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Implementation Provisions of the Regulations Governing the Professional Training Program «Teaching Skills» (Online Track)

(dated 5 November 2024)

The Executive Committee,

based on § 1 of the Regulations Governing the Professional Training Program «Teaching Skills» at the University of Zurich dated 5 November 2024,

resolves the following:

§ 1 Study Plan

«Teaching Skills» is equivalent to Part 1 of the CAS UZH in Higher Education. If a participant belongs to a faculty taking part in the program, they are subject to any additional requirements issued by the relevant faculty.

§ 2 Modules

The professional training program «Teaching Skills» (online track) comprises the following online modules:

- a. Basics of Course Planning (faculty-specific where appropriate) (2 ECTS credits)
Consisting of at least 18 hours of synchronous units (incl. peer sessions) and independent study
- b. Competent Teaching Practice (1 ECTS credit)
Consisting of at least 12 hours of synchronous units (incl. peer sessions) and independent study
- c. Complex Teaching Settings (1 ECTS credit; independent study module)
- d. Elective Module (1 ECTS credit)
University teaching and learning courses at a university or courses determined by the faculty consisting of a total of two days; both in-person and online formats are permitted
- e. Activities in the Teaching Community (1 ECTS credit);
both in-person and online formats are permitted
- f. Teaching-Learning Portfolio (1 ECTS credit)
- g. Teaching Duties (no ECTS credits)

§ 3 Transfer of Credit for the Basic Course

If a participant completed an equivalent basic course in accordance with § 2 at the University of Zurich or another higher education institution less than two years before beginning the «Teaching Skills» professional

training program, the program commission may on request grant a partial exemption. An assessment must be completed in all cases.

§ 4 Active Participation

¹ Active participation means online attendance at the synchronous units and peer sessions for the modules.

² A module is deemed as passed when the associated assessment has been completed successfully and the required active participation rate of 80% at the synchronous units and peer sessions has been met. Active participation is monitored by the relevant instructor.

³ If the 80% active participation requirement is not fulfilled, the entire module must be repeated. The module may be repeated any number of times; the entire module must be attended on any one attempt. Participants must register anew to do so. There is no guarantee that a place on that module will be free.

⁴ If an unforeseeable and unavoidable event occurs before or during the module that prevents fulfillment of the 80% attendance requirement, this must be communicated to the program management without delay.

§ 5 Teaching Duties

¹ Participants must directly teach a course or courses from the course catalogue at the University of Zurich.

² Various types of instruction, in particular the following, are deemed as direct teaching:

- a. Lectures
- b. Seminars
- c. Practical courses (Übungen) and practical training/traineeship
- d. Field trips

§ 6 Activities in the Teaching Community

¹ Participants visit and observe the teaching activities of a peer on one occasion and likewise have their own teaching activities visited and observed once by a peer (peer observation). Persons deemed as peers are participants in the «Teaching Skills» professional training program and the CAS in Higher Education. The peer observers each write a report on their observations.

² Participants (co-)coordinate an activity within the teaching community. Teaching community activities are deemed to be higher education activities (co-)organized by participants at the University of Zurich, in particular:

- a. (Co-)Design higher education courses, webinars and subject-didactic courses at the faculties and institutes
- b. Initiating peer counseling
- c. Offering a lunchtime talk on teaching
- d. Producing a good practice contribution in Teaching Tools
- e. A second peer observation (visit and return visit)

³ Further activities may be submitted on request to the program commission.

⁴ Any expenses incurred are borne by the participants.

§ 7 Teaching-Learning Portfolio

The teaching-learning portfolio may be submitted to program management on 31 January or 31 July of each year. The program management determines the format of the teaching-learning portfolio (e-portfolio, etc.), the content and the form of its submission.