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Regulations Governing the "Teaching Skills" program at the University of Zurich

(Dated 6 February 2018)

The Extended Executive Board of the University has resolved:

I. Basic Principles

§ 1 Scope of Application

These regulations govern the organization and implementation of the "Teaching Skills" program (hereinafter Program) at the University of Zurich. The Executive Committee issues the implementation provisions.

§ 2 Governing Body and Attestation Issued

¹ Responsibility for the governance and administration of the Program rests with the Office for Continuing Education of the University of Zurich.

² Successful graduates are issued the "Teaching Skills" attestation.

§ 3 Participating Faculties at the University of Zurich

¹ All faculties at the University of Zurich may take part in the Program.

² They may, for participants of their own faculty, issue supplementary provisions in relation to the Program that address their subject-specific requirements.

§ 4 Program Aims

¹ The Program is an academic teaching course that aims to provide participants with in-depth theoretical knowledge and practical skills in the area of university teaching and learning.

² The Program combines academic education and research with teaching practice while also promoting professional, methodological and social skills.

§ 5 Admission

¹ Admission is open to persons with a Master's degree who teach at the University of Zurich. In exceptional cases, applicants with a Bachelor's degree or with an equivalent qualification may be admitted. The decision on equivalence is made by the program management upon review of the application documents; this decision is final. The program management may require that persons applying for exceptional admission pass an interview.

² A maximum of 20 participants are admitted per program cycle.

³ Individual modules of the Program or parts thereof may be offered to further persons involved in university teaching on an individual basis.

⁴ There is no general entitlement to be admitted to the Program.

⁵ Participation in the Program, in specific modules, or parts thereof does not constitute an entitlement to teach at the University of Zurich.

II. Organization

§ 6 Office for Continuing Education

¹ The Program is run under the auspices of the Office for Continuing Education of the University of Zurich. The Office for Continuing Education is responsible for the accounting and bears the Program's costs. The Program is subject to the general quality requirements stipulated by the University of Zurich.

The head of the Office for Continuing Education authorizes the budget, the instructor salaries, and the accounts for each program cycle, and approves expenses not included in the budget.

§ 7 Executive Committee

¹ The executive committee is identical with the executive committee as defined in § 8 of the regulations governing the continuing education degree program CAS in University Teaching and Learning of the Faculty of Arts and Social Sciences at the University of Zurich dated 6 February 2018. (*Reglement über den Weiterbildungsstudiengang CAS in Hochschuldidaktik*). The program manager attends all meetings in an advisory capacity.

² The tasks of the executive committee are identical with the tasks as defined in § 8 of the regulations governing the continuing education degree program CAS in University Teaching and Learning.

§ 8 Program Management

¹ Management of the Program is assigned to a staff member of the Office for Continuing Education at the University of Zurich. This person is selected by the head of the Office for Continuing Education. The program manager drafts the study plan for submission to the executive committee and assumes all tasks related to the planning and administration of the Program.

² The program manager is responsible for all parts of the Program that are not under the authority of other bodies.

§ 9 Teaching Staff

¹ The teaching staff comprises instructors from the University of Zurich as well as external experts who either teach at other universities and higher education institutions or who practice in the relevant field. The core topics are taught primarily by staff members of the Office for Continuing Education of the University of Zurich. The teaching staff is selected to ensure that the subject matter taught is related to research and teaching at the University of Zurich.

² The teaching staff may be remunerated separately for services rendered.

³ University of Zurich instructors have neither a right nor an obligation to participate in the Program.

III. Modules, ECTS Credits and Official Assessments

§ 10 Modules

The Program is structured into thematically and chronologically coherent modules. The goals and content of the modules are outlined in the Program description. The program management may decide to conduct parts of the Program at universities in Switzerland or abroad.

§ 11 European Credit Transfer System

¹ Academic achievement is assessed in accordance with the European Credit Transfer System (ECTS).

² ECTS credits are awarded for passed modules.

³ One ECTS credit is equivalent to approximately 30 hours of work.

§ 12 Official Assessments

¹ A module is deemed as passed when the attendance requirement (active participation) has been met and the accompanying assessment has been completed successfully. An assessment may comprise:

- a. An oral or written examination on the content of a module;
- b. A presentation as part of a module;
- c. Written work as part of a module;
- d. Case studies.

² The type of assessment in each case is decided by the program management in consultation with the instructor responsible.

³ Written work must also be submitted electronically. The program management reserves the right to use plagiarism detection software to monitor written work.

⁴ Assessments are graded by the instructors who held the corresponding courses or by experts in university teaching selected by the program management.

⁵ Failed assessments may be retaken once, and by no later than the end of the relevant semester. Otherwise, the assessment is definitively registered as failed.

⁶ If it is no longer possible to confer a degree due to a failed assessment, the participant concerned will be excluded from the Program with immediate effect.

§ 13 Cancellation of Assessments

¹ If an unforeseen and unavoidable event prevents a participant from preparing an assessment, the participant must immediately submit a substantiated written application to cancel registration for the assessment and supply the necessary proof (e.g. a doctor's note) to the program management.

² If such an event occurs directly before or during an assessment, the participant must report this to the examiner or the proctor. An application to cancel the assessment, or the written notice, must be submitted with the necessary proof (e.g. a doctor's note) to the program management within two working days.

³ In the event of doubt, the program management may require a second opinion from an independent doctor.

⁴ Late applications to cancel registration for assessments are not considered.

⁵ The program management decides whether to authorize the cancellation or suspension of an assessment. If the application to cancel registration is denied, the assessment is given a failing grade.

⁶ Non-attendance at an assessment without presenting a valid excuse results in a failing grade.

§ 14 Grading Scale

Assessments are marked Pass or Fail.

§ 15 Fraudulent Action

¹ In the case of fraudulent action, in particular bringing or using unauthorized aids or communicating without permission during an assessment, plagiarism, or providing incomplete or false information when registering for the Program, the program management will declare the assessment to have been failed, admission to have been obtained by fraudulent means, or an issued attestation to be invalid.

² If admission has been obtained by fraudulent means, the guilty party will be excluded from the Program with immediate effect.

³ If admission has been obtained by fraudulent means and an attestation as described under § 2 has been issued, the attestation is declared invalid and confiscated by decision of the program management.

⁴ In such cases, the program management decides whether to initiate disciplinary proceedings.

§ 16 Appeals

¹ After each semester, participants receive a transcript with the number of ECTS credits earned. If participants disagree with the information on the transcript, they have 30 days to submit an appeal to the program management. An appeal against the decision of the program management may be lodged within 30 days to the Appeals Commission of the Universities of the Canton of Zurich.

² No transcript will be issued in semesters in which no ECTS Credits have been acquired at the University of Zurich.

IV. Program

§ 17 Teaching Skills

¹ The Program comprises 6 to 10 course days held over the course of at least two semesters.

² If participant numbers suffice, faculties taking part in the Program may run individual modules specifically for their faculty in cooperation with the Office for Continuing Education. These faculties may make such modules compulsory for their own participants.

³ The "Teaching Skills" attestation is issued when at least 7 ECTS credits have been earned, the confirmation of teaching duties and confirmation of observations have been presented and the teaching portfolio has received a passing grade.

⁴ The “Teaching Skills” attestation is signed by the program manager.¹

⁵ Participants who are not issued an attestation receive a confirmation of their academic achievement.

§ 18 Teaching Duties

¹ The participants must fulfill at least two semester hours of direct teaching for courses listed in the course catalogue of the University of Zurich as well as 30 hours of teaching-related activities.¹

² The relevant unit must confirm the teaching duties in writing. The teaching duties must have been performed within the last two years before admission to the Program; they do not confer any ECTS credits.

§ 19 Peer Observation

¹ All participants take part in the peer observation of teaching, both as an observer and as observee. The executive committee determines the number of peer observation sessions required.

² The peer observation sessions must take place for the teaching of a course or courses from the course catalogue of the University of Zurich.

³ The program management determines each peer observer and the regulations applying to peer observation.

§ 20 Teaching Portfolio

¹ The participants develop a teaching portfolio in which they reflect on their personal teaching activities at the University of Zurich. 1 ECTS credit is awarded for the teaching portfolio. The teaching portfolio is supervised and graded by experts in university teaching; these experts are selected by the program management.

² The teaching portfolio must also be submitted electronically. The program reserves the right use plagiarism detection software to monitor the work.

³ The teaching portfolio is either approved or deemed unsatisfactory; in the latter case, the portfolio may be revised once and resubmitted within three months. If the teaching portfolio is deemed unsatisfactory upon second submission, a failing grade is given.

V. Funding

§ 21 Program Fees

The Program is free of charge for persons who teach at the University of Zurich.

VI. Final and Transitional Provisions

§ 22 Transitional Provisions

¹These regulations apply to all participants who commence the Teaching Skills Program from 1 March 2018 onwards.

²For all other participants, the previous provisions continue to apply.

§ 23 Entry into Force

These regulations enter into force on 1 March 2018.

On behalf of the Extended Executive Board of the University:

The President:
Prof. Dr. M. O. Hengartner

The Secretary:
Dr. S. Engler

¹ Version in accordance with the decision by the Extended Executive Board of the University from 4 March 2020; in force since 1 March 2020.