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# Implementation Provisions of the Ordinance on the Continuing Education Program CAS UZH in Higher Education

(dated 30 August 2024)

*The Executive Committee,*

based on § 1 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, dated 27 September 2024 (“Verordnung über den Weiterbildungsstudiengang CAS UZH in Hochschuldidaktik an der Philosophischen Fakultät der Universität Zürich vom 27. September 2024”)

*resolves the following:*

## § 1 Study Plan

The CAS UZH in Higher Education is composed of two parts, Part 1 being equivalent to the professional training program «Teaching Skills». If a student belongs to a faculty taking part in the program, they are subject to any additional requirements issued by the relevant faculty.

## § 2 Modules

**Part 1** of the CAS UZH in Higher Education comprises the following modules:

- a. Basics of Course Planning (faculty-specific where appropriate) (2 ECTS credits)  
Consisting of three days of class time and independent study
- b. Competent Teaching Practice in Complex Teaching Settings (2 ECTS credits)  
Consisting of three days of class time and independent study
- c. 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
- d. Activities in the Teaching Community (1 ECTS credit)
- e. Teaching-Learning Portfolio (1 ECTS credit)
- f. Teaching Duties (no ECTS credits)

**Part 2** of the CAS UZH in Higher Education comprises the following modules:

- a. Teaching Innovation (2 ECTS credits)  
Consisting of three days of class time and independent study
- b. Leading, Counseling, and Supervising in Teaching (2 ECTS credits)  
Consisting of two days of class time, and independent study, as well as two half days of peer group work and one expert visit and observation
- c. Teaching Project and Final Colloquium (4 ECTS credits)
- d. Teaching Duties (no ECTS credits)

### § 3 Focus

<sup>1</sup>The following must be completed for the **focus in Research-Based Learning**:

- a. Elective Module: At least one day in the area of *Research-Based Learning*
- b. *Teaching Innovation* module: Course day on *Research-Based Learning*
- c. The teaching project must be in the area of *Research-Based Learning*. Either of the following formats may be chosen:
  - Development, delivery and documentation of a course in the *Research-Based Learning* format
  - Completion of a teaching project in the sense of the *Scholarship of Teaching and Learning*

<sup>2</sup>The following must be completed for the **focus in Digital Competences**:

- a. Elective Module: At least one day in the area of *Digital Competences*
- b. *Teaching Innovation* module: Course day on *Digital Competences*
- c. The teaching project must be in the area of *Digital Competences*. Either of the following formats may be chosen:
  - Development, delivery and documentation of a distance or blended learning course
  - Completion of a teaching project in the sense of the *Scholarship of Teaching and Learning* that investigates an issue in the student's own teaching in a digital setting
  - Development, delivery and documentation of a course to promote digital competences among students (upon request only)

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

If a student 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 CAS UZH in Higher Education, the program commission may on request transfer credit for that course or grant a partial exemption. If the course did not include an official assessment, the assessment must be subsequently completed.

### § 5 Transfer of Credit for «Teaching Skills»

<sup>1</sup>Students who have successfully completed the University of Zurich's professional training program «Teaching Skills» may have the associated credits transferred as Part 1 of the CAS.

<sup>2</sup>The original «Teaching Skills» attestation is retracted when the student gains the CAS UZH in Higher Education.

<sup>3</sup>To achieve recognition for a focus in accordance with § 3, students must have attended one day of a course in the focus area as part of the Elective Module. This course day must otherwise be attended subsequently and confirmation of participation presented.

## **§ 6 Active Participation (Attendance)**

<sup>1</sup> Active participation means attending the modules.

<sup>2</sup> A module is deemed as passed when the associated assessment has been completed successfully and the required attendance rate of 80% (active participation) has been met. Attendance is monitored by the relevant instructor.

<sup>3</sup> 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. Students must register anew for each repetition of a module and pay the full module fees. There is no guarantee that a place on that module will be free.

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

## **§ 7 Teaching Duties**

<sup>1</sup> Students must teach directly at a university, university of applied sciences or university of teacher education.

<sup>2</sup> Various types of instruction, in particular the following, are deemed direct teaching:

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

<sup>3</sup> As a substitute for direct teaching, people familiar with teaching matters but who do not teach themselves can provide equivalent activity for two weeks of semester hours. In particular, this may be:

- a. Active involvement in a curriculum development project
- b. Conducting or involvement in quality assurance
- c. Designing curricula for doctoral programs
- d. Conducting workshops and courses for doctoral candidates or as part of doctoral programs

## **§ 8 Activities in the Teaching Community**

<sup>1</sup> In Part 1, students visit and observe the teaching activities of a peer on two occasions and likewise have their own teaching activities visited and observed twice by a peer. Persons deemed as peers are students in the CAS UZH in Higher Education and the professional training program «Teaching Skills». The peer observers each write a report on their observations.

<sup>2</sup> In exceptional cases, one of the two peer observations (visit and return visit) may be replaced upon request to the program commission by an alternative teaching community activity.

<sup>3</sup> Any expenses incurred are borne by the participants.

## § 9 Expert Observation

<sup>1</sup> As part of the Leading, Counseling and Supervising in Teaching module in Part 2 students are visited and observed on one occasion by a teaching expert and receive feedback. The program coordinator determines the expert in question.

<sup>2</sup> Students who pay reduced fees must complete the expert observation at the University of Zurich. Otherwise, students must pay the entire costs of the expert observation, including expenses.

## § 10 Teaching-Learning Portfolio

The teaching-learning portfolio must be submitted to the program coordinator no later than 31 July of the year in which the student attended the *Competent Teaching Practice in Complex Teaching Settings* module. The program coordinator determines the format of the teaching-learning portfolio (e-portfolio, etc.), the content and the form of its submission.

## § 11 Teaching-Learning Project

The program coordinator determines the format of the teaching-learning project, the content and the form of its submission. If the student chooses a focus, the teaching-learning project must be conducted in the focus area. The abstract of the teaching-learning project must be published in the blog Academic Teaching and Research-Based Learning (*Wissenschaftliches Lehren und Forschendes Lernen*), at <https://www.uzh.ch/blog/weiterbildung-cashd/>.

## § 12 Fees

<sup>1</sup> The fees for the CAS UZH in Higher Education are set at CHF 8,700.00.

<sup>2</sup> Students who have had credits transferred from the professional training program «Teaching Skills» at the University of Zurich pay CHF 4,350.00.

<sup>3</sup> Employees of the University of Zurich and the University Hospital Zurich pay CHF 4,350.00. They must provide the corresponding confirmations of employment for the entire duration of the program, otherwise the additional fees for that part of the course for which the participant was not employed at the University of Zurich or the University Hospital Zurich must be paid subsequently.

<sup>4</sup> Doctoral candidates registered at the University of Zurich and individuals holding junior academic positions at UZH pay a reduced fee of CHF 1,000.00. They must provide the corresponding confirmations of registration and/or employment for the entire duration of the program, otherwise the additional fees for that part of the course for which the participant was not registered or employed must be paid subsequently.

<sup>5</sup> Doctoral candidates at the University of Zurich who complete the teaching duties required for the CAS UZH in Higher Education outside the University of Zurich pay CHF 4,350.00. They must provide the corresponding confirmations of registration for the entire duration of the program, otherwise the additional fees for that part of the course for which the participant was not registered must be paid subsequently.

<sup>6</sup> To qualify for a reduction in fees as described in paragraphs 3 and 4, half of the student's teaching duties must be completed at the University of Zurich as part of courses listed in the UZH course catalogue, at the same time as they are participating in the CAS program. The student is also required to complete their teaching-learning project and expert visit and observation at the University of Zurich.