technische universität
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Digitalization Guideline for the Implementation of the Regulations in the University

With this Digitalization Guideline, the Rectorate of TU Dortmund University sets out its fundamental attitude towards the use of digital teaching. It forms the basis for further development by the management of the departments and individual lecturers and provides guidance on the scope for shaping how digital teaching can be implemented in a legally compliant manner.

On 23 September 2023, the state government of North Rhine-Westphalia published the "Ordinance on Digital Teaching and the Implementation of Online-Based Elections at Universities and the Student Body" (*Verordnung betreffend die digitale Lehre sowie betreffend die Durchführung *online gestützter Wahlen der Hochschulen und der Studierendenschaft,* for short Hochschul-Digitalverordnung, HDVO*). It builds on the Online Elections Ordinance (*Onlinewahlverordnung*) and incorporates regulatory approaches from the Corona Epidemic University Ordinance (*Corona-Epidemie-Hochschulverordnung,* CEHVO) on digital committee meetings. Among other things, it contains legal regulations on digital teaching and digital examinations, which will apply from the Winter semester 2024/25.

Quality of studies and teaching
High-quality studies and the quality of teaching are of central importance to TU Dortmund University. Teaching at TU Dortmund University generally takes place on campus in order to promote, among other things, the goal of personal development of students as set out in the NRW Higher Education Act (*Hochschulgesetz NRW,* HG). At the same time, classroom teaching is accompanied by digital support and enriched by the testing, integration and further development of digital teaching and learning offers. Different teaching/learning formats are developed and used in a didactically sound manner to promote the educational success, skills and personal development of students.

Framework for digital teaching

The HDVO distinguishes between classroom teaching, digital teaching and mixed formats.[1] A course is considered digital teaching in the HDVO if 25% or more of the course takes place digitally. Digital self-study components are not included in this calculation. The decision to implement digital teaching for individual courses is no longer the sole responsibility of the respective lecturers. Instead, the department councils are involved in deciding the extent to which digital teaching takes place, taking into account the regulations in the HDVO.

There are two options for this: Decisions are either made for individual or several courses or the department councils develop and adopt a digital teaching concept in which the didactic fit and the contribution to a higher quality and efficiency of teaching are set out and the scope of digital formats is regulated. The Rectorate recommends the adoption of a digital teaching concept for each department in the long term. The concept should apply for at least the duration of a degree program in the standard program duration.

The resolutions or concepts require the approval of both the department council and the Academic Advisory Council *(Studienbeirat)*. If the Academic Advisory Council approves, digital teaching is permitted. If the Academic Advisory Council does not give its approval, courses may only be held as classroom formats or as a mixture of classroom and digital teaching as defined in the HDVO. Courses in which digital teaching elements account for less than 25% of the time do not require a decision by the department council or the Study Advisory Council.

If courses are taught digitally without the approval of the Study Advisory Council, this constitutes un-authorized digital teaching – this could increase the potential for the results of the examinations assigned to these courses to be contested.

The HDVO does not specify a minimum or maximum proportion of digital teaching. In the view of the Rectorate, a fundamental ban on digital teaching/learning formats is not conducive to achieving the objectives of a degree course. In the interests of high-quality studies that enable students to act independently, responsibly and with an awareness of problems and qualify them to make their contribution to solving current and future social challenges in research, business and the community (see TU Dortmund University Development Plan, in German), the departments are called upon to make use of the opportunities provided by the legal regulations for the implementation of digital teaching/learning offers and to design the curricula of their degree programs accordingly.

Framework for digital audits

Digital examination formats are regulated in the examination regulations of the individual degree programs on the basis of the NRW Higher Education Act; in any case, the state law allows for this.

When using digital teaching and examination formats, data protection, the possibility for examinees to test the digital examination systems and technical support for examinees must be guaranteed.

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1 Please refer to the HDVO for details of the definitions,
Section 12: https://recht.nrw.de/lmi/owa/br_bes_text?sg=0&menu=0&bes_id=43864&aufgehoben=N&anw_nr=2
and the FAQ mentioned below.

Quality control
Teaching is subject to quality management at TU Dortmund University regardless of the teaching format. In addition, the departments are in principle obliged to report to the Rectorate on the implementation of the regulations in the HDVO. The digital teaching and examination concepts must be attached to the development reports of the departments.

Responsibility for compliance with this guideline and the HDVO lies with the Dean of the individual department.

Questions on the concrete implementation of the HDVO in teaching practice
In cooperation with the administration, the Vice President Academic Affairs has compiled an overview with FAQs on the University Digital Ordinance (HDVO) and on questions regarding its concrete implementation in teaching practice at TU Dortmund University and updates it on an ongoing basis. If you have any questions about specific implementation in your teaching practice, please consult the relevant website in the ServicePortal.

If you have any questions or need support in designing digital or digitally supported teaching, please contact the Coordinator for Digital Teaching, Tobias R. Ortelt, and the team led by Dr. Katrin Stolz, Division of Academic Teaching and Faculty Development at the Center for Higher Education (zhb).

The colleagues in the Division of Disability and Studies (DoBuS) can support you in making your digital courses as accessible as possible.