Checklist for Visiting Staff and Faculty Contact Person at HdM (part I)

Visiting Staff   **HdM Faculty Contact Person**

➢ Clarification of purpose of stay at HdM for visting staff

➢ Clarification of tasks for visiting staff at HdM

➢ Defining conditions and obligations of faculty contact person and visiting staff

➢ Payment

➢ Asynchronous /Self-paced participation

➢ Syllabus:

- Study program and level

- Module: name [in English], code, start and end dates, complete or partial, short description of content

- teaching language

- teaching/learning methodology

Checklist for Visiting Staff and Faculty Contact Person at HdM (part I)

Visiting Staff   **HdM Faculty Contact Person**

- ECTS credits and total work load (1 ECTS = 30 study hours, e.g. 6 ECTS = total workload 180 study hours)

-> Please note that the average workload of a guest lecture amounts to 8 semester hours per week.

- contact hours (1 ECTS = 30 study hours. Example: 45 hours of teaching time + 30 hours of preparation and follow-up work + appox. 105 hours of preparation time term paper = 180 hours of total workload.)

- type of exams

- pre-/post-course work, reading materials, weblinks

➢ Students: previous knowledge needed, no. of participants allowed

➢ Module leader and contact person for student inquiries

➢ Class room and access (electronically/manually)

➢ Facilities

➢ (if applicable) Online learning platforms (Moodle, etc)

➢ (if applicable) Documentation and reporting obligation

Checklist for Visiting Staff and Faculty Contact Person at HdM (part II)

Visiting Staff

➤ clarification with International Office at HdM of:

- Study plan and academic schedule at HdM

- Form Visiting Staff (to be forwarded by HdM IO to HR department)

- Access to HdM internet and intranet (IT guest account)

- Delivery/return of HdM university card (allows access to HdM building and functions as copy card)

- (If applicable) Delivery/return of key to HdM classroom

- German language class

- Renting a car at HdM (for duty trips only)

- Form Payment Visiting Staff

HdM Faculty Contact Person

➤ clarification with Frau von Carlsburg at HdM of:

- Module title, dates and code (syllabus)

- Class room (considering facilities needed by visiting staff)

- Registration of course in StarPlan System (online study plan accessable to lecturers and students at HdM)

- Informing students and visiting staff on course start and schedule