

Organisational hints for external course managers and course assistants, when conducting further training courses and working sessions

Area of Responsibilities

During the preparation, implementation and follow-up of further training courses and working sessions the course manager closely cooperates with either one of the German Police University's (Deutsche Hochschule der Polizei = DHPol) faculties, the Institute of Police Technology (PTI), or - as the case may be – with the Police Scientific Training, Development and Research department. Besides, it comes under these persons' responsibilities to introduce the course/working session subject (incl. introduction to key note address), to monitor the content and to summarize the outcomes at the end of the course/working session. In addition to that, they compile the documents and presentations which are needed for dressing up the final course report.

The course assistant will be employed according to the course manager's needs and demands, and he/she support the course manager as needed.

Travel Connections

Please see the web at: www.dhpol.de/de/hochschule/Wir_ueber_uns/anfahrt.php?p=0,3

Travel Expenses Refund and Speaker's Fees

Claims for refund of travel expenses are solely and exclusively subject to the current version of the North Rhine-Westphalian travel expense refund law.

Travel Expenses

Bus and Railway:

Fares for travelling with the Federal German Railways (Deutsche Bahn) are in principal reimbursed on a second-class train ticket basis. Travels exceeding 1 hour of duration can be reimbursed on a IC train and/or EC train basis, travels exceeding 2 hours of duration can be reimbursed on a ICE or other high speed train basis. Travel expenses also include the necessary costs for using local public transportation at the place of residence/place of work and in Münster. Fare reductions, other forms of cost reduction as well as free transportation offers should be made use of (Bahn-Card, special offers etc.). Ticket fares will not be refunded when free transportation could have been used instead.

Taxi:

In those cases when a taxi has been used without convincing reason, only costs for a ticket on the public transport system can be reimbursed.

Car:

Sufficient parking space is available at the DHPol car park.

When travelling by private car for good reason, a compensation of 0.30 EUR / km for the first 30 kilometres will be paid.

Distances that have been covered by private car without good reason will be settled by paying a lump sum. This will be calculated on a compensation of 0.30 EUR / km for a maximum distance of 50 km, and of 0.20 EUR / km for any distances beyond this mileage. The maximum payable refund is fixed at EUR 100.00.

The calculation of the refund is based on the shortest regular distance covered.

The use of police service cars is subject to different regulations.

Plane:

Costs for flights can be refunded if a plane has been used for convincing reasons.

Time Limit for Refund:

Claims for refund of travel expenses need to be submitted in writing to the DHPol within a six months' period after the travel, and need to be filed in with original vouchers/tickets attached.

In accordance with the governing regulations of the state of North Rhine-Westphalia, Course managers may be granted a fee of 50.00 EUR per day, and course assistants of 20.00 EUR per day, VAT included.

This fee includes the submission of course introductory reports and final reports, and of papers/documents being submitted for the editing of the course documentation.

Please note that this fee may be subject to income taxes and that responsibility for paying these taxes lies with the course managers or assistants themselves.

Note:

Under the 'Financial Transactions Reporting Regulation' dated 7 September 1993 (BGBl. I, p. 1554 ff.), and as amended on 6 May 1999 (BGBl. I, S. p. 1077), the Deutsche Hochschule der Polizei (DHPol) is obliged to inform the responsible tax office if payments of DHPol to individual persons amount to 1,533.88 EUR or above within one calendar year.

Media Equipment

Lecture rooms and lecturing halls are each equipped with a digital projector, a personal computer, a Metaplan board and a flip chart. In case, any additional media are required, either the responsible faculty, the Institute of Police Technology or the Police Scientific Training, Development and Research department should be contacted in due time.

Documentation of Courses

As a rule, further training courses are completed by course reports. The format of these reports is a CD-rom which is particularly designed as a tool for course managers, course lecturers and course participants.

In addition, it is planned to post those course presentations and course inputs, which have not been classified, on the internet. All subject areas will be launched on the DHPol website for a limited period of time and will be protected by passwords. Generally, documentations include the course agenda, full text versions and/or PowerPoint presentations relating to course inputs, work group results and – if available – contributions to and results of discussions.

Furthermore, course reports are usually published on the DHPol intranet and on the extranet. On the extranet, access to the documentations is as follows:

Extrapol Homepage – Teilnehmer – Deutsche Hochschule der Polizei – Homepage - Publikationen – Seminardokumentationen

For reasons of topicality, the German Police University attempts to draw up and publish course reports immediately after the course has ended.

We should be pleased to receive the manuscripts electronically and - if possible - prior to the course. Very probably, those documents which the DHPol has not received by the beginning of the course cannot be considered for inclusion in the electronic course report.

Layout

For administrative reasons it is advisable to submit the above-mentioned documents/papers on a CD-rom, in WORD, powerpoint or pdf format.

Classified Documents

If documents are partly or fully subject to official security classification, the DHPol needs to be informed about the classification.

References

Should a course input be published in other learning environments as well, reference should be made to the fact that the lecture has also been held during a DHPol further training event.

Further Hints

Postal Address:

Deutsche Hochschule der Polizei
Zum Roten Berge 18 – 24
D-48165 Münster

Airports:

Münster Osnabrück Airport
Dortmund Airport

Federal German Railways:

Münster main railway station
Münster-Hiltrup (suburban) railway station

Bus Lines

departing from Münster main railway station:

no. 1, no. 9

bus stop: Hiltrup – Haltestelle Schulzentrum

DHPol Registration Desk

+49 2501 806 303

DHPol Main Gate

+49 2501 806 320 (not manned 24/7)

Meals:

	Monday – Thursday	Friday
Breakfast	07.00 – 8.30 h	07.00 – 8.15 h
Lunch	13.00 – 13.30 h	11.15 – 12.15 h
Supper	17.15 – 18.30 h	