Trier University of Applied Sciences
Campus Gemstones & Jewellery

Declaration of Participation in the Peer Review Process (Peer Model) as part of the internal (re)accreditation of degree programmes at Trier University of Applied Sciences for external students

Article 1 Subject matter

Mr/Mrs.....

hereby declares his/her participation as an external student representative in the format of involvement defined in Article 3, within the framework of the internal (re)accreditation procedure of the degree programmes Edelstein und Schmuck (BFA) and Gemstones and Jewellery (MFA).

Article 2 Duties

(1) The external student representative is involved in an advisory capacity, in the format defined in Article 3, for the degree programmes named in Article 1, within the framework of the internal (re)accreditation procedures. In terms of content, the involvement covers the evaluation of the degree programme and of relevant areas of performance of the programmes named in Article 1, from the student perspective.

(2) The external student representative declares their willingness to attend the necessary appointments relating to the format defined in Article 3.

(3) The external student representative contributes to the preparation of the documentation in a manner appropriate to the format. The documentation must, at a minimum, reflect the evaluation of the degree programme and of relevant areas of performance from the student perspective, based on the catalogue of guiding questions. The compilation of the documentation is the responsibility of the department of the degree programmes named in Article 1. The documentation is used by the department within the framework of internal further development measures and is also incorporated, for appreciation, into the document set of the advisory board or peer model.

(4) The external student representative treats all information provided by the University as confidential.

(5) The external student representative declares their consent for an evaluation of the degree programmes named in Article 1, in the form of a written contribution to the result report of the internal (re)accreditation procedure of the degree programme, to be published on the website of the Accreditation Council. To this end, the external student representative declares their willingness to contribute to a descriptive formulation (written contribution) appropriate to the format of involvement, concerning the evaluation of the degree programmes named in Article 1. This written contribution forms part of the documentation referred to in (3) and is to be marked as 'approved for publication'.

(6) The external student representative declares their consent to being named – with regard to the written contribution referred to in (5), subject to the requirements based on legal grounds [1] – by name (first name, surname, title, role) in the result report to be published.

Article 3 Format of involvement

(1) The involvement of the external student representative takes place within the framework of a guiding-question-based interview. The involvement as a rule encompasses the phases of preparation, participation and follow-up of the said format.

Article 4 Conflicts of interest (bias)

(1) Bias precludes participation. Bias in connection with participation in the alternative format would in particular exist where the persons involved are in a programme-specific cooperation relationship with the University (including students in a cooperative study model at the cooperating higher education institution) and/or an employment and/or enrolment relationship with the University (this also includes teaching or works contracts with the University). Furthermore, participation and future activities under teaching/works contracts at the department concerned within two years after the participation are mutually exclusive. In addition, family relationships with member(s) of the department of the degree programmes named in Article 1 give rise to bias.

Article 5 Expense allowance

(1) An expense allowance of €500 is paid for the participation. For this purpose, the external student representative issues an invoice to the University.

(2) Travel and accommodation costs are reimbursed in accordance with the State Travel Expenses Act (Landesreisekostengesetz).

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Place, date:

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Signature of the external student representative