

# Teaching at the University of Vienna

Programs for University Teacher Development, Welcome Days, 06 October 2022




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Teaching Affairs and Student Services, University of Vienna

... and much  
more!

 Teaching  
Manual

 Teaching  
Conversations

 Course: Basic  
Qualification for  
Junior Staff

Teaching at the  
University of  
Vienna

 Infopool *better  
teaching*

 Coaching for  
Predoc University  
Assistants

Workshop Series:  
 Teaching  
Competence

# Teaching Manual

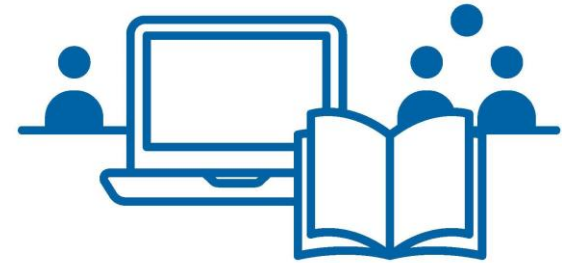
*Handbuch für Lehrende*

## Contents:

- › An overview of teaching and studying at the University of Vienna
- › Preparation of courses
- › Holding courses
- › Exams and student assessment
- › Improving and developing courses and exams
- › Supervising and assessing academic theses

## Where to find it:

<https://wiki.univie.ac.at/pages/viewpage.action?pageId=196229562>



Teaching Manual

## Course assignment at the University of Vienna

**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

*The processes of "application" and the assignment of courses differ among faculties. Please refer to your director of study for further information.*



Sie finden nicht, wonach Sie suchen oder haben Vorschläge für uns? Wir freuen uns über Ihre Rückmeldung an [sonja.buchberger@univie.ac.at](mailto:sonja.buchberger@univie.ac.at), die uns dabei hilft, unsere Angebote noch besser auf Ihre Bedarfe abzustimmen.



## Faculty Development at the Center for Teaching and Learning (CTL)

<https://ctl.univie.ac.at/>  
→  
[Angebote für Lehrende](#)  
→  
[Hochschuldidaktische  
Qualifizierung](#)

# Faculty Development at the Center for Teaching and Learning (CTL)

## Basic Qualification

course for academics new to teaching, mandatory for predocs, open to all teachers at the University of Vienna (workload: about 20 hrs)

## Coaching for Predocs

additional offer for predocs, coaching in small groups, 3 meetings per semester, registration via email

## Teaching Competence

workshop series, courses of various length, open to all university employees; courses in German and English language

## Teaching Conversations

discussion group on all things teaching (starting in March 2023); (more programs in German, started in Sept. 2022: [Lehre im Austausch](#))

## Infopool *better teaching*

online repository of teaching guides, tips, and inspiration (texts and videos): <https://infopool.univie.ac.at>

## Furter resources at CTL

various forms of support: individual consultations, resources for remote and blended/hybrid teaching, teaching with writing support: <https://ctl.univie.ac.at/>

## Basic Qualification for Junior Staff



**Basic info:** course in blended learning format (combines on-site sessions with online learning), introduction to issues relevant to teaching your first course (general framework for teaching, course design, methods, assessment & networking opportunity) – see <https://ctl.univie.ac.at/basisqualifizierung/>

**Target group:** All staff new to teaching, mandatory for predoc university assistants (collective agreement §49). This obligation does not apply to persons with prior teaching experience in higher education.

### Our courses:

Humanities,  
Cultural Studies  
& Social Sciences

MINT (German)/  
STEM (English)

Law

Basic  
Qualification in  
English Language

# Teaching in Higher Education - Basic Qualification for Junior Staff - Contents



Photo: Jacob Lund Photography



Photo: © Universität Wien/ Barbara Mair

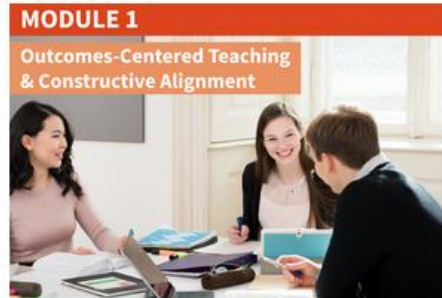


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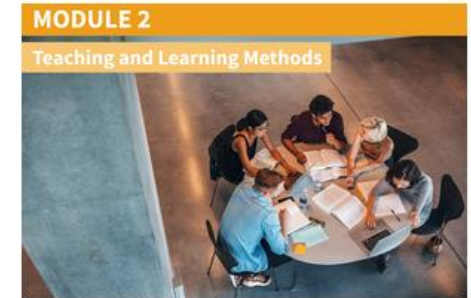
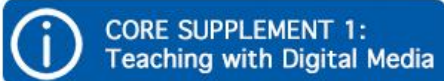


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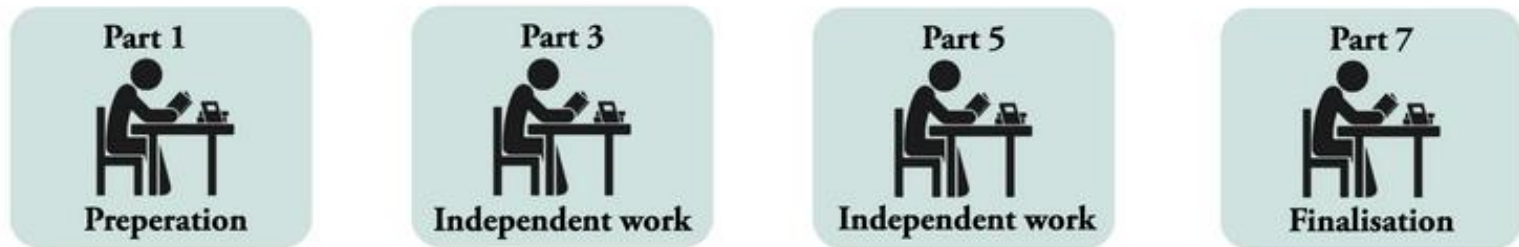
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## Additional Material:





# Teaching in Higher Education - Basic Qualification for Junior Staff - Structure



asynchronous

synchronous



# Coaching for Predoc University Assistants

## Who is it for?

Predoc university assistants new to teaching

## Objectives:

- to support you in teaching your first course(s)
- networking opportunity with predocs from across the university
- to practise talking about teaching

## How does it work?

- 3 meetings per semester (3 hours each)
- Small groups of up to 6 participants
- The topics we talk about are determined by the participants. We focus on the questions you raise in the coaching sessions.

**Further information (on the program, on dates, how to register):**

[Coaching for Predocs](#)



## Workshop Series Teaching Competence



**Further information and current program:**

<https://ctl.univie.ac.at/angebote-fuer-lehrende/teaching-competence/>

**Courses in English at a glance:**

<https://ctl.univie.ac.at/en/angebote-fuer-lehrende/workshop-series-teaching-competence/>

## Infopool *better teaching*

- **Texts:**
  - Introductions to topics
  - Advice and tips for your teaching
- **Videos:**
  - Expert interviews
  - Teachers at the university of Vienna share their experiences

Teaching at the University for the First Time: Our Experiences and Reflections



**Einstieg in die universitäre Lehre**  
Unsere Erfahrungen & Reflexionen

Introduction and Practical Guidelines

### Teaching & Learning at the University

■ Outcomes-oriented Teaching and Learning & Constructive Alignment

#### *Course Planning*

■ First Class Meeting

■ Getting to Know One Another

■ Handling Stage Fright

#### *How Students Learn*

■ Perceived Self-Efficacy

#### *Further Development of Teaching Skills*

■ Peer Observation of Teaching

# Happy teaching and see you at CTL!

**Contact and Information:**

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