

Advisory board regulations of the Technische Hochschule Ingolstadt

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Based on Art. 9 of the Bavarian Higher Education Innovation Act (BayHIG) of 5 August 2022 (GVBl. p. 414, BayRS 2210-1-3-WK), as amended, Technische Hochschule Ingolstadt issues the following statutes:

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Preamble

The Advisory Board brings together representatives from academia, teaching and professional practice. The advisory board carries out the regular assessment of the subject-related and content-related criteria required for the accreditation of a study course in accordance with the Bavarian Study Accreditation Ordinance ([BayStudAkkV](#)). The composition and tasks of the committee are regulated by the advisory board regulations.

Scope of application

The advisory board regulations apply to all advisory boards of the study courses as part of the internal accreditation procedures in system accreditation.

§ 1 Advisory board

- (1) When applying for accreditation of a study course, Technische Hochschule Ingolstadt sets up an advisory board to assess the subject-related content criteria of the BayStudAkkV. The more detailed provisions on the accreditation procedure are set out in the accreditation regulations.
- (2) Consecutive Bachelor's and Master's programmes that closely build on each other in terms of content or two closely interlinked study courses ("modular study programmes") can be examined together by an advisory board if the application is submitted jointly.
- (3) In the case of bundled accreditations that go beyond this, the Advisory Board can be expanded to include additional members in order to ensure that the study profiles of all study courses can be adequately examined. The scientific majority on the advisory board must be ensured through the composition of the members. A bundle comprises a maximum of five study courses.
- (4) The Accreditation Commission decides on the suitability of the study courses for examination in the bundle and the suitability of the members of the Advisory Board.
- (5) The Advisory Board assesses whether each subject-related and content-related criterion relevant to the accreditation procedure of a study course is fulfilled, partially fulfilled or not fulfilled. The Advisory Board may issue advice in the form of recommendations and requirements in the form of conditions. In the case of partially fulfilled criteria, the Advisory Board may issue a stipulation; in the case of unfulfilled criteria, the Advisory Board must issue a stipulation.
- (6) The assessment as well as the advice and requirements of the Advisory Board are included as a proposed resolution in the meeting of the Internal Accreditation Commission. The Internal Accreditation Commission can only deviate from the assessment and the requirements of the Advisory Board if it has a reason for doing so.
- (7) The quality management representative (QMB) informs the advisory board about the accreditation (including conditions and recommendations).

§ 2 Members

- (1) In accordance with the regulations on the [composition of an expert committee of the BayStudAkkV](#), the advisory board consists of four members. It is composed of:
 - a. at least two professors from other universities in accordance with § 3
 - b. a student of a subject-related study course at another university pursuant to § 4
 - c. a representative of professional practice in accordance with § 5
- (2) The members of the Advisory Board are appointed by the Accreditation Commission on the recommendation of the Faculty Council. In the course of the appointment (Annex 4a and 4b), the Accreditation Commission examines
 - a. the professional suitability of the advisory board members based on the programme profile.
 - b. the independence and impartiality of the members of the Advisory Board.
- (3) The following are excluded as members of the Advisory Board,
 - a. is employed or enrolled at THI or an associated institute,
 - b. in the case of cooperative study courses, is employed or enrolled at one of the universities participating in the study course, or
 - c. is considered to be biased according to the usual rules in science ("DFG Standard", see also Appendix 1).
- (4) The members of the advisory board
 - a. declare their impartiality and independence in writing as part of the appointment (Annex 1).
 - b. agree to the publication of their function on the Advisory Board (Annex 2).
 - c. can receive an expense allowance for their work (Annex 3). The costs are borne by the university.
 - d. may not be represented by third parties.
 - e. appoint one of the university lecturers as spokesperson of the advisory board.

§ 3 Selection criteria for university lecturers from other universities

- (1) The university lecturers must have the competence to assess the study course from a professional and scientific point of view. It should be noted that they
 - a. teach in the subject area of the study course and, if possible, in related areas and have good knowledge of the national and international classification of the study course in order to be able to assess the structural and organisational conditions and prospects of the study course.
 - b. have experience in the development, organisation, implementation and monitoring of study courses and are committed to the further development of university teaching and, if possible, promote teaching beyond

their own area of responsibility.

- (2) At least one university lecturer should be able to provide evidence of accreditation experience. Proof can be provided in particular as follows:
 - a. Previous expert activity in a programme or system accreditation procedure.
 - b. Participation in a programme or system accreditation of your own study course or university.

§ 4 Selection criteria for students from other universities

- (1) The student on the advisory board must have academic experience in the subject area of the study course. It should be noted that he or she is currently actively studying in this subject area or a related study course at a university or has completed such an academic study programme no more than twelve months ago.
- (2) It is also an advantage if the student can already demonstrate accreditation experience or experience in internal quality assurance.

§ 5 Selection criteria for representatives of professional practice

- (1) The representative of professional practice evaluates the study course from the perspective of the professional fields in which graduates can take up employment. It should be noted that they themselves work in one of the areas specified in the degree programme profile and have personnel responsibility or selection responsibility for new hires.
- (2) It is also an advantage if you have an interest in programme development and possibly experience with accreditation or internal quality assurance.
- (3) Graduates of THI can be appointed as representatives of professional practice at the earliest six years after graduation.

§ 6 Meetings

- (1) The QMB invites the advisory board members to the advisory board meeting after their appointment by the Accreditation Commission.
- (2) The QMB shall inform the members of the advisory board of the meeting date and agenda in good time, at least two weeks before the meeting, and shall determine the form of the meeting (in attendance).
- (3) In particular, the QMB invites the following internal university dialogue partners to the Advisory Board
 - a. the programme director,
 - b. one other person involved in teaching the study course (including research associates; laboratory engineers),
 - c. at least two students of the study course,
 - d. at least one graduate of the study course (if already present).
- (4) The QMB opens, chairs and closes the meetings. He or she ensures that the meeting runs smoothly and properly and is responsible for taking the minutes (Annex 5a).
- (5) A quorum is present when the majority of members are present. In the event of justified, short-term prevention (e.g. illness), the vote of the prevented member must be obtained by other means (e.g. written statement).
- (6) In preparation, the following documents of the study course will be made available to the members of the Advisory Board together with the invitation:
 - a. the application for accreditation,
 - b. the study programme concept, incl. needs analysis for ERST accreditation,
 - c. the academic study and examination regulations,
 - d. the module handbook,
 - e. the Diploma Supplement,
 - f. the status reports,
 - g. the report on the fulfilment of the formal and technical criteria including conditions and recommendations of the last accreditation, if already available,
 - h. the training documents in accordance with § 9,
 - i. the BayStudAkkV.
- (7) The study programme concept in accordance with § 6 Para. 6 No. b must be submitted for the advisory board meeting, updated if necessary.
- (8) The members of the Advisory Board can inspect further accreditation-relevant documents of the study course with the QMB.

- (9) The agenda includes the following items:
- Opening: Quality management system of the THI and technical-content criteria of the BayStudAkkV
 - TOP 1: Presentation of the study course and discussion round
 - TOP 2: Discussion round with students and graduates
 - TOP 3: Discussion with the programme director
 - TOP 4: Derivation of requirements and documentation, test catalogue Annex 5 b
- (10) The QMB is responsible for taking the minutes (Annex 5a). The minutes (minutes template, Annex 5c) must contain the date, time and place of the meeting, the names and functions of the advisory board members and guests, the criteria discussed (examination catalogue, Annex 5b) including their evaluation and justification as well as the advisory board's measures for the further development of the study course.
- (11) The teaching staff of the study course and the members of the Faculty Council are given access to the minutes. The programme director reports to the Faculty Council on the meeting of the advisory board.
- (12) The members and other participants in the meeting are obliged to maintain confidentiality towards third parties.

§ 7 Assessment of the technical and content-related criteria and voting rights

- (1) The evaluation of the technical and content-related criteria and the derivation of the specifications (agenda item 4) takes place to the exclusion of the invited guests. Only the appointed members of the Advisory Board are authorised to vote.
- (2) In the event of a tie, the spokesperson of the Advisory Board shall have a further vote.

§ 8 Quality assurance

- (1) The QMB provides the members of the advisory board with the following training documents (Annex 6):
- Handout on the quality management system and internal accreditation procedure of THI.
 - Guidelines for the evaluation of the technical content criteria.
- (2) The university organises an information and training session for the members of the advisory board at least once a year.
- (3) Open questions regarding the training documents and accreditation will be clarified together with the QMB at the opening of the advisory board meeting.

§ 9 Further provisions

- (1) Certificates of attendance will be issued to members of the Advisory Board on request.
- (2) After the meeting of the Internal Accreditation Commission, the QMB asks the members of the Advisory Board to provide feedback on the work of the Advisory Board (Annex 7).
- (3) In the event of procedural shortcomings, the persons involved and members of the Advisory Board may submit a written complaint to the Vice-President for Academic Affairs.

§ 10 entry into force

- (1) These regulations were adopted by the Senate on 29 July 2024 and approved by the President. They come into force retroactively from 01 October 2024.

Ingolstadt, 29 July 2024

signed

Prof Dr Walter Schober

President

signed.

Prof Dr Christian Stummeyer

Chairman of the Senate

Attachments

- Appendix 1** Declaration of impartiality
- Appendix 2** Declaration of consent to data protection
- Appendix 3** Allowance for expenses
- Appendix 4a** Order
- Appendix 4b** Order template
- Appendix 5a** Protocol management
- Appendix 5b** Test catalogue
- Appendix 5c** Minutes
- Appendix 6** Training documents for the Advisory Board
- Appendix 7** Feedback form for advisory boards

Document history

Ver- sion	date	Crea- tion	Authorisa- tion	Changes
1	13.06.2022	St SQ	HL	-
2	25.10.2022	St SQ / QMB	President	• § 2 (2): Clarification of ensuring the composition of cluster advisory boards • § Section 7 (14): Optional provision for the receipt of an expense allowance for all appointed members of the Advisory Board • Annex 5: Information sheet for the internal handling of financial expenses for meetings
3	23.01.2023	St SQ / QMB	President / Senate	• Definition of selection criteria for the advisory board members • Agenda specification • Determination of voting weights and speaker role • Integration of training concept and quality assurance • Extended systems
4	29.07.2024	St SQ / QMB	President / Senate	• Introduction of instructions as recommendations • Adaptation of the agenda for the advisory board meeting (discussion with the programme director, assessment and examination catalogue)
4.1	12.03.2025	St SQ / QMB	editorial	• Clarification: different universities for external university lecturers