

Organisation Regulations of the University of Music Lübeck

of 8 February 2018, as amended on 21 October 2021

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Pursuant to Section 6 (2) of the Schleswig-Holstein Higher Education Act (Hochschulgesetz - HSG) as published on 5 February 2016 (GVOBl. Schl.-H. p. 39), last amended by Article 2 of the law of 13 October 2017 (GVOBl. Schl.-H. p. 470), Section 19 of the Teacher Training Act (Lehrkräftebildungsgesetz - LehrBG) of 15 July 2014 (GVOBl. Schl.-H. p. 134), last amended by Article 7 of the law of 11 December 2014 (GVOBl. Schl.-H. p. 464) and the Constitution of the University of Music Lübeck (Rules) of 20 June 2008 (NBl. MWV Schl.-H., p. 134), last amended by the Rules of 14 June 2017 (NBl. HS MBWK Schl.-H. p. 76), in accordance with the resolution of the Senate of the University of Music Lübeck (MHL) of 5 February 2018, the following Rules are duly enacted:

(as amended on 21 October 2021)

Organisation Regulations of the University of Music Lübeck

Section 1 University bodies and committees

In addition to the central bodies named in Section 18 (1) HSG, the following additional university bodies and committees are present at the University of Music Lübeck, as named in passage Two of the Constitution of the University of Music Lübeck (Rules):

1. The study programme management
2. The course managers
3. The central institutions
 - a) The Centre for Teacher Education
 - b) The Centre for Artistic and Scientific Further Training
 - c) The University Library
4. The subject groups
5. The module coordinators
6. The study coordinator

Section 2 Study programme management

The tasks, competencies and responsibilities of the study programme management are set out in Section 12 of the Constitution of the University of Music Lübeck (Rules).

Section 3 Course managers

(1) The tasks, competencies and responsibilities of the course managers are set out in Section 12a of the Constitution of the University of Music Lübeck (Rules).

(2) The following fields of study are established:

1. Music Education, Bachelor, 1st - 2nd semester and Musical Practice, Bachelor 1st - 4th semester.
2. Music Education, Bachelor, 3rd - 8th semester and Master, 1st - 4th semester.
3. Musical Practice Instrumental and Instrumental and Elementary Music Pedagogy (IEMP) instrumental, Bachelor, 5th - 8th semester.
4. Master of Music, Musical Practice (Instrumental, Music Pedagogy, Chamber Music, Accompaniment/Coaching) 1st - 4th semester.
5. Musical Practice, Composition and Music Theory, Bachelor, 5th - 8th semester and Master, 1st - 4th semester.
6. Musical Practice, Vocal, Bachelor, 5th - 8th semester and Master, 1st - 4th semester.
7. Musical Practice, Church Music, Bachelor, 5th - 8th semester and Master, 1st - 4th semester.

(3) A course manager will be elected by the senate for each of the fields of study listed in (2) No. 1 and Nos. 3 to 7, but only for a maximum of three fields of study in total. The selection and appointment modalities for this are regulated in the Constitution of the University of Music Lübeck (Rules).

(4) The deputy head of the Centre for Teacher Education performs the duties of the course manager for the fields of study pursuant to (2) No. 2 for the duration of his/her term of office.

(5) Course managers are responsible for tasks assigned to them by the study programme management. These include, in particular:

1. Advising students, monitoring the documented academic performance.
2. Decisions regarding specific, individual study schedules without capacity effects or other monetary consequences (leaves of absence, etc.).
3. Decisions regarding recognition, placement, etc.
4. Handing out certificates, dropping out and leaves of absence.
5. Content-related and financial decision-making authority within the scope of delimitable and actually delimited and allocated project areas.
6. Involvement in determining the range of courses required.
7. Membership in the study programme management.

Section 4 Centre for Teacher Education (central institution)

(1) The University of Music Lübeck performs teacher training duties. In accordance with Section 19 of the Teacher Training Act (LehrBG), the Centre for Teacher Education (ZfL) is established at the University of Music Lübeck as a central institution in order to fulfil these duties. With these Rules, the Centre for Teacher Education at the University of Music receives the status of a central institution pursuant to Section 34 HSG.

(2) The Centre for Teacher Education is run by a board of directors. The board of directors has five members:

1. Two members of the university lecturers' group (Section 13 (1) No. 1 HSG)
2. One member of the academic staff group (Section 13 (1) No. 2 HSG)
3. One member of the student group (Section 13 (1) No. 3 HSG)
4. The study coordinator (Section 12c of the Constitution of the University of Music Lübeck).

(3) The members of the board of directors in (2) Nos. 1 and 2 perform their board duties part time. They are elected by the MHL senate at the proposal of the university board for a term of two years. The member under No. 3 is elected by the MHL senate at the proposal of the university board for a term of one year. Re-election of board members is permitted. The members of the board of directors are appointed by the president of the MHL.

(4) The president appoints an executive director (director of the ZfL) and a deputy from the board members in (2) No. 1.

(5) The rules of procedure at the MHL apply to the ZfL.

(6) The tasks of the Centre for Teacher Education (ZfL):

1. Inter-university organisation and coordination of the teaching offer for the teacher training programmes in close collaboration with the vice-president for teaching. The executive director of the board (director of the ZfL) performs the duties of the module coordinator under Section 12b (2) and (3) of the Constitution for educational modules and in the field of practical school studies.

2. Communication with regard to the implementation of practical school, pedagogical, subject didactic and subject-specific studies during teacher training programmes.
3. Organisation of practical school study components and internships.
4. Participation in job advertisements for professors, non-professorial teaching staff and teaching assignments involved in covering the supply of teaching staff in teacher training programmes. If neither the director nor the deputy director of the ZfL is represented in the professorial appointment or selection committee, the board of directors at the ZfL must be given the opportunity to submit a written statement.
5. Participation in further and continuing education offers for teacher training in the area of responsibility of the MHL.
6. Promoting and maintaining cooperation in educational research and teacher training institutions, the Institute for Quality Development in Schools in Schleswig-Holstein (IQSH), cooperating universities and schools.
7. Advising applicants.
8. Participating in measures to attract applicants.
9. Participation in updating study and examination regulations.
10. Project management for the accreditation of study programmes within the field of teacher training.

Section 5 Centre for Artistic and Scientific Further Training (central institution)

(1) The University of Music Lübeck performs artistic and scientific further training duties. With these Rules, the Centre for Artistic and Scientific Further Training (ZfW) at the University of Music receives the status of a central institution pursuant to Section 34 HSG. The centre adopts its own rules for commercial business to conduct further training offers.

(2) The Centre for Artistic and Scientific Further Training is run by a board of directors. The board of directors has six members:

1. The university board member who is entrusted with further education and training as per the rules of procedure
2. The chancellor
3. Three professors elected by the senate for three years
4. One member of the further education students' group in accordance with Section 58 HSG

(3) The members of the board of directors in (2) Nos. 1 and 2 perform their board duties within their full time position. The members of the board of directors in (2) Nos. 3 and 4 perform their board duties part time. They are elected by the MHL senate at the proposal of the university board for a term of three years. The member under No. 4 is elected by the MHL senate at the proposal of the university board for a term of one year. Re-election of board members is permitted. The members of the board of directors are appointed by the president of the MHL.

(4) The president appoints an executive director (director of the ZfW) and a deputy from the board members in (2) No. 3, in the event that a full time university board member does not manage the business or the management has not been handed over to a full time member of the academic staff (executive director of the ZfW).

(5) The framework rules of procedure at the MHL apply to the ZfW.

(6) The tasks of the Centre for Artistic and Scientific Further Training (ZfW):

1. Inter-university organisation, coordination and administrative conduct of the further training offer in close collaboration with the university board, the central university administration and the partner organisations, particularly as part of the Competence Centre for Musical Education in Schleswig-Holstein (KMB.SH). A member of the board of directors who is a professor performs the duties of the module coordinator under Section 12b (2) and (3) of the Constitution.

2. Coordination with the board of directors and the staff at the Competence Centre for Musical Education (KMB.SH) as well as involvement in designing all elements at the KMB.SH that are related to further training.
3. Advising applicants for further training offers.
4. Participating in measures to attract further training students.
5. Producing and updating study and examination regulations in the area of further training.
6. Project management for the accreditation of study programmes within the field of further training and evaluation of the further training offers.

(7) The Centre for Artistic and Scientific Further Training can offer contact studies, bridging modules and modularly designed further training certificate courses or master degree programmes. The fees for participating in further training offers are set out in the Fee Rules for Particular Services at the University of Music Lübeck, or in specific Fee Rules for Artistic and Scientific Further Training at the University of Music Lübeck.

Section 6 University Library (central institution)

(1) The University Library is part of the University of Music Lübeck. With these Rules, it receives the status of a central institution pursuant to Section 34 HSG.

(2) The University Library facilitates free access to scientific information. It serves as a publicly accessible, scientific library for research, teaching, academic studies and professional further education.

Section 7 Subject groups

Pursuant to Section 13 (2) of the Constitution of the University of Music Lübeck (Rules), the following subject groups are present:

1. Wind instruments and drums
2. Strings and plucked instruments
3. Piano / applied piano
4. Vocals / stage performance
5. Church music / organ / harpsichord
6. Musicology / music theory / composition
7. Music pedagogy / teaching methodology / education
8. Popular music / new media

Section 8 Module coordinators

The regulations for module coordinators, their tasks, competencies and responsibilities are set out in Section 12b of the Constitution of the University of Music Lübeck (Rules).

Section 9 Study coordinator

The regulations for the study coordinator, their tasks, competencies and responsibilities are set out in Section 12c of the Constitution of the University of Music Lübeck (Rules).

Section 10 Entry into force

These regulations enter into force on the day following their date of publication.

Lübeck, 8 February 2018

Prof. Rico Gubler

President of the University of Music Lübeck