

The most frequently asked questions about the information being requested as a result of an amendment to the Hochschulstatistikgesetz (a federal statistics law applying to institutions of higher education)

1. Who needs to complete the questionnaire?

All academic support staff at or above the E13/A13 payment bracket as well as all academic staff will need to fill out the questionnaire.

2. Why do I need to provide this information?

All universities (nationwide) are required to collect this additional information in accordance with amendments to the Hochschulstatistikgesetz. The law became effective 1 March 2016. According to the German government's draft law, the data collected will provide information which can be used to direct higher education policy. The law defines which data must be collected in §3 para. 5 No. 1-8 (also available on this website).

3. Since the Human Resources Division already has my data, why can't the information simply be taken from my file?

The main reason is that you are being asked about an ongoing qualification procedure, which is often not included in your personnel file. We also cannot definitively tell whether you have gained additional qualifications (including a higher university degree) since you started working at the university. The information is, thus, much more accurate when you provide it yourself.

4. What happens with my data?

Each year, starting on 1 December 2016, this information will be forwarded to the Statistisches Landesamt (statistics office). The data will be provided directly from our electronic employee administration system where the information will be saved and assigned an anonymous, fictive number. The data will not contain your name or staff ID number. Thus, only our Human Resources Division will be able to identify you personally, but no external institution. The files will be sent to the Statistisches Landesamt (statistics office) in text file format using the encrypted IDEV online reporting procedure.

5. Can I send the file to hs-statistik@uni-konstanz.de or hochschulstatistikg@uni-konstanz.de as an encrypted message?

Yes, you also have this option.

If you cannot encrypt the message, you may also simply turn in a print-out of the questionnaire (in a sealed envelope) to Catherine Lawal/Human Resources.