

# Guidelines for the adoption of teaching modules at the Computer Science Department of the University of Kaiserslautern

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Following is a short description of the usual procedure for the adoption or for major modifications<sup>1</sup> of teaching modules at the Computer Science Department of the University of Kaiserslautern, with the intention to provide sufficient guidance for colleagues of the department and from outside. As a general rule, this procedure should not be bypassed. For new teaching modules, all required decisions have to be taken no later than in the semester preceding the semester where the module is to be offered for the first time.

## Step 1: Module description, assignment and teaching plan

### a. Module description

Describe the module following the template in the module handbook  
[www.informatik.uni-kl.de/en/studium/lehrveranstaltungen/modulhb/](http://www.informatik.uni-kl.de/en/studium/lehrveranstaltungen/modulhb/)  
[www.informatik.uni-kl.de/studium/lehrveranstaltungen/modulhb/](http://www.informatik.uni-kl.de/studium/lehrveranstaltungen/modulhb/)

### b. Module assignment

Propose a module assignment to Bachelor's and/or Master's courses of study, and to specializations within these courses of study (see Study Plans)

- Bachelor' course of studies "Computer Science"  
[www.informatik.uni-kl.de/en/studium/studiengaenge/ba/ordnungen/sp/](http://www.informatik.uni-kl.de/en/studium/studiengaenge/ba/ordnungen/sp/)
- Bachelor's course of studies "Applied Computer Science"  
[www.informatik.uni-kl.de/en/studium/studiengaenge/ba-ai/ordnungen/sp/](http://www.informatik.uni-kl.de/en/studium/studiengaenge/ba-ai/ordnungen/sp/)
- Master's course of studies "Computer Science"  
[www.informatik.uni-kl.de/en/studium/studiengaenge/ma/ordnungen/sp/](http://www.informatik.uni-kl.de/en/studium/studiengaenge/ma/ordnungen/sp/)
- Master's course of studies "Applied Computer Science"  
[www.informatik.uni-kl.de/en/studium/studiengaenge/ma-ai/ordnungen/sp/](http://www.informatik.uni-kl.de/en/studium/studiengaenge/ma-ai/ordnungen/sp/)

### c. Teaching plan

Propose the semesters in which the course shall be offered (e.g., yearly in summer or in winter, every other year in winter), and a start semester

## Step 2: Feedback loop with person(s) responsible for the teaching area and/or field(s) of specialization

Consult, for each proposed module assignment (see Step 1b), with the person responsible for this teaching area and/or field of specialization. The responsible persons are listed in the corresponding study plans (see Step 1b).

## Step 3: Feedback loop with FSL (Fachausschuss für Studium und Lehre – Expert Committee of the Computer Science Department for Study and Teaching)

Send the module description and assignment to the chairperson of the FSL (currently: Prof. Reinhard Gotzhein, email: [gotzhein@cs.uni-kl.de](mailto:gotzhein@cs.uni-kl.de)) for further discussion. The chairperson

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<sup>1</sup> Major modifications are, e.g., changes of presence hours, ECTS credits, frequency, and requirement level. In case of mandatory courses and core courses, major modifications also concern the contents.

will decide whether the proposal is to be presented in the next FSL meeting. The FSL may support the proposal or specify modifications that should be made.

Meetings of the FSL usually take place 2 weeks ahead of meetings of the FBR (see below). Make sure to send the proposal at least one week ahead of a meeting. The proposal should contain an explicit statement that the feedback loop of Step 2 has been finalized.

**Step 4:** Resolutions by FBR (Fachbereichsrat – Department Council)

Send the module description and assignment to the managing director of the department, Dr. Bernd Schürmann (Email: [schuerma@informatik.uni-kl.de](mailto:schuerma@informatik.uni-kl.de)), together with comments regarding Steps 2 and 3, at least 1 week before the relevant meeting of the department council (see below). The managing director will enter the module description and assignment into the set of proposed resolutions for the FBR, which will decide on the adoption. The resolution process consists of 2 steps:

- a. Module description and teaching plan: every 2<sup>nd</sup> meeting of the FBR in each semester
- b. Module assignment: every 3<sup>rd</sup> meeting of the FBR in each semester

Scheduled meetings of the FBR can be found at [www.informatik.uni-kl.de/en/organisation/ausschuesse/fbr/](http://www.informatik.uni-kl.de/en/organisation/ausschuesse/fbr/)