

# VVZ Richtlinien

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## Introductory Comments

The *Vorlesungsverzeichnis* process needs an update that further structures and institutionalises itself. It must define clearer roles and responsibilities, so that these are appropriately shared.

The main concerns to be addressed are:

- Redesign the workflow, defining clearer roles and responsibilities;
- Systematise types of courses and types of credits awarded;
- Helping each department to onboard their new lecturers, reducing errors;
- Planning for iteration and improvement, e.g. extending this process to course enrolment by students.

In order to address these issues, this first iteration intends to:

- Define and provide guidelines for the types of courses offered, and the types of credits these can award;
- Define a new workflow that includes and anchors a new role, the '*VVZ-Kontakt*', a lecturer from each department which acts as a point of communication between VVZ and the lecturers of their respective departments;
- An ongoing process of feedback collection and improvement of these two actions, producing the necessary documentation to be reviewed for official adoption, when applicable.

## VVZ-Kontakt

The following is an initial definition of a new role; correspondingly, it requires revision.

- The creation of this role seeks to create a more systematic and efficient communication between all lecturers from each department and the VVZ team (and *Prüfungsamt*, and other relevant roles).
- The VVZ team will work together with the *VVZ-Kontakte* to ensure their onboarding to the VVZ process, and to recursively include their perspective and feedback.
- Given the connective character of this role, it is recommended that this role is fulfilled, when possible, by a person with a certain knowledge of the HfG structures, of their department, and ideally has working knowledge of both German and English. This should, for example, help in assisting guest lecturers that are not German-speaking and whose stay at HfG may not be long enough to get acquainted with internal processes.
- For the same reasons, some stability in the role is also advised. It is initially proposed that the position should be held by the same person for at least two semesters.
- In any case, the details about the profile and stability of the *VVZ-Kontakte* should be reviewed constantly, giving the lecturers and former *VVZ-Kontakte* themselves a leading voice in its definition.

Initially responsible for:

1. Ensuring regularity and validity of the submissions by the lecturers of their departments, with a strong emphasis on:
2. Adequate course certificates (Scheine, Scheinerwerb), consistent with the VVZ Richtlinien defined below.

In the future, this role can be modified and further institutionalised; for example:

1. (When applicable) Setting up forms for the students to enrol in their department's courses;
2. To add a final review, with *Prüfungsamt*, of all department courses, etc.

# VVZ Richtlinien

- Workflow
- Fachgebiet
- Veranstaltungstyp
  - Basis Lehrveranstaltung*
- Scheinerwerb

The VVZ Richtlinien are a set of definitions and guidelines intended to help lecturers understand the different types of courses that they can offer, and which credits can be awarded for each course type. As a set of *guidelines*, it cannot and does not define unequivocally all cases; exceptions will and should always exist. Nonetheless, they are concise and clear enough to orient action, and following them is mandatory for all lecturers from all departments, without exception.

## Workflow

Pending iteration and refinement, the initial proposal for the VVZ workflow for each semester is as follows:

1. The VVZ Team has an internal meeting, where they define the VVZ Calendar and create the VVZ Form. Prüfungsamt and other relevant roles can be invited to this meeting if necessary.
2. Departments select their VVZ-Kontakt
3. Initial meeting between the VVZ Team and the VVZ-Kontakte, with three goals.
  1. The VVZ Team provides all the necessary information (the VVZ calendar, onboarding of new users, etc).
  2. Initial agreement on Basis Lehrveranstaltungen (see more details on the Basis Lehrveranstaltung section below). The VVZ-Kontakte agree on which departments will offer a Basis Lehrveranstaltungen that semester, and coordinate with Kunstwissenschaft und Medienphilosophie for teaching.
  3. Agreement on the date for a second meeting, after the publication of the VVZ, for debriefing and feedback.
4. Constant communication between the VVZ-Kontakt and the rest of their department is recommended at this stage, to help lecturers submit complete, correct, accurate courses.
5. The VVZ Calendar is announced to lecturers, and the VVZ Form opened for the submission of courses.
6. Between two and four weeks are given to lecturers to submit all their courses, making sure to follow these Richtlinien, with the help of their department's VVZ-Kontakt when

needed.

7. The VVZ Team, Prüfungsamt, and the VVZ-Kontakt have a meeting to review all the courses before their publication.
8. The VVZ Team assembles, structures and reviews the information.
9. The VVZ Team, with the help of IT Support, publishes the semester's Vorlesungsverzeichnis in the appropriate, public-facing section of the HfG website, and announces the publication to the entirety of the HfG community, with an emphasis on students.

## **Fachgebiet**

There are five paths of study at the HfG, as well as interdisciplinary and inter-departmental offers, including workshops, laboratories and other projects (such as BioDesign Lab, Open Resource Center, Workshops for metal, woodworking, ceramics, photography, etc.) Thus, the subcategories for Fachgebiet are:

1. Ausstellungsdesign und Szenografie
2. Fachübergreifende Veranstaltungen
3. Kommunikationsdesign
4. Kunstwissenschaft und Medienphilosophie
5. Medienkunst
6. Produktdesign

## **Veranstaltungstyp**

The subcategories for Veranstaltungstyp are:

1. Basis Lehrveranstaltung
2. Blockseminar
3. Einzelbesprechung
4. Exkursion
5. Kolloquium
6. Grundlagenkurs
7. Seminar
8. Veranstaltung
9. Vorlesung
10. Workshop

**Basis Lehrveranstaltungen** are a very particular type of course with unique implications; a dedicated section can be found below that contains all the context and details.

**Blockseminar:** Shorter, intensive seminars. Their duration can vary from a few days to a few weeks. Depending on the work produced by students, they can grant either a Leistungsschein and, occasionally and for lower workloads, a Workshop-Nachweis can be considered.

**Einzelbesprechung:** Sprechstunde, tutoring. Consultation from students, usually but not necessarily one-to-one. No credit can ever be awarded for these, since they are meant to orient students' work in other courses or projects.

**Exkursion:** Off-premises visits and trips. Given their short duration, most often they do not offer credits. However, on exceptional occasions, excursions could take place that are long or intense enough to justify awarding a credit. Finally, it is common for excursions to take place *as part of* a seminar. In such cases, the credit must be awarded through the seminar, not the excursion.

**Kolloquium:** Usually centred around the students' projects or a shared interest, these are ongoing, regular spaces for open discussion. Similar to *Einzelbesprechung*, they cannot award credits, because they are meant to support existing work that is carried out for other seminars.

**Grundlagenkurs:** They are meant to teach a concrete, technical skill or knowledge (lighting, drawing, CAD software, etc.) Each department has a specific set of Grundlagenkurse, consult the corresponding Prüfungsordnung. They must always offer a Grundlagennachweis and, when appropriate, they can additionally offer a Leistungsschein.

**Seminar:** Lasting for at least one entire semester, most of the standard courses fall under this category: long-form, taking place on a regular basis. Commonly, they can grant Leistungsschein, but in cases where the theoretical content is a substantial part of the seminar, they can also offer Leistungsschein Fachtheorie. This decision falls upon the lecturers themselves, and should be made responsibly. Only one credit can be awarded to each student for a single Seminar.

**Veranstaltung:** Often taking place in the evenings, these are public-facing events which connect the HfG to the broader community in Karlsruhe. Without exception, Veranstaltungen cannot grant course credits.

**Vorlesung:** Ongoing lectures provided by the teachers with little to no input from the students. If the teaching style is more participatory, then it should be classified as a seminar. If it does not take place regularly, it should be classified as a Blockseminar.

**Workshop:** Usually shorter in time, the teaching style must be interactive and participative, often emphasising a hands-on and experimental approach. They cannot offer Basisleistungsscheine, Leistungsscheine, nor Leistungsschein Fachtheorie.

### *Basis Lehrveranstaltung*

Basis Lehrveranstaltungen are a very particular course type, with specific requirements and implications. This section tries to provide as many details and as much context as possible. Nonetheless, lecturers should always check with their department's VVZ-Kontakt before submitting a Basis Lehrveranstaltung to the Vorlesungsverzeichnis.

Basis Lehrveranstaltungen should take place regularly, for at least one semester. To obtain a Basisleistungsschein, students can present theoretical or artistic work, appropriate with the field of each course.

- Basis Lehrveranstaltungen should provide undergraduate students with an introduction to a specific field or discipline, mapping it out for them. These courses therefore have a high degree of theoretical and historical content; thus, they should always be taught in cooperation with the theory department.
- The different Prüfungsordnungen, which regulate each Studiengang, determine that each student must obtain three Basis-Leistungsscheine, of which one must be an introduction to either Kunstwissenschaft or Medien Philosophie. The number of basic courses required per semester must be calculated from this requirement and the planned number of all first-time and new enrolments.
- The Kunstwissenschaft und Medienphilosophie department will offer one Basis Lehrveranstaltung each semester, alternating between an introduction to philosophy and an introduction to art history.
- On a rotating basis, two of the four remaining departments will offer the remaining two Basis Lehrveranstaltungen. They will do so in cooperation with the theory department.
- The theory department will appoint a person responsible for the coordination and management of Basis Lehrveranstaltungen.

In terms of the credits awarded by Basis Lehrveranstaltungen:

- No Basisleistungsschein can be offered by any courses that are not Basis-Lehrveranstaltung.
- All Basis Lehrveranstaltungen must grant a Basisleistungsschein, but they can also offer other Scheine for more advanced students and different workloads. In such cases, only one of the two possible Scheine can be offered to the same student for the same Basis-Lehrveranstaltung, never both, without exception.

## Scheinerwerb

Without exception, credits of a certain department can only be granted by teachers from that same department. If no teacher from a certain department participates in the seminar, credits cannot be offered for that department.

There are five types of Scheine: *Basisleistungsschein*, *Grundlagennachweis*, *Leistungsschein*, *Leistungsschein Fachtheorie*, and *Workshop-Nachweis*. Courses can also take place without offering any credits.

The full list of subcategories for Scheinerwerb is:

1. Basisleistungsschein
2. Grundlagennachweis
3. Leistungsschein Kommunikationsdesign
4. Leistungsschein Produktdesign
5. Leistungsschein Medienkunst
6. Leistungsschein Ausstellungsdesign
7. Leistungsschein Szenografie
8. Leistungsschein Kunstwissenschaft
9. Leistungsschein Kunst- und Medienphilosophie
10. Leistungsschein Fachtheorie Kommunikationsdesign
11. Leistungsschein Fachtheorie Produktdesign
12. Leistungsschein Fachtheorie Medienkunst
13. Leistungsschein Fachtheorie Ausstellungsdesign
14. Leistungsschein Fachtheorie Szenografie
15. Workshop-Nachweis Kommunikationsdesign
16. Workshop-Nachweis Produktdesign
17. Workshop-Nachweis Medienkunst
18. Workshop-Nachweis Ausstellungsdesign
19. Workshop-Nachweis Szenografie
20. Kein Scheinerwerb möglich



**Basisleistungsschein** are very particular, see the section for Basis Lehrveranstaltung above.

**Grundlagennachweis:** Without exception, they can only be granted by Grundlagenkurse, and all Grundlagenkurse must offer a Grundlagennachweis. For reference, see the section on Grundlagenkurse above, as well as each department's Prüfungsordnungen.

**Leistungsschein:** This is the 'standard' credit type, and the most common. They are usually awarded by Seminars, and are equivalent to three Workshop-Nachweis of the same study path. They cannot be awarded by short courses with low workloads, such as Workshops, Exkursions, etc. Students can submit both theoretical and artistic work, as well as mixed approaches, to secure a Leistungsschein, as long as the workload, topics, and methodologies are appropriate to the seminar, as per the lecturer's responsibility.

**Leistungsschein Fachtheorie:** In the context of a practical or artistic subject, and when a significant portion of a Seminar's content is theoretical, it can grant a Leistungsschein Fachtheorie. This decision is the responsibility of the lecturer. For this reason, it is recommended that this is an important point of discussion during the meeting that the VVZ-Kontakte will have with Prüfungsamt *prior* to the publication of the VVZ.

**Workshop-Nachweis:** Three Workshop-Nachweise of the same study path are equivalent to one Leistungsschein of that same study path. Therefore, the workloads required for these two types must approximately preserve this ratio. In the case of Kunstwissenschaft und Medienphilosophie, the ratio is 2:1, instead of 3:1.