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## Implementation Provisions of the Regulations Governing the "Teaching Skills" program

(Dated 11 May 2020)

*The Executive Committee,*

based on § 1 of the Regulations Governing the "Teaching Skills" program at the University of Zurich dated 6 February 2018,

resolves the following:

### § 1 Study Plan

The "Teaching Skills" program is equivalent to part one of the CAS in University Teaching and Learning. If a participant belongs to a faculty taking part in the program, he or she is subject to any additional requirements issued by the relevant faculty.

### § 2 Modules

The "Teaching Skills" program is comprised as follows:
   a. Module I: Basic course of 3 days (faculty-specific, where applicable) (2 ECTS credits)
   b. Module II: Advanced course of 3 days (2 ECTS credits)
   c. Module III: Either a compulsory module determined by the faculty or an elective module comprising two course days (1 ETCS credit). The elective module may be completed at another university.
   d. Teaching duties (no ECTS credits)
   e. Peer observations (1 ECTS credit)
   f. Teaching portfolio (1 ECTS credit)

### § 3 Transfer of Credit for the Basic Course

If a participant has completed a course equivalent to the basic course described under § 2 (at either the University of Zurich or another university) within the two years before admission to the Program in Teaching Skills, the program management may transfer credit for the course or grant a partial exemption on request. If the course did not include an official assessment, the assessment must be subsequently completed.

### § 4 Active Participation (Attendance)

1 Active participation means attendance at the course days of the module.

2 A module is deemed as passed when all required assessments have been completed successfully and the required attendance rate of 80% (active participation) has been met. Attendance is monitored by the relevant instructor.

3 If the 80% attendance 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 for each repetition of a module and pay the full module fees.

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 UZH course catalogue and carry out teaching-related activities 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
  d. Field trips.

3 Duties deemed as teaching-related activities include the following:
  a. Conceiving lectures, seminars, practical courses, and field trips;
  b. Contributing to the design of lectures, seminars, and practical courses;
  c. Supporting participants on an individual basis;
  d. Correcting written work;
  e. Supervising Bachelor's and Master's theses;
  f. Devising examination questions and sample solutions, observing and invigilating examinations;
  g. Producing teaching materials for courses.

## § 6 Peer Observation

1 Each participant observes the teaching activities of a peer on two occasions; his or her teaching activities are likewise observed twice by a peer. Persons deemed as peers are participants in the "Teaching Skills" program and participants in the CAS in University Teaching and Learning. The peer observers each write a report on their observations.

2 Any expenses incurred are borne by the participants.

## § 7 Teaching Portfolio

The teaching portfolio must be submitted to the program management at latest by 31 January or 31 July within six months of attending module II. The program management determines the format of the teaching portfolio (e-portfolio, etc.), the content, and the form of its submission.