

## WE CARE ABOUT EDUCATION

Vice Rectorate for Academic Affairs

Information for the upcoming semester, teaching staff



### Dear colleagues,

a new semester is about to start. I would like to inform you about news and events in the field of teaching.

### Comprehensive evaluation of all courses

In the next two semesters (SS 19, WS 19/20) **all** courses at TU Graz will be scheduled for evaluation. This measure serves the quality assurance of teaching within the framework of the performance agreement. As soon as the courses are entered for evaluation in TUGRAZonline, lecturers will receive a corresponding E-Mail message from the system. Please set the evaluation period to suit your course, invite the students to participate and, if possible, have the students complete the evaluation during the lecture, e.g. by mobile phone.

The procedure of the evaluation is the same as usual. For example, you are still able to state own questions. Further information on the evaluation is available [in TU4U](#).

### Correction period and Exams

According to the Universities Act, certificates must be issued immediately, but at the latest within four weeks of the exam. If this period is exceeded, the course is deemed to have been completed in accordance with our statute as a prerequisite for registration for course and module examinations.

In the case of lectures, at least three examination dates must be set at the beginning of the semester, indicating whether the examination type is an oral or written.

### Actively Taking Examinations

With the entry into force of the Universitätsfinanzierungsverordnung on 1 August 2018 the number of students which actively passed examinations to a degree of minimum 16 ECTS throughout an academic year is directly correlated to the funding of every university. Therefore, I have adverted all Deans of Studies that according to the Legal Regulations for Academic Affairs as part of the TU Graz Statute, courses of the orientation period with continuous assessment must be planned both in the winter and in the summer semester of an academic year. Furthermore, I encourage all teachers to provide additional examination dates for their courses in order to increase the possibilities for students

to pass the threshold. A high level of examination activity is important for TU Graz in order to reach its objectives and don't lose out on valuable funding.

For this reason, but also to increase active taking of examinations as a whole, TU Graz launched a series of activities and measures. These measures include Online Self Assessments, bridging courses (STEM-MOOCs), Student Mentoring, School Cooperation and Pre-Study Courses (Math FIT). I invite all interested teachers to workshops on 12 and 28 March 2019 in order to discuss ongoing or future measures, which could help increase the number of actively taken examinations and graduations at TU Graz. Please register yourself by following [this link](#), if you are interested in these discussions. It is possible to attend both workshops.

### **Start of the course administration: Update or composition of the course descriptions by the lecturers**

The course administration in TUGRAZonline started on 11 February 2019 within the Institutes of TU Graz. Please capitalise on the upcoming days and weeks of course planning and administration within your Institute / Faculty. Check and/or update the descriptions of your courses. You will find valuable notes on how to compose your course description in the [Booklet: Teaching at TU Graz](#) under *Question 20. What information do students need to receive at the beginning of the course?*. The [ECTS User's Guide](#) also gives you recommendations on how to define the "learning outcomes" and "competences" of your courses. Please make sure that you design your course according to the workload specified in the curriculum. This means that an average student will have to work 25 hours per ECTS in total (including participation, preparation, examination).

### **NEW: TEL Marketplace on 19 March 2019**

To strengthen the exchange about Technology-Enhanced Learning (TEL) between researchers and teachers, TU Graz hosts a Marketplace on 19 March 2019, where concepts and prototypes of technology-based teaching are introduced.

Visitors of the "TEL Marketplace" get the opportunity to exchange about the introduced TEL concepts and prototypes. If interested, attendees are able to form pilot-groups with the present exhibitors. After that, elaborated TEL concepts will be implemented in daily teaching practice, evaluated and improved. A jury chooses the most promising concepts, which finally receive support by the rectorate.

- When: 19 March 2019, 4 pm - 7 pm
- Where: Auditorium of TU Graz, Rechbauerstraße 12, first floor

Due to organisational reasons, please register for the event not later than 15 March 2019 under [tugraz.at/go/tel](http://tugraz.at/go/tel). PLEASE NOTE: Limited number of participants. Information about the TEL Marketplace and the application procedure for the pilot-groups can be found [here](#).

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### **In-house training in the field of teaching**

The [in-house training programme](#) of TU Graz provides a variety of opportunities for continuing education in the field of teaching. Workshops are offered on topics such as higher education didactics, copyright, the use of TU Graz TeachCenter and others.

### **Self-evaluation „Lehre 2020“**

To enhance the quality of teaching and learning at TU Graz, the strategic project “[Lehre 2020](#)” (Teaching 2020) was carried out through the last three years. The Vice Rectorate for Academic Affairs emphasised new accents und realised a variety of subprojects. The activities of the last three years were evaluated and are summarised in a comprehensive report, which pictures the output of the project in the period between January 2016 and October 2018. Within the [project report](#) (in German), you find detailed information about activities and measures in the field of education during the last three years. For information in English, please contact [vr-lehre@tugraz.at](mailto:vr-lehre@tugraz.at).

### **LLT Breakfast on 19 June 2019**

At the TU Graz-internal “LLT Breakfast” (Educational Technology Unit) you get once per semester the chance to receive news about the implementation of digital media in the field of teaching and to exchange about that afterwards in a convenient atmosphere at a breakfast together with colleagues.

- When: 19 June 2019
- Where: Educational Technology (LLT), Münzgrabenstraße 36, first floor

Due to organisational reasons, please register for the event under [elarning@tugraz.at](mailto:elarning@tugraz.at).

I wish you all the best for the new semester.

If you have any further questions, please contact [vr-lehre@tugraz.at](mailto:vr-lehre@tugraz.at).



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