

Aalen University Policy – Technology and Business

Regarding the general studies and the acquisition of social skills

(Read-only version dated 30 June 2011)

On the basis of § 8 par. 5, in conjunction with § 34 par. 1 of the law regarding universities in Baden-Wuerttemberg (State Higher Education Act LHG) as amended on the 1st of January, 2005, the Senate of Aalen University – Technology and Business decided on the directive of General Studies and the acquisition of social skills on the 10th of June, 2009. This directive was approved by the rector on the 15th of June, 2009.

On the 21st of October, 2009, the Senate of Aalen University – Technology and Business decided upon the first amendment to the directive of general studies and the acquisition of social skills. This amendment was approved by the rector on the 22nd of October, 2009.

On the 29th of June, 2011, the Senate of Aalen University – Technology and Business decided upon the second amendment to the directive of general studies and the acquisition of social skills. This amendment was approved by the rector on the 30th of June, 2011.

Preamble

- (1) From the winter semester 2009/10, the capability for civil society volunteering and engagement is anchored in each study course at the University of Aalen within the respective curriculum.
- (2) Aalen University is integrating the General Studies in the course of the study requirements according to the Bologna process. Here, in particular, to improve and promote the teaching and strengthening of social skills
- (3) In this directive, the implementation and consideration of the respective activities are regulated. It applies to the bachelors and masters programs at Aalen.
- (4) To prepare students for the coming professional life, it is imperative to integrate soft skills in the study. Examples of the soft skills include expertise among other qualities such as teamwork, independence, motivation, assertiveness, conflict resolution, initiative, responsibility and language.
- (5) Social competence is meant to, among other things, positively influence the ability, behavior and attitude of staff and colleagues.

§ 1 General

- (1) According to § 46 par. 1 of the study and examination regulations for bachelor degree programs of Aalen University (SPO 29) respectively according to § 35 par. 1 of the study and examination regulations for masters programs at the University of Aalen (SPO 28), the students in the 6th or 7th semester (Bachelor) or 1st-3rd semester (Master) are to perform the subjects in the range of General Studies according to this directive as explained in § 3 par. 3.
- (2) There are various events offered in general studies.
- (3) The contents of the subject areas may vary depending on the teachers / professors of each semester.
- (4) For each semester, a wide range of options are offered.
- (5) Students of the University of Aalen will be given priority when registering for events at the General Studies; however, there is no given right to participation.

§ 2 Definitions of Courses

- (1) As part of General Studies are events in the form of
 - a) Lectures,
 - b) one-day seminars,
 - c) two-day seminars,
 - d) participation/volunteering in a social institution,
 - e) volunteering on committees or defined tasks at Aalen University,
 - f) Inaugural lectures, also
 - g) other programs listed in the General Studies Program offered in the study course.
- (2) In very exceptional cases, an external, continuous, non-remunerated and voluntary work in clubs or social organizations may be recognized by the responsible officer for the General Studies.

§ 3 Workload

- (1) For General Studies in the bachelor degree programs, a total workload of 90 hours will be required (30 h = 1 CP). The workload for masters students will be defined specifically within their respective course and examination regulations.
- (2) The Workload worth of the courses (§ 2 par. 1) is as follows:
 - a) Lectures - 5 hours,
 - b) one-day seminars – 10 hours,
 - c) two-day seminars – 20 hours,
 - d) participation/volunteering in a social institution, (for-profit agency) - 60 h,
 - e) voluntary work in committees, or defined tasks at Aalen University- the workload worth will be determined by an appropriate representative of said activity,
 - f) Inaugural lectures– 5 hours
 - g) Events of the study courses - in consultation with the manager of the program who will determine the workload worth in the course catalog of the General Studies.
- (3) The required workload is composed of the visitation or the execution of each event (lecture, seminar, volunteer activities, ...) and the completion of a written summary of the entire teaching contents respectively the reflection of the events attended or completed regarding the General Studies.

§ 4 Guidelines

- (1) For an ongoing volunteer-work on committees, or at defined tasks at Aalen University, the amount of work time, depending on the scope and content of each task, is determined and confirmed by the respective responsible authority.
- (2) To reach the workload of 1 CP (30 h of work), 30 hours of activities must be proven by the students.
- (3) Guidelines for activities per semester:

a) Member of the "General Student Committee" / AStA	30 h
b) Board UStA	30 h
c) Management UStA	15 h
d) Unit Managers UStA	15 h
e) Board Funding	15 h
f) Board Student Bodies	10 h
g) Unit Managers of Student Bodies	5 h
h) Elected members of the Faculty Councils, Council of Higher Education, Study and Appeal Committee, Student Representative Assembly	10 h
i) Leading voluntary tutorials	20 h
j) Leading athletic classes at Aalen University	15 h
k) Semester spokesman	5 h

- (4) Guidelines for activities per event:
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| a) Main responsible organizers of university events (OHV) | 30 h |
| b) Principal assistants in university events (HV) | 10 h |
| c) Representatives of the university at external events (e.g. fairs) | 10 h |
| d) Supervisors of freshmen or foreign students | 5 h |
| e) Helpers at university events | 10 h |
- (5) Other activities can be considered on a case-by-case basis according to their size.

§ 5 Notice / Registration for General Studies

- (1) The event catalog of General Studies will be announced in time for the start of each semester in an appropriate manner.
- (2) The registration for courses and the various events of the "General Studies" can be done on the Internet and according to appropriate notices at the Aalen University during the advertised registration period.
- (3) The students will be allowed a specific registration period.
- (4) The registration will be made to the responsible officer / Professor for the General Studies.

§ 6 Completion

The module "General Studies" is passed if the corresponding workload for the General Studies courses attended or events or services provided were accounted for, and the whole summary was completed. The responsible of the concerned Internship Office will decide upon the passing of the summary.

§ 7 Date effective

This policy for General Studies will be effective the day following its public announcement.