

Self-report of the Faculty of Social Sciences

1. Faculty profile with respect to degree courses offered and planned

The Faculty of Social Sciences is manifold and combines different disciplines under one roof. This includes the Department for Social and Cultural Anthropology, the Institute for Democracy Research, the Seminar for Pedagogy, the Seminar for Political Science, the Institute for Sociology, the Institute for Sport Science and the Social Science Methodology Centre.

Furthermore, the Faculty of Social Sciences is head of the Consortium for Gender Studies, of the Centre for Empirical School and Instruction Research (ZeUS) and the Centre for Modern Indian Studies (CeMIS) that was established in September 2009.

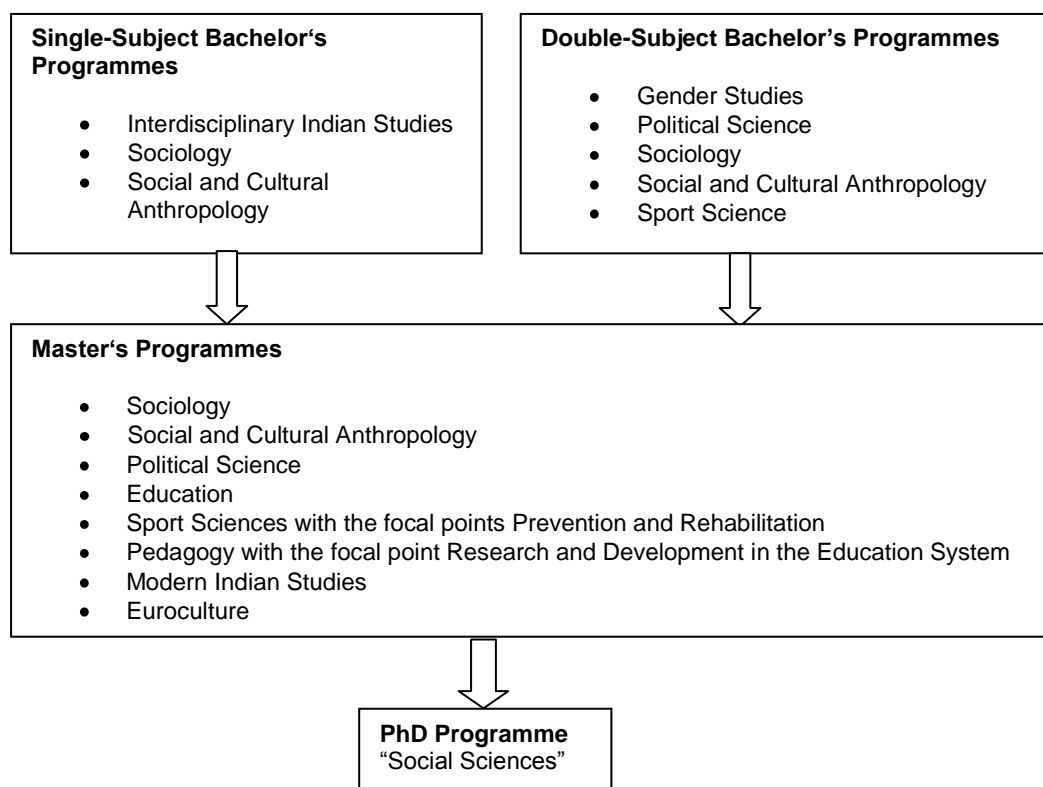
The exploratory focuses of the Faculty, which is shared by all institutes, are globalisation of economic acting and change of institutions, cultural diversity and social integration, as well as education research.

In the wake of the Bologna process, all Magister and Diploma degree programmes were changed in the winter semester 2006/2007 into Bachelor's and Master's and PhD programmes. It is still possible to attain these degrees in the Diploma and Magister programmes until 2013/2014.

Today the Faculty has 2996 students, 351 in the Diploma and 601 in the Magister programmes, 1651 in the Bachelor's, 178 in the Master's and 206 in the PhD programmes (numbers from winter semester 2010/11).

The Bachelor's, Master's and PhD degree programmes have in the meantime nearly been completely accredited through the agency ZeVA.¹

The Faculty of Social Sciences offers a wide range of study possibilities for Bachelor's, Master's and PhD degrees:



¹ The new programmes of the CeMIS have not yet been accredited: Bachelor's in Interdisciplinary Indian Studies and Master's in Modern Indian Studies.

The Faculty offers on the Bachelor's level three single-subject Bachelor's programmes: Interdisciplinary Indian Studies, Sociology and Social and Cultural Anthropology; and many double-subject Bachelor's programmes. The latter includes all subjects of the Faculty: Sociology, Social and Cultural Anthropology, Sport Sciences, Political Science and Gender Studies. Furthermore, it is possible to study the subjects Political Science and Sport Sciences for the teaching degree and to receive then together with the consecutive Master of Education the entrance requirement for the teacher traineeship.

The Master's degree programmes are decidedly research oriented in their focus and partly also internationally organized. This is especially true of the interdisciplinary and English language Master's programmes Euroculture and Modern Indian Studies.

The other Master's programmes are also research oriented and build directly on the existing Bachelor's degrees: Sociology, Social and Culture Anthropology, Political Science, Education, Sport Science with the focal points Prevention and Rehabilitation, and Pedagogy with the focal point Research and Development in the Education System.

During their Master's degree programmes, students gain insight into research practices and will be competent to plan and conduct their own small research projects. Therefore, all Master's programmes offer the perfect preparation for the Social Science PhD programme.

When the B.A. and M.A. programmes were introduced, the Doctoral Studies Programme at the Faculty of Social Sciences was restructured. In accordance with the threefold structure of the new study system as envisioned in the Bologna Reform, the Faculty has designed a scheme for the joint education of graduate students in the restructured Social Sciences Doctoral Studies Programme; its objective is to provide a maximum degree of mentoring and support to the doctoral students. This programme was accredited along with the B.A. and M.A. programmes and launched in the winter semester 2006/07. Moreover, the Göttingen Graduate School of Social Sciences (GGG) gives doctoral students the opportunity to acquire additional knowledge in their own subjects as well as in neighbouring disciplines.

The goals of the Faculty are both to strengthen international orientation in the areas of study and teaching and to continue advancing the quality of the degree programmes.

The former includes building up international research collaboration, increasing modules taught in English, establishing semesters abroad, promoting international cooperation, and strengthening student exchange (outgoings and incomings).

For lasting effects on the quality of the courses offered, the Office of the Dean of Studies establishes a quality management which is comprehensive for all degree programmes. In addition to programme monitoring and controlling, this also includes their constant further development. The Office of the Dean of Studies coordinates and bundles the interests of the teaching personnel as well as the ones from the students' spokespersons.

Furthermore, three new interdisciplinary degree programmes will be introduced in the winter semester 2011/2012, the first being the Double-Subject Bachelor's in Interdisciplinary Indian Studies, which is offered by the Centre for Modern Indian Studies (CeMIS). The second will be a new Master's programme Gender Studies. In addition, the Faculty plans a Bachelor's of Social Sciences as a reaction to the ongoing Bologna discussions. The idea of the programme includes an introductory semester for the students where all the subjects of the Faculty are introduced. A broad social science and methodology education are herein covered and discharged into the interdisciplinary degree programme. In the second semester, the students specialise through the choice of subjects. The students can also choose a focal point in the area of economics and/or law, in ethnological and language deepening, or in another social science subject.

Later on, the Faculty plans some more degree programmes (Single Subject Bachelor's Political Science, Master's in Democracy Research, and participation in international cooperation study programmes as well as in programmes of further education).

The Study Advisory Office compasses as part of the Office of the Dean of Studies all areas of advisory. This name was chosen to be closer to the students. The Study Advisory of the Faculty is responsible for advising in the areas of studying, studying abroad, exams, internships and career entry. It is the goal of the Office of the Dean of Studies to not only advise the students in times of crises but also to inform and accompany them in all phases of studies. An example for that shall be the establishment of an online-based self-assessment for prospective students. This will give pupils the possibility to compare their expectations and interests with that of subject representatives and to get a realistic view on the studies. Additionally, advising will be intensified in the beginning phase of studies.

The second focal point of advising lies in advising students in regard to internships, and the phase of leaving the University and entering the professional world. Therefore, the Office of the Dean of Studies has established a helpdesk for this field. It is corporate to the social science degree programmes that they do not prepare for one specific profession. Hence it is important for students to set individual focal points during their studies and collect practical experiences. The office for internship and career entry offers optimal mentoring and delivers in addition to advising, workshops and competence analyses, important information about occupational fields.

2. Organisational Structure of the Office of the Dean of Studies

Responsibilities of the different positions:

Study Dean: Responsible for studies, teaching and exams

Head of Examination Administration: Instruction of staff, examination advising, coordination tasks FlexNow, legal cases, organisation of examination administration, advancement of examination processing

Assistant Dean: Strategic Planning of the Faculty in the areas of study and teaching, admission for Master's and PhD students, examination and studies regulations, accreditations, quality management in studies and teaching

Head of Study Office/Advising: Instruction of staff, studies and exam advising for students of Bachelor, Master and PhD programmes, admissions for Master's and PhD students, concept development students advising, quality management in studies and teaching

Personnel within the Office of the Dean of Studies (only positions paid from the concept for the professionalization of the Offices of the Dean of Studies)

Before the start of the project

- Head of Examination Administration; with very limited tasks and working hours as an academic assistant the later Assistant Dean as well as the Head of the Study Office (advising of Bachelor's students)

At the point of starting the project

- Head of Examination Administration (0.5)

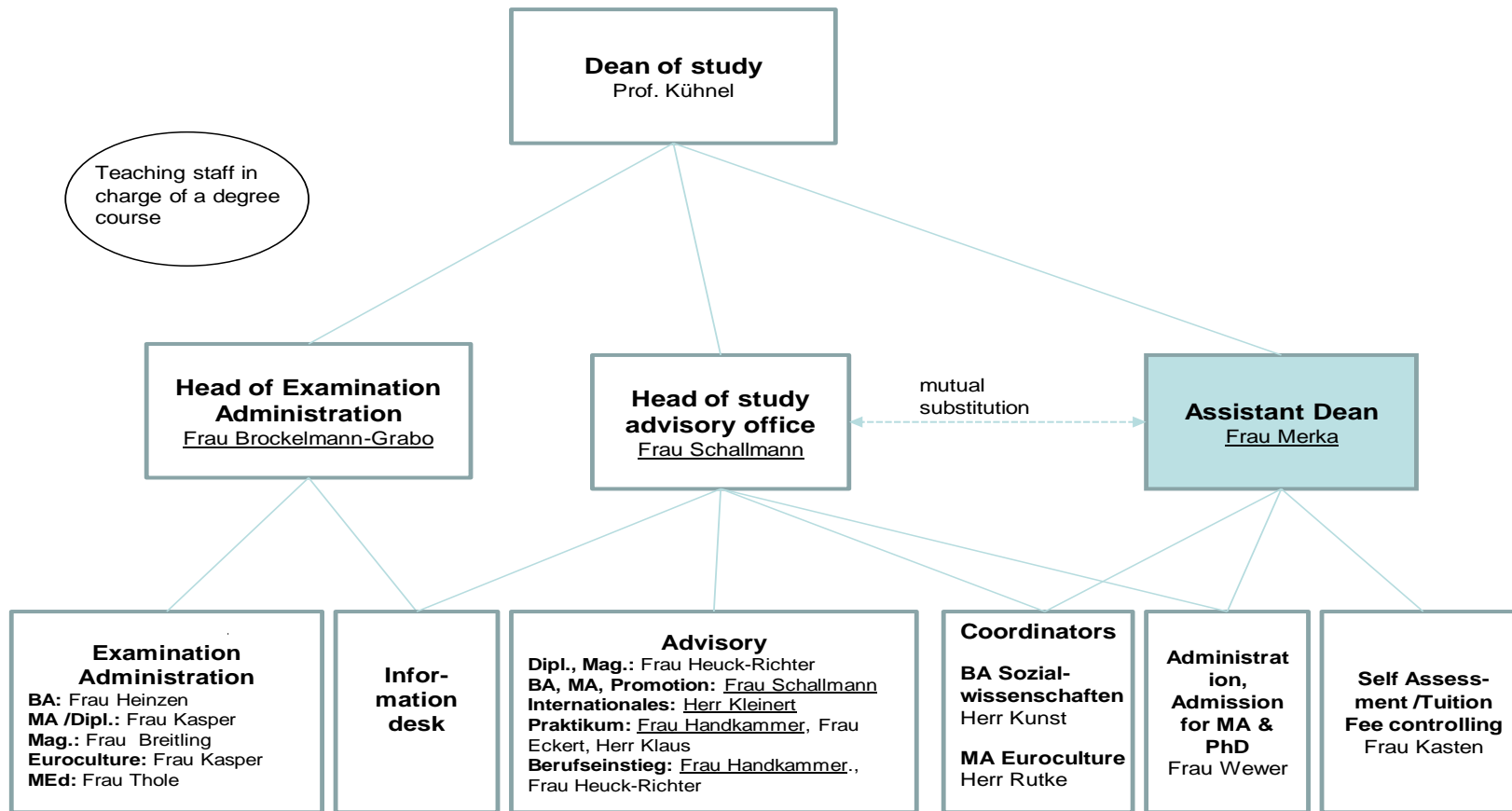
- Assistant Dean (1.0)
- Advising Multiplier (1.0)

During the project

- Head of Examination Administration (0.5)
- Assistant Dean (1.0)
- Advising Multiplier /Head of Study Office (1.0)
- Advisor for Internships and Career Entry (0.5)
- Advisor for International Affairs (0.5)

Planned after completion of the project

- Head of Examination Administration (0.5) will be paid by the Faculty. so she will no longer be part of the project, therefore we are planning another person as advisor for Bachelor's students (0.5)
- Assistant Dean (1.0)
- Advising Multiplier /Head of Study Office (1.0)
- Advisor for Internships and Career Entry (0.5)
- Advisor for International Affairs (0.5)



Teaching staff in charge of a degree course

(Partly) financed through the project.

3. Development of quality management in the faculty with respect to teaching and learning

The main working areas of quality management are:

- Controlling and monitoring the degree programmes (drop out students, questioning students in different phases of their studies, surveying graduates, questioning employers etc.)
- Quality management inside the degree programmes (advancement of modules, evaluation of workload, exam forms and exam loads, implementation of the key skill concept, establishment of an abroad semester for students etc.)
- Advancement of course offers (course evaluations, didactic skill enhancement, price for good teaching, time-slot fixing etc.)
- Intensive cooperation with the degree programme representatives
- Bundling and exchange on the different interests (lecturers, students, administration staff), function as an interface

In the area of programme controlling various operating figures are collected and discussed with the programme representatives as well as consequences drawn from that. Programme relevant data is additionally once per year discussed in the study commission. Concrete goals and their implementation are published every semester on the homepage: <http://www.uni-goettingen.de/de/121931.html>.

Among these quality goals are:

- Capacity Rate: In the Bachelor degree programmes as well as in the Master programmes the capacity rate is continuously checked. The capacity quota could be completely fulfilled to 100 percent in the last Bachelor cohort (except the new introduced Bachelor programme Interdisciplinary Indian Studies). In the Master programmes the capacity rate is evolvingly improved. In contrary to the last cohort this time (winter semester 2010/2011) the goal of a 70 percent capacity was reached. For the next winter semester we count on a 100 percent capacity rate for all our degree programmes.
- Selection of new students: Bachelor students apply with their higher education entry grade directly at the study centre of the university. To advance the fitting accuracy of the students for the different degree programmes and reduce the numbers of drop outs an online based self-assessment is developed. This is especially designed to ease the study decision for Bachelor beginners and strengthen an aware decision for the location Göttingen.

The application and admissions processes for the Master programmes are organized and coordinated by the Office of the Dean of Studies, the same is valid for the PhD programmes. The choosing processes are arranged in the different admission regulations.

For all Master programmes a professionally pertinent is precondition. Until winter semester 2010/2011 a final grade of the previous studies of at least 2.5 was requirement. Additionally to that an average grade of 2.5 or better was needed in the 'professionally pertinent modules'. The entry grade of 2.5 was changed for summer semester 2011 and beyond, that a student can be admitted until a grade of 3.0, if she or he shows proof of professionally pertinent internships, abroad studies, student or voluntary commitment and a research internship. The average grade of 2.5 for professionally pertinent modules is not touched by that regulation. If more admissible applications are received than acceptances can be issued, selection interviews shall be held. The selection commission report in the study commission and in the faculty commission about the selection process.

- Reducing the number of drop-outs after the second semester: Continuously data is gathered and checked back with the degree programme representatives. The drop outs were asked through online-surveys for their reasons for end their studies. Unfortunately the response of these

questions was low. As one method to prevent too many drop outs especially during the first three semesters the advising is increased.

- Quick responses and case management: Students receive an answer to their request within 24 hours. When students are referred on to other persons or offices it is made sure that they get the needed information there.
- Teaching evaluation: In every semester the courses at the social science faculty are evaluated. The results are presented and discussed in the study commission and afterwards published on the homepage. Through the consequent support of enhancing didactic skills by the faculty the interest for this has risen especially among the group of the scientific staff. Another incentive is the advertising of a reward for outstanding teaching concepts.
- Internationality: For the area of study and teachings it is very important, that the Erasmus cooperations are prolonged and extended. Here it is the goal to gain three new partnerships every year and to secure the offer of English language courses in the extent of 30 credits per semester. In the last year this goal could be matched.
- Length of Study: In the framework of the degree programme controlling and mentoring date on study progression, length of study, credit distribution, average grades, amount of workload etc. is collected and then discussed with the programme representatives as well as study commission. Critical aspects are reasoned and results developed. In the last year there was per degree programme a working group consisting of lecturers and students representatives, which have worked on study and examination regulations, on the load of exams, workloads etc. In the wake of the Bologna discussion rounds extensive changes were realized in the regulations: For every modules there is now only one exam and students have freedom of choice of exam forms in selective modules. See for example the cues for the discussion event on the Bologna reform (Bachelor): <http://www.uni-goettingen.de/de/129751.html>
- In the future regular student surveys about conditions and the single study phases are planned. So far students were asked about the construction of the area of professionalizing and key skills. The results were published on the homepage and discussed in the study commission. After that a temporary working group works on key skill concept of the faculty.
- Graduate Survey: The faculty participates in the university-wide graduate survey. Unfortunately no data is available so far for the new degree programmes Bachelor and Master. In the future an alumni-network shall secure the participation in graduate surveys and the reflux even in small graduate cohorts.
- Employer Surveys: The faculty plans a survey on employers to identify the so far unknown or diffuse expectations of organizations and companies to graduates. The qualification requirements can be made more concrete and checked with the course offers.

In the study office all members have a clear task, which is also communicated openly to the outside. Internally the study assistant dean and the head of the study office work together very closely and accomplish many tasks together. But to the outside their jobs and functions are separate, which is clearly visible. The exchange between the study dean and his assistant and the head of the study office happens on a daily basis. With the head of the examination office problems and perspectives are discussed on a situation basis. All full-time staff members of the study office and the study dean's office meet every two weeks on a fixed date. Current tasks are talked about there and new concepts planned and developed. Temporary working groups are formed on specific topics like days for interested pupils or the working on a concept for key skill at the Faculty; these also include students and degree programme representatives.

The adjustment of the programme representatives into their new jobs took some time. By now they are firm with the new tasks. For new representatives a job description and a short adjustment are available. Main tasks for them are next to the multiplying function securing the courses offered and the study advisory, die establishment of a mentoring system, the working on module descriptions and

examination regulations as well as the further development of the degree programmes. The integration of the programme representatives was at first done through meetings twice per semester and bilateral talks. Now they participate in the sessions of the study commission to hear current developments and to stay in direct contact with the students' representatives. Above that they attend specific working groups directly with members of the study office and the study dean's office. Contact to the students' representatives (and vice versa) is taken up outside of the commissions according to situation. Additionally there is one meeting per semester with students' representatives, study dean and staff of the study office. In the beginning of the project there were starting problems because the different institutions inside and outside the faculty had to adapt to the new positions. This was also true for the participants inside the project and project responsible on the central level. In the meantime these difficulties are eliminated.

All members of the study dean's office and the study office (except the student assistant) have a social science degree. They participate regularly in schooling, training and conferences to advance their knowledge and to stay up to date inside their range of activities.

4. Progress report on Study Advisory Services

The study advising at the faculty is organized in form of a study office and the first and central contact point for students and pupils. The study office works together closely with the examination administration. The main goal of the study office is it to competently support students in all phases of their studies.

The advising service is split into the following areas:

- **Bachelor, Master:** The study advising is especially designed for students of these programmes. The study advising office is the first contact point during the whole time of studies. In the study entry phase the students and study interested persons are especially informed about their choice of studies and subject. In the future this will be covered by an online-based self-assessment. Interested pupils can in this way test their suitability for the programme of their choice and compare their expectations with study reality. During the studies other questions tend to be relevant, particularly in regards to study organization and planning, formalities, examination and study regulations and subject changes and degrees. In the last phase of their studies students are more interested in checking their so far accomplished work against the examination regulations to secure the completion of the modules they have to finish. In the passage between Bachelor and Master students are advised in regard to application and admission processes.
- **PhD:** Counseling on PhD matters concerns all questions connected with admission requirements and application and choice processes, with contents of the PhD studies, with the disputation and the publishing of the thesis.
- **Counselling for terminated degree programmes:** Students of diploma and Magister programmes have special questions because of their ending programmes. Next to the general study and examination advising it is also important to help with the coordination of several subjects at various faculties and with the planning of final exams and final theses.
- **International Affairs:** During their studies students from Germany and abroad receive answers to their questions concerning exchange possibilities and stipend programmes. Above that they get support for their planning and wrap-up of a stay in a foreign country through the Erasmus programme. Additionally the workload students fulfil abroad will be acknowledged also with that help. The study advising with main focus on international affairs coordinates the InDiGU

(Integration and Diversity at the University of Göttingen) programme for subject partnerships and supports foreign students at the faculty.

- **Internships and Career Entry:** The Office for Internships and Career Entry supports the students during their studies in the search for internships, the preparation of applications and in the wrap-up. Through existing internship cooperation and other steady contacts to companies and institutions students can use a broad network. In the area of the study completion phase it is important to plan the entry into the working world because the students don't have a clearly defined occupational field. Here the office for Internships and Career Entry helps with informative meetings about different fields of occupation and their entering possibilities, with workshops on application strategies and series of lectures, where alumni of the social science faculty talk about their occupational career and entering chances. With the ProfilPASS students have a new possibility to filter their own competences and become aware of them. For November 2011 the fair *SoWiGo!* is planned, which is especially addressing students of social sciences.

To reduce the number of contact possibilities an Info-Point was established. This gives information concerning speaking hours, hands out and receives forms, issues performance certificates and answers general questions. The students can in case of uncertainty always frequent the Info-Point to then be redirected to the correct responsible person.

Because of the structure change of personnel in the study office a move was necessary inside the building. Students who specifically want to see advisors they already know seek the direct contact without previous checking of the Info-Point. Since the move of the study office the Info-Point is mainly initial contact for students seeking the examination office or ones which did not have already contact with specific advisors. The other members of the study office, especially the ones in rooms 1.114 and 1.112 are directly frequented by the students.

Most advising situations are face-to-face or via email. Depending on the phase, e.g. before the application deadline for Master degree programmes etc., the number of telephone inquiries rises significantly. In the last semesters another form of advising has established at the faculty: the advising café. Mainly at the beginning of the semester students have the opportunity in an informal atmosphere, including coffee and cookies, to pose their questions on study processes, the examination and study regulations, acknowledgement of already done workload or other. So far this offer was welcomed by the students with great enthusiasm.

Unsolicited applications arise especially in two situations: One, when students are in a very advanced semester, but without all the workload done – these cases are mainly happening in the terminated degree programmes. These students are asked in an email to seek out the study advising. This is done by the advisor for the outbound programmes together with a concrete meeting suggestion. Two, student groups in the same study phase (e.g. students in the fifth semester) are pointed towards already existing offers, e.g. courses on how to write the final thesis. Additionally the advisors organize specific informative meetings on various topics. These range from 'The new regulations 2010 – Shall I change to another examination regulation?' and 'Studying with Erasmus' to 'Applying for a Master at the Social Science faculty'.

Furthermore the study office informs through a monthly newsletter about activities and lectures, new teaching personnel, changes of courses, new examination regulations, stipends etc.

To secure the quality of advising and further advance it all advising offers are evaluated every year in a timeframe of about ten weeks through questionnaires. An additional evaluation is done only in exceptional cases (e.g. staff, which are financed through decentralized study fees).

The results of these evaluations are openly communicated. They (also the evaluations on activities which are financed through decentralized money) are regularly published on the homepage (<http://www.uni-goettingen.de/de/121931.html>) and discussed in the study commission.

In the last evaluation report from winter semester 2009/2010 90.4% of the respondents would recommend the advising unconditionally. These good results are presumably founded in the facts that all staff members work full-time and participate in further training and conferences on a regular basis. Regular meetings and the steady exchange within the personnel are also happening. Every two weeks a faculty-internal team meeting takes place, where all members from the study dean's office participate. Examination administration has its own institutional meeting.

For the advisory the main goal for the further work is a advising based and reciprocal supervision.

5. Future Prospects

Main goal of the faculty in the area of study and teaching is the establishment of a quality network. Different activities in the area of study controlling and monitoring, the experiences of the students advising and the different evaluations (students, lecturers, graduates and employers) shall systematically reflux into the further development of the degree programmes and the advising institutions. Further goal components for the upcoming study year are the establishment of a faculty-wide concept for the key skills and the provision of an adequate offer. Inside the area of internships and career entry internship cooperations shall be expanded and contacts to possible employers intensified. Connection point for that can also be the fair *SoWi GO!*, for which around 50 employers will be recruited.

Completing this area will be an employer evaluation in summer semester 2011 which is intended to advance the exchange with different fields of work. Existing evaluations are unfortunately only little significant. A qualified statement, from which a advancing of study profiles and key skills can stem, is only possible through the exterior view of the employers. Very often meaningless and empty words (teamwork capacity, operational readiness, creativity) are used as requirements for graduates. To counteract this innovative concept is inevitable.

Additionally the faculty works on an alumni network to increase the reflux quota of future graduate surveys, to use more contacts for alumni-lectures and to have a better and longer-lasting bonding of the graduates with the faculty. Additionally it is thought about increasing the advising capacity in the area of Bachelor degree programmes and there especially in the entry phase of the studies. Furthermore a qualitative advising concept shall be developed.

In the future also PhD students shall be embedded to a larger extent. A network is planned which shall strengthen the exchange of the students within the faculty.

We are also planning an online based self-assessment for students. This should show the students there competences, skills and potentials that they already achieved. Furthermore the test system offers links to advisory service and opportunities to arrange a successful study.

One main task is a better embedding of the teaching in the departments to rise up the acceptance of the quality management. We want to achieve this goal by strengthening the teaching staff in charge of the degree courses.

6. Annex: members of the faculty, degree courses

Members of the Faculty

Departments of the Faculty:

Social and Cultural Anthropology, Pedagogy, Political Science, Social Science Methodology Centre, Sociology, Sports Sciences, Department of Democracy Research

Centres and Working Groups with the Social Sciences Faculty as the responsible faculty:

Centre for Modern Indian Studies (CeMIS), Centre for empirical Instruction and School Research (ZeUS), Working Group Gender Research

Centres with participation of the Social Science Faculty:

Centre for Modern East Asian Studies (CeMEAS)

Information and links on these institutions are to be found on the following homepage:

<http://www.uni-goettingen.de/de/einrichtungen/25709.html>

Degree Courses

Bachelor:

Single-subject-bachelors:

- Interdisciplinary Indian Studies
- Sociology
- Social and Cultural Anthropology

Double-subject Bachelor's:

- Gender Studies
- Political Sciences
- Social and Cultural Anthropology
- Sociology
- Sport sciences

Master programmes:

- Education
- Euroculture
- Modern Indian Studies
- Political Sciences
- Social and Cultural Anthropology
- Sociology
- Sport sciences

PhD:

Social Sciences Doctoral Studies Programmeme