Implementation Provisions of the Regulations Governing the Professional Training Program «Teaching Skills» (In-Person Course)

(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» (in-person course) 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)

§ 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 from the course. An assessment must be completed in all cases.

§ 4 Active Participation

[1] Active participation means in-person attendance at 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% 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 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 two occasions and likewise have their own teaching activities visited and observed twice 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] 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.

[3] Any expenses incurred are borne by the participants.

§ 7 Teaching-Learning Portfolio

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