

Dean's Office – School of Social Sciences

Apart from providing central services and fulfilling administrative tasks within the School of Social Sciences, we advise and support the Political Science, Psychology, and Sociology departments.

Our goal is to be a single point of contact for all members of the School. Therefore, we are the link that connects teachers, students, employees, the central administration, and the President's Office.

By compiling and providing a broad range of information, we support the members of our School as well as any other interested parties.

Our comprehensive services contribute to improving the quality of our degree programs as well as teaching and research activities at our School and to their continuous development. We not only represent the School internally in the context of self-governance processes but also externally, making it visible to entities outside the university, too.

Our areas of responsibility include:

Program management and related services

- advising, selecting, and admitting prospective students
- (subject-specific) academic advising, and supporting students and graduates on any issues relating to their studies
- coordinating international cooperations and student exchanges
- managing business and internship cooperations
- providing advice on job applications and career opportunities
- teaching in the career development modules

School management and related services

- public relations (reports, information material, press, website)
- School reporting
- planning, managing, and controlling School funds
- staff planning
- managing appointment procedures
- coordinating and supporting the committees and bodies at the School (school board, school council, committee on student affairs and teaching, doctoral committee, habilitation committee, admissions committee, and examination committees)
- organizing and holding elections for the committees and bodies at the School
- quality management, rankings, course evaluations, workload surveys, and accreditation
- administering doctoral and habilitation processes and advising candidates
- assisting with course planning, including room management
- providing advice and support on the student portal
- coordinating the internationalization strategy
- organizing and holding graduation ceremonies
- providing administrative support to assistant professors