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Regulations Governing the Professional Training Program “Teaching Skills” at the University of Zurich

(dated 5 November 2024)

The Extended Executive Board of the University has resolved:

A. Basic Principles

§ 1 Object

These Regulations govern the delivery and organization of the Teaching Skills professional training program at the University of Zurich (the Program). The Executive Committee issues rules governing the details.

§ 2 Responsibility

Responsibility for the Program rests with the University of Zurich Office for Continuing Education. The Program also falls under the Office for Continuing Education for administrative purposes.

§ 3 Attestation Awarded

The Office for Continuing Education issues the Teaching Skills attestation upon successful completion of the Program.

§ 4 Program Objectives

¹ The Program is a university teaching and learning course that aims to provide participants with in-depth theoretical knowledge and practical skills in university teaching and learning.

² The Program combines academic research and teaching with professional practice while fostering technical, methodological and social competences.

§ 5 Admission to the Program

¹ Admission is open to persons with a university degree and professional experience who teach at the University of Zurich. In exceptional cases, individuals with comparable qualifications and specific professional experience may be admitted upon review of their application documents. The Program Committee may also make admission conditional upon a successful interview.

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

³ There is no general entitlement to be admitted to a program.

B. Organization

§ 6 Office for Continuing Education

The Office for Continuing Education is responsible for the Program. The Program is subject to the general quality requirements stipulated by the University of Zurich.

§ 7 Executive Committee

¹ The Executive Committee is identical to the executive committee as defined in § 8 of the ordinance on the continuing education program CAS UZH in Higher Education run by the Faculty of Arts and Social Sciences at the University of Zurich (*Verordnung über den Weiterbildungsstudiengang CAS in Hochschuldidaktik an der Philosophischen Fakultät der Universität Zürich*), dated 27 September 2024.

² The Committee's duties, term of office and rules on the passing of resolutions are governed by §§ 7 to 10 of the Ordinance on the CAS UZH in Higher Education.

§ 8 Composition of the Program Committee

¹ The Program Committee is made up of two to four members in addition to the chair of the Executive Committee, who also takes the chair of the Program Committee.

² In addition to the chair of the Executive Committee, the members of the Program Committee include the program management, as well as an expert in academia and practice.

³ Members serve a four-year term of office and may be reappointed.

§ 9 Tasks of the Program Committee

¹ The tasks of the Program Committee include the following in particular:

- a. Selecting instructors
- b. Selecting experts in university teaching and learning
- c. Deciding on admission to the Program according to the recommendations of program management
- d. Deciding on whether an applicant is interviewed
- e. Deciding on the transfer of ECTS credits from equivalent programs at universities in Switzerland or abroad.

§ 10 Resolutions of the Program Committee

¹ The chair convenes and chairs meetings of the Program Committee.

² The Program Committee passes resolutions by a simple majority of the votes cast. The chair has the casting vote in the event of a tie.

³ Resolutions may be passed by means of written consent if all members of the Program Committee agree to the process.

§ 11 Program Management

¹ Program management is responsible for the operational management of the program. Program management and the chair of the Executive Committee represent the program outside of the University.

² The duties of program management are the following:

- a. Supporting the Executive Committee
- b. Organizing and delivering the program
- c. Creating and maintaining contact with current and future instructors, and promoting collaboration among instructors
- d. Advising participants on the program and the associated course load
- e. Submitting recommendations on admission to the Program Committee
- f. Handling participant-related administration
- g. Evaluating individual modules and the program as a whole
- h. Producing and monitoring the budget and applying for expenses not included in the budget
- i. Producing the financial statements per cycle or year, as well as the accountability report
- j. Conducting market research and promoting the program
- k. Maintaining contact with alumni of the program, as well as with representatives of business and the relevant professional associations and organizations.

³ Program management attends the meetings of the Executive Committee in an advisory capacity.

§ 12 Office for Continuing Education

¹ The Office for Continuing Education is responsible for human resources and accounting, and assumes the costs of the Program.

² The Office for Continuing Education authorizes the budget, the instructor fees and the financial statements for each program cycle or year, and approves expenses not included in the budget.

² The Office for Continuing Education is responsible for all tasks that do not fall under the authority of other bodies.

§ 13 Teaching Staff

¹ The teaching staff consists of instructors from the University of Zurich and other higher education institutions, as well as further experts. The core elements of the Program are taught primarily by instructors from the University of Zurich. The teaching staff is selected to ensure that the subject matter taught is related to research at the University.

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.

C. Modules and ECTS Credits

§ 14 Modules

¹ Content is structured thematically and chronologically into modules that are offered in German and/or English. The content and goals of these modules are described in the program prospectus. Provision may be made for faculty-specific modules.

² The Executive Committee may decide to deliver parts of the Program at universities in Switzerland or abroad.

§ 15 European Credit Transfer System

¹ Academic achievement is assessed in accordance with the European Credit Transfer System (ECTS). ECTS credits are awarded for modules passed. They are awarded in whole numbers. One ECTS credit is equivalent to 30 hours of work.

² Participants must pass a predefined assessment to be awarded ECTS credits. No ECTS credits are awarded for simply attending a module.

³ The number of ECTS credits assigned to a module is always awarded in its entirety; partial credit is not awarded.

⁴ On request, the Program Committee may decide to transfer a maximum of one ECTS credit to the Program from an equivalent program at a university in Switzerland or abroad. As a rule, this credit must have been earned no more than two years before the start of the Program.

⁵ Only ECTS credits will be transferred, not grades.

D. Official Assessments

§ 16 Assessments

¹ A module is deemed passed when the associated assessment has been completed successfully. Specifically, an assessment may be:

- 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 program management in consultation with the instructors responsible.

³ Written work must be submitted electronically. The paper may be reviewed using appropriate plagiarism detection software.

⁴ Assessments are graded either by the instructors who held the corresponding courses or by experts in university teaching and learning.

⁵ Failed assessments may be retaken once, no later than twelve months after the participant has been notified in writing of that failed assignment. If an assessment is failed twice, the participant will be excluded from the Program.

§ 17 Inability to Attend, Incomplete Assessments and Unexcused Absences

¹ Program management must be notified of any compelling, unforeseeable or unavoidable event occurring prior to an assessment that prevents the participant taking that assessment.

² If such an event occurs directly prior to or during an assessment, program management or the person responsible for the assessment, or the proctor must be notified.

³ In principle it is not possible retrospectively to assert grounds for any inability to take an assessment if that assessment has already been taken.

§ 18 Procedures in Case of Inability to Attend, Incomplete Assessments and Unexcused Absences

¹ In all cases, a written application to be excused, stating the reasons, must be submitted to program management no later than five working days after the assessment date/deadline, accompanied by the corresponding confirmations (e.g., a doctor's note).

² In the case of assessments that take place over a longer period of time (especially written work), an extension request may be submitted prior to the deadline for that assessment.

³ Program management decides whether to authorize the request. In case of doubt, they may bring in a physician of their choice. If the request is denied, the assessment is deemed failed.

⁴ The assessment is deemed failed if a participant is absent unexcused from an assessment, or if they do not submit an extension request before the deadline.

§ 19 Evaluation of Academic Achievement

Assessments are marked Pass or Fail.

§ 20 Academic Misconduct

¹ Academic misconduct is constituted by fraudulent or dishonest action. This particularly includes bringing or using unauthorized aids, unauthorized communication with third parties, and the submission of plagiarized work or a written examination/paper that has not been completed independently by the participant submitting it.

² In cases of academic misconduct as defined in subparagraph 1, the Executive Committee will rule an assessment as failed and declare any issued transcript of records null and void. The Office for Continuing Education will withdraw any certificates that have already been awarded. All documents issued after the act of academic misconduct must be returned.

³ The Executive Committee decides on whether to initiate disciplinary proceedings.

E. Attestation

§ 21 Teaching Skills

¹ The Program is offered as an in-person course consisting of between six and ten days of instruction, or as an online track with 50 to 60 hours of synchronous learning units. It generally lasts for two semesters.

² The Teaching Skills attestation is issued when at least 7 ECTS credits have been earned, the confirmation of teaching duties and records of teaching community activities have been submitted, and the teaching-learning portfolio has received a passing grade.

³ The Teaching Skills attestation is signed by the chair of the Executive Committee.

⁴ The Program must be completed within three years of its commencement. Cases of hardship are decided by the Executive Committee.

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

§ 22 Teaching Duties

¹ Participants must teach hours equivalent to at least two weeks of a semester, or 28 directly taught classes, of courses listed in the course catalog of the University of Zurich.

² The relevant institution must confirm the teaching duties in writing. As a rule, these duties must have been performed no more than two years before commencing the Program.

³ No ECTS credits are awarded for teaching duties.

§ 23 Activities in the Teaching Community

¹ Participants must play an active part in the teaching community. In particular, they must visit and observe classes taught by other participants and have other participants visit and observe their own classes. Teaching community activities are documented.

² Teaching community activities must take place at the University of Zurich.

³ Records of teaching community activities earn one ECTS credit.

§ 24 Teaching-Learning Portfolio

¹ Participants must produce a teaching-learning portfolio in which they reflect on their own teaching activities at the University of Zurich. The teaching-learning portfolio earns one 1 ECTS credit.

² The teaching-learning portfolio is either approved or, if it is unsatisfactory, returned once for improvements within a maximum of three months. If the teaching-learning portfolio is again deemed to be unsatisfactory, it is definitively rejected.

³ The teaching-learning portfolio must be submitted electronically. It may be checked by plagiarism detection software to rule out academic misconduct.

⁴ The teaching-learning portfolio is supervised and assessed by program management or by an expert in university teaching and learning appointed by program management.

F. Funding

§ 25 Program Fees

¹ The Program is free of charge for persons who teach at the University of Zurich.

² The costs are assumed by the Office for Continuing Education.

³ Participants bear the costs of teaching community activities and teaching materials not supplied during the program, as well as personal expenses such as accommodation, travel and meals.

§ 26 Accounting

Accounting is governed by the Finance Regulations of the University of Zurich (*Finanzreglement der Universität Zürich*), dated 16 November 2009 and the Framework Ordinance on Continuing Education at the University of Zurich (*Rahmenverordnung über die Weiterbildung an der Universität Zürich*), dated 24 August 2020, as well as the corresponding implementation provisions.

G. Legal Recourse

§ 27 Legal Recourse

¹ New assessment results entered in a transcript of records, and all other legal orders, are subject to appeal to the Executive Committee. The appeal must be lodged in writing within 30 days of receipt of the transcript of records or the legal order, stating the petition and grounds. This appeal decision is subject to further appeal.

² The Appeals Commission of the Higher Education Institutions of the Canton of Zurich is competent to rule on such appeals.

H. Transitional and Final Provisions

§ 28 Rescission of Previous Legal Regulations

The Regulations Governing the Professional Training Program “Teaching Skills” at the University of Zurich (*Reglement über das Qualifikationsprogramm «Teaching Skills» an der Universität Zürich*), dated 6 February 2018 are rescinded effective 1 January 2025.

§29 Transitional Provisions

¹ These Regulations apply to all participants who commence the Program from 1 January 2025 onwards.

² The Regulations Governing the Professional Training Program in Teaching Skills at the University of Zurich (*Reglement über das Qualifikationsprogramm «Teaching Skills» an der Universität Zürich*), dated 6 February 2018, continue to apply to all participants who commenced the Program prior to 1 January 2025. The present Regulations apply to all participants as of 1 January 2026.

§ 30 Entry into Force

These Regulations enter into force on 1 January 2025.