



# Guide for Lecturers

2025/26 winter semester

Dear lecturers,

we are delighted that you have decided to take on a teaching assignment as a lecturer in the Department of Police and Security Management, and would like to welcome you to HWR Berlin. Integrating your practical experience into teaching our students is a fundamental part of our university of applied sciences' identity. Students find the expertise and wealth of experience offered by lecturers to be an enrichment to their studies.

To help you get started with preparing and carrying out your teaching duties, we have compiled a range of relevant information in this guide - including general organisational issues as well as detailed information on organising your courses. If you have any further questions, please do not hesitate to contact the department administration staff. We value dialogue with our external lecturers beyond the classroom. Should you have any further questions about our degree programmes or would like to learn more about our research activities, please contact the Dean's Office or the professors.

You can download this guide for lecturers and supplementary documents from the [HWR Berlin website](#). There you will also find general information about the university, as well as press releases, event announcements, contact details etc. The campus management system S.A.M., webmail access for lecturers and the Moodle learning platform can also be accessed via the footer at the bottom of the website.

We thank you for your commitment and wish you every success in your teaching!

Berlin, August 2025

# Table of contents

<b>1 General information .....</b>	<b>3</b>
1.1 Postal address of Department 5 (Lichtenberg Campus) .....	3
1.2 Location and directions .....	3
1.3 Canteen / cafeteria .....	4
1.4 Smoking ban / smoking areas .....	4
1.5 Opening hours and keys .....	4
1.6 Wi-Fi access .....	5
1.7 Room for lecturers .....	5
1.8 First aid room .....	5
1.9 Family room .....	5
<b>2 About the teaching assignment .....</b>	<b>6</b>
2.1 Teaching assignment .....	6
2.2 Personal data .....	6
2.3 Email address, login details for all electronic systems .....	6
2.4 Conditions for teaching assignments .....	6
2.5 Remuneration and payment .....	8
2.6 Teaching evaluation, quality management, continuing education programmes .....	8
2.7 Study trips / excursions .....	9
2.8 Disruptions to the schedule, porter's lodge .....	9
<b>3 Preparing your course .....</b>	<b>10</b>
3.1 Library .....	10
3.2 Copying service .....	10
3.3 Course materials .....	10
3.4 Media .....	11
3.5 Campus management system S.A.M. ....	11
3.6 Moodle learning platform .....	11
3.7 E-Learning Centre .....	11
<b>4 Organisation of the course .....</b>	<b>12</b>
4.1 Course content and format .....	12
4.2 Semester dates, lecture period .....	12
4.3 Office hours and availability .....	12
4.4 Form of performance assessment and conduct of examinations .....	12
4.5 Examination dates, assessment of examination performance .....	14
4.6 Use of electronic media by students during lectures .....	14
<b>5 Important contact details at the department .....</b>	<b>15</b>
<b>6 Semester support from the Berlin Police .....</b>	<b>19</b>
<b>7 Career path HAW professorship .....</b>	<b>20</b>

# 1 General information

## 1.1 Postal address of Department 5 (Lichtenberg Campus)

Hochschule für Wirtschaft und Recht Berlin (Berlin School of Economics and Law)

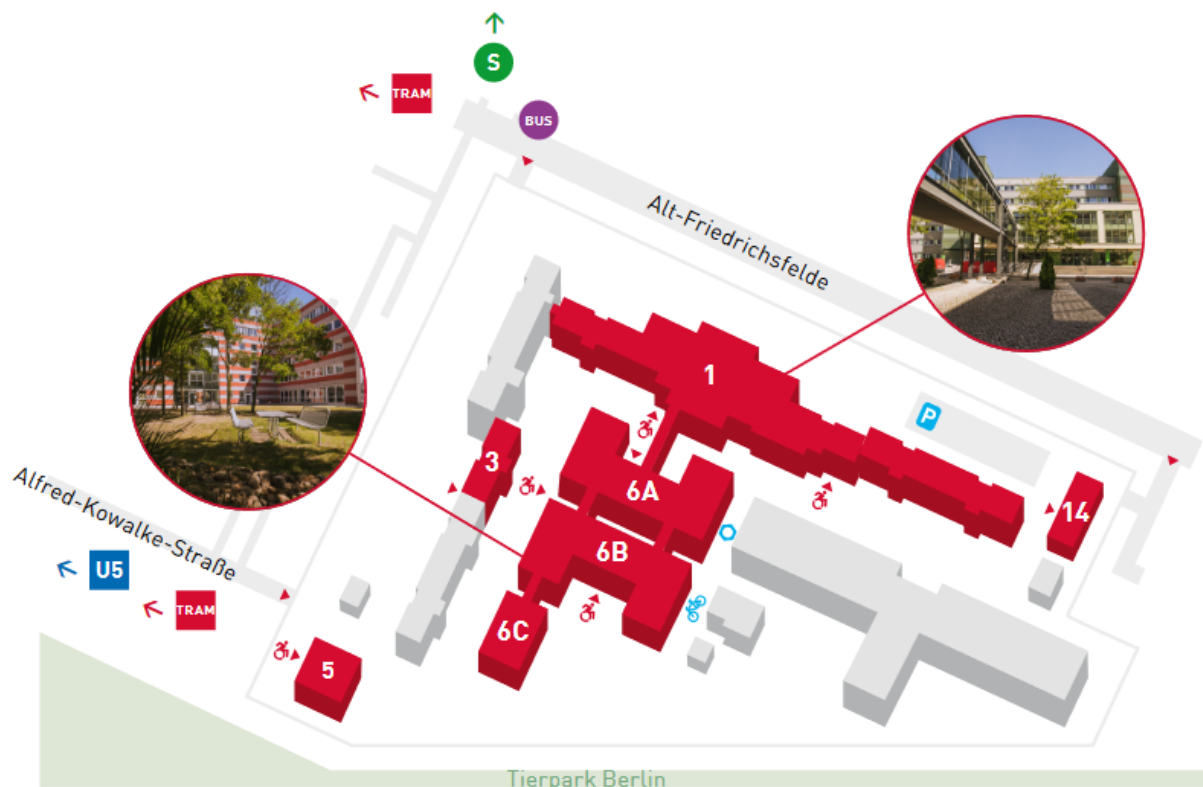
Department 5 Police and Security Management

[Alt-Friedrichsfelde 60, 10315 Berlin, Germany](#)

Telephone: +49 30 30877 - extension

## 1.2 Location and directions

Most courses take place at the [Lichtenberg Campus](#) of HWR Berlin, which is part of the Bildungs- und Verwaltungszentrum Friedrichsfelde (BVZ, Education and Administration Centre). The campus is home to the departments of Cooperative Studies Business · Technology, Public Administration, Legal Studies, and Police and Security Management. It also houses the Berlin Professional School, the continuing education institute of HWR Berlin. Departments, institutes and other facilities of HWR Berlin use the buildings 1, 3, 5, 6A, 6B, 6C and 14.



### How to get there by public transport:

S-Bahn: S5, S7, S75 to Friedrichsfelde Ost

Underground: U5 to Friedrichsfelde

Tram M17, 27, 37 to Alt-Friedrichsfelde/Rhinstraße or Alfred-Kowalke-Straße

Bus 108, 194 to Alt-Friedrichsfelde 60; Bus 192 to Alt-Friedrichsfelde/Gensinger Straße

### How to get there by car:

You can reach HWR Berlin by car via Alt-Friedrichsfelde (B1/B5). Parking spaces are available on the Lichtenberg Campus; access is possible from Gensinger Straße and Alfred-Kowalke-

Straße. There is a charge for using the car park, but you can park for free for one hour. Each additional hour costs €0.50, and a day ticket costs €5. The only ticket machine is located at the Gensinger Straße exit. Only cash payments are accepted.

It is also possible to rent a personal parking space; the cost for this is approximately €35 per month. Parking spaces are rented out by ALEX Facility Management. Free parking spaces are also available in the vicinity of the Lichtenberg Campus, but they are usually in short supply. It is recommended that you travel by public transport.

### **1.3 Canteen / cafeteria**

The [canteen with coffee bar](#) is located on the ground floor of Building 1. It is operated by WISAG Facility Service Holding and offers a varied selection of hot and cold dishes. The current opening hours for the coffee bar are Monday to Friday from 7 am to 3 pm, and for the canteen from 11 am to 2 pm. Cash and card payment is accepted.

There is also a cafeteria operated by studierendenWERK on the first floor of Building 1 in the foyer in front of the main auditorium. It is open Monday to Thursday from 8 am to 4 pm and Friday from 8 am to 3 pm and offers a small selection of snacks as well as cold and hot drinks. Only cashless payment is accepted in the cafeteria. You will need a "MensaCard", which you can purchase for €1.55 at the till and top up with money using the available machines. The deposit amount will be reimbursed to you when you return the card. You can also register at the time for money to be collected via direct debit - the card can also be topped up again if you like. The "MensaCard" can be purchased in all of the [Berlin studierendenWERK \(German National Association for Student Affairs\)](#) refectories and is also valid in all of the refectories.

Coffee and snack machines can be found at various locations throughout the BVZ. In the surrounding area (at the Tierpark and Friedrichsfelde underground stations and the Friedrichsfelde Ost S-Bahn station), there are also shops, restaurants and bistros. There is a fast-food restaurant within walking distance on Gensinger Straße.

### **1.4 Smoking ban / smoking areas**

Smoking is prohibited in all HWR Berlin buildings. Smoking areas are designated areas equipped with ashtrays. These are located in front of and next to all buildings.

### **1.5 Opening hours and keys**

Keys are generally not required as all lecture halls are (un-)locked by an automatic locking system. The department administration staff will inform you of any exceptions. The lecture halls are open Monday to Friday from 7 am to 9 pm. Courses outside of opening hours must be registered in good time with the Facility Management/Central Services department. Access to the site outside of opening hours is only possible via the main entrance in Building 3 (west of Buildings 6A, 6B and 6C). Access from Gensinger Straße is not possible on weekends.

Building 14 is open on weekdays from 6 am to 8 pm in accordance with the course schedule. A transponder with the appropriate access rights is required for the seminar rooms there. The transponder can be obtained from the porter's lodge in Building 3 (main entrance). Please return the transponder at the end of the course.

## **1.6 Wi-Fi access**

The Education Roaming (eduroam) service of the German Research Network (DFN) is also available at HWR Berlin. In all buildings on the Lichtenberg Campus, you can connect to the eduroam Wi-Fi with your mobile devices using your HWR login details. To set this up, follow the [brief instructions](#) provided by the Information Technology (IT) department.

## **1.7 Room for lecturers**

The room for lecturers is located in Building 6B, Room 271, and is open on weekdays during the lecture period. The room is equipped with two PC workstations, lockers and a storage cupboard containing flipchart paper, whiteboard markers and overhead projector pens. If the [mail room](#) is already closed, you can collect the teaching materials you need here. Lockers for storing teaching materials can be rented. Keys for these can be obtained from the Student Office staff ([fb5-studienbuero@hwr-berlin.de](mailto:fb5-studienbuero@hwr-berlin.de)).

## **1.8 First aid room**

The first aid room is located in Building 6A, Room 106a.

## **1.9 Family room**

There are [family rooms](#) at both university locations, which also offer nappy-changing facilities. Additional nappy-changing facilities are located in most accessible toilets. All members of the university (students, lecturers, employees) can use the rooms for self-organised childcare and for pregnant women to rest. A couch, a cot, nappy-changing and breastfeeding facilities, a refrigerator for milk and baby food, a baby food warmer and various toys are available for this purpose. For security reasons, the rooms are locked when not in use.

The family room is located in Building 1, Room 1.0083. Lecturers can obtain the transponder for the room in exchange for a deposit at the porter's lodge (Building 3) and the toy boxes upon presentation of their ID card and signature in the library (Building 6C).

## 2 About the teaching assignment

### 2.1 Teaching assignment

The Dean's Office assigns your teaching assignment based on a decision by the department council. The document is available for you in the campus management system S.A.M. in the section "My Teaching" > "Teaching Assignments" for download and print out.

### 2.2 Personal data

Future lecturers receive an information sheet from the Course Planning staff, which is used to record contact details, academic and professional qualifications, and previous teaching experience. This data will be collected for specific purposes only and stored in the HWR Berlin campus management system.

Please be sure to let us know how we can reach you. Email addresses and telephone numbers are helpful in case we need to contact you at short notice. If your contact details change, please send the updated information to the Course Planning staff ([fb5-planung@hwr-berlin.de](mailto:fb5-planung@hwr-berlin.de)).

### 2.3 Email address, login details for all electronic systems

Communication with university members (e.g. examination office) is conducted exclusively via your own HWR email address. For data protection reasons, information, evaluation results and other confidential documents are also sent exclusively to your HWR email address. You can [integrate your HWR mailbox into Mozilla Thunderbird or your mobile phone](#) with just a few clicks. Please note that setting up forwarding to external mailboxes is not permitted according to the [Regulations on the Use of the Email Service](#) and also is technically prevented.

You will receive your personal email address with webmail access and your login details, which are valid for all electronic systems at HWR Berlin, directly from the Course Planning staff.

### 2.4 Conditions for teaching assignments

With regard to the organisation of teaching and examinations, it is essential that lecturers adhere to the conditions listed below. All legal bases can be found in the [HWR Berlin newsletters](#).

#### 1. Minimum enrolment

The teaching assignment can only be carried out if at least ten students are enrolled in the course in S.A.M. If the minimum enrolment number has not been reached by the end of the registration period, the course will be cancelled and the teaching assignment fee will be paid up to that point after your submission of the invoice.

#### 2. Minimum number of participants

Regardless of the minimum number of enrolments, the teaching assignment is subject to the condition that the course has at least five participants present. If this minimum number of participants is not reached on a given date, the lecturer is obliged to notify the Student Office staff immediately. The course will generally be cancelled if the minimum number of participants is not reached on three consecutive dates. In this case, too, the teaching fee will be paid up to this point in time after your submission of the invoice.

### 3. Cancellation and rescheduling of a course date

If no participants have arrived 15 minutes after the start of the course, resulting in the cancellation of the session, this must be reported immediately to the Student Office staff. If you are unable to attend a session for compelling reasons, please inform the Student Office staff by email ([fb5-studienbuero@hwr-berlin.de](mailto:fb5-studienbuero@hwr-berlin.de)) at least two days before the scheduled date. Students will then be informed of the cancellation and an alternate date. Sessions that have been cancelled for reasons for which the lecturer is responsible must always be rescheduled.

Changes to the specified course times and requests to change the assigned seminar room must be submitted by email by the lecturer to the Student Office staff; in exceptional cases, this may also be done by phone at short notice. It is not possible to reschedule appointments at the request of students.

### 4. Online teaching

According to the [Guidelines for Crediting Online Teaching](#), you have the option of offering up to 30% of your teaching synchronously and up to 20% asynchronously online. In synchronous online teaching, all participants use the service at the same time, so you conduct the session online. In asynchronous online teaching, all participants use the service at different times, e.g. you make teaching materials available in Moodle. Further information can be found in the document linked above.

If you already know which sessions you will be offering online when you accept the teaching assignment, please inform the Course Planning staff. If it becomes apparent during the semester that you will be conducting sessions online, please inform the Student Office staff so that the assigned rooms can be scheduled for other purposes.

### 5. Compliance with study and examination regulations

Lecturers are obliged to familiarise themselves with the regulations contained in the [study and examination regulations](#) and to observe them in their teaching and examination activities.

### 6. Conducting examinations

**Please note:** As part of their teaching duties, lecturers are obliged to conduct the examinations associated with their courses, insofar as this is required by the examination regulations. **This also includes supervising said examinations.**

In particular, lecturers are obliged to adhere to the dates specified by the examination boards and the departmental administration, which can be coordinated with the lecturers. The participation of lecturers in the supervision and assessment of final theses and the preparation of second opinions for final theses is explicitly welcome if students or module coordinators request it.

### 7. Scope of teaching activities

The scope of your teaching activities at HWR Berlin may not exceed a total of eight semester hours per week. All teaching assignments, including those at other departments, must be taken into account. If the upper limit is exceeded by the teaching assignments awarded in one semester, you are obliged to notify the university. The university is then entitled to revoke the most recently assigned teaching assignment.



## 8. Secondary employment

Employees of HWR Berlin must immediately report any teaching assignments they take on as secondary employment in accordance with § 3 (4) TV-L. Civil servants are subject to the relevant civil service regulations. Secondary employment of full-time academic staff requires prior approval in accordance with § 5 (1) of [Hochschulnebenbeschäftigungsverordnung](#) (HNtVO). Proof of notification or approval of secondary employment must be provided when settling the teaching assignment.

### **2.5 Remuneration and payment**

The remuneration of teaching fees is based on the applicable [Guidelines for the Award and Remuneration of Teaching Assignments at HWR Berlin](#). You are responsible for invoicing your teaching and examination services via the S.A.M. campus management system after they have been provided. Instalment payments for teaching services are possible upon request, which you can also submit in S.A.M.

In order for you to be able to settle your account, it is necessary to record tax-relevant data for reporting to the tax authorities. To do this, please fill out the information sheet for teaching staff (see section 2.2) so that the necessary data can be recorded appropriately. If you have any questions, you can find information in the [S.A.M. Knowledge Base](#) or contact the Teaching Assignment Accounting staff at the department ([fb5-abrechnung@hwr-berlin.de](mailto:fb5-abrechnung@hwr-berlin.de)).

You will be remunerated for the teaching units that you actually hold. The teaching assignment should be invoiced promptly after the end of the lecture period. After a limitation period of three years, it is no longer possible to invoice your teaching assignment.

Lecturers are not employed by the university under public law. You are therefore responsible for fulfilling your own tax and insurance obligations. The university is obliged to report the teaching assignment and the amount of fees paid to the tax office.

### **2.6 Teaching evaluation, quality management, continuing education programmes**

In order to ensure and continuously improve the quality of the courses offered, course evaluations are carried out at regular intervals. When a teaching assignment is taken on for the first time, a course evaluation is always carried out. In particular, students' opinions on the quality of the course content and the didactic competence of the lecturer are surveyed. Since 2018, course evaluations have been conducted using an "online-in-person" procedure. Students can find the link to a standardised questionnaire in Moodle. They can fill it out during the course on any internet-enabled device. The results are sent to the lecturer's HWR email address immediately afterwards. In this way, HWR Berlin aims to promote evaluation dialogue between students and lecturers. The overall results of the course evaluation are published internally at the university in the libraries of HWR Berlin without free-text comments. In addition, the evaluation results are analysed by the module coordinators and the Dean's Office. If you have any questions regarding content or teaching methods, please feel free to contact the respective module coordinator or the [dean of studies](#).

Further information on quality management, including teaching-related training and continuing education opportunities for lecturers at HWR Berlin, is available from the [Centre for Academic Quality Assurance and Development \(ZaQ\)](#). In addition, the [Berlin Centre for Higher Education \(BZHL\)](#) offers a comprehensive range of continuing education and consulting services, including on didactic issues relating to course design.

## **2.7 Study trips / excursions**

Study trips and excursions are "courses held at another location" and serve to supplement a course or deepen knowledge in the respective subject area. The study trip/excursion leader is responsible for the content, organisational and financial planning of the excursion. In order to conduct a study trip/excursion within and outside the course, an application must be submitted and the excursion must be reported in writing to the Student Office staff. To do so, please use the form Application for approval of a study trip/excursion and follow the instructions in the information sheet on approval and application for subsidies for study trips/excursions on the [website of Department 5](#).

## **2.8 Disruptions to the schedule, porter's lodge**

Please report any damage, defective or faulty equipment in the course rooms to the building management department, IT department or Study Office staff as soon as possible. Smooth teaching can only be guaranteed if everything is working properly. Often these are just "minor issues" that can be quickly resolved. With regard to the cleanliness of the rooms, we ask you to instruct the students, if necessary, to dispose of any items they have brought with them (drinks, paper, etc.) at the end of the course. Appropriate waste separation containers are available in all corridors. The lecturers and students of the following courses will be grateful to you.

In the event of accidents (burst pipes, broken glass, etc.), please contact the Building Management Department (Mr Börsel, phone: +49 (30) 30877 2519, email: [maengelbearbeitung.cl@hwr-berlin.de](mailto:maengelbearbeitung.cl@hwr-berlin.de)) or the Lichtenberg Campus reception desk (phone: +49 (30) 9021 2222).

The reception desk, which is staffed around the clock, is located in Building 3 (main entrance). The staff are responsible for opening and closing the buildings as well as for security and guard duties. The receptionists also act as the fire control and alarm centre and as the lift emergency service. In addition, a defibrillator is available at the reception desk for medical emergencies.

## 3 Preparing your course

### 3.1 Library

The entrance to [the university library](#) is located in Building 6B, Room 171. Upon presentation of your identity card and your teaching assignment, you will receive a library card that allows you to borrow media items and use online resources. The library is freely accessible, organised by subject area, and indexed by an electronic user catalogue (OPAC). The library's collection at the Lichtenberg campus comprises more than 115,000 conventional, electronic, and audiovisual media items.

The library staff also offer training courses on searching with HoWeR, databases and literature management with Citavi and Zotero. Registration is not required; the dates can be found in the Moodle course [Using the Library](#).

You can reach the library staff by phone: +49 (30) 30877 2582 or by email: [hsb.cl@hwr-berlin.de](mailto:hsb.cl@hwr-berlin.de). Please note the different [opening hours](#) during the lecture and lecture-free period.

### 3.2 Copying service

The copying service is located in Building 1, Room 1.0072. Copy jobs are processed free of charge, usually up to a maximum of ten pages per student and teaching unit. From page 11 onwards, printing costs are charged as follows:

Cost per copied page	Black and white	Colour copy
A4 / A3	€0.05 / €0.10	€0.25 / €0.50
A4 / A3 double-sided	€0.10 / €0.20	€0.50 / €1.00

The copying service staff accept print orders by email. Print orders on data carriers of any kind (e.g. USB stick) are not accepted. Please allow sufficient time when ordering large quantities of copies. You will receive an email from the copying service staff when your order is ready for collection.

You can reach the copying service staff by phone: +49 (30) 30877 2516 or by email: [druckerei-lichtenberg@hwr-berlin.de](mailto:druckerei-lichtenberg@hwr-berlin.de). Further copying facilities are available in the university library. The photocopiers work with copy cards, which you can obtain from the copying service staff.

### 3.3 Course materials

At the beginning of the semester, please provide students with an overview of the structure of your course, its content, the materials to be used and the type of assessment. Please also distribute any course materials (e.g. your presentations and/or lecture notes) that you have prepared. There are several ways to make course materials available to students:

- Upload files to the Moodle learning platform (recommended);
- Copy template (printing via the copying service);
- Script;
- Send by email;
- Creation of a reference collection in the reading room of the university library.

### 3.4 Media

Permanently installed PCs, projectors, whiteboards and flipcharts are part of the basic equipment in any lecture room. Most rooms also have a smartboard installed. You can log in by using your personal login details. Please ensure that you lock the PC (key combination: Windows key + L) or log out even if you are only leaving the room for a short time. Changes to the media provided are not permitted (software or hardware installation, cable removal etc.).

If you would like to use certain media at short notice, please contact the university library staff. Here you can order and borrow audiovisual media (films, laptops, projectors, DVD players, cameras, etc.).

If you require additional teaching materials for your course, such as flipchart paper, whiteboard markers or overhead projector pens, these are available from the copying service during office hours (Building 1, Room 1.0072). You can also borrow presentation kits here.

### 3.5 Campus management system S.A.M.

S.A.M. is the virtual campus of HWR Berlin – an integrated information and communication system for studying and teaching. S.A.M. allows you to organise your everyday university life quickly and efficiently, i.e. view the dates and rooms of your courses, print out participant lists for documentation of active participation or for examinations, enter assessments and submit invoices. All tutorials on how to use S.A.M. can be found in the [S.A.M. Knowledge Base](#).

### 3.6 Moodle learning platform

[Moodle](#) is a powerful, modern learning platform. The system is web-based and can be accessed via the footer at the bottom of HWR Berlin's homepage. Here you can design and edit courses, provide teaching materials and activities, inform students by email or message board posts, communicate and make arrangements with students in forums and chats, create and conduct online tests, and upload images, videos, wikis etc., regardless of time and location. You are welcome to make an appointment for basic training with the staff of the [E-Learning Centre at HWR Berlin \(ELZ\)](#) to familiarise yourself with the various functions.

### 3.7 E-Learning Centre

The HWR Berlin's expertise in the field of digital teaching, learning and testing (e-learning) is concentrated in the "E-Learning Centre" (ELZ). The ELZ performs both media-didactic and media-technical tasks.

Its areas of responsibility include e-learning support, new forms of teaching and learning, media didactics, teaching and learning support systems, digital assessment and audiovisual management. The [ELZ blog](#) provides all the information you need on these areas, updates on Moodle, for example, and various training courses, including those for new lecturers.

## 4 Organisation of the course

### 4.1 Course content and format

The course content of a degree programme is documented in module catalogues. The module catalogue contains a detailed description of the module in terms of content and organisational aspects. Please refer to the module catalogue when designing your course. New lecturers will receive the module catalogue for the degree programme in advance but you can also find all [relevant regulations](#) and the module catalogue for any degree programme on our website.

Most courses are held in the form of a seminar-style lecture, i.e. in a dialogue between lecturer and students. In addition, there are exercises and seminars with smaller numbers of students. The active involvement of students in your course through exercises, discussions, group work, repetition, preparatory and follow-up tasks, etc. is very much encouraged.

### 4.2 Semester dates, lecture period

The summer semester begins on 1 April and ends on 30 September, while the winter semester begins on 1 October and ends on 31 March. At universities, the lecture period generally lasts 18 weeks. The lecture period begins at the start of April or the start of October, and the examination period covers the end of the lecture period. The schedules for each degree programme can be found on the [department's website](#).

One semester hour per week (SWS) corresponds to 45 minutes of teaching time plus a 15-minute break per semester week. Most courses are scheduled for two SWS, which corresponds to a course duration of 90 minutes plus a 30-minute break per semester week. It is possible to combine courses, for example, in blocks of four semester hours per week in a 14-day cycle. When scheduling block courses, excessive proximity to the examination period should be avoided. The Course Planning staff schedules time and place of all individual courses. Your preferences can be taken into account. You can make coordination easier for us by specifying alternative time slots if possible.

### 4.3 Office hours and availability

Support for students and, therefore, the availability of teaching staff is among the quality features of study programmes. Many issues can be clarified at the end of a course. Please also give students the opportunity to contact you at specific times, either by email or phone.

### 4.4 Form of performance assessment and conduct of examinations

By registering for any course, students are obligatorily registering for its examination. Alternatively, especially in the B.A. in Higher Police Service, course registration can also be executed by the department administration. After the start of the semester, you can see in S.A.M. who is attending your course and therefore wants to take an examination. The registration list is also the [list of participants for the examination](#). Students who are not listed in S.A.M. are not eligible to take the examination.

Continuous performance assessments in the form of examinations take place as part of any programme. All module examinations consist of one or more examination components. Examination components are individual assessments, the evaluation of which determines the final grade for the module. Examination components take the form of written examinations, oral examinations, term papers, presentations with a written component, or practical exercises,

among other things. Please refer to the [study regulations](#) or the module catalogue to find out which type of examination is applicable to your course.

Please note: During a transitional period, different study and examination regulations apply in some degree programmes. When checking, please ensure that you are referring to the study and examination regulations that currently apply to your course. If in doubt, the staff at the Examination Office will be happy to help you.

An **exam** is a written assignment that must be completed under supervision. The lecturer of the corresponding course is responsible for administering the exam. If several lecturers teach the same module in different study groups, the module coordinator is responsible for creating a uniform exam. Depending on the scope of the course, the exam duration is between 60 and 240 minutes. Exams can be written as topic-based, case-based and/or question-based exams. Exam questions must be submitted to the Examination Office staff in good time before the exam date so that the necessary number of copies can be printed. The exam is supervised by the module's teaching staff. The Examination Office staff assign the supervisors to the respective examination rooms. You will receive the exam papers and the exams from the Examination Office staff on the day of the exam. The exam is written anonymously (with a code number) in the B.A. in Higher Police Service and must not contain any reference to the students taking it. At the beginning of the exam, have students' attendances confirmed by signing the participation list. By signing, students declare that they are eligible to take the exam, which is important as the number of exam attempts is limited. You may carry out identity checks. If necessary, the Examination Office staff will inform you of further details in good time.

An **oral examination** determines whether students have acquired thorough knowledge of the content taught and are capable of an academic discussion about the specific subject. Oral examinations can be taken individually or in groups. For more detail on this and the examination time per student, please refer to the [study and examination regulations](#) for the degree programme and any information provided by the Examination Office staff. Oral examinations are open to the public unless the candidate objects. Students who wish to be examined in the relevant module in the respective semester are excluded. Minutes must be taken of the oral examination.

The aim of **term papers** is for students to critically examine the learning content covered in the module and the academic literature (and, if applicable, case law) in writing, taking into account scientific and ethical methods. The topic of a term paper is determined by the lecturer. The processing time is at least four weeks. For more details, please refer to the [study and examination regulations](#) for the degree programme. The term paper must be preceded by a written declaration stating that the paper was written independently, that no aids or sources other than those specified were used, and that quotations were identified.

A **presentation with a written component** is used to determine whether students are able to deal with a topic by evaluating scientific literature (and, if applicable, case law) and to present the results in an oral presentation in a structured and comprehensible manner. It is expected that presentation media will be used appropriately. At the same time, a written paper supplementing the presentation must be submitted, which, unless otherwise agreed, should not be less than ten pages in length.

In a **practical exercise** (project work, simulation game, case study), students are required to solve a real-life task relevant to their professional field and to work on it with their project group. The quality and scope of individual performance are taken into account in the assessment.

#### **4.5 Examination dates, assessment of examination performance**

All examination dates are coordinated by the Examination Office staff. The individual examination dates are also published in S.A.M. Written examinations are generally held during the examination period of the respective semester or, if necessary, during the retake examination period. All examination performances should be corrected and assessed within the specified period. If, in exceptional cases, the correction deadline cannot be met, please inform the Examination Office staff. Submit the completed performance records for a module-accompanying/module-concluding examination performance together with the students' original documents (i.e. term paper, written examination, written part of a presentation, etc.) to the Examination Office staff. As a lecturer, you can [enter the grades yourself in S.A.M.](#) for the B.A. in Security Management and the M.A. in International Security Management. However, all examination results within the B.A. in Higher Police Service are entered and announced exclusively by the Examination Office staff.

Further information regarding assessment and opportunities to retake examinations can be found in the respective [study and examination regulations](#). If you have any questions, please contact the staff at the relevant Examination Office or the module coordinator.

#### **4.6 Use of electronic media by students during lectures**

The department welcomes and generally permits the use of electronic media. In the past, there have been repeated discussions between students and lecturers regarding the use of laptops, smartphones, tablets and similar media during lectures. It is up to you to decide whether you want to allow their use during lectures or prohibit them in the event of disruption.



## 5 Important contact details at the department

### Dean's Office

**Prof. Dr. Anna Daun**

Dean of the Department of Police and Security Management

Office Building 1, Room 1.2050

Tel +49 (30) 30877 2836 / 2810

Email [anna.daun@hwr-berlin.de](mailto:anna.daun@hwr-berlin.de)

**Prof. Dr. Vincenz Leuschner**

Vice Dean and Dean of Studies of the Department of Police and Security Management

Office Building 1, Room 1.1061

Tel +49 (30) 30877 2844

Email [vincenz.leuschner@hwr-berlin.de](mailto:vincenz.leuschner@hwr-berlin.de)

**Gabriele Ringk**

Dean's Office

Office Building 1, Room 1.2051

Tel +49 (30) 30877 2616

Email [gabriele.ringk@hwr-berlin.de](mailto:gabriele.ringk@hwr-berlin.de)

**Sarah Geißler**

Dean's Office Speaker

Office Building 1, Room 1.2048

Tel +49 (30) 30877 2848

Email [sarah.geissler@hwr-berlin.de](mailto:sarah.geissler@hwr-berlin.de)

### Dean's Office Representatives

**Prof. Dr. Wim Nettelstroth**

Programme and Academic Director, B.A. Higher Police Service

Office Building 1, Room 1.0062

Tel +49 (30) 30877 2876

Email [wim.nettelstroth@hwr-berlin.de](mailto:wim.nettelstroth@hwr-berlin.de)

**Prof. Dr. Marc Coester**

Programme Director, M.A. Public Administration - Police Management

Office Haus 1, Raum 1.1060

Tel +49 (30) 30877 2854

Email [marc.coester@hwr-berlin.de](mailto:marc.coester@hwr-berlin.de)

**Prof. Dr. Carolyn Tomerius**

Programme Director, B.A. Security Management

Office Building 1, Room 1.1018

Tel +49 (30) 30877 2452

Email [carolyn.tomerius@hwr-berlin.de](mailto:carolyn.tomerius@hwr-berlin.de)

**Prof. Dr. Jan Dirk Roggenkamp**

Programme and Academic Director, M.A. International Security Management

Office Building 1, Room 1.3053

Tel +49 (30) 30877 2843

Email [jan.roggenkamp@hwr-berlin.de](mailto:jan.roggenkamp@hwr-berlin.de)



**Stephen Köppe**

Practical Training Coordinator, B.A. Higher Police Service  
Office Building 1, Room 1.1003  
Tel +49 (30) 30877 2850  
Email [stephen.koeppe@hwr-berlin.de](mailto:stephen.koeppe@hwr-berlin.de)

**Prof. Dr. Mischa Hansel**

Internship Coordinator, B.A. Security Management and  
M.A. International Security Management  
Office Building 1, Room 1.3054  
Tel +49 (30) 30877 2689  
Email [mischa.hansel@hwr-berlin.de](mailto:mischa.hansel@hwr-berlin.de)

**Prof. Dr. Sabrina Schönrock**

Chair of the Examination Board, B.A. Higher Police Service  
Office Building 1, Room 1.2036  
Tel +49 (30) 30877 2878  
Email [sabrina.schoenrock@hwr-berlin.de](mailto:sabrina.schoenrock@hwr-berlin.de)

**Prof. Dr. Tarik Tabbara**

Chair of the Examination Board, B.A. Security Management  
Office Building 1, Room 1.1033  
Tel +49 (30) 30877 2894  
Email [tarik.tabbara@hwr-berlin.de](mailto:tarik.tabbara@hwr-berlin.de)

**Prof. Dr. Ekkehard Strauß**

Chair of the Examination Board, M.A. International Security Management  
Office Building 1, Room 1.1054  
Tel +49 (30) 30877 2877  
Email [ekkehard.strauss@hwr-berlin.de](mailto:ekkehard.strauss@hwr-berlin.de)

**Prof. Marcel Kuhlmei**

Security Officer for the Department of Police and Security Management  
Office Building 14, Room 14.201  
Tel +49 (30) 30877 2800  
Email [marcel.kuhlmei@hwr-berlin.de](mailto:marcel.kuhlmei@hwr-berlin.de)

**Prof. Matthias Frey**

Secondment and Teaching Management for Full-time Seconded Teaching Staff in  
the Criminalistics Department  
Office Building 1, Room 1.3053  
Tel +49 (30) 30877 2866  
Email [matthias.frey@hwr-berlin.de](mailto:matthias.frey@hwr-berlin.de)

**Franziska Freinatis**

General Management

Office Building 1, Room 1.2048

Tel +49 (30) 30877 2817

Email [franziska.freinatis@hwr-berlin.de](mailto:franziska.freinatis@hwr-berlin.de)

**Carina Krug**

Programme Development and Knowledge Management

Office Building 1, Room 1.2015

Tel +49 (30) 30877 2849

Email [carina.krug@hwr-berlin.de](mailto:carina.krug@hwr-berlin.de)

**Jennifer Stock**

Committees, Student Assistants

Office Building 1, Room 1.2015

Tel +49 (30) 30877 2863

Email [jennifer.stock@hwr-berlin.de](mailto:jennifer.stock@hwr-berlin.de)  
[fb5-gremien@hwr-berlin.de](mailto:fb5-gremien@hwr-berlin.de)

**COURSE PLANNING AND LECTURER SUPPORT**

Email [fb5-planung@hwr-berlin.de](mailto:fb5-planung@hwr-berlin.de)

**Sabrina Abu-Rabi**

Office Building 1, Room 1.2012

Tel +49 (30) 30877 2818

Email [sabrina.abu-rabi@hwr-berlin.de](mailto:sabrina.abu-rabi@hwr-berlin.de)

**Anke Bertók**

Office Building 1, Room 1.2012

Tel +49 (30) 30877 2812

Email [anke.bertok@hwr-berlin.de](mailto:anke.bertok@hwr-berlin.de)

**Diana Schatz (Assistant)**

Office Building 1, Room 1.2013

Tel +49 (30) 30877 2841

Email [diana.schatz@hwr-berlin.de](mailto:diana.schatz@hwr-berlin.de)  
[fb5-abrechnung@hwr-berlin.de](mailto:fb5-abrechnung@hwr-berlin.de)

**STUDY OFFICE**

Office Building 1, Room 1.2030

Tel +49 (30) 30877 2840

Email [fb5-studienbuero@hwr-berlin.de](mailto:fb5-studienbuero@hwr-berlin.de)

**Carolyn Meiser**

Tel +49 (30) 30877 2814

Email [carolin.meiser@hwr-berlin.de](mailto:carolin.meiser@hwr-berlin.de)

**Sandra Hermanski**

Tel +49 (30) 30877 2851

Email [sandra.hermanski@hwr-berlin.de](mailto:sandra.hermanski@hwr-berlin.de)

## EXAMINATION OFFICE B.A. HIGHER POLICE SERVICE

Email [pruefamt-polba@hwr-berlin.de](mailto:pruefamt-polba@hwr-berlin.de)

### **Grit Hoffmann** (Coordination)

Office Building 1, Room 1.2026

Tel +49 (30) 30877 2815

Email [grit.hoffmann@hwr-berlin.de](mailto:grit.hoffmann@hwr-berlin.de)

### **Katrin Hellwig**

Office Building 1, Room 1.2024

Tel +49 (30) 30877 2864

Email [katrin.hellwig@hwr-berlin.de](mailto:katrin.hellwig@hwr-berlin.de)

### **Jana Knopf**

Office Building 1, Room 1.2025

Tel +49 (30) 30877 2898

Email [jana.knopf@hwr-berlin.de](mailto:jana.knopf@hwr-berlin.de)

### **Julia Oteiza**

Office Building 1, Room 1.2023

Tel +49 (30) 30877 2823

Email [julia.oteiza@hwr-berlin.de](mailto:julia.oteiza@hwr-berlin.de)

### **Andrea Leonhardt**

Examination and Internship Office B.A. Security Management and

M.A. International Security Management

Office Building 1, Room 1.2047

Tel +49 (30) 30877 2869

Email [andrea.leonhardt@hwr-berlin.de](mailto:andrea.leonhardt@hwr-berlin.de)

[ism-exam@hwr-berlin.de](mailto:ism-exam@hwr-berlin.de)

### **Mechthild Bonnen**

Degree Programme Coordinator, M.A. International Security Management

Office Building 1, Room 1.2046

Tel +49 (30) 30877 2897

Email [mechthild.bonnen@hwr-berlin.de](mailto:mechthild.bonnen@hwr-berlin.de)

[ism@hwr-berlin.de](mailto:ism@hwr-berlin.de)

### **Anne Schilling**

Degree Programme Coordinator, M.A. Public Administration - Police Management

Office Building 14, Room 14.208

Tel +49 (30) 30877 2862

Email [anne.schilling@hwr-berlin.de](mailto:anne.schilling@hwr-berlin.de)

### **Danijela Jelen**

Project Team Member "Professorial Career"

Office Building 1, Room 1.2014

Tel +49 (30) 30877 2688

Email [danijela.jelen@hwr-berlin.de](mailto:danijela.jelen@hwr-berlin.de)

## 6 Semester support from the Berlin Police

Berlin Police provides contact persons for each year group of the B.A. in Higher Police Service at the Lichtenberg campus. The semester support offices are located at the end of the corridor directly adjacent to the department administration.

The following colleagues are available as contact persons for semester support:

### **André Rabenau**

Head of Semester Support (FB II SemB gD)

+49 30 / 4664-762-020

### **Semester support (winter semester 2025/26):**

<b>Semester</b>	<b>Name</b>	<b>Telephone</b>
1	<b>PHK Markus Büttner</b>	+49 30 / 4664-762-024
2	<b>KHKin Marlene Lötze</b>	+49 30 / 4664-762-037
3	<b>KHK Marc Herbster</b>	+49 30 / 4664-762-021
4	<b>POKin Peggy Gusen</b>	+49 30 / 4664-762-025
5	<b>PK Bastian Wolf</b>	+49 30 / 4664-762-040
6	<b>PHKin Nancy Wegner</b>	+49 30 / 4664-762-026

The semester supervisors accompany a year group until the end of their studies. Responsibility therefore rotates; for example, POKin Peggy Gusen is responsible for the 4<sup>th</sup> semester in the 2025/26 winter semester and will therefore be responsible for the 5<sup>th</sup> semester in the 2026 summer semester.

## 7 Career path HAW professorship

The project "Professorial Career at HWR Berlin" (ProfKarriere), funded by the Federal-State Programme FH-Personal, will run until March 2027. The aim of the project is to promote the recruitment and qualification of professorial staff in order to strengthen the performance of universities of applied sciences (HAW).

If you are interested in a career as a professor at a university of applied sciences, please contact us at [profkarriere@hwr-berlin.de](mailto:profkarriere@hwr-berlin.de) or register for the Moodle course "Professorale Karriere an der HWR Berlin" (ProfKarriere), where you will also find the project newsletter.

If you have any questions, please contact your contact person at Department 5 (Danijela Jelen) at [danijela.jelen@hwr-berlin.de](mailto:danijela.jelen@hwr-berlin.de).