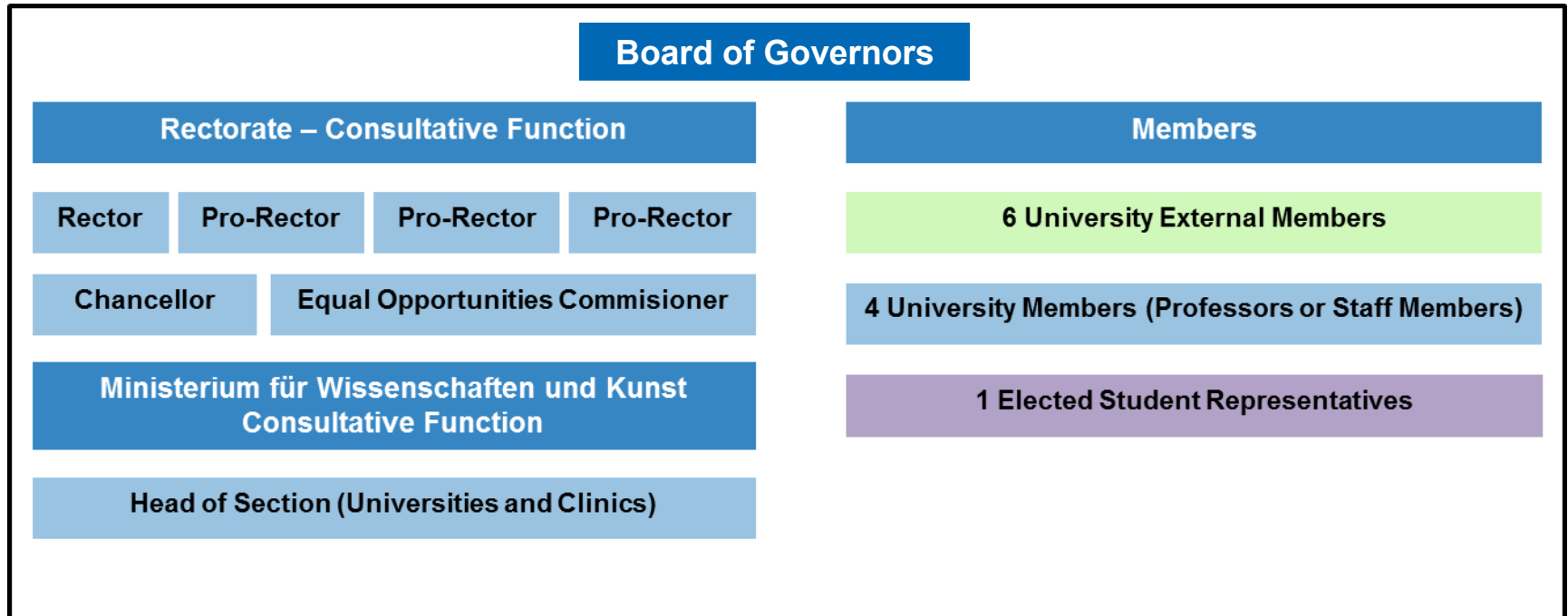
- Several Boards exist at Universities of Applied Sciences like Aalen University; they have different competencies
  - Academic Senate: Decision making in matters of instruction, studies, and research
  - Board of Governors (Hochschulrat): involves in issues such as finance, expansion, addition and discontinuation of study courses; external members have majority
  - Board of Trustees (Kuratorium): consists of 40 to 50 company representatives
- All members of Aalen University have the right to become committee members and cast their vote



# Board of Governors

- Was newly established on 1<sup>st</sup> September 2000
- Tasks, according to the University Charta, are:
  - responsible for the development of the university and suggests measures for improving the university's profile and increasing competitiveness and efficiency.
  - Supervises the management of the rectorship
- Particular Tasks of the Board of Governors are for examples:
  - Approval of budget, economic plans
  - Structural, developmental and architectural planning
  - Setting up, changing or discontinuing a course of study
  - Regulations for studies and exams
  - Acceptance of rector's yearly report

# Board of Governors

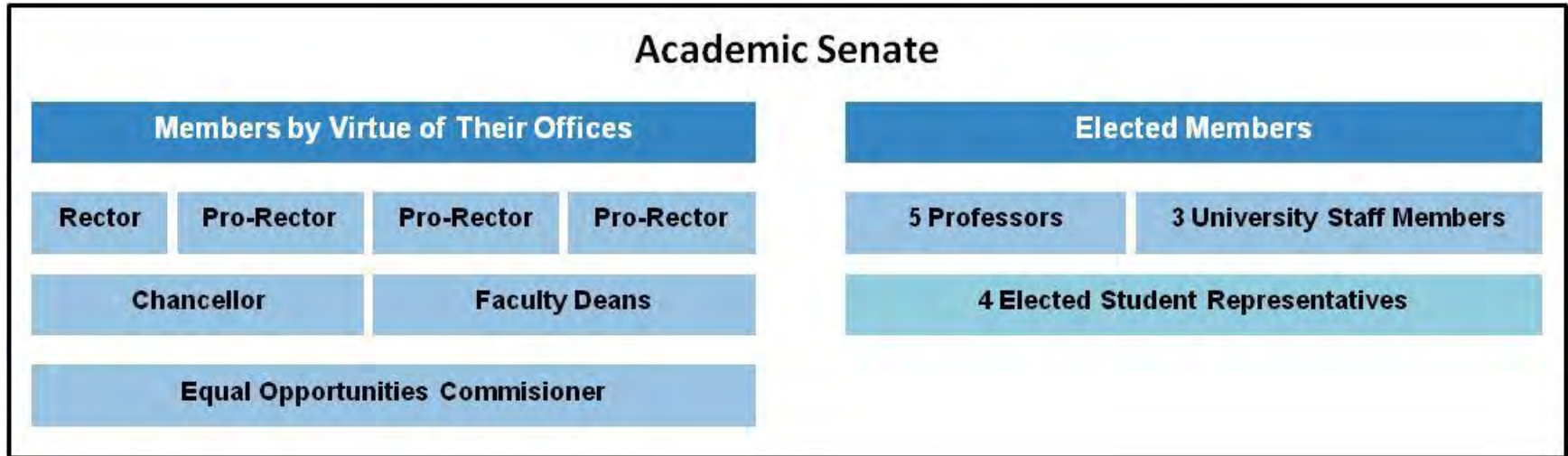


- Term of office of a member is three years
- Two-time re-election is allowed for a member
- Includes one student representative

# Academic Senate of Aalen University

- Central, co-determinate body for academic purpose
- Responsible for decision making concerning the university or beyond a faculty
- Senate's responsibility in particular for examples:
  - The election of the rector and pro-rectors
  - Passing resolutions on fundamental order, enactment of regulations for the administration and the use of university facilities
  - Passing resolutions in conjunction with fixing the number of admitted persons
  - Statements on structural and developmental plans
  - Decisions on fundamental meaning in issues of applied R&D and technology transfer
  - Passing resolutions to suggestions made by departments on study regulations and rules

# Academic Senate



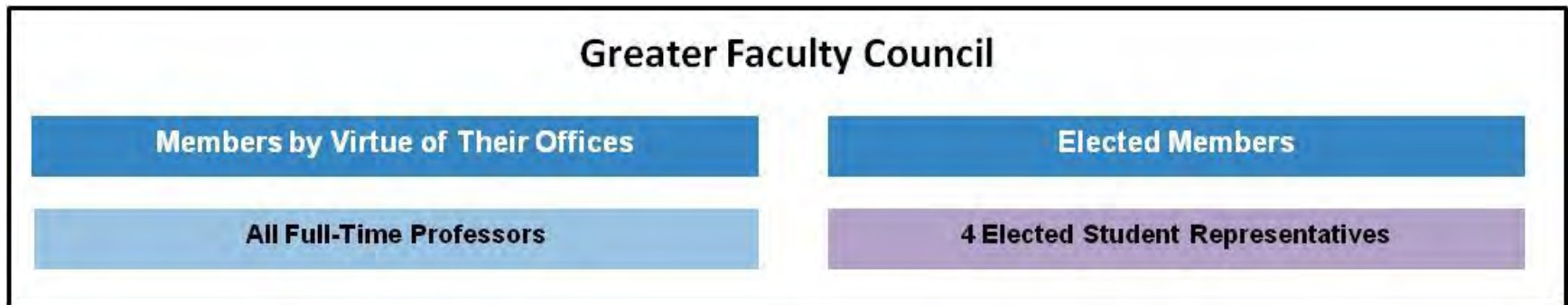
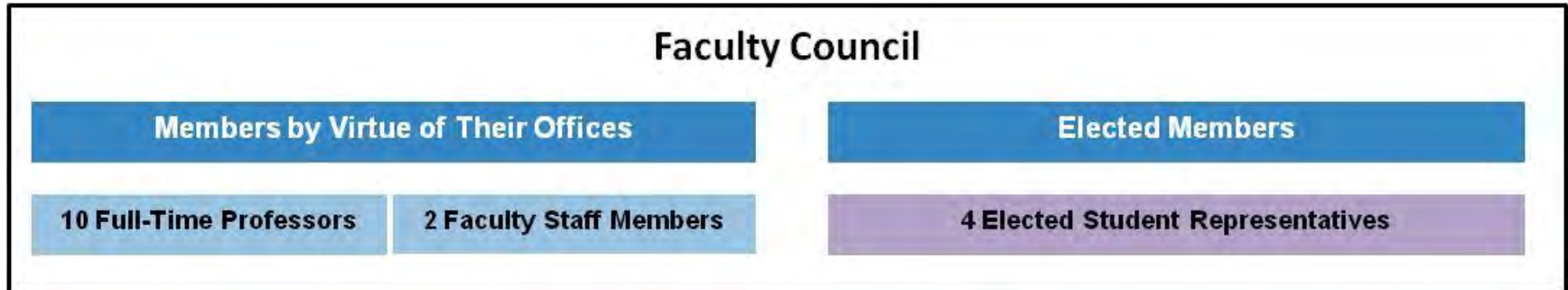
- Two types of members: Members by Virtue and elected Members
- Senate decides in matters of instruction, studies and research which are of fundamental meaning and which are not ordained by law to be decided exclusively by another authority, department or university institution



# Faculty Council

- Members are professors, staff members and selected students of each faculty
- Tasks of Faculty Council are to enact on the study and examinations regulations
  - Introduce it, amend it or withdraw the regulations under the rector's and dean's supervision
- Student can voluntarily work for the faculty council
- Student representatives are elected annually at the same time as AStA
- Term of Office:
  - Members by Virtue: 4 years
  - Student representatives: 1 year

# Faculty Council



- Two types of members: Members by Virtue and elected Members

# Departmental Industry Councils

- Departments invite company representatives to join a so called “Industrie-Beirat”
- Discussion of current issues in the field of the department
- Exchange of ideas for activities related to the education of the students
- (Consulting) participation in the design / development of curricula
- Meet at least once a year.

# Central Services at Aalen University





# Central Services

- **Academic Registry (Studentische Abteilung)**
  - responsible for the application, admission and examination matters
- **New: STUDIO**
  - Central Student Counselling Office guiding students to the right people able to help with respect to their specific problem
- **International Relations Office (IRO)**
  - supports the university in its internationalisation strategy and activities
  - Prospective international students get study information and information on application process
  - advises students, professors and staffs of Aalen University on their stay abroad
- **CAD/CAM-Zentrum (CAD/CAM-Centre)**
  - centre for virtual product development
  - equipped with different CAD Systems such as CATIA V5, Pro/Engineer and Unigraphics NX

## Central Services

- **Career- und Gründercenter** (Career and Start-Up Centre)
- EDA Centre (Electronic Design Automation Centre)
- **Explorhino (Kinder – Uni)**
- Grundlagenzentrum (Fundamental Sciences Centre)
- Hochschuldidaktik (University Didactics)
- **IT Services**
- **Medienzentrum (Media Centre)**
- Physikzentrum (Physics Centre)
- Rechenzentrum (Computer Centre)
- **Sprachenzentrum (Language Centre)**
- ZOT – Zentrum für Optische Technologien (Centre for Optical Technologies)
- Further Facilities and Services of Aalen University like Psychological Counselling, Children Care Taking (Kindertagesstätte)

# – The Career & Start-Up Centre – Aalen University



## Why a Career & Start-Up Centre?

- In the ever more rapidly changing business world, it is more and more important to orient oneself already while studying and to form the foundations for the future career through exposure to practical experience.
- The Career & Start-Up Centre of Aalen University promotes this early exchange through targeted programmes.



## The Career Centre Aspect

- For students at Aalen University and in the employment agency's cooperation, the Career Centre offers career planning and target setting.
- A further module in the overall concept of the Career Centre is the offer of practice-oriented business qualifications for students in engineering fields above and beyond the prescribed curricula.
- The Career Centre offers students the encouragement and support to actively plan the transition from studies to career.
- For employers, the Career Centre is the central point for contact to the departments and students and thus to their potential employees.

## The Start-Up Centre Aspect (1)

- Within the frame of a research project „Universities of Applied Science and Business Start-Ups,“ conducted by *Brutstätte Association* and Prof. Dr. Held (Professorship Chair of the Bank Kreissparkasse Ostalb)”, students at Aalen University were surveyed about the topic of business start-ups and corporate successions.
- The most important results of this project have been incorporated into the concept of the Start-Up Centre.
- The regular offering of an „Start-Up Day“ specially for students of technical departments has promoted interest in realizing possible start-up ideas and helps to decrease students‘ inclination to risk-aversion.

## The Start-Up Centre Aspect (2)

- The establishment of an interdisciplinary series of presentations on the theme „Business Start-Ups“ has increased interest among students in entrepreneurship.
- The Start-Up Centre offers individual coaching to students who have already developed concrete ideas and plans for independent businesses.
- The Start-Up Centre also provides concrete assistance with the development of business plans.
- In cooperation with the regional business and regional banks, students are offered consultation in grant funding and finances.

## Comparison with the Aalen Innovation Centre

- Whereas the Aalen Innovation Centre is focussing on the practical process from the idea to the implementation of e.g. a production process and the marketing of new products (services), ...
- ... the Career- & Start-Up Centre is focussing on the aspects of developing personal career targets, but also the development of business plans and financial & funding aspects of start-ups.

# The General Studies Programme (1)

- The Career- & Start-Up Centre offers a wide range of additional training courses and lectures, not only for students of the Aalen University, but also for employees and interested citizens free of charge.
- Students can let validate their attendance within the frame of § 46, subparagraph 1 of the “Study and Examination Regulations” for bachelor degrees at Aalen University or § 35, subparagraph 1 of the “Study and Examination Regulations” for master degrees at Aalen University.
- Every student of the University must perform 3 ECTS Credits of General Studies (Humanities Courses) during his/her studies.

## The General Studies Programme (2)

- To claim credit for the workload that has been achieved, it is necessary to write a summary about the acquired social skills respectively about the lectures and seminars attended.
- After the enrolment for the module “Generale Studies” in the 6th or 7th semester, the summary will be handed in at the internship office of the respective study course.
- All seminars are free of charge for Students of Aalen University. Open spaces can be given to employees of the university or interested citizens. However, there is no given right to participation. Lectures of the “Generale Studies” are open to everybody if not otherwise stated.



## The General Studies Programme (3)

- Students wishing to participate in a seminar have to enroll during the registration period online. Spaces will be allocated in the order of registration.
- The registration is binding. If the student cannot participate in the seminar due to important reasons, they must unregister until the application deadline so that other students have the possibility to take part in the seminar.
- Unexcused absence at a seminar leads to automatic exclusion from other seminars of the “Generale Studies” in the current semester. In addition, students may be blocked from seminars in the following semester.
- The Career- & Start-Up Centre will provide students with a certificate of attendance for each seminar in which they have taken part.

# The General Studies Programme (4)

- The General Studies are focussing on 8 main areas: Philosophy, Ethics & Sustainable Development, Equal Opportunities, Professional Orientation, Individual Competences, Social Competences, The Writing Factory, and Scientific Working
- The emphasis in the current semester is laid on “Literature” within the frame of the area Philosophy, Ethics & Sustainable Development.
- The International Relations Office is contributing with its intercultural Seminars.



# The Career Web-Gateway

- The Career Web-Gateway is a database tool which is actively used by all departments and e.g. also the International Relations Office and onto which it is possible by means of a CMS (Content Management System) to make job announcements for placements, final projects & real jobs.
- Students can search by field of study or e.g. for placements abroad only.
- The Career Web-Gateway is under responsibility of the Career-& Start-Up Centre.



The screenshot shows the Hochschule Aalen Career Web-Gateway interface. At the top, there is a navigation bar with the university logo and name, and a menu with items: Aktuell, Studium, Hochschule, Einrichtungen, Service, Forschung & Transfer, and International. Below the navigation bar, there is a sidebar with a list of links: International News, Akademisches Auslandsamt, Downloads, Links, Karriereportal, Schwarzes Brett, Auslandsaufenthalte, Studieren im Ausland, Online Bewerben, Bericht einreichen, ISA e.V., International Applicants, Incoming News, MOST KIND, Welt-Zeitzone, and Eure Meinung?. The main content area is titled 'International' and features a search form with the following fields: Stichwortsuche (text input), Kategorie (dropdown menu set to 'Auslandspraktika'), and Studiengang (dropdown menu set to 'Allgemeiner Maschinenbau'). A yellow 'suchen' button is located below the search fields. Below the search form, there are two job listings. The first listing is dated '05.02.2013' and is titled 'Auslandspraktikum bei Prettl in USA und Mexico für das WS 2013/2014'. The text of the listing states: 'Die Firma Prettl bietet Auslandspraktikumsplätze in den USA und Mexico an. Sie sollten sich ca. 6 Monate vor Praktikumsbeginn bewerben. Mehr Infos finden Sie in der Verlinkung des Firmennamens unten.' Below the listing text, there is a link 'Firma: Prettl\_Group'. The second listing is dated '30.01.2013' and is titled 'Auslandspraktikum bei Hugo Stamp in Florida, USA ab September 2013'. The text of the listing states: 'Motor-Services Hugo Stamp hat für das WS 2013/2014 wieder einen Praktikumsplatz in der Hi-Speed-Division zu vergeben. Die genaue Ausschreibung finden Sie im download.' Below the listing text, there is a link 'Firma: Motor-Services Hugo Stamp, Inc. Florida, USA' and a yellow 'Download / Link' button.

**Thank you very much  
for your Attention!**