

RUHR-UNIVERSITÄT BOCHUM

**RUB**

# EXTRACTS OF THE FURTHER EDUCATION PROGRAMME FOR EMPLOYEES OF THE RUHR-UNIVERSITY BOCHUM

English Version for RUB Guest Researchers  
October 2011 to September 2012



Dear guest researchers,

first of all, the Centre of Professional Development (IFB) is pleased to welcome you to the Ruhr-University Bochum! As a institution providing a holistic personnel development, further education and assistance programme to ALL employees at the RUB, we are very glad to be now able to present parts of our programme also in English!

International diversity plays an exceptionally important role at the RUB – both as our dominant guiding principle of work as well as in our everyday life together. The offers you find here are a very good example: Many of these seminars are held in German; however, for some of the lecturers switching to English does not pose a problem. For others this is more difficult, but you can be sure to meet lecturers doing their best to meet the needs of non-German native participants in all fields. In doing so, using gestures and signs may be one strategy to make ourselves understood, should the English language not belong to the daily repertoire. In such situations, we hope for your understanding and your willingness to take part in this unconventional way of communicating.

Our complete programme can be found on the web at [www.rub.de/ifb](http://www.rub.de/ifb) - where it is available in German. You will see that, among this collection of offers, you will so far only find the seminars for scientific executives, career management for researchers and health care in English – in addition to that, also the programme segment of didactics in higher education has been translated into English this year. The overall programme of the Centre of Professional Development includes much more though. We know: The translation of programme extracts can be no more than a first step – but we hope that you will join us on this path.

Should you have any questions, please do not hesitate to contact us – we are happy to answer them!

The only thing that remains to be done is to wish you a lot of fun browsing our programme – we are very much looking forward to your registration!

*THE TEAM OF THE CENTRE OF PROFESSIONAL DEVELOPMENT*

Bochum, July 2011


Dear Sir or Madam

As in every year, the IFB (Centre of Professional Development) wants to support you in the development of your competences with an attractive and effective further education offer. We know that a successful university needs employees who want to make progress, take pleasure in challenges – for which they are well-prepared – and this is where our further education offers come in!

This is why we are glad that the current programme 2011/2012 is now available. The result is a comprehensive range of courses, which, on the one hand, provides target group-specific courses, but, on the other hand, also courses which are open for all employees – no matter whether from science, administration or the technical department. This way, our personnel development from a single source facilitates numerous synergy effects and makes a contribution to the cooperation based on equal opportunities as it is also described by our mission statement “universitas”.

Besides the target group-specific offers tailored to the needs of executives, postdocs, doctoral candidates and teachers, we would like to draw your attention to the restructuring and innovative extension of the programme in the area “interdisciplinary competences”. Here three course series came into being in order to obviously and sustainably position current and central topics (budgetary and billing procedure, exchange with colleagues, nursing care for family members). In addition, with “Communication in Work Routine” a new programme part has been taken up which is of vital importance for virtually all fields of activity. Therefore, this programme focal area is also addressed to all employees. Communication not only influences the quality of cooperation and the success of projects, but also the team spirit and the individual job satisfaction. So it is really worth getting involved with an improvement of communication! The programme is topped off with the established and updated courses on IT, language skills and health care.

We are convinced that this holistic programme offers numerous chances for development. Because of that it is very important for us as University Directorate to explicitly encourage you to participating in the courses compiled in this programme! Competent employees are our crucial potential for the future. We wish you as participants as well as the lecturers every success in and with the courses!



Rector Prof. Dr Elmar Weiler



Chancellor Gerhard Möller

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**THE REGISTRATION FORM FOR OUR PROGRAMME CAN BE FOUND ON PAGE 84!**

# LEADERSHIP AND MANAGEMENT COMPETENCE

## A SEMINAR PROGRAMME FOR RUB EXECUTIVES IN SCIENCE, ADMINISTRATION AND THE TECHNICAL DEPARTMENT

By now it is consensus that the executives of an organisation crucially determine its culture and success; this is why it is also important for the RUB to offer courses to this group to support them in the implementation of changes. The programme focus “Leadership and Management Competence” takes up this concern and targets its offers at all executives in science, administration and the technical department.

Once again this year, courses that have proven successful stay part of the programme and new ones are added: For example, the seminar series “Focus Academic Career” for junior professors and junior group instructors remains, however, this year the emphasis is more on the exchange in informal discussions and other innovative formats.

The topic “Leadership in Science” is taken up from two sides this year: On the one hand – and that is new – there will be an exchange for academic executives with the personnel department of the RUB on the formal aspects of leadership, on the other hand, there will be another seminar on clarifying the own leadership role.

Further, we combine established and innovative aspects in our new format “Research Funding: From the Idea to the Completed Synopsis” in which there is, besides an overview about the research landscape in the European research area, also the possibility to considerably promote your own synopsis with professional support.

Of course, you will also still find courses on the introduction of personnel talks, on selection processes and on health care – all topics continually coming up in the daily life of executives at university

## QUESTIONS AND SUGGESTIONS

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## LM 1 FOCUS ACADEMIC CAREER

### TARGET GROUP:

Junior professors and junior group instructors at the RUB

### CONTENT:

This year, the series “Focus Academic Career” has a new focal point, i.e. the informal exchange which has been rated as being particularly helpful so far. In addition to two informal discussions on topics all around research and academic career, there will be a guided refectory tour as well as the popular semester close with the rector – it promises to be exciting!

Fri, 21 October 2011, 12 noon to 2 pm

**Semester start: Guided refectory tour (LM 1\_1)**

with subsequent joint lunch

Tue, 24 January 2012, 5 to 8 pm

**Informal discussion “Applying for and Managing Big Cooperative Research Projects” (LM 1\_2)**

Informal discussion with Prof. Dr. Ralf Drautz, Interdisciplinary Centre for Advanced Material Simulation, and Prof. Dr. Denise Manahan-Vaughan, spokeswoman of SFB’s “Integration and Representation of Sensory Processes”

Mon, 23 April 2012, 5 to 8 pm

**Informal discussion “Vocations” (LM 1\_3)**

With chancellor Gerhard Möller, head of the personnel department Dr. Gabriele Frohnhaus, Dr. Masha Gerding (job management) as well as Prof. Dr. Petra Platen (job representative)

Thu, 21 June 2012, 6 to 9 pm

**Semester close with the rector (LM 1\_4)**

All courses can be booked individually or as a package. Moderation: Klaus Hellermann, Anja Tillmann (IFB)

### DATE/S AND TIME:

LM 1\_1: Fri, 21 October 2011, 12 noon to 2 pm

LM 1\_2: Tue, 24 January 2012, 5 to 8 pm

LM 1\_3: Mon, 23 April 2012, 5 to 8 pm

LM 1\_4: Thu, 21 June 2012, 6 to 9 pm

### CLOSING DATE FOR REGISTRATIONS:

LM 1\_1: 30 September 2011

LM 1\_2: 1 January 2012

LM 1\_3: 30 March 2012

LM 1\_4: 31 May 2012

### MODERATION:

Klaus Hellermann, Anja Tillmann (IFB)

### GROUP SIZE:

Max 15 people

## LM 2 LEADERSHIP COMPETENCE IN SCIENCE

### TARGET GROUP:

Professors and junior professors

### LEARNING OBJECTIVE:

The seminar provides you with the opportunity to define, clarify and position your leadership role as well as to explore its scope of formation. Here you can work on concrete problems and develop methods of resolution. The most important basics of personnel management are acquired in a compact and implementation-oriented way.

### CONTENT:

Based on your own management experiences, the problems of typical patterns are exposed in research groups and in departments. Further, communicative, solution-oriented strategies are conveyed. You get to know proven instruments of personnel management as well as leadership models. Here are possible topics:

- Key task leadership at universities
- Leadership experience
- Instruments of personnel management and leadership models
- Selection and synergy – group composition
- Delegation & motivation
- Successful feedback – personnel talk

In addition, in an individual preliminary survey two weeks before the course we collect with which requirements you come into the course. This way, the seminar concept can be adjusted to your questions.

### DATE/S AND TIME:

08 March 2012, 10 am - 6 pm

09 March 2012, 9 am - 1 pm

### TRAINER:

Dr. Anja Frohnen

### CLOSING DATE FOR REGISTRATIONS:

16 February 2012

### GROUP SIZE:

Max 8 people

## LM 3 LEADERSHIP FORMALITIES – USEFUL FIRSTHAND INFORMATION FOR ACADEMIC EXECUTIVES

### TARGET GROUP:

Executives in science such as professors, junior professors, postdocs, assistant professors and junior group instructors

### LEARNING OBJECTIVE:

- ...obtained some basic information on questions of labour law in exchange with the head of the personnel department at the RUB.
- ...clarified formal questions you come across in everyday working life.

### CONTENT:

Leadership in science is a very specific field: On the one hand, it is often characterised by a high degree of freedom and autonomy of the employees – on the other hand, it is likewise integrated into framework conditions relating to labour law.

In this short course the head of the personnel department at the RUB, Dr Gabriele Frohnhaus, is available for your questions around the most important leadership formalities. Possible topics can e.g. be: Personnel talks, probation periods, limitation and working time regulations as well as questions relating to labour law or problems at the workplace. However, your personal requirements are at the centre of the seminar: Via an individual preliminary survey before the course we will clarify which problems you are especially interested in. This ensures that your questions are answered in the course.

### DATE/S AND TIME:

Tue, 8 May 2012, 5 to 6.30 pm

### CLOSING DATE FOR REGISTRATIONS:

17 April 2012

### TRAINER:

Dr Gabriele Frohnhaus

### GROUP SIZE:

Max 15 people

## LM 4 RESEARCH FUNDING – FROM THE IDEA TO THE COMPLETED SYNOPSIS

### TARGET GROUP:

Postdocs, assistant professors, junior group instructors and (junior) professors

### LEARNING OBJECTIVE:

After this seminar series you have...

- ...obtained an overview about the German and European science system.
- ...sharpened your view for the general communicative requirements of application texts as well as obtained numerous stimulations for textual arrangements.
- ...shaped and improved your own application synopsis through a fictitious assessment situation.

### CONTENT:

The seminar series is divided into three modules which are based on one another:

- 1.) It starts with a one-day overview about central players and the legal framework in the German and European research area. Here it is, among other things, explained which research opportunities suit your specific career situation, which requirements are expected by promotion programmes and what is important concerning the assessment.
- 2.) The subsequent half-day module is about the process of writing the application text itself: You learn what exactly constitutes the persuasive power of an application text and which formulations are appropriate – essential tools for the concrete work on the application synopsis.
- 3.) The third, likewise designed as a one-day module, takes place one month later and gives you the possibility to present your prepared application synopsis in a fictitious assessment situation and to improve it through qualified feedback.

### ADDITIONAL INFORMATION:

This course, which is designed as a text workshop, is excellently complemented by the seminar „Research Funding – How to Make Use of It Individually and Successfully” (LM 3), which focuses on framework conditions of funding institutions.

### DATE/S AND TIME:

Module I: Mon, 6 February 2012, 10 am to 5 pm  
 Module II: Mon, 13 February 2012, 9 am to 5 pm  
 Tue, 14 February 2012, 9 am to 1 pm  
 Module III: Fri, 23 March 2012, 10 am to 5 pm

### TRAINER:

Module I: Dr Beate Scholz  
 Module II: Gabriele Ruhmann  
 Module III: Dr Beate Scholz

### CLOSING DATE FOR REGISTRATIONS:

16 January 2012

### GROUP SIZE:

Max 10 people

**IMPORTANT:** The seminar can only be booked as a block and requires you formulating your own application synopsis!

## LM 5 PREVENTION OF CORRUPTION FOR EXECUTIVES

### TARGET GROUP:

RUB executives from science, administration and the technical department

### LEARNING OBJECTIVE/CONTENT:

You know the methods of prevention of corruption and have worked out criteria for the recognition of corruption. Further, you have exchanged about real cases with other participants.

The following contents are dealt with in the seminar:

- Definition of vulnerability to corruption (analysis criteria)
- Different possibilities of action
- Recognition and avoidance of mistakes before, during and after the analysis procedure
- Drafting of a danger atlas
- Exchange of experiences on open questions relating to corruption

### DATE/S AND TIME:

Thu, 26 April 2012, 9 am to 1 pm

### LECTURER:

Franz-Josef Meuter

### CLOSING DATE FOR REGISTRATIONS:

2 April 2012

### GROUP SIZE:

Max 15 people

## LM 6 COACHING FOR EXECUTIVES IN THE AREA OF PROPHYLAXIS OF ADDICTION

### TARGET GROUP:

Professors, executive deans, research assistants, workshop and training supervisors at the RUB

### LEARNING OBJECTIVE/CONTENT:

It is a particularly complicated situation for executives if there is the suspicion that an employee abuses alcohol, medication, drugs or other addictive substances or is even addicted.

Often, the immediate environment protects the person affected, conceals mistakes and does extra work, so that the problem remains undetected. Sometimes this happens for such a long time that the behaviour of the person affected has strengthened and becomes so problematic that the immediate environment cannot cope with the situation any longer.

The further education course is designed to sensitize executives for respective situations, to promote early intervention, to prepare corresponding conversations and to convey knowledge about narcotic substances and in-house support options.

In order to meet the various initial situations, this seminar is offered being tailored to the target groups of research assistants with executive functions, professors, executive deans and workshop and training supervisors.

### DATE/S AND TIME:

LM 6\_1 for research assistants with executive functions and executives from administration and the technical department:

Tue, 8 November 2011, 9 am to 1 pm

LM 6\_2 for workshop and training supervisors:

Wed, 7 December 2011, 9 am to 1 pm

LM 6\_3 for professors and executive deans:

Wed, 25 January 2012, 9 am to 1 pm

### CLOSING DATE FOR REGISTRATIONS:

LM 6\_1: 18 October 2011

LM 6\_2: 16 November 2011

LM 6\_3: 4 January 2012

### GROUP SIZE:

Max 12 people

### SPEAKERS:

Mr Knöbel

## LM 7 SUCCESS IS A MATTER OF ATTITUDE – PROFESSIONAL PERFORMANCE OF PERSONNEL SELECTION PROCESSES

### TARGET GROUP:

Executives with personnel responsibility from science, administration and the technical department who are involved in selection processes

### LEARNING OBJECTIVE:

Being spoiled for choice – how do I find the right person for the job?

In the seminar you gain basic knowledge about the processes from the writing of a job profile and the selection process to recruitment. A special emphasis is put on the selection process or the selection interview, respectively. The professional and theoretic basics are deepened by practical examples.

### CONTENT:

- Internal processes until the entry in the job exchange of the Ruhr-University Bochum
- Writing a job profile and a meaningful job advertisement
- Evaluation of the application documents
- Conversation share of the applicant
- Open questions / closed questions – when do I use them?
- Structure and preparation of the selection process / interview
- Combination of selection interview and methods of testing – Advantages and disadvantages
- Guideline for the personnel selection / simulated job interview

In terms of method, theoretic elements are linked with practical exercises.

### DATE/S AND TIME:

LM 7\_1: Thu, 17 November 2011, 9 am to 12 noon

LM 7\_2: Thu, 15 March 2012, 9 am to 12 noon

### CLOSING DATE FOR REGISTRATIONS:

LM 7\_1: 27 October 2011

LM 7\_2: 22 February 2012

### TRAINER:

Dr Gabriele Frohnhaus, Michael Clemens

### GROUP SIZE:

Max 20 people

## LM 8 WORKING TOGETHER SUCCESSFULLY AND STAYING HEALTHY: STRATEGIES FOR EXECUTIVES – MOTIVATION AND BURNOUT PREVENTION

### TARGET GROUP:

Executives from science, administration and the technical department

### LEARNING OBJECTIVE:

After this course you have...

- ...sharpened your view of your employee's as well as your own resources and gained ideas how these can be promoted further.
- ...developed strategies how you can ensure maintaining in particular your own health in everyday management.
- ...become more familiar with how you as an executive can keep up and promote motivation and how you can prevent burnout of your employees.

### CONTENT:

In times of constant change at universities employees face the challenge of responding to the changes constructively. Executives have an especially demanding job in this context: They have to protect, not only themselves, from stress and overwork, must continually find new motivation, and ensure maintaining their health, but are also obligated to care for their employees.

To better meet the requirements of these tasks, in this seminar, which is exclusively designed for executives, we will deal with the following points:

- What is really meant by “health-promoting communication/leadership”?
- What do we mean by “conflict management”, “culture of support” and “self-care” in the context of leadership and health management?
- What does “appreciation” as a hub for professional leadership and communication mean?

Besides the clarification of these key terms, we work on concrete questions and situations from the everyday management work of the participants.

### DATE/S AND TIME:

Mon, 21 November 2011, 9 am to 5 pm

### CLOSING DATE FOR REGISTRATIONS:

31 October 2011

### TRAINER:

Karl-W. Klingenberg

### GROUP SIZE:

Max 12 people

## LM 9 “OPEN EARS FAR FROM THE HECTIC PACE OF EVERYDAY LIFE” AS EXECUTIVE IN THE PERSONNEL TALK

### TARGET GROUP:

Executives at the RUB who have not yet attended a training course on personnel talks

### LEARNING OBJECTIVE:

- Dealing with the personnel talk guideline
- Practising the central tasks in personnel talks: Listening, giving one's view and structuring
- Answering of individual questions

### CONTENT:

Since October 2005, personnel talks have been introduced everywhere in the Central Administration of the RUB. Many executives and employees have therefore already participated in a training course on personnel talks because these courses are compulsory for all employees in administration. However, also academic executives increasingly show interest in personnel talks and want to make use of its positive effect.

As executive, you play a special role in the personnel talk. You take on the interview management; have to be a good listener and to ensure after the talk together with your employees that arrangements are put into practice in the everyday working life. With the executive training on personnel talks you have the opportunity to deal with this topic in a concentrated and focused way. In a small group we offer you to answer individual questions on personnel talks, the guideline or also on interview management in order to work closely to your requirements.

### DATE/S AND TIME:

Tue, 7 February 2012, 2 to 6 pm

### TRAINER:

Petra Weigand

### CLOSING DATE FOR REGISTRATIONS:

17 January 2012

### GROUP SIZE:

Max 10 people

## **EXCLUSIVE, PERSONAL, DIRECT: METIS – COACHING AND TEAM BUILDING FOR RUB PROFESSORS**

### **MORE TIME FOR RESEARCH THROUGH SELF-MANAGEMENT**

As professor, you are addressed in many different roles: as university lecturer in courses, as tutor of young academics, as executive in your research team, as applicant in the area of research funding and as science manager when it comes to self-administration. Much too often time for research falls by the wayside.

Your successful work as a professor is thus not only based on your scientific performance, but also on your social and communicative competences and your management skills.

That is why the IFB offers the programme METIS in which academic executives can take advantage of coaching and team development.

### **INDIVIDUAL COACHING FOR PROFESSORS**

Coaching is a counselling setting specifically tailored to executives in which the trainer and the executive work in a 1:1 constellation. Here you can systematically analyse topics from your everyday working life and develop strategies for optimising organisational processes.

### **INDIVIDUAL OFFERS FOR RESEARCH TEAMS**

In the METIS programme science teams can be accompanied by external moderators and counsellors in their individual team building processes on the one hand; on the other hand, topic-related moderations in combination with a relation to a specific academic discipline are possible as well, e.g. on coordination of the study courses on offer or on the topic examination management.

### **HOW DOES IT WORK?**

Professors and science teams can get in touch with the IFB. Then contact is established to competent trainers and counsellors from its pool; in addition, there is a contribution to financing.

### **CONTACT**

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More information on METIS and a film about the project at: <http://www.uv.rub.de/ifb/metis/index/.html>

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# CoachingPLUS: FROM CONFERRAL OF A DOCTORATE TO PROFESSORSHIP

**A SEMINAR PROGRAMME FOR ADVANCED YOUNG ACADEMICS OF THE RUHR-UNIVERSITY  
BOCHUM, THE TECHNICAL UNIVERSITY DORTMUND AND THE UNIVERSITY DUISBURG-ESSEN**

Since its start in the summer semester 2009, the seminar series CoachingPLUS has been of great interest for young academics. That comes as no surprise: Since the number of participants in this exclusive seminar offer is usually limited to six people, CoachingPLUS makes possible a very effective dealing with all questions around the topic development of the academic career. Besides the one-day seminars, CoachingPLUS moreover gives the opportunity of reflecting current professional challenges in personal discussions lasting 60 to 90 minutes.

Once again this event year 2011/2012, CoachingPLUS offers a seminar programme specially tailored to the fields of humanities, natural sciences and engineering sciences. The seminars take place at the universities of Bochum, Dortmund or Duisburg-Essen (location Duisburg).

Lastly, the career forum, which takes place in January 2012 for the fourth time and which is just like CoachingPLUS a module of ScienceCareerNet Ruhr, is aimed at advanced young academics of all faculties. The one-day career forum is organised at the Technical University Dortmund at the end of January 2012 and gives the opportunity to inform about and exchange ideas on career-relevant topics together with experts from science, administration and business through small discussion groups and lectures.

## **QUESTIONS AND SUGGESTIONS**

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## **C+ 1 CREATIVITY AND INNOVATION – FINDING SOLUTIONS EASILY, INVENTING SOMETHING NEW**

### **TARGET GROUP:**

Postdocs, research assistants, junior group instructors, assistant professors of all departments

### **LEARNING OBJECTIVE:**

Learning about approaches and methods for open, difficult and complex situations in research projects

### **CONTENT:**

Creativity is a skill helping scientists to find new and innovative solutions for complex questions or to overcome crises in scientific cognitive processes. Here, thinking unconventionally or working counter the familiar paths of scientific discourse plays an important role.

With the help of different creativity methods you will e.g. be able to work on questions, problems and tasks all around your planned or ongoing research projects. In doing so and in the course of the day, creations are generated (new things, clarifications, solutions) and at the same time creativity skills learned.

For motivation and learning purposes, it is important that you bring own questions to this seminar!

### **DATE/S AND TIME:**

Seminar: Tue, 4 October 2011, 9.30 am to 6 pm  
Coaching: Mon, 17 October 2011 – 60 minutes per participant (at the venue or later by phone)

### **VENUE:**

Bochum

### **TRAINER:**

Rutger von Bothmer

### **REGISTRATION AND INFORMATION:**

[www.scn-ruhr.de/coachingplus](http://www.scn-ruhr.de/coachingplus)

### **CLOSING DATE FOR REGISTRATIONS:**

30 August 2011

### **GROUP SIZE:**

Max 10 people

## C+ 2 CONFIDENT AND SUCCESSFUL NEGOTIATION IN SCIENCE

### TARGET GROUP:

Postdocs, research assistants, assistant professors, junior professors and junior group instructors

### LEARNING OBJECTIVE:

There are many occasions for negotiations for scientists: Role allocation in editorial teams, vocation negotiations around the allocation relating to a professorship, division of responsibilities in a department, opinion-forming and planning processes in committees of scientific self-administration, enforcement of free space and time for the own research work in a team or in discussions with superiors, etc.

Within the frame of the workshop and the individual coaching you learn to identify occasions and options for negotiations and to practice how you can act confidently and in a strategically intelligent way. Besides the conveyance of theoretical basics, the workshop provides you with practical training and experience possibilities.

### CONTENT:

- Overview: Occasions for negotiations in science
- Structured preparation of negotiations
- Harvard negotiating principles
- Model: “Behavioural options for different interests”
- Dealing with “dirty tricks” of negotiating partners

### DATE/S AND TIME:

Seminar: Mon, 24 October 2011, 9 am to 5 pm  
Coaching: Tue, 25 October 2011, 60 minutes per participant

### VENUE:

Duisburg

### TRAINER:

Franziska Jantzen

### REGISTRATION AND INFORMATION:

[www.scn-ruhr.de/coachingplus/](http://www.scn-ruhr.de/coachingplus/)

### CLOSING DATE FOR REGISTRATIONS:

3 October 2011

### GROUP SIZE:

Max 6 people

## C+ 3 PERFORMING WELL! – SCIENTIFIC LECTURES AND PRESENTATIONS IN ENGLISH

### TARGET GROUP:

Postdocs, junior group instructors, assistant professors, junior professors of all departments

### LEARNING OBJECTIVE:

The aim is to overcome mental barriers and to present oneself self-confidently and convincingly in English.

### CONTENT:

Presenting scientific contents convincingly in an English-speaking country constitutes a significant personal challenge for many young academics. How you present yourself in a conference, a congress or a lecture room can have a decisive effect on your career. The seminar provides you with the opportunity to theoretically and practically prepare for your presentation needs in a foreign country in a target-oriented way. You get to know methods, techniques and tricks of Anglo-Saxon talk and presentation culture. The individual presentation and style of speech of every single participant is improved and brought to perfection using practical exercises.

### DATE/S AND TIME:

Seminar: Mon, 14 November 2011, 9 am to 5 pm  
Coaching: Tue, 15 November 2011, (9 am, 60 minutes per participant)

### VENUE:

Bochum

### TRAINER:

Alexander von Reumont

### REGISTRATION AND INFORMATION:

[www.scn-ruhr.de/coachingplus](http://www.scn-ruhr.de/coachingplus)

### CLOSING DATE FOR REGISTRATIONS:

24 October 2011

### GROUP SIZE:

Max 6 people

## C+ 4 TIME AND PROJECT MANAGEMENT IN ACADEMIC EVERYDAY LIFE

### TARGET GROUP:

Postdocs, research assistants, assistant professors, junior professors and junior group instructors of all departments

### LEARNING OBJECTIVE:

You learn about basic principles and methods which are suitable for science in connection with time and project management to improve the organisation of the own field of work.

### CONTENT:

Scientific work is characterised by an immense versatility and a high degree of self-determination. Additionally, some scopes of duties are usually subject to considerable pressure of time. In everyday working life this can easily result in important long-term tasks missing out. Against this background, the seminar gives you the opportunity to systematically focus on and improve your time and project management, to learn about good-practice examples and to exchange experiences. To be already able to consider your individual requirements during the preparation of the seminar and possibly set respective foci, a preliminary survey by means of a questionnaire is carried out three weeks before the seminar starts.

### DATE/S AND TIME:

Seminar: Thu, 17 November 2011, 9.30 am to 5.30 pm  
Coaching: Fri, 18 November 2011, 9.30 am to 5.30 pm  
(60 minutes per participant)

### VENUE:

Duisburg

### TRAINER:

Dr Margarete Hubrath

### REGISTRATION AND INFORMATION:

[www.scn-ruhr.de/coachingplus/](http://www.scn-ruhr.de/coachingplus/)

### CLOSING DATE FOR REGISTRATIONS:

27 October 2011

### GROUP SIZE:

Max 6 people

## C+ 5 LEADERSHIP SKILLS FOR NATURAL SCIENTISTS AND ENGINEERS

### TARGET GROUP:

Postdocs, research assistants, assistant professors, junior professors and junior group instructors in natural and engineering sciences

### LEARNING OBJECTIVE:

During the seminar day you can, on the one hand, gain new perspectives regarding executive tasks, on the other hand, learn about some personal strengths and obstacles on the way to a mature executive. In doing so, you get insights with which interventions you as an executive can promote and use the self-organisation processes in your area of responsibility. The executive coaching helps you to test your experiences from the workshop on concrete challenges and take with you impulses for your personal development.

### CONTENT:

The seminar conveys a new perspective on the executive function and offers approaches how leadership and self-organisation can go hand in hand. We cover topics like:

- Informal ranking: competition, support or resistance
- Awareness of dealings with power
- Relationship between role and person
- Projections on (executive) roles
- Discover and gain access to potentials
- Organising satisfying teamwork
- Mastering counselling tasks together
- The feedback problem

In terms of method, the emphasis is on experienced-based learning in role plays and the use of concrete examples.

### DATE/S AND TIME:

Seminar: Tue, 17 January 2012, 10 am to 6 pm  
Coaching: Wed, 18 January 2012  
(90 minutes per participant / at the venue or later by phone)

### VENUE:

Dortmund

### TRAINER:

Dr Achim Goeres

### REGISTRATION AND INFORMATION:

[www.scn-ruhr.de/coachingplus/](http://www.scn-ruhr.de/coachingplus/)

### CLOSING DATE FOR REGISTRATIONS:

15 December 2011

### GROUP SIZE:

Max 6 people

The career forum is a module of ScienceCareerNet Ruhr and is addressed to postdocs and assistant professors of all subject groups who want to discuss their professional career and develop new career paths. In a bundled form, the course on 26 January 2012 gives you the opportunity to inform and exchange with top-class experts about different topics in science and business at first hand. The experts take time for intensive discussions, tell the inside stories and report about success factors in career planning.

The programme consists of small discussion rounds, presentations and face-to-face contact talks. In discussion rounds of 5 to 15 participants and one expert, the focus is on the intensive exchange of information. The contact talks are designed as 20-minute long individual discussions and allow getting into contact with representatives from companies, research institutions, research funding institutions and foundations “outside” a classic interview.

Beyond the programme, companies, research institutions, research funding institutions as well as foundations present themselves at information stands.

The closing date for registrations is announced on the website: [www.scn-ruhr.de/karriereforum](http://www.scn-ruhr.de/karriereforum)

Please note that early registration is required since the number of participants in the discussion rounds and contact talks is limited and the places have to be assigned after receiving the registrations.

A registration fee is charged.

Venue: Technical University Dortmund

**CONTACT:**

Daniela Kamp

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[www.scn-ruhr.de/karriereforum](http://www.scn-ruhr.de/karriereforum)

# EARNING ONE'S DOCTORAL DEGREE AT THE RUB

## THE FURTHER EDUCATION PROGRAMME FOR DOCTORAL CANDIDATES AT THE RUB

You are doing your doctoral degree at the RUB, you are employed at the RUB, you want to extend your key competences, you want support in the planning of your career? Then take advantage of the diverse offer "Earning One's Doctoral Degree at the RUB".

The seminars convey interdisciplinary qualifications for the conferral of a doctorate, the process itself and career planning. You extend your repertoire of methods and acquire e.g. key competences like presentation and communication skills.

By the way: For all seminars you attend you receive a certificate of attendance with details on content and time. Some of our seminars are recognised within the frame of the structured doctoral studies; here you can coordinate individually with the contact people in the respective institutions.

A further offer for doctoral candidates is the Autumn Academy, which takes place from 27 to 30 September 2011 within the frame of ScienceCareerNet Ruhr at the University Duisburg-Essen, campus Duisburg. With lectures, seminars, workshops and discussion rounds, a programme is compiled which is targeted at doctoral candidates of all stages from the decision of earning one's doctoral degree to the disputation or viva voce.

### INFORMATION

Helga Rudack  
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## EP 1 “BETWEEN CHAOS AND PERFECTION” – PROJECT AND TIME MANAGEMENT FOR DOCTORAL CANDIDATES

### TARGET GROUP:

Doctoral candidates at the RUB

### LEARNING OBJECTIVE:

You learn and use helpful techniques from project and time management for the optimised and successful planning and performance of the project PhD thesis. In addition, you have the possibility to check and reflect your strategies.

### CONTENT:

A PhD thesis is a big professional and personal challenge. Even if your contents are mostly exciting and inspiring, their complexity and especially the time volume usually exceeds all previous personal projects. But what would it mean to regard one’s own doctoral thesis really as a “project” and to “manage” it accordingly?

This workshop is on learning about helpful techniques from project and time management and using them specifically for the own situation as doctoral candidate. As a group, it is developed how the shown methods can contribute to being able to say in a foreseeable future: Project PhD thesis – successfully completed!

A crucial aspect for the implementation is realising that it is the wish to change one’s own approach and that the diversity of one’s weaker self may be very large. The seminar consists of two blocks, so that there is the possibility of concrete reflection and strategy review after a first stage of implementation.

### DATE/S AND TIME:

Tue/Thu, 15/16 February 2012 and Wed, 25 April 2012  
from 9 am to 4 pm

### TRAINER:

Ulya Waldruff

### CLOSING DATE FOR REGISTRATIONS:

24 January 2012

### GROUP SIZE:

Max 12 people

## EP 2 WRITING PROFESSIONAL TEXTS CREATIVELY AND EFFICIENTLY

### TARGET GROUP:

Doctoral candidates

### LEARNING OBJECTIVE:

Reflecting and extending strategies for writing scientific texts

### CONTENT:

This workshop consists of two thematic blocks – a writing workshop and a text workshop

The writing workshop is essentially about the pitfalls of the writing process. In the text workshop the focus is on the formulation work with your texts.

You learn about techniques to prevent problems when writing your doctoral thesis – and to creatively and efficiently cope with difficult stages of the writing process. With the help of experimental writing exercises you learn how to approach scientific writing systematically, relaxed and even with fun.

These are the individual topics:

- Reflecting one's own writing habits
- Specifying the problem
- Structuring research texts
- Formulating precisely and suitable for the addressee
- Developing an ideal of scientific language
- Formulating without blocking
- Giving and taking feedback
- Revising drafts

Through the exchange in the group, the workshop provides you with the frame for realising your own writing habits, for reviewing them and for trying out alternative approaches. You continuously have the possibility to work on short extracts of your project.

In addition to key note presentations, the focus is in particular on writing exercises, work in small groups, plenary discussions and peer feedback in connection with your draft texts.

### DATE/S AND TIME:

Wed, Thu, Fri, 7/8/9 December 2011  
from 10 am to 5 pm

### TRAINER:

Dr Ulrike Lange

### CLOSING DATE FOR REGISTRATIONS:

15 November 2011

### GROUP SIZE:

Max 12 people

## EP 3 ALL AROUND THE LECTURE – PRESENTING CONFIDENTLY AND PROFESSIONALLY

### TARGET GROUP:

Doctoral candidates

### LEARNING OBJECTIVE:

- Insight into the arrangement of the content of a lecture
- Gaining self-confidence for presentations

### CONTENT:

Scientific lectures give the chance to arouse interest in the audience for your research and to become more visible within the scientific community.

Within the scope of this workshop you get information for the preparation of a lecture and on the appropriate presentation of your results of research. In several training units which are built on one another we will specifically prepare the interesting arrangement of the beginning of a lecture as well as the discussion with the audience. In doing so, the work on your presence, body language and mediation skills are the focus of the exercises

### THEMATIC FOCUS:

- The preparation of a lecture: Own targets, choice of topic, the audience
- The start: Establishing contact, arousing interest, giving an overview
- Adequate self-presentation: Presentation style, presence and contact to the auditorium
- Discussion: Strategies for tricky and provocative questions

### DATE/S AND TIME:

Thu/Fri, 15/16 March 2012, on both days from 9 am to 5 pm

### CLOSING DATE FOR REGISTRATIONS:

22 February 2012

### TRAINER:

Franziska Jantzen

### GROUP SIZE:

Max 10 people

## EP 4 PRESENTATION SKILLS – PRESENTING WITH CONFIDENCE IN A FOREIGN LANGUAGE

### TARGET GROUP:

Doctoral candidates

### LEARNING OBJECTIVE:

- Grounding and practice in the methods of presenting research and ideas in fluent and professional English
- Building up confidence for an effective presentation technique

### CONTENT:

- How to create and sustain interest; strong start, strong finish
- Appropriate structure, what goes when
- Choice of vocabulary, using cogent language
- Language aspects: intonation and pronunciation
- Strategies for dealing with stage fright
- Body language, developing your personal style
- DOs & DON'Ts of English for presentations
- Practical exercises and feedback

### METHODS:

- practical rehearsal
- short presentation
- video recording (if practical)
- feedback (group and teacher)

### DATE/S AND TIME:

Wed/Thu, 18/19 April 2012  
on both days from 9 am to 5 pm

### TRAINER:

Betty Boden

### CLOSING DATE FOR REGISTRATIONS:

28 March 2012

### GROUP SIZE:

Max 10 people

## EP 5 WRITING CONVINCING RESEARCH APPLICATIONS – BASIC SEMINAR FOR ADVANCED DOCTORAL CANDIDATES

### TARGET GROUP:

Doctoral candidates in the final phase

### LEARNING OBJECTIVE:

Within the compact frame of one day, the seminar is targeted at conveying the participants basic knowledge and instruments for the preparation of an own research application after the conferral of the doctorate. Through the presentation of own short proposals, the participants gain instructional knowledge that they can immediately apply to the preparation of research applications.

### CONTENT:

- Key elements of a research application: Which requirements do selected promotional programmes have? What is essential to mention in an application?
- Criteria and perspectives of the appraisal: What do appraisers pay attention to and what is their perception? Preparation and presentation of research contents: How can own aims be formulated briefly and in a compacted and comprehensible way? Special attention is put on the formulation of a convincing application summary.
- Simulation of a competitive situation: What effect does the own presentation have on others? Can outsiders be convinced by the project? Where is need for improvement?

### CONTENT:

Input presentation, discussion rounds, work groups, preparation of short proposals, presentation of results, individual feedback

### DATE/S AND TIME:

Fri, 11 November 2011, 10 am to 5 pm

### TRAINER:

Dr Beate Scholz

### CLOSING DATE FOR REGISTRATIONS:

20 October 2011

### GROUP SIZE:

Max 12 people

## EP 6 BEING CONFIDENT IN THE DISPUTATION – PREPARATION FOR THE FINAL STRAIGHT

### TARGET GROUP:

Doctoral candidates concentrating on the end of their doctoral thesis or have just handed it in

### LEARNING OBJECTIVE:

The aim of the workshop is to coach you as a doctoral candidate in the effective preparation of your disputation as regards content by training your presentation skills and persuasiveness. Response strategies for typical questions being asked in a disputation are practiced. Moreover, you obtain information about the formal course of events as well as about this special kind of exam situation.

### CONTENT:

- Effective preparation
- Presenting your own performance in a motivated and convincing way
- Video feedback
- How to deal with nervousness and excitement
- Response strategies for difficult questions
- Motivation for the final straight
- Information on the formal course of events and on the special kind of exam situation

The participants are requested to bring a 3-minute overview with corresponding presentation materials of their dissertation. You will get an elaborate video feedback illustrating your strengths as well as showing possibilities for improvement that can be realised at short notice.

### DATE/S AND TIME:

Wed, 13 June 2012, 1.30 to 6 pm  
Thu, 14 June 2012, 9 am to 5 pm

### TRAINER:

Dr Nicole Eulenburg

### CLOSING DATE FOR REGISTRATIONS:

22 May 2012

### GROUP SIZE:

Max 12 people

## AUTUMN ACADEMY FOR DOCTORAL CANDIDATES AND PEOPLE INTERESTED IN DOING THEIR DOCTORATE

The Autumn Academy is a module of the promotion programme ScienceCareerNet Ruhr. It is targeted at all PhD candidates and people who are interested in doing their doctorate at the Ruhr-University Bochum, the Technical University Dortmund and the University Duisburg-Essen of the subject groups humanities, economics, social sciences, mathematics, informatics, natural sciences and engineering sciences. The Autumn Academy conveys doctoral candidates and people interested in doing their doctoral degree of the University Alliance Metropolis Ruhr (UAMR) science-specific instructional knowledge and interdisciplinary competences for future executive positions in science and outside university in form of tools and methodical approaches. The aim is to make the process of earning one's doctoral degree more efficient, to increase the motivation for a quick and successful close and to specify one's own career planning.

Through the target group-specific orientation of the programme based on subject-related requirements, gender and diversity aspects and the different stages of the process of earning one's doctorate (orientation/decision, implementation, final phase), the participants can compile an own programme which is suitable for their individual preconditions. The programme is organised in modules and offers a wide range of choices consisting of lectures, discussion rounds and four parallel workshops a day.

Besides the conveyance of science-specific instructional knowledge and interdisciplinary competences, the Autumn Academy also aims at promoting the networking among the doctoral candidates. Likewise it can be made use of information and counselling opportunities on funding programmes for the conferral of a doctorate of the three Ruhr area universities.

To make it easier for participants with children, professional child care is provided during the academy times upon request and free of charge.

The Autumn Academy is organised by the Zentrum für Hochschul- und Qualitätsentwicklung (ZfH – centre for university and quality development) at the University Duisburg-Essen. The main venue is Gerhard-Mercator-Haus at campus Duisburg.

To cover the costs for material, a fee of €20 is charged per workshop participation, all other programme parts are free of charge.

INFORMATION: [www.scn-ruhr.de/herbstakademie/index.html](http://www.scn-ruhr.de/herbstakademie/index.html)

DATE: 27 to 30 September 2011

VENUE: University Duisburg-Essen /Campus Duisburg /Gerhard-Mercator-Haus

### CONTACT AND FURTHER INFORMATION:

Dipl. Soz.-Wiss. Kerstin Alms/Stefanie Richter, MA

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# SEMINARS, PROGRAMMES AND COURSES FOR FEMALE SCIENTISTS AT THE RUB

Equal opportunities are a central criterion of university development at the Ruhr-University Bochum and are integrated as an interdisciplinary task in all departments. Within this frame, the IFB has developed special offers and measures for equal opportunities, on planning of careers in science, on the extension of key and executive competences, and provides these to female scientists of all status groups.

By the way: If you plan measures for equal opportunities within the frame project proposals, just talk to us. We advise you on the project proposal, organisation and performance and develop demand-oriented offers for the career planning of female scientists.

## INFORMATION:

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## WI 1 “HEARD – UNDERSTOOD – ACCEPTED”

### TARGET GROUP:

Female doctoral candidates

### LEARNING OBJECTIVE:

The aim of the seminar is to achieve a resilient, effective and authentic voice with the help of numerous exercises. In doing so, voice and body language are united in the interest of an expressive and authentic cumulative effect.

### CONTENT:

Experience shows that, in a lecture or in a counselling interview, the perfect content does not appropriately show the advantage if the voice as carrier of the message does not “get across”, i.e. if the vocal and bodily presentation do not match.

In the workshop you develop techniques with which you can give your voice expression, authority and charisma. At the same time, the agreement of voice and bodily presentation is worked out.

### DATE/S AND TIME:

Mon/Tue, 30/31 January 2012 and Thu, 1 March 2012  
from 9 am to 4 pm

### TRAINER:

Krizsti Kiss

### CLOSING DATE FOR REGISTRATIONS:

9 January 2012

### GROUP SIZE:

Max 12 people

## WI 2 MEET THE FEMALE FACULTY – FEMALE SCIENTISTS AT THE RUB 2011

The exchange and networking of all female scientists at the RUB has become an integral part of our offer. That is why, on Wednesday, 11 January 2012, at 5.30 pm, it is for the fourth time “Meet the Female Faculty – Female Scientists at the RUB”. We have taken up the positive feedback on discussions rounds, workshops, the informal discussions and exchange just like the constructive suggestions for supplementation and improvement of our offer. The central topics will be scientific career at all different qualification levels, compatibility of science and family as well as internationalisation.

The focus will be again on the following:

- Information and contents-related input via short workshops, presentations and discussion rounds
- “Learning from Role Models – Different Careers in Science”, informal discussions with female RUB scientists
- Informal exchange and networking of female RUB scientists

“Meet the Female Faculty” is conducted by the IFB in cooperation with the equal opportunities commissioner of the RUB. Female scientists at the RUB will receive an invitation as well as the programme in November 2011.

**DATE/S AND TIME:**

Wed, 11 January 2012, 5.30 to 9.30 pm

**FURTHER INFORMATION:**

Helga Rudack  
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helga.rudack@rub.de

**CLOSING DATE FOR REGISTRATIONS:**

4 January 2012

**GROUP SIZE:**

No limitation

## PEER MENTORING FOR FEMALE POSTDOCS AND FEMALE DOCTORAL CANDIDATES AT THE FINAL STAGE OF THEIR CONFERRAL OF A DOCTORATE

As a method for promoting young scientists, peer mentoring is specifically based on the mutual support of young female academics. The main focus is on self-organisation and professional networking. Peer mentoring stimulates the establishment of an own scientific network by the peers themselves and specifically promotes integration into academic life as well as into the scientific community. Goals of peer mentoring are the mutual exchange of experiences, the reflection of the own scientific career and interdisciplinary exchange.

With the participation in peer mentoring you can:

- establish an interdisciplinary network,
- extend your interdisciplinary competences and
- be advised and accompanied in your career.

At regular intervals, the female postdocs and doctoral candidates meet for subject-oriented evenings and informal exchange. A demand-oriented seminar is on offer once a year.

The next peer monitoring groups starts in March 2012.

### INTERESTED IN PEER MENTORING?

Do you wish further information? Please contact us.

Helga Rudack

Phone: 0234/32-23726

helga.rudack@rub.de

CLOSING DATE FOR REGISTRATIONS:

20 January 2012

## MENTORING FOR YOUNG FEMALE ACADEMICS

Mentoring is a module of ScienceCareerNet Ruhr, a cooperation of the universities Bochum, Dortmund and Duisburg-Essen. The target groups of mentoring are female postdocs and female doctoral candidates who strive for a career at university or a career in extramural research. In the mentoring programme career paths in science and research at or outside university as perspective are specifically made the subject of discussion and reflected.

### The mentoring programme comprises three modules:

- The “one to one” mentoring with a mentor or female mentor from the university or extramural research (mentoring tandem)
- The seminar programme on key competences
- The process-accompanying network meetings and informal discussions for disciplinary and interdisciplinary exchange

### As mentee in the mentoring programme you can

- benefit from the transmission of practical knowledge about structures, processes and rules in academic life
- gain science-related key competences
- learn about management strategies
- obtain individual support for your further career planning and
- actively establish and extend a network of young female scientists

### As mentor in the mentoring programme you can

- pass on your individual knowledge and experiences to young female academics
- reflect the own career in the exchange with others and
- expand your own counselling and management competences

In a yearly cycle the mentoring groups for female postdocs and doctoral candidates start in the subjects natural sciences, engineering sciences as well as the humanities, economics and social sciences. Every mentoring series lasts two years and is organised specifically for the target groups. The next series for female doctoral candidates starts in October 2012. Information on programme and registration can be found at [www.scn-ruhr.de/mentoring-hoch-drei](http://www.scn-ruhr.de/mentoring-hoch-drei)

### INTERESTED IN PEER MENTORING?

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# DIDACTICS IN HIGHER EDUCATION QUALIFICATION PROGRAMME:

## “PROFESSIONAL TEACHING COMPETENCE FOR UNIVERSITY”

Besides research, teaching is the most significant core task of university, which is continuously developed and improved. Therefore, the Ruhr-University Bochum attributes a great importance to a systematic qualification of its teachers regarding didactics in higher education and with the administrative department of the rectorate “Interne Fortbildung und Beratung” (IFB, Centre of Professional Development) it offers scientists the qualification programme “Professional Teaching Competence for University”.

On the one hand, this programme is oriented to the guideline of the Deutsche Gesellschaft für Hochschuldidaktik (DGHD - German society for higher education didactics) or the Netzwerk Hochschuldidaktik NRW (network for higher education didactics in North Rhine-Westphalia), respectively, and, on the other hand, it takes up the requirements of university legislation, which demands the didactic suitability of teachers, amongst others, also as entry prerequisite for obtaining a professorship.

Within the framework of the qualification programme, competences are promoted being needed for the professional organisation of teaching at universities to

- convey respective subject matters in a learning-stimulating way,
- examine learning transparently and in a target-oriented way,
- counsel students in the learning process constructively,
- evaluate courses and
- develop your own teaching innovatively.

The complete programme comprises three modules of different time frames being built on one another, the courses close with an individual certificate:

- The basic module includes 76 work units à 45 minutes and closes with a written reflection about the individual learning success.
- The extension module includes 64 work units à 45 minutes and comprises courses from five segments as regards content:
  - planning and evaluating courses
  - organising teaching and learning processes
  - using media and eLearning in teaching
  - examining, tutoring and counselling students
  - expanding mediation competences

Here, besides one-day courses, 3-hour short courses on specific topic series are on offer (Well taught – well learned: Seminars connecting teachers and student perspectives, examining competence/competently, good counselling of students)

- The advanced module includes 60 work units à 45 minutes. The focus here is on the planning, implementation documentation and evaluation of an innovative course.

If possible, extension and advanced module should be passed after the completion of the basic module.

The individual modules close with a certificate. After the completion of all three modules, an overall certificate (NRW certificate) is issued for the successful completion of the qualification programme.

Interested teachers do not have to decide directly after obtaining the individual certificates, they may also decide after attending several individual courses.

By the way: For all seminars you participate in you may by request obtain a certificate of attendance with details on content and time. Some of our seminars are accepted within the framework of the structured doctoral programme; here you can individually coordinate with the representatives in the respective institutions.

## INFORMATION

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## HD 1 BASIC MODULE: PERFORMANCE AND ORGANISATION OF UNIVERSITY COURSES

### TARGET GROUP:

RUB teachers, doctoral candidates

### LEARNING OBJECTIVE:

Competences of teachers regarding higher education didactics are a crucial factor of success for effective teaching. This means in particular that you as a teacher require mediation and motivation skills, methodological knowledge and learning-stimulating behaviour patterns in order to efficiently perform courses.

In this course such basic knowledge and skills are to be presented and practiced.

### CONTENT:

- How do I arouse interest in the students for the topic?
- How do I promote active participation?
- How do I achieve to visualise contents for effective learning?
- What can I do to maintain the concentration of the students?
- How do I gain an impression of the learning success of students?
- How can I use my behaviour to achieve effective learning?

This course involves different methods:

Short presentation, group work, discussion, exercise, simulation of course sequences

### DATE/S AND TIME:

HD 1\_1: Tue/Wed, 29/30 November 2011,  
on both days from 9.30 am to 4.30 pm  
HD 1\_2: Tue/Wed, 26/27 June 2012,  
on both days from 9.30 am to 4.30 pm

### CLOSING DATE FOR REGISTRATIONS:

HD 1\_1: 8 November 2011  
HD 1\_2: 5 June 2012

### GROUP SIZE:

Max 12 people

### TRAINER:

Klaus Hellermann

## HD 2 BASIC MODULE: MAKE THE ROLE OF THE TEACHER LIVELY – COMPETENCE ORIENTATION AS CHANCE

### TARGET GROUP:

RUB teachers, doctoral candidates

### LEARNING OBJECTIVE:

After the first seminar day...

- you have discovered various constituent parts of the role of a teacher and have reflected difficult parts of this role via the exchange with colleagues.
- have found strategies for the improvement of your dealings with the role as a teacher.

After the second seminar day...

- you know more exactly what competence orientation means theoretically and practically.
- have practiced the practical implementation of competence orientation using an example from your specific everyday life as a teacher.

### CONTENT:

Each of us has an implicit idea of what makes a good teacher – on the first day of this seminar you will have the opportunity of dealing with the demands on and expectations for this role and of realising one's own position. In doing so, we will also develop options for action in order to remove stumbling blocks.

On the second day we especially look at the new paradigm of competence orientation. What does it mean theoretically and how can it be implemented practically? And last but not least: How does it affect my own role as a teacher? Using examples from your everyday teaching life, we will work out together how competence orientation can be implemented in your courses.

### DATE/S AND TIME:

HD 2\_1: Tue/Wed, 10/11 January 2012  
on both days from 9 am to 4.30 pm  
HD 2\_2: Tue/Wed, 3/4 July 2012  
on both days from 9 am to 4.30 pm

### TRAINER:

Siracuza Gomez

### CLOSING DATE FOR REGISTRATIONS:

HD 2\_1: 16 December 2011  
HD 2\_2: 12 June 2012

### GROUP SIZE:

Max 14 people

## HD 3 BASIC MODULE: BLENDED LEARNING IN ACADEMIC TEACHING

### TARGET GROUP:

RUB teachers, doctoral candidates

### LEARNING OBJECTIVE:

The use of digital media gains more and more significance for learning and teaching at universities. The seminar gives you (media-)didactic and technical competences for the planning and use of eLearning elements in teaching. The centre of attention is getting to know, testing and reflecting different eLearning scenarios and their potential for the support of traditional teaching, individual, independent learning and for the organisation of teaching and learning processes.

### CONTENT:

- Possibilities of implementing eLearning into classic university courses
- Reasonable use of the learning platform Blackboard or Moodle, (multimedia) contents and internet-based communication tools
- Methods for stimulating and moderating online communication with students
- Discussions about existing online courses and concepts

In terms of method, short presentations, group work, discussions as well as practical exercises in dealing with Blackboard are used.

### DATE/S AND TIME:

HD 3\_1: Tue/Wed, 13/14 December 2011,  
on both days from 9 am to 4 pm  
HD 3\_2: Tue/Wed, 8/9 May 2012,  
on both days from 9 am –to 4 pm

### CLOSING DATE FOR REGISTRATIONS:

HD 3\_1: 22 November 2011  
HD 3\_2: 17 April 2012

### GROUP SIZE:

Max 16 people

### TRAINER:

Holger Hansen, Simone Henze

## HD 4 BASIC MODULE: SITTING IN ON CLASSES

### TARGET GROUP:

RUB teachers

### LEARNING OBJECTIVE/CONTENT:

Concerning its function, sitting in on classes for the purpose of personal counselling of teachers through an advisor of the IFB is further education “on the spot”, i.e. in the courses of the participants. Sitting in on classes serves the improvement of the individual teaching behaviour and the didactic competences (e.g. motivation of the students, use of methods and media, etc.).

Within the framework of the basic module, 2 teacher observations have to be completed. After both of the two teacher observations, intensive evaluation talks are held. The second sitting in on classes serves predominantly the purpose of assessing whether the suggested action alternatives are manageable for the teachers.

The results of the teacher observations are of course treated confidentially.

Date:  
to be agreed upon

### IF YOU ARE INTERESTED, PLEASE CONTACT:

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## HD 5 BASIC MODULE: COLLEGIAL ADVISORY GROUP

### TARGET GROUP:

Participants in basic modules, RUB teachers

### LEARNING OBJECTIVE/CONTENT:

One element of the basic module “Professional Teaching Competence for University” is the collegial advisory group. It provides a platform for discussing questions of teaching and learning or advising each other interdisciplinary and collegially, respectively.

In every semester, 5 dates are on offer. Each of the respective appointments comprises 3 work units à 45 minutes. The appointments deal with questions concerning particular content.

Since for the crediting of the basic module you have to attend at least five meetings, the requirement “Collegial Advisory Group” can be completed in one semester. However, you can also distribute attendance of the required courses to several semesters.

Besides the participants of the basic module, the collegial advisory group is also open to other interested teachers from all faculties who want to discuss general teaching aspects or concrete questions from the own teaching practice, but do not take part in the qualification programme “Professional Teaching Competence for University”.

### Date/s for the winter semester 2010/11:

2 November/16 November/30 November/21 December 2011/18 January 2012  
Wednesday from 10 am to 12 noon

### Date/s for the summer semester 2011:

11 April/25 April/16 May/30 May/13 June 2012  
Wednesday from 10 am to 12 noon

### IF YOU ARE INTERESTED, PLEASE CONTACT:

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### Supervision:

Dr. Hartwig Junge

## HD 6 WRITTEN REFLECTION OF THE BASIC MODULE

### TARGET GROUP:

Participants in the qualification programme

### LEARNING OBJECTIVE/CONTENT:

The basic module closes with a written reflection. Here the participants of the qualification programme have the chance to reconsider and assess the first module. The following points could be aspects of consideration:

- Which learning results could be noticed in the individual courses, sitting in classes and collegial advisory appointments?
- How helpful were the trainers and teachers that have been involved and to what extent have they contributed to the learning results?
- Which contents or topics could have been dealt with in more detail?
- Where is potential for the IFB to improve the individual courses?

First of all, the reflection serves the purpose to clarify and become aware of the experiences that have been made, the learning results and possible consequences for the own teaching practice.

At the same time, it gives the IFB suggestions in how far the didactics in higher education qualification process can be further improved.

### INFORMATION

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## ONE-DAY COURSES IN THE EXTENSION MODULE: BASIC AND INTENSIVE

Following, you will find courses lasting one, two or several days. These formats provide you with the opportunity to work on didactics in higher education topics basically or intensively.

You have the chance to adequately discuss and, where applicable, also test in exercises, input, tips and hints of the trainers, especially regarding their practicability in teaching practice in consideration of the subject-specific conditions.

In doing so, it is very helpful that through the interdisciplinary composition of all courses, other views can be expressed. Own questions you bring from your teaching practice are included comprehensively, too.

## HD 7 EXTENSION MODULE: HETEROGENEITY IN TEACHING

### TARGET GROUP:

RUB teachers

### LEARNING OBJECTIVE:

- Getting to know different kinds of heterogeneity
- Gaining knowledge about effects of student heterogeneity in different teaching formats
- Being able to use methods connected to the dealing with heterogeneity in teaching

### CONTENT:

Groups of students often show complex heterogeneous structures. Here different technical previous knowledge carries weight just like different student lifestyles or also attitudes towards university teaching shaped by culture. Dealing with these factors has a crucial influence on the course of the seminar. This workshop points out basic aspects of student heterogeneity, teachers are sensitised for characteristics of heterogeneous groups and it is explained how different levels of knowledge can be integrated in the course in a target-oriented way. Different course formats are analysed regarding the impact of heterogeneity. In the workshop we develop different didactic tools together in order to be able to properly react to heterogeneous groups of students.

Possible methods are short inputs, group work, discussions and collegial advice.

### DATE/S AND TIME:

Thu, 17 November 2011, 10 am to 6 pm

### TRAINER:

Dr Christine Bäumlér

### CLOSING DATE FOR REGISTRATIONS:

27 October 2011

### GROUP SIZE:

Max 14 people

## HD 8 EXTENSION MODULE: DEALING WITH DIFFICULT TEACHING SITUATIONS

### TARGET GROUP:

RUB teachers

### LEARNING OBJECTIVE:

Identifying and understanding conflicts and disturbances in courses and being able to deal with these in a solution-oriented way.

### CONTENT:

The focus of this course is on the following topics:

- Students arriving too late or leaving earlier
- Little or no collaboration of students
- Individual students are dominant and/or attack their fellow students
- There is an inner conflict of teachers who, on the one hand, maintain a good contact to the students and, on the other hand, have to give bad marks. In this workshop typical conflict situations from the teaching life of the participants are discussed and solution and communication strategies developed and practiced.

Contents of the course are theme-centred interaction, didactic prevention, levels of disturbance and interventions, conflict analysis, dealing with resistance and objections as well as solution-oriented communication techniques.

We will work with short impulses, case studies, group and partner discussions and collegial advice as well as practical exercises.

### DATE/S AND TIME:

Tue/Wed, 4/5 October 2011,  
on both days from 9 am to 4.30 pm

### TRAINER:

Eva-Maria Schumacher

### CLOSING DATE FOR REGISTRATIONS:

12 September 2011

### GROUP SIZE:

Max 12 people

## HD 9 EXTENSION MODULE: “DON'T BRING PROBLEMS, BRING SUGGESTIONS”

### UNIVERSITY COUNSELLING HOURS AS TEACHING-ACCOMPANYING SUPPORT

#### TARGET GROUP:

RUB teachers

#### LEARNING OBJECTIVE:

After this seminar you can...

- organise the counselling hours effectively so that they are mutually satisfactory.
- conduct target-oriented and structured conversations and counselling with students.
- develop satisfactory solutions together with students.

#### CONTENT:

Counselling hours are often the only opportunity for teachers to talk to students individually. However, especially with the time pressure which is connected to many counselling hours, teachers and students have every now and then the feeling that the talk could have been significantly better.

To be able to put this commitment into practice, an efficient conversation and counselling management is required that e.g. identifies the queries and problems of students quickly and concretely.

#### THEMATIC FOCUS:

- Roles and expectations in university conversation and counselling situations
- Determination of phases and characteristics in conversation and counselling situations
- Finding out about and understanding student queries
- Getting to know and practicing of solution-oriented conversation and counselling strategies

#### DATE/S AND TIME:

Tue, 22 May 2012, 2 to 5 pm

Wed, 23 May 2012, 10 am to 5 pm

#### TRAINER:

Klaus Hellermann, Dr Peter Röhrig

#### CLOSING DATE FOR REGISTRATIONS:

30 April 2012

#### GROUP SIZE:

Max 12 people

## HD 10 EXTENSION MODULE: SYSTEMATIC PLANNING – STRUCTURING COURSES BASED ON LEARNING OBJECTIVES

### TARGET GROUP:

Teachers who want to deal with the planning of teaching in an introductory manner

### LEARNING OBJECTIVE:

At the end of this course you can independently analyse seminars didactically (contents, methods and target reflexion) and, in consideration of this analysis, develop structured planning.

You can formulate learning objectives for your own course and are able to assess their significance for successful planning and implementation of university teaching.

### CONTENT:

Thematically, the individual steps of the didactic-methodical analysis (selection of targets, contents, methods and media in consideration of the central framework conditions) and of the structured planning of processes are dealt with. In doing so, aspects of motivation and activation are considered, too.

The following questions are made a subject of discussion:

- Which roles do learning objectives play for successful teaching?
- How do you plan a course in consideration of the basic framework conditions (e.g. study objectives, participants, ...)?
- Which steps must be considered in the process of planning?
- How can a course be structured reasonably with respect to content and method?

The workshop is structured so that first of all participant-oriented theoretical basics are developed. In a second step the participants have the opportunity to plan and present an own course meeting in consideration of these basics.

### DATE/S AND TIME:

Thu/Fri, 10/11 November,  
on both days from 9 am to 4.30 pm

### TRAINER:

Jun.-Prof. Dr. Grit im Brahm

### CLOSING DATE FOR REGISTRATIONS:

20 October 2011

### GROUP SIZE:

Max 12 people

## HD 11 EXTENSION MODULE: ALL AROUND THE LECTURE – PRESENTING CONFIDENTLY AND PROFESSIONALLY

### TARGET GROUP:

RUB teachers

### LEARNING OBJECTIVE:

In this seminar you can...

- learn more about the “general acoustic impression”
- work on your personal voice expression components (from breathing to intentionality)
- learn to avoid losing your voice quickly (getting hoarse and less loud) as well as
- to increase the “acoustic” presence of your personality or using it effectively, respectively

The active as well as passive (listening) connection of using your body and communicative turning is to be experienced and organised in a differentiated way.

### CONTENT:

- Posture, breathing, alternating tension, speaking technique
- Congruent appearance: Conformance of content, voice and body language
- Individual voice analysis, optimisation suggestions for general impression

The seminar comprises overall two blocks. Especially important – after some temporal distance to the two-day introduction seminar – is the third day (the advanced module) on which what has been learned is practiced and on which supplementary contents are conveyed.

### NOTE:

Please bring a sports mat or something similar for the exercises while lying.

### DATE/S AND TIME:

Tue/Wed, 7/8 February 2012,  
on both days from 9 am to 4 pm  
Advanced training: Wed, 7 March 2012, 9 am to 4 pm

### TRAINER:

Kriszti Kiss

### CLOSING DATE FOR REGISTRATIONS:

17 January 2012

### GROUP SIZE:

Max 12 people

## HD 12 EXTENSION MODULE: MODERATION IN UNIVERSITY TEACHING

### TARGET GROUP:

RUB teachers

### LEARNING OBJECTIVE:

After this seminar you can integrate moderation techniques in your repertoire of methods and have gained confidence in the application of moderation techniques.

### CONTENT:

Moderation technique is one of the innovative didactic approaches in university teaching. Their use for the teaching process is considerable since they contribute to achieving the following goals:

- Activation of students
- Use of students' previous experience and creativity
- Improvement of the learning transfer
- Dealing with complexity through forms of structuring and visualisation
- Promotion of social learning processes and conflict ability via interaction of students in different group constellations
- Promotion of a joint responsibility of teachers and students regarding the learning success.

The moderation method is introduced and rehearsed using practical examples. Besides classic learning arrangements such as plenum, group or individual work forms like "fish bowl", "confrontation", "talk show" and "vernissage" are used.

The typical question techniques of moderation technique (shout, card, one-point and two-point questions) are supplemented by further forms like "fill in techniques", "written discussion", "Socratic dialogue" and "mind mapping". Moreover, the use of moderation techniques for reflection and evaluation purposes is made a subject of discussion. Methods are developing talks, impulse presentations, group and partner work as well as moderation exercises.

### DATE/S AND TIME:

Thu, 1 December 2011, 2 to 5.30 pm  
Fri, 2 December 2011, 9 am to 4.30 pm

### TRAINER:

Peter Dürschmidt

### CLOSING DATE FOR REGISTRATIONS:

10 November 2011

### GROUP SIZE:

Max 12 people

## SHORT FORMATS IN THE EXTENSION MODULE: TO THE POINT AND EFFICIENT

On the following pages we offer courses in the short format. Without exception these are 3-hour workshops starting in the afternoon and extending into the evening. These “shortcuts” take up topics of didactics in higher education in a different way than the daily formats. They cannot deal with a question as a whole, but they are ideal for teachers who, on the one hand, want to gain an overview and an information basis and, on the other hand, want to discuss certain aspects briefly. These compacted offers are rather for looking around-purposes than for profound work and are predominantly targeted at colleagues who want to work on the improvement of their teaching despite a shortage of time.

## WELL LEARNED – WELL TAUGHT: SEMINARS CONNECTING TEACHER AND STUDENT PERSPECTIVES

The seminar series “Well Learned – Well Taught” already started in 2009 – with great success! In this first run the perspective of the students as “learning experts” was the focus of the offer – the first seminar series had been designed on the basis of their ideas for successful teaching.

With the new edition of the series we go one step further and combine the student and teacher perspective: Thanks to the feedback of numerous teachers on our handbook “Wissen, was zählt” (knowledge, what’s important) we could continue the seminar series with new impulses and extend it with the teacher perspective. This way the title of the seminar series “Well Learned – Well Taught” gets a new extended meaning, namely the combination of teacher and student perspective.

In this programme you will find again four innovative short formats which have been integrated in our qualification programme for didactics in higher education. We would be glad if you took advantage of them!

Which advantages do you have when you as a teacher visit our seminar series?

- You work on topics students and teachers at the RUB have identified as key topics.
- You learn about tips and tricks for the facilitation of your teaching routine.
- You have the possibility to obtain credit for the seminar series within the context of “Professional Teaching Competence at University”.
- Last but not least: With fun and little additional time requirement you work on the improvement of your teaching competence.

The courses can be booked individually or as a package.

### INFORMATION

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## HD 13 EXTENSION MODULE: “COULD YOU GO AND GET SOME CHAIRS?” MAKING SEMINARS WITH LARGE GROUPS LIVELY

### TARGET GROUP:

Teachers who know seminar situations with very large groups (more than 50 people) from their teaching routine and who want to cope with them better.

### LEARNING OBJECTIVE:

After this seminar you have...

- got to know especially about requirements of the work with large groups.
- learned about methods enabling you to lively realise learning processes in large groups.

### CONTENT:

Your seminar preparation is perfect, your common theme including methods is clear, the topic is exciting. Suddenly, 50 instead of 25 students want to participate and instead of an intensive seminar with well-prepared students, you are faced with an anonymous mass event. In this seminar we want to focus on the question how an overcrowded course can still become an instructive and successful seminar with a good and stress-free learning atmosphere – for both sides, for the students and for you. Questions that will be asked in this course are:

- What special challenges are connected to the work with a large group?
- Why is a large group sometimes so exhausting – and how can I clear this out of the way?
- How do I deal with the often different level of knowledge of the students in a large group?
- How can I use the size of the group constructively for the learning objective of the seminar?

### DATE/S AND TIME:

22 June 2012, 4 pm – 7 pm

### TRAINER:

Stefan Braun

### CLOSING DATE FOR REGISTRATIONS:

22 May 2012

### GROUP SIZE:

Max 50 people

## HD 14 EXTENSION MODULE: “LEARNING SUCCESS THROUGH AUTONOMY” INSTRUCTING STUDENTS TO WORK AUTONOMOUSLY

### TARGET GROUP:

Teachers of all faculties interested in how to promote the autonomy of their students

### LEARNING OBJECTIVE:

After this seminar you have...

...reflected on how the promotion of the autonomy of the students changes your role as a teacher.

...learned about neuralgic points making the autonomous learning of students successful.

...reflected on possible forms of autonomous work of students with respect to your own teaching.

### CONTENT:

The ability of students to work autonomously in a professional context is regarded as central goal of all university courses of studies. This objective target requires the consideration of at least two aspects:

- First of all, some students do not have this ability to a necessary extent (maybe despite a higher education entrance qualification) and have to acquire this ability with respect to learning conditions at university.
- Secondly, working autonomously results in implications of a changed understanding of the role of the teacher that must be reflected.

Eventually, both aspects show that enabling students to work autonomously for them results in a changed significance of seminar planning. A first insight how these changed planning strategies can look like is given in this short workshop.

### DATE/S AND TIME:

Tue, 24 April 2012, 4 to 7 pm

### TRAINER:

Jun.Prof. Dr. Grit im Brahm

### CLOSING DATE FOR REGISTRATIONS:

3 April 2012

### GROUP SIZE:

Max 14 people

## HD 15 EXTENSION MODULE: “LEARNING VENUES SHINING IN A NEW SPLENDOUR” TIPS AND TRICKS FOR THE IMPROVEMENT OF THE SATISFACTION WITH NOT ALWAYS TOO IDEAL LEARNING VENUES

### TARGET GROUP:

Teachers who want to make better use of the rooms for the seminars

### LEARNING OBJECTIVE:

After this seminar you have...

...formulated the minimum requirements for good teaching.

...compared these minimum requirements with the conditions in your teaching routine.

...exchanged tips and tricks for the improvement of the learning conditions in the seminar rooms.

### CONTENT:

In this seminar we want to consider some questions which can help to make learning venues at the RUB – if not really, then at least mentally – shine in a new splendour, e.g.:

- How can I avoid to get annoyed about learning venues?
- How can I manage to be in the room early enough so that it, if necessary, be rearranged to meet the corresponding demands?
- How does it work out that I can rely on having all necessary material for my course with me?
- How do I deal with the principle “Leave the room just like you would like to find it”?

With this topic, which seems to be unpleasant at first sight, we do not want to miss out having fun: Improvisation skills will be practiced right in the seminar.

### DATE/S AND TIME:

Tue, 15 May 2012, 4 to 7 pm

### TRAINER:

Dr Peter Röhrig

### CLOSING DATE FOR REGISTRATIONS:

24 April 2012

### GROUP SIZE:

Max 20 people

## HD 16 EXTENSION MODULE: “AND THE LECTURE HALL IS PACKED AGAIN...” GIVING LECTURES IN FRONT OF LARGE GROUPS

### TARGET GROUP:

Teachers who have already given lectures in front of large groups or teachers knowing that they will have to in the near future

### LEARNING OBJECTIVE:

After the seminar you have...

- ...obtained suggestions for the planning of a lecture with regard to content.
- ...picked up rhetoric tips for presenting in a lecture hall.
- ...got to know strategies for maintaining the attention of the auditorium.
- ...got to know possibilities of using eLearning elements.
- ...had your special questions on the format lecture answered.

### CONTENT:

This workshop is about searching for possibilities of how the learning intensity in lectures with large numbers of participants can be increased. This can e.g. be the result of a clear, comprehensible and transparent structure, concise examples, learning-supporting use of media as well as the lively appearance and speech of the teachers. In this context the use of eLearning plays more and more frequently an important role.

So to speak, the course is offered “in real time” as a lecture with a subsequent practical lesson.

### DATE/S AND TIME:

Wed, 25 January 2012, 4 to 7 pm

### TRAINER:

Holger Hansen, Klaus Hellermann

### CLOSING DATE FOR REGISTRATIONS:

4 January 2012

### GROUP SIZE:

No limitation

## HD 17 EXTENSION MODULE: USING STUDENT FEEDBACK FOR THE IMPROVEMENT OF TEACHING

### TARGET GROUP:

RUB teachers

### LEARNING OBJECTIVE:

After the seminar you have...

- ...got to know possibilities of obtaining significant feedback to your teaching.
- ...learned about methods to enter into conversation with your students and evaluate results.
- ...got suggestions how to productively use the results for your teaching.

### CONTENT:

The results of the students' course evaluations are most of the time already available during the current semester and are to be reflected back to the students. In the workshop we develop methods how you can actively enter into talks with your students and get to know what feedback the students can provide you with "between the numbers / lines". You learn about possibilities how unclear results can be clarified. This way you make optimal use of the evaluation results in order to obtain suggestions for the further development of your teaching practice.

Organisational questions are covered just like the possibilities of target-oriented conversation management. In doing so, the development of communicative strategies is at the centre of attention.

### DATE/S AND TIME:

HD 17\_1: Tue, 17 January 2012, 4 to 7 pm  
HD 17\_2: Mon, 25 June 2012, 4 to 7 pm

### TRAINER:

Dr Peter Röhrig, Frank Wissing, Mark Zeuch

### CLOSING DATE FOR REGISTRATIONS:

HD 17\_1: 15 December 2011  
HD 17\_2: 4 June 2012

### GROUP SIZE:

Max 12 people

## EXAMINING COMPETENCE/COMPETENTLY

Exams belong to the everyday life of students and teachers at universities. For both they are always a special situation. The goal of the event series “Examining Competence/Competently” is to support teachers in organising this task competently and to give them suggestions and tips.

Moreover, exams are a prominent topic in the discussion about the Bologna Process. The demanded competence orientation of the courses of study requires a competence-oriented organisation of teaching and examining. What does competence-oriented examining mean and how can it look like? Once again this year, this course series offers practical insights into competence-oriented examination forms.

The courses can be booked individually or as a package.

### QUESTIONS AND SUGGESTIONS

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## HD 18 EXTENSION MODULE: CHALLENGING AND FAIR – EXAMINING GROUPS COMPETENTLY

### TARGET GROUP:

RUB teachers

### LEARNING OBJECTIVE:

After this course...

- you know the basics and possibilities of competence-oriented performance evaluation.
- you know and are able to implement the different possibilities of how to examine students in groups.
- you command the approaches of how, besides the product of group work, you can also evaluate the process.

### CONTENT:

By now, group work is on the agenda at many universities. In the course of one semester students usually have to work in several courses on seminar papers or presentations together with their fellow students. Further, there are more and more possibilities of examining students not any longer only individually, but in groups.

Whether groups examinations or examinations of the group: If the result is to be a significant mark, the examination must be sensibly planned.

Therefore, possibilities and limits of evaluation of group examinations are considered in this workshop. In doing so, questions are at the centre of attention dealing with the organisation of tasks and what must be paid attention to in this context, what “pitfalls” there can be and how these can be avoided in order to make possible a reasonable evaluation.

In terms of method, the focus is on theoretical inputs and discussions, group work as well as practical exercises.

### DATE/S AND TIME:

Mon, 4 June 2012, 4 to 7 pm

### TRAINER:

Dr Sebastian Walzik

### CLOSING DATE FOR REGISTRATIONS:

14 May 2012

### GROUP SIZE:

Max 16 people

## HD 19 EXTENSION MODULE: COMPETENCE-ORIENTED EXAMINING – SETTING GOOD EXAMPLES!

### TARGET GROUP:

RUB teachers

### LEARNING OBJECTIVE:

After the course you have ...

- gained insight into the examination practices of different specialist disciplines of the RUB and got to know concrete forms of competence-oriented examinations.
- exchanged about your understanding of competence-oriented examinations.

### CONTENT:

With the introduction of BA and MA study programmes in the context of Bologna, the acquisition of competence in the studies has gained a great significance. Particularly regarding examinations, the questions of how teachers define, examine and evaluate competences must be asked. Within the frame of a good-practice market place, colleagues from different specialist disciplines, among others from philology, earth sciences, social sciences and mechanical engineering, present methods how you can organise competence-oriented examinations in lectures, seminars and work placements. Subsequently, a moderated exchange of experiences on the question how competences can be examined and evaluated with special forms of examining follows.

### DATE/S AND TIME:

Fri, 20 January 2012, 4 to 7 pm

### TRAINER:

Mark Zeuch

### CLOSING DATE FOR REGISTRATIONS:

15 December 2011

### GROUP SIZE:

Max 20 people

## GOOD COUNSELLING OF STUDENTS

Besides research and teaching, counselling tasks are getting increasingly important for teachers and employees at the RUB. Especially the area of the academic advisory service is characterised by a large variety of counselling elements.

The respective teachers and employees in an advisory capacity are faced with special challenges. Many diverse capabilities and skills are expected from them.

On this basis and under the label “Good Counselling of Students” we offer you in this annual programme for the first time three courses being especially designed for the target group of academic advisors and teachers in an advisory capacity.

### QUESTIONS AND SUGGESTIONS

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## HD 20 EXTENSION MODULE: “AND WHAT ADVICE CAN YOU GIVE ME?” DEALING CONFIDENTLY WITH COUNSELLING SITUATIONS

### TARGET GROUP:

(Academic) advisors and employees as well as RUB teachers in an advisory capacity

### LEARNING OBJECTIVE:

Getting to know and testing practical action alternatives in dealing with difficult counselling situations.

### CONTENT:

The increasingly complex study conditions since the introduction of BA study programmes confront students with new challenges. This new complexity increases the requirements for advisors in individual counselling situations. In this short workshop you determine action alternatives which you can for example use to support the students regarding:

- basic or difficult study decisions
- supposedly general queries hiding obviously general difficulties
- queries surpassing problems in the area of learning and studying

In this course we will take up individual conversation experiences of the participants that they find challenging and make them the subject of discussion. In addition to the exchange of experiences of the participants, individual situations are simulated and discussed in small exercises as well as action alternatives tested.

### DATE/S AND TIME:

16 November 2011, 3 to 8 pm

### CLOSING DATE FOR REGISTRATIONS:

26 October 2011

### TRAINER:

Michael Egeri

### GROUP SIZE:

Max 12 people

## HD 21 EXTENSION MODULE: “BACHELOR AT LAST! AND WHAT NOW?” COUNSELLING ON THE TRANSITION FROM BACHELOR TO MASTERS STUDIES

### TARGET GROUP:

(Academic) advisors and employees as well as RUB teachers in an advisory capacity

### LEARNING OBJECTIVE/CONTENT:

The demand of internal and external Bachelor graduates for places in the Master programmes at the RUB is increasing.

This is why with regard to the organisation and contents of counselling the (academic) advisors are faced with new challenges:

- Do I counsel students individually or in groups?
- When do I rather dissuade from continuing the studies?
- How can you recognise whether a student is qualified for a Master programme?
- Do I require special offers via email, telephone or video conference – especially for external students?

This workshop provides you with the opportunity to exchange about these questions, discuss experiences and develop new ideas for the counselling routine.

### DATE/S AND TIME:

Tue, 17 April 2012, 3 to 6 pm

### TRAINER:

Eva Fischer

### CLOSING DATE FOR REGISTRATIONS:

27 March 2012

### GROUP SIZE:

Max 12 people

## HD 22 EXTENSION MODULE: ACCELERATION OR DECELERATION? – IMPULSES ON THE TOPIC TIME MANAGEMENT

### TARGET GROUP:

(Academic) advisors and employees as well as RUB teachers in an advisory capacity

### LEARNING OBJECTIVE:

Getting to know methods of self and time management and transferring them to the own situation.

### CONTENT:

The diverse areas of responsibility at university pose a great challenge to employees and teachers regarding their time management. To meet the time and contents requirements of the areas teaching, research, organisation and counselling, an efficient time management is necessary. Professional time management helps you to achieve your goals faster, and at the same time create free spaces. However, how can personal “time sovereignty” be achieved? This workshop gives you an insight into the diversity of methods and enables you to exchange with colleagues. The aim of this course is to develop impulses for the individual implementation.

### DATE/S AND TIME:

Tue, 19 June 2012, 3 to 6 pm

### TRAINER:

Ulya Waldruff

### CLOSING DATE FOR REGISTRATIONS:

29 May 2012

### GROUP SIZE:

Max 15 people

## INDIVIDUAL COUSSELLING

Besides lectures of higher education didactics, workshops and collegial advisory groups, the IFB additionally provides you with counselling offers for teachers. In particular, we offer individual video coaching, teaching coaching as well as counselling on the creation of your teaching portfolio. These exclusive formats make it possible for you to find individual solutions for your personal questions with the support of an experienced coach in a 1:1 counselling situation.

Overview of the benefits:

- A coach takes exclusively time for you.
- Your concerns and interests are at the centre of attention.
- Date and time can be arranged according to your individual needs.

The number of places is limited.

### MORE INFORMATION

Klaus Hellermann

Phone: 0234/32-27314

[klaus.hellermann@rub.de](mailto:klaus.hellermann@rub.de)

## HD 23 INDIVIDUAL COUNSELLING OFFERS: INDIVIDUAL VIDEO COACHING FOR TEACHERS

Besides for example a clear structure, motivation and activation of students, method change as well as good visualisations, the success of courses depends on the teacher as a person. To get an impression of what effect you have as a person or what you can change individually regarding the own teaching, an individual video coaching is helpful. For this purpose, we record your courses. The video serves as basis for further steps.

### RECORDING AND ANALYSIS:

After the video recording of a meeting we analyse this recording with respect to the following communication-promoting factors:

- Body language and mimic messages
- Use of voice and speaking qualities
- Awareness of sending messages and vivid modulation

### EVALUATION AND TRANSFER:

The precise, confidential evaluation of the meeting is followed by the creation of an individually tailored exercise catalogue in order to enable the teachers to concretely transferring what has been learned to the everyday life at university.

The goal is to increase the dynamic and expressiveness of the corresponding appearance in order to more efficiently mediate what is to be conveyed.

#### DATE/S AND TIME:

This offer is limited and can be provided to 3 interested teachers during the run of the programme.

#### DATE/S:

to be agreed upon

#### TRAINER:

Barbara Michel

## **HD 24 INDIVIDUAL COUNSELLING OFFERS: THE TEACHING PORTFOLIO AS APPLICATION INSTRUMENT: DEVELOP AND DOCUMENT YOUR TEACHING PROFILE!**

The teaching portfolio is an instrument for describing selected and reflected achievements of your teaching and leaves to you the responsibility and the evidence of good teaching. The documentation of your teaching practice which is established with the teaching portfolio functions internally as quality development and externally as application instrument.

While arranging your teaching portfolio, you receive a coaching with respect to

- showing and justifying contents, concepts and methods of your teaching,
- reflecting and presenting your teaching philosophy,
- developing and documenting dedication and perspectives for your teaching.

Moreover, you develop an individual tool for a flexible target group orientation and you have a effective strategy for the presentation of your teaching achievements.

The counselling offer includes:

- Individual coaching comprising a total of 8 hours (thereof 2 meetings à 2 hours)
- Extracts with feedback until the final version
- Individual customisation with regard to job advertisements (please bring along!)

### **DATE/S AND TIME:**

to be agreed upon

### **TRAINER:**

Dr Birgit Szczyrba

### **GROUP SIZE:**

This offer is limited and can be provided to 3 interested teachers during the run of the programme.

## INDIVIDUAL COUNSELLING OFFERS: FOCUS ON TEACHING COUNSELLING OFFERS FOR PROFESSORS

*"For us, quality of teaching is not a state, but an ongoing process"*  
*Teaching Mission Statement of the RUB*

Whether teaching is successful depends on many factors; on the frame conditions, the preconditions of the students, but also on how you understand your role as a teacher. Even for experienced university teachers there are possibly topics they are concerned with or areas in which they want to change. You have the opportunity to choose from different individual counselling offers:

- Coaching – To strengthen decision-making and responsibility, you work on individual topics and questions from your teaching routine together with a coach.
- Toolbox teaching – Supported by an experienced methodology specialist, you extend your teaching by concrete approaches and methods.
- Voice and body language – You work with a body language trainer or a voice teacher on a strong voice and your appearance regarding body language.
- Video feedback – You analyse a recorded course meeting with reference to communication-promoting factors together with a didactics of higher education trainer.

The offers can be booked individually and are targeted at your concrete requirements – talk to us! We establish the contact to experienced coaches and advisors and we secure the financing. The contingent of places is limited.

### CONTACT

Friederike Bergstedt  
Phone: 0234/32-22144  
friederike.bergstedt@uv.rub.de

More information at: [www.uv.ruhr-uni-bochum.de/ifb/professorinnen/](http://www.uv.ruhr-uni-bochum.de/ifb/professorinnen/)

# HEALTH COURSES

Courses in the field of health care have been offered to all employees from science, administration and the technical department for years. With the courses from this further education programme you can again familiarise with different relaxation techniques such as Asian remedial exercises and yoga and/or keep fit with a workshop on “Life Kinetics”.

Our health offers are intended as suggestions or instructions. We hope that they give everyone who is interested the possibility of finding a way to better prevent or better deal with stress, back problems, etc.

We ask for your understanding that it is – for reasons of costs alone – not possible to offer the individual courses continuously on a weekly basis.

As in the past, costs of max €15 are charged per course.

We hope that we have aroused your interest with this diverse offer!

## INFORMATION AND SUGGESTIONS

Silvia Markard

Phone: 0234/32-2 79 48

[silvia.markard@uv.rub.de](mailto:silvia.markard@uv.rub.de)

## GK 1 BACK GYMNASTICS

### TARGET GROUP:

RUB employees

### LEARNING OBJECTIVE/CONTENT:

For many people, lack of exercise and monotonous movements in job and leisure time lead to back complaints. In this course, amongst others, the muscular system supporting the spine is to be strengthened and stretched via specific exercises. This way we actively work against muscle tenseness and recurring back pain.

The course is addressed to participants with acute spinal diseases and does not substitute physiotherapeutic treatment.

### NOTE:

Costs of €15 are charged per course.

### DATE/S AND TIME:

GK 1\_1: 10 October to 24 October and 7 November to 19 December 2011, Monday from 4 to 5.30 pm

GK 1\_2: 16 April to 25 June 2012, Monday from 4 to 5.30 pm

### TRAINER:

Trainer of the Reha-Zentrums Wirbelwind (rehabilitation centre)

### CLOSING DATE FOR REGISTRATIONS:

GK 1\_1: 19 September 2011

GK 1\_2: 26 March 2012

### GROUP SIZE:

Max 20 people

## GK 2 LIFE KINETICS – WORKSHOP BRAIN TRAINING WITH MOVEMENT

### TARGET GROUP:

RUB employees

### LEARNING OBJECTIVE/CONTENT:

Getting and staying fit physically and mentally, being relaxed when accomplishing tasks; concentrated, self-confident, successful.

Life kinetics is a holistic training programme for body and mind; you increase your fitness, productivity, learning ability and performance.

Each human being uses its ca. 100 billion brain cells it possesses since its birth differently – but no one is even close to using all of this immense potential.

Via visual and coordinative tasks for the body, the brain is forced to establish new connections between the brain cells.

The more connections there are, the higher is the performance of the brain.

Life kinetics is suitable for all age groups and is a lot of fun!

The workshop conveys the goal, background and practice of life kinetics. After the visit of this course, every participant is capable of training independently.

### NOTE:

Please bring comfortable clothes.

Costs of €15 are charged per course.

### DATE/S AND TIME:

19/26 January 2012, 2/9/16/23 February 2012  
Thursday 12.30 to 1.30 pm

### TRAINER:

Ulla Stahl

### CLOSING DATE FOR REGISTRATIONS:

15 December 2011

### GROUP SIZE:

Max 20 people

## GK 3 STRESS MANAGEMENT (KALUZA) – CALM AND CONFIDENT UNDER STRESS

### TARGET GROUP:

RUB employees

### LEARNING OBJECTIVE/CONTENT:

In this course you learn to become aware of your own stress, to understand it and to be able to cope with it in different ways in professional and everyday life.

### CONTENT:

What exactly is stress and which kind of stress management is the best? ...and when does stress lead to burnout? Can these questions be definitely answered?

These questions and many more are answered using an established behavioural therapeutic training manual on stress management (Gerd Kaluza: “Calm and Confident under Stress”) and different ways of coping with stress practiced and deepened. The underlying mechanisms of the development and continuing of stress shall be worked out as well. Through improved problem solving skills, it is, on the one hand, worked against consecutive symptoms in the long run and, on the other hand, the dealing with the demands of everyday life improved.

### NOTE:

Costs of €15 are charged.

### DATE/S AND TIME:

24 January to 27 March 2012,  
Tuesday from 4 to 6 pm

### TRAINER:

Frank Schmeing

### CLOSING DATE FOR REGISTRATIONS:

15 December 2011

### GROUP SIZE:

Max 12 people

## GK 4 PILATES

### TARGET GROUP:

RUB employees

### LEARNING OBJECTIVE/CONTENT:

Pilates is a gentle, holistic training method which, regardless of age, gives more flexibility and elegance, concentration and coordination. In Pilates, elements from acrobatics, ballet and yoga are combined. In moderate, controlled movements, the muscles are strengthened, but at the same time also stretched and kept flexible.

The goal is, supported by breathing and with a possibly minimum effort, to achieve an improved posture where all muscles work together easier and in a coordinated way.

Special training principles like

- flow of movement
- control
- precision
- concentration and
- centring

form the foundation of all exercises and are the basis of success!

### NOTE:

Please bring comfortable clothes, a blanket, sports mat or something similar and woollen socks. Costs of €15 are charged.

### DATE/S AND TIME:

GK 4\_1: 6 October to 15 December 2011

Thursday from 4 to 5 pm

GK 4\_2: 19 April to 5 July 2012,

Thursday from 4 to 5 pm

### TRAINER:

Bärbel Steyer

### CLOSING DATE FOR REGISTRATIONS:

GK 4\_1: 22 September 2011

GV 4\_2: 29 March 2012

### GROUP SIZE:

Max 10 people

## GK 5 ASIAN REMIDIAL EXERCISES

### TARGET GROUP:

RUB employees

### LEARNING OBJECTIVE/CONTENT:

Asian remedial exercises are a mixture of gentle, effective physical combined with short meditation exercises. The focus is on the harmonisation of body and mind, synchronisation of left and right cerebral hemisphere and the massage of the inner organs. The body becomes more flexible and energetic. Use this power, which is gained in this simplest way, in your everyday life!

### NOTE:

Please bring loose-fitting, comfortable clothes and wear/bring warm socks.  
Costs of €15 are charged.

### DATE/S AND TIME:

26 January to 29 March 2012,  
Thursday from 4 to 5 pm

### TRAINER:

Barbara Steyer

### CLOSING DATE FOR REGISTRATIONS:

5 January 2012

### GROUP SIZE:

Max 12 people

## **GK 6 HEALTHY AND RELAXED WITH YOGA! A YOGA WORKSHOP FOR BEGINNERS WITH BASIC KNOWLEDGE**

### **TARGET GROUP:**

RUB employees

### **LEARNING OBJECTIVE/CONTENT:**

Healthy and relaxed through the day, who would not want that?! However, can I keep my inner balance? What makes me lose this balance, how can I calm down?

With simple physical and breathing exercises you can find back to ease of mind, concentration and strength. You create a balance to one-sided motion sequences and stress in work processes. Yoga promotes a relaxed mindfulness from which you can view yourself and your daily life differently and make changes.

### **Time for us**

On the first Saturday we predominantly deal with relieving exercises for back, shoulders, legs and arms. We carry out exercises which are targeted at the deeper musculature and the vascular system and come into contact with our inner sensitivity. We get in the mood for relaxation and recreation and we broaden our horizon for time.

### **Gaining strength for what is important to us**

On the second Saturday we focus on relieving as well as activating exercises. Active exercises require the activation of the working musculature, the musculature which we can easily access deliberately. These yoga exercises support us in coming into contact with our available strength. When we exercise in conformity with our inner sensitivity we find our way back to strength and well-being.

### **NOTE:**

Please bring comfortable sportswear and a blanket.  
Costs of €15 are charged.

### **DATE/S AND TIME:**

Sat, 19 November 2011, 3 December 2011,  
on both days from 11 am to 4 pm

### **TRAINER:**

Dr Marion Schoone

### **CLOSING DATE FOR REGISTRATIONS:**

28 October 2011

### **GROUP SIZE:**

Max 10 people

## GK 7 ANTI-SMOKING PROGRAMME

### TARGET GROUP:

RUB employees who want to stop smoking and stay smoke-free

### LEARNING OBJECTIVE/CONTENT:

“Giving up smoking is the easiest thing in the world. I know as I’ve tried a hundred times.”

Mark Twain

This or something similar is what most of the smokers have probably gone through who have already managed to quit smoking before. The difficulty, however, is not to start again.

The anti-smoking programme is to help you to remove these barriers. With modern means, it provides smokers who want to stay smoke-free permanently with professional support which was optimised in years of research and improvement. The programme was developed by the Institut für Therapieforschung (institute for therapy research) in cooperation with the German Federal Centre for Health Education. During the course you learn to better understand your smoking behaviour and question your motivation causing you to smoke. You discover your individual situations in which there is a risk of relapse and learn new coping strategies. Various methods help you to master these situations without smoking.

The use of medication for the support of the behavioural therapeutic approach is considered as an option. Even after years you can still profit from the methods you learn in this course.

### NOTE:

The participation fee is €140/person (including participant folder) as payment in advance to the seminar coach. After the completion of the training, the participants obtain a certificate with which the health insurance funds reimburse €75. The IFB (Centre for Professional Development) reimburses €35, so that the overall costs for the participants are limited to merely €30.

### DATE/S AND TIME:

18 October to 13 December 2011 (7 face-to-face meetings and 1 telephone appointment),  
Tuesday from 4 to 5.30 pm

### TRAINER:

Walter Krappatsch

### CLOSING DATE FOR REGISTRATIONS:

27 September 2011

### GROUP SIZE:

Max 12 people

## GK 8 ACTIVE LUNCH BREAK

### TARGET GROUP:

RUB employees

### LEARNING OBJECTIVE:

- prevention of back pain and headaches connected to workplace conditions
- playful posture and coordination training
- mobilisation of the spine
- collecting a lot of tips for active mini breaks at the desk

### CONTENT:

Why not use the lunch break in a different way? With simple exercises in “civilian clothes”, with exercises that can be learned easily and with much fun – and without feeling the heat – you can do a lot for your body and well-being. Just try it!

### NOTE:

Costs of €10 are charged.

### DATE/S AND TIME:

14/21/28 November 2011, 5/12/19 December 2011,  
9/16/23/30 January 2011 and 6/12 February 2012  
Monday from 12 noon to 12.30 pm or 12.35 to 1.05 pm

### TRAINER:

Barbara Steyer

### CLOSING DATE FOR REGISTRATIONS:

22 October 2011

### GROUP SIZE:

Max 25 people

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## **DEMAND-ORIENTED FURTHER EDUCATION COURSES: TARGET GROUP-SPECIFIC AND TAILORED TO YOUR NEEDS!**

The university is in a state of constant change. As a consequence, your work environment is changing, too. This again has an effect on your further education requirements which we want to react to. Do you have to work with new software in your department? Do you have work processes in your team that have changed recently? Do you want to organise a faculty-specific further education course for the extension of your teaching competence?

With our further education programme we try to meet your demand as much tailored to your needs as possible. Do you still miss something? In this case you – as superior, as team or as department – can contact us. We support you in organising a corresponding course; we establish the contact to lecturers and trainers, if required, provide you with the seminar rooms and support you with respect to organisation.

## INFORMATION ON OTHER FURTHER EDUCATION OFFERS

- Information (RUB-internal) on in-house addiction counselling can be found at [www.rub.de/ak-sucht](http://www.rub.de/ak-sucht)
- on offers of the Universitätsbibliothek (university library) can be found at [www.ub.ruhr-uni-bochum.de/Informationen/Informationsveranstaltungen.html](http://www.ub.ruhr-uni-bochum.de/Informationen/Informationsveranstaltungen.html)
- on offers of the equal opportunities office can be found at [www.ruhr-uni-bochum.de/gleichstellungsbuero](http://www.ruhr-uni-bochum.de/gleichstellungsbuero)
- on offers of the Musisches Zentrum (arts and music centre) can be found at [www.ruhr-uni-bochum.de/mz](http://www.ruhr-uni-bochum.de/mz)
- on offers of the Rechenzentrum (data centre) can be found at [www.rz.ruhr-uni-bochum.de](http://www.rz.ruhr-uni-bochum.de)
- on events of the Hauptsicherheitsingenieur (chief safety engineer) on the topics “fire prevention” and “first aid basic training” can be found at [www.uv.ruhr-uni-bochum.de/hsi](http://www.uv.ruhr-uni-bochum.de/hsi)
- on offers of the Schreibzentrum (writing centre) can be found at [www.sz.ruhr-uni-bochum.de/](http://www.sz.ruhr-uni-bochum.de/)
- on offers of the administrative department eLearning can be found at [www.rubel.ruhr-uni-bochum.de](http://www.rubel.ruhr-uni-bochum.de)

## FURTHER EDUCATION AND SELF-IMPROVEMENT OFFERS OF THE FEDERAL STATE NORTH RHINE-WESTPHALIA CAN BE DOWNLOADED ONLINE AT:

- Hochschulübergreifende Fortbildung NRW (HÜF, inter-university further education North Rhine-Westphalia) <http://www.HUEF-NRW.de>
- Information technology – further education of the Home Secretary <http://www.it-prog.lds.nrw.de>
- Further education programme of the Hochschulbibliothekszentrums (HBZ, university library centre) <http://www.hbz-nrw.de/fortbildung>
- Further education programme of the Academy for Further Education of the Home Office of the federal state North Rhine-Westphalia (Mont-Cenis) <http://www.fortbildungsakademie.nrw.de>

Registrations for the programmes of the HÜF, IT further education and the Academy for Further Education of the Home Office of the federal state North Rhine-Westphalia are to be directed through official channels to the further education representative of the Ruhr-University; the registrations for the HBZ to the further education representative of the Universitätsbibliothek.

## REGISTRATION FORM

Please send your registration by fax to 0234/32-14565, by email to [ifb@uv.rub.de](mailto:ifb@uv.rub.de) or by mail to:  
**Stabsstelle Interne Fortbildung und Beratung, SH 1/143, Ruhr-Universität Bochum, - im Hause -**

### REGISTRATION FORM FOR THE FURTHER EDUCATION PROGRAMME 2010/2011 AT THE RUHR-UNIVERSITY BOCHUM

Please complete one form for each course and use block letters!

Academic degree	Surname Name	First name	Title
Office address (e.g. faculty, department, institute)			
Building	Floor	Room	
Telephone		Email	
Do you agree to be kept updated with similar further education programmes?			
YES <input type="checkbox"/>		NO <input type="checkbox"/>	
Course number	Date of course		
Course title			
<b>Where appropriate, information about your qualification – only for courses for researchers</b>			
Doctorate planned for	_____		
Doctoral degree since	_____		
Habilitated/(junior) professor since	_____		
Employed at the RUB since	_____		
Do you require child care		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Do you need support due to a physical disability?			
<input type="checkbox"/> NO	<input type="checkbox"/> YES, I need	_____	
Date/signature of the employee		Where appropriate, date/signature of the superior	

This form can also be found in German as a download at <http://www.uv.rub.de/ifb>

## FURTHER EDUCATION PROGRAMME OF THE RUHR-UNIVERSITY

### FRAMEWORK CONDITIONS FOR THE SELECTION PROCESS

The course offers of the IFB are in the first place aimed at colleagues at the Ruhr-University being employed on the basis of agreed wages. Other employees, such as lecturers, student or research assistants, can also take part in the courses provided that there are still course places available.

In agreement with all the lecturers teaching the courses, a maximum group size is stated which results from didactic considerations and against the background of technical capacities like room sizes and availability of computers in the seminar rooms.

For all courses with a limitation of the group size a closing date for the registrations is indicated. For these courses there are the following frame conditions for the selection process:

- I If the minimum number of participants has not been reached until the closing date for registrations indicated in the programme, the course is cancelled. You will receive a positive or negative reply at the earliest after the closing date for registrations.
- II If more participants have registered than the maximum group size stated in the programme, the following selection process applies:
  1. From the registrations received those belonging to the target group indicated in the programme are to be considered first.
  2. In the selection process applicants are privileged who could not take part in an earlier seminar. If, for whatever reasons, this has happened twice, the applicant gets a place at all events (all other criteria are irrelevant in this case).
  3. The selection of participants is determined by the relation of scientific/artistic employees and employees from administration and the technical department. This relation is determined for each course and results from the actual number of applicants. The distribution of the places is performed on the basis of this relation.
  4. Women and men are considered on equal terms.
  5. If possible, all faculties and institutions of the RUB are to be represented in the courses. In case that several people from a single department have registered for a course, criteria 1-3 apply for the selection process.

If there are more faculties than available places, applicants from departments which have thus far been underrepresented are privileged.
- III In case there are more than 6 people who cannot participate, the possibility of another course on the same topic shall be considered.
- IV Should you be prevented to take part in the course, we ask you to inform us as soon as possible. In case of unexcused absence, we reserve the right to charge you or your department compensation of €50/day or €25 for half a day or €50 for a coaching session.

## SEMINAR TICKER – FURTHER EDUCATION MAILING LIST

You would like to be kept informed regularly of further education courses?

Our further education mailing list keeps you up-to-date about current courses, changes and vacancies.

If you wish to be added to this mailing list, please complete the form below and send it to  
Interne Fortbildung und Beratung, SH 1/143 – or directly send an email to:

ifb@uv.ruhr-uni-bochum.de

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Interne Fortbildung und Beratung

SH 1/143

I wish to stay up-to-date via email about general further education courses (IT courses, language courses, etc.).

I wish to stay up-to-date via email about current further education courses on didactics in higher education, career planning, etc.

I wish to stay up-to-date via email about all current further education courses.

Name:

Email address:

Date:

Signature: