

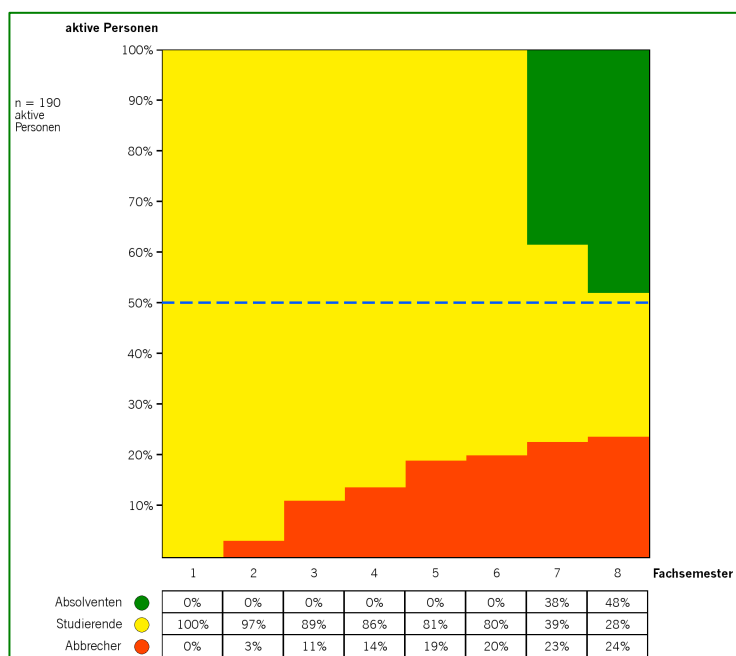
## Kenndatenportal – Explanation for Students and Applicants

### The University of Bonn’s Kenndatenportal Information for Students and Applicants

The Bonner Zentrum für Hochschullehre (BZH, Bonn Center for Higher Education) manages Kenndatenportal and thus collects and administers personal and highly sensitive data from applicants and university students, in the framework of quality management at the Rheinische Friedrich-Wilhelms University of Bonn. The BZH maintains the confidentiality of this data in accordance with legal requirements.

#### What is the Institutional Data Analytics Portal?

The University of Bonn’s Kenndatenportal is a web-based quality management platform for the visualization of study course data. Using the data from a campus management system, the portal generates heat maps in real-time for the analysis of cohorts, modules, and exams.



The diagrams give an easy-to-understand overview of comprehensive study data, enable the rapid recognition of neuralgic points in the course of studies, and allow the review—e.g., of the effectiveness—of a change in the target of evaluation (TOE).

## **Kenndatenportal – Explanation for Students and Applicants**

### **Who is responsible for Kenndatenportal?**

Kenndatenportal is an in-house development of the University of Bonn. It was conceived and continues to be developed as part of the Teaching Quality Pact by QM representatives from the faculties.

The manager of the portal is the BZH.

<https://www.bzh.uni-bonn.de>

The director of this central operating unit, under the responsibility of the Rector, is the University's Deputy Rector for Teaching and Studies.

### **Why is there Kenndatenportal?**

As specified in the Higher Education Act of the State of North Rhine-Westphalia (NRW), the University of Bonn is obliged to evaluate study conditions:

“For quality development and assurance, universities regularly evaluate the performance of their tasks, particularly in the area of teaching and with regard to academic success. The universities regulate the evaluation procedures in the structures—which also include provisions about the nature, scope, and treatment of the personal data of members and affiliates to be collected, processed, and made public—that are necessary for the evaluation. The evaluation should be made on the basis of gender-differentiated data. The results of the evaluation are to be published.” (Higher Education Act NRW, § 7 (2). This excerpt is an English translation of a German legal text and has been provided for your content-related orientation. Only the German text is legally valid.)

In the University's evaluation system, required by the Higher Education Act, Kenndatenportal is accordingly specified as a tool for the evaluation of institutional data:

“The BZH—as interfaculty advisory, support, and service institution for the field of studying and teaching—provides electronic institutional data analysis tools to the organizational units that support the implementation of evaluations on the basis of study course data.” (EvAO §6 (5)).

## Kenndatenportal – Explanation for Students and Applicants

### What data is stored and evaluated?

The following information is collected from each applicant or student of the University of Bonn:

	<b>Information</b>	<b>Example</b>
<b>Base data</b>	ID	<i>X12ba14</i>
	Gender	<i>female</i>
	Date of birth	<i>02.12.1992</i>
<b>Previous studies</b>	Type of study	<i>High School Diploma</i>
	Place of study	<i>Cologne</i>
	Completion status	<i>passed</i>
	Completion date	<i>May 2009</i>
	Grade / Credit points	<i>2.3</i>
<b>Applicant data</b>	Degree desired	<i>Bachelor of Science</i>
	Study subject	<i>Math</i>
	Enrollment semester desired	<i>WS 09/10</i>
	Approval status	<i>accepted</i>
<b>Student data</b>	Degree	<i>Bachelor of Science</i>
	Subject	<i>Math</i>
	Enrollment semester	<i>WS 09/10</i>
	Status per semester	<i>enrolled WS 11/12</i>
<b>Performance data</b>	Module information	<i>Examination Module Math III</i>
	Performance semester	<i>WS 12/13</i>
	Performance date	<i>28.2.2013</i>
	Performance status	<i>failed</i>
	Grade	<i>500</i>
	Number of attempts	<i>1st attempt</i>

The data are pseudonymized. A unique ID is created for each person, so that all of his/her related information can be analyzed in context. For the collection of applicant data, the consent of the persons concerned is required before pseudonymization; for enrolled students pseudonymization occurs automatically.

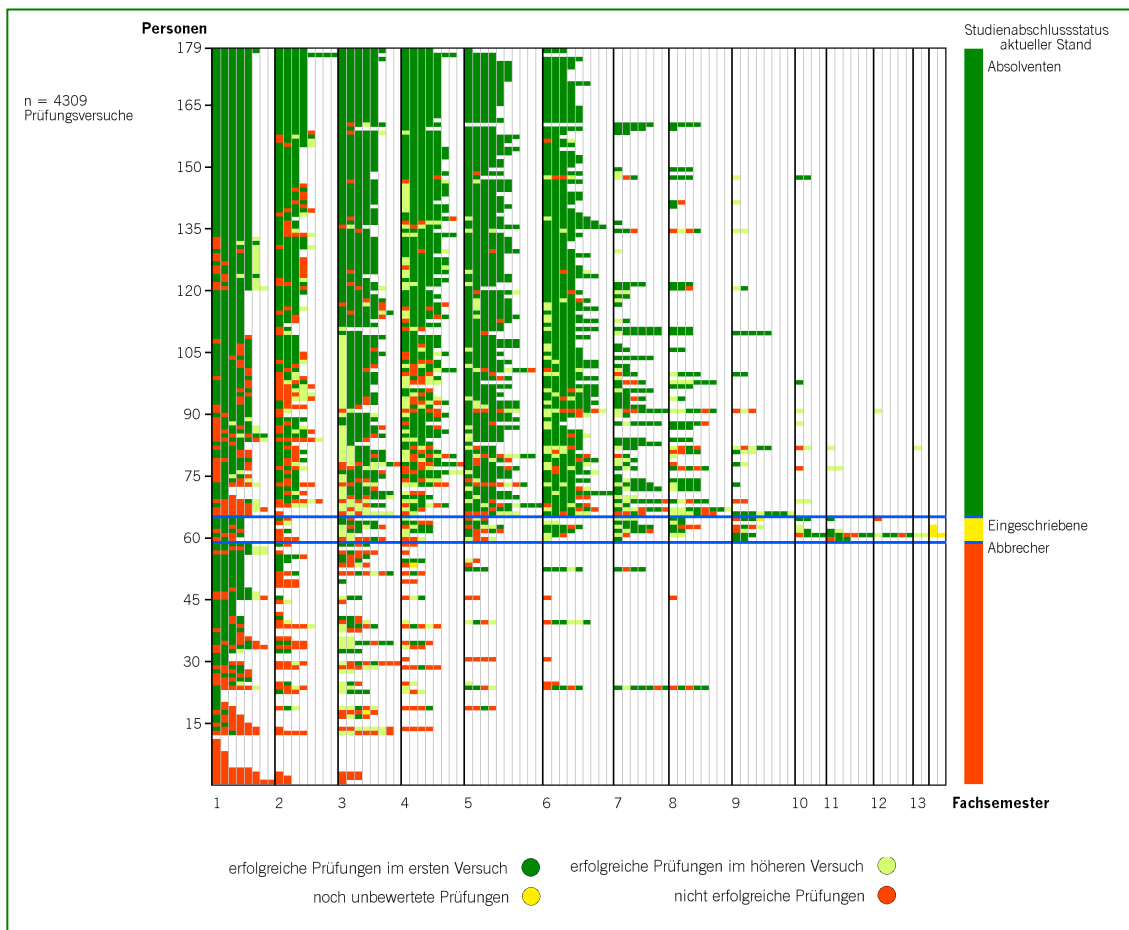
All students and applicants who have consented can later contradict a pseudonymization with the BZH. In this case, no unique ID will be created or the existing ID—as well as the base and previous studies data—will be deleted. Thus, the information is anonymized and personal identification is no longer possible.

The application for deletion must be made in writing as a personally signed request to the BZH.

## Kenndatenportal – Explanation for Students and Applicants

### What happens to the data in the analysis?

The information is aggregated and displayed in diagrams. Due to the aggregation, personal identification is no longer producible. Should the diagram results show less than 20 people or should individual people be identifiable due to individual characteristics—such as age and origin—the diagrams are not published.



In all other cases, the diagrams can be published as part of the obligation to report on evaluations.

## **Kenndatenportal – Explanation for Students and Applicants**

### **Where is the data stored and who has access to it?**

The data are stored in the server system of the BZH. Internally, BZH administrators have access. For all other users, the data can be accessed via the Institutional Data Analytics Portal. The portal is accessible through the University's Intranet, by means of encrypted access after identification and password input.

Only University staff members, who are responsible for quality management in the area of study and teaching within their institution, have access as users. Before the first access, participation in a training course on Kenndatenportal is mandatory and the signing of a separate data protection declaration is required. Each portal user can only view the cohort and module analyses for his/her subjects. Access is limited to one year, but can be extended by the faculties.

### **Are the data passed on to third parties?**

A transfer of the data is not permitted.

### **How long will the data be kept?**

The pseudonymized data from students are deleted 5 years after the completion of the entire cohort in which the student last participated. The pseudonymized data from applicants who do not enroll are deleted 5 years after the last application attempt.

## **Kenndatenportal – Explanation for Students and Applicants**

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