Teaching at the University of Vienna
PhD Orientation Week, 27 September 2023

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Teaching for the first time @UniVie?
Course assignment at the University of Vienna

Points of contact:

**Directorates of Study**: responsible for courses offered in one or more study programmes (German: Studienprogrammleitung, SPL)

**Studies Service Centers (SSC) & Studies Service Units (SSS)**: organisation and administration


**Please note:**
Different faculties → different processes for applying for/getting assigned a course → talk to SPL/SSC/SSS
Basic Qualification (BQ) for Junior Staff (1/2)

According to Collective Bargaining Agreement (§ 49) mandatory for:

• predocs in the first and second year if

• they teach in Higher Education for the first time.

Need to complete BQ before or during the first semester of teaching.

Website with detailed information on course dates, content, structure and link to registration
Basic Qualification (BQ) for Junior Staff (2/2)

Choose among five different courses:
(it’s up to you which one you attend)

- **all disciplines** (EN)

- **STEM disciplines** (EN)

Further courses in German:
- Basisqualifizierung für Geistes-, Sozial- und Kulturwissenschaften
- Basisqualifizierung für MINT-Fächer
- Basisqualifizierung für Rechtswissenschaften
Registration

Talent acquisition and development:

https://personalwesen.univie.ac.at/en/services-for-employees/talent-acquisition-and-development/

Website with all seminars & courses

Basic qualification courses + registration
Basic Qualification for Junior Staff –
Foundations of Teaching in Higher Education: Content

Additional Material:

- CORE SUPPLEMENT 1: Teaching with Digital Media
- Optional Module: Feedback
- CORE SUPPLEMENT 2: Evaluation & Feedback
- Optional Module: Diversity
- CORE SUPPLEMENT 3: ECTS-Credits
- What's next? Coaching & Workshops
Basic Qualification for Junior Staff – Foundations of Teaching in Higher Education: Structure

Part 1: Preparation
Part 2: F2F meeting
Part 3: Independent work
Part 4: Video conference
Part 5: Independent work
Part 6: F2F meeting
Part 7: Finalisation

The structure includes both synchronous and asynchronous components.
Teaching Manual
Handbuch für Lehrende

Where to find it:
https://wiki.univie.ac.at/display/TEM/Teaching+Manual
Infopool better teaching

Texts:
• Introductions to topics
• Practical advice and tips for your teaching

Videos:
• Expert interviews
• Teachers at share their experiences

https://infopool.univie.ac.at
Coaching for Predoc University Assistants

Additional, non-mandatory offer:

• for predocs who teach for the first time;
• 3 meetings per semester (3 hours each):
  • small groups of up to 6 participants;
  • you decide what we discuss;
• (peer) support for you as a teacher;
• networking opportunity;
• practise talking about teaching.

Website with detailed information
Faculty Development at the Center for Teaching and Learning

Our Programmes in English

Overview of our entire Programme (in German)
Happy teaching, and see you at CTL!

Contact and Information:
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