

FAQ for Lecturers

This document contains important contact information for hourly paid lecturers at Rhine-Waal University of Applied Sciences, as well as links to additional resources.

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General information: teaching at Rhine-Waal University

1. Directions

a) Kleve Campus

- ➔ General information about the [Kleve Campus](#) can be found on our website.
- ➔ Public transport: (by train) RE 10 to station 'Bahnhof Kleve'.
- ➔ Parking is available at no charge at the large car park behind the main lecture building (navigation address: Wiesenstraße 35), and in the multistorey car park on the opposite side of the Spoy canal (navigation address: Sommerdeich). Please do not park elsewhere on campus, as your car may be towed.

b) Kamp-Lintfort Campus

- ➔ General information about the [Kamp-Lintfort Campus](#) can be found on our website.
- ➔ Address of the RAG-Building (Building 6): Friedrich-Heinrich-Allee 59
- ➔ Public transport: (bus only) SB30 (to Duisburg), as well as lines 2, 7, 39, and 911; the closest stop to campus is 'Neues Rathaus'.
- ➔ Parking is available at no charge at the large University car park in the Friedrichstraße. Please do not park in reserved parking spaces on campus, or in any private parking areas adjacent to campus, as you car may be towed.

2. Safety precautions

Please note that you are responsible for knowing and adhering to the fire safety regulations of the University. [English translations of these regulations](#) can be found on our website.

Observe all mandatory safety precautions when using laboratory facilities. If you will be using a laboratory, please consult the laboratory supervisor for information about the safety precautions in place before lectures begin.

3. Key (transponder)

a) Signing out a transponder

You can sign out a transponder for your room(s) in the dean's office of your faculty before lectures begin. Transponders are loaned out for the entire semester or for individual lectures only (this depends on faculty policy). In special circumstances (e.g. Saturday lectures), it may be necessary to contact Campus Supervision in the lobby of Building 4 to open other buildings or rooms.

b) Liability for losing a transponder

You are solely responsible for the safekeeping of your transponder at all times. Lecturers are not insured for lost transponders through the University. Lost transponders must be reported to the University immediately.

c) Returning a transponder

After the conclusion of your lectures (usually after the examination phase), you must return your transponder to the dean's office where you originally signed for it. The staff will record the return date and confirm the receipt of the transponder.

4. Campus internet

After completing and returning your contract, IT Services will send you the relevant login information for the campus wifi and your university email address. This login information is valid for up to 13 months.

- Please check this email account regularly! This will be the University's main method of contacting you with important information.
- With this login information you can use access the HSRW wifi network anywhere on campus.
- For problems and troubleshooting, please contact [IT Services](#).

5. Contact and office hours

- The office hours of the deans' offices can be found on our website:

[Faculty of Technology and Bionics](#)

[Faculty of Life Sciences](#)

[Faculty of Society and Economics](#)

[Faculty of Communication and Environment](#) (see right sidebar)

- Please note the [opening hours of our University Library](#).
- If you would like to order books through the library, please consult the respective head(s) of the degree programme first.

6. Rules of conduct while in facilities of the University

The rules of conduct are only available in German at this time. The original [German document](#) is available on our website.

General information: planning and giving lectures

7. Scheduling

- Start and end dates for semesters and lecture periods can be found in our [academic calendar](#).
- Current timetables can be found in [Moodle](#) or on the faculty sites of our webpage.
- In case of a failure of a lecture and the coordination of alternative appointments, please contact the respective faculty as soon as possible.

8. Moodle

- [Moodle](#) is an online learning management system (LMS) that acts as an interface between students and teachers.
- In Moodle you can upload materials for students, schedule meeting times and send students important information about lectures and examinations, for example.
- To log into Moodle, you will need both the email username and password sent to you by the University. Please note that you must first log into Outlook and change your password. Once you have logged into Moodle, please contact your faculty's designated Moodle specialist, who can verify your account and properly assign you to your lecture(s). If you are unable to login or encounter technical difficulties, please contact itsupport@hochschule-rhein-waal.de
- Moodle specialists are responsible for setting up the Moodle course group for your lecture(s). If you have any questions, please contact your faculty's Moodle specialist directly:

Faculty of Technology and Bionics:

Ms Chifen Akah Neh, chifen.akahneh@hochschule-rhein-waal.de,

Tel. 02821/80673-648

Mr Frank Kremer, frank.kremer@hochschule-rhein-waal.de,

Tel. 02821/80673-9811

Faculty of Life Sciences:

Mr Axel Huth, axel.huth@hochschule-rhein-waal.de,

Tel. 02821/80673-244

Faculty of Society and Economics:

Ms Charlotte Poth, charlotte.poth@hochschule-rhein-waal.de,

Tel. 02821/80673-9749

Faculty of Communication and Environment:

Mr Stefan Dahlhausen

stefan.dahlhausen@hochschule-rhein-waal.de, Tel: 02842-90825-276

- It is also possible to set up a self-study course in Moodle. The process is different for each faculty. For more information, please contact the person in charge of modules for your faculty.

9. Lecture materials / rooms

- Should you require materials beyond a projector (e.g. whiteboard markers, flip chart paper, a presentation supply case [Moderatorenkoffer], etc.), then please contact the dean's office by email so that these materials can be prepared for you.

If you have an Apple laptop, please be aware that you will need an adapter in order to connect to our classroom consoles. Alternatively, you can contact the dean's office to borrow a laptop from your faculty.

[Dean's office – Faculty of Technology and Bionics](#)

[Dean's office – Faculty of Life Sciences](#)

[Dean's office – Faculty of Society and Economics](#)

[Dean's office – Faculty of Communication and Environment](#)

- After concluding a lecture, we kindly ask you to:
 1. turn off the projector and console system;
 2. tidy up the room and, if necessary, clean the whiteboards;
 3. return chairs to their proper positions;
 4. close all windows and raise the automatic blinds;
 5. turn off the lights and lock the door.
- Eating and drinking ist strictly forbidden in all leacture halls and lecture rooms.

10. Photocopies

University policy is to reduce paper waste as much as possible. Thus we encourage lecturers to use Moodle, not photocopiers, to provide materials to students. Should you nevertheless require photocopies for your lecture(s), please contact the dean's office for a copy machine card.

11. Excursions

Excursions with students require the express permission of the University. Please contact the dean's office of your faculty for more information (see links above).

Assessment and evaluation of students

12. Examination regulations

Study programmes and their curricula are governed by their [respective examination regulations](#).

Most of our English-taught programmes have translated examination regulations. In those cases where no translation is available, a translation is either planned, or the examination regulations are currently undergoing an official revision.

13. Types/modes of examination

For questions regarding the required types or modes of examination, as well as the formal rules for conducting examinations, please contact the office of the Examination Board for your faculty:

Technology and Bionics

<http://www.hochschule-rhein-waal.de/de/fakultaeten/technologie-und-bionik/organisation/pruefungsausschuss>

Life Sciences

<http://www.hochschule-rhein-waal.de/de/fakultaeten/life-sciences/organisation/pruefungsausschuss>

Society and Economics

<http://www.hochschule-rhein-waal.de/de/fakultaeten/gesellschaft-und-oekonomie/organisation/pruefungsausschuss>

Communication and Environment

<https://www.hochschule-rhein-waal.de/de/fakultaeten/kommunikation-und-umwelt/organisation/pruefungsausschuss>

Teaching evaluations

It is University policy to evaluate its teachers at regular intervals. The reference framework for this policy stipulates that all first-time teachers at the University must undergo a teaching evaluation following the conclusion of their first semester. The longer a teacher is employed at the university, the less frequent these evaluations become. The evaluation process is arranged in the following manner:

- The dean's office notifies the respective lecturers/professors of an upcoming evaluation. In accordance with the University's evaluation regulations, the evaluation forms cannot be distributed by the lecturer himself/herself, but by a neutral third party (appointed by the faculty), who is thus responsible for distributing, collecting and then submitting the forms in a sealed envelope for forwarding to the Centre for Academic Development and Quality (ZfQ).
- Students must be given time during a lecture to complete the form (approx. 15 minutes are required). During this time, lecturers must leave the room to avoid influencing the evaluations with their presence.
- Once the evaluations are complete, the neutral third party will collect the evaluations, seal them in an envelope and formally submit them to the dean's office.

Remuneration

14. Timesheets and payment

- Payment for lectures is normally rendered at the end of the semester.
- All completed lectures and hours must be accounted for in a timesheet (referred to as an 'Honorarabrechnung'). Completed timesheets must be submitted to the dean's office for further processing.
- Timesheets may be submitted as originals or by fax, provided that the fax number is clearly visible on the incoming document. Scanned timesheets are not accepted under any circumstances.

15. Deadline for claims

After the regular lecture period and after you have handed in your completed examinations, please promptly submit your timesheet to the head of the organisational unit in which you taught for forwarding to the Department of Human Resources and Organisation. Interim timesheets during the semester are generally excluded. Timesheets may be submitted on a monthly basis only in specially justified circumstances and upon written request.

Contacts for problems or emergencies

Dean's office – Technology and Bionics:

Ms Britta Grünberg, sekretariat-tub@hochschule-rhein-waal.de,
Tel. 02821/80673-601

Dean's office – Life Sciences:

Ms Vanessa Theisen, vanessa.theisen@hochschule-rhein-waal.de,
Tel. 02821/80673-687

Dean's office – Society and Economics:

Ms Mariëtte Schiks, mariette.schiks@hochschule-rhein-waal.de,
Tel. 02821/80673-9797

Dean's office – Communication and Environment:

Dekanat-fku@hochschule-rhein-waal.de, Tel: 02842/90825-210

IT Support: it-support@hochschule-rhein-waal.de

Tel. 02821/80673-199

Campus Supervision Kamp-Lintfort: Tel: 02842-90825-555

Campus Supervision Kleve: Tel: 02821-80673-333