



*Teaching at WU:  
FAQs*

Program Management and  
Teaching & Learning Support  
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To use the links provided in this booklet, please download the digital version available here:

[https://learn.wu.ac.at/tlac/FAQs\\_zum\\_Einstieg\\_in\\_die\\_Lehre](https://learn.wu.ac.at/tlac/FAQs_zum_Einstieg_in_die_Lehre)

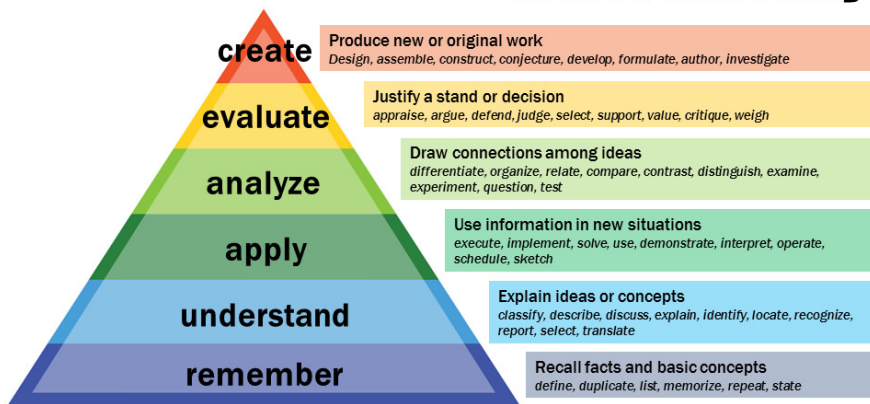
## Getting started

### Planning

What do I have to look out for when defining my learning outcomes?

- Are your learning outcomes defined in a way that will allow you to track students' progress?
- Will the activities in your class allow your students to achieve the learning outcomes you have defined?
- Will the activities in your class help students achieve the different levels of reflection (remember, understand, apply, analyze, evaluate, and create)?

## Bloom's Taxonomy



**(Why) do I have to complete the syllabus? What information do I need to provide?**

The syllabus contains the information on your course that you are required by law (Universities Act, UG) to provide to students before the course starts.

The law states that this must include “[...] the objectives, contents and methods of [the] courses, and of the contents, methods and criteria of course assessment and examinations [...].” (§ 59 [6] UG)

**What is a curriculum, and what do I need to know about “my” curriculum?**

The curriculum of an academic program provides information on the program’s qualification objectives, its duration, and on the courses students are required to complete before graduation. The types of examination for different courses are set down in the Examination Regulations.

It’s a good idea to be familiar with the curriculum for the academic program your course is part of so that you know what students are expected to have mastered before taking your class and what will be covered later in the program.

**How many hours of work can I expect my students to invest in my course?**

The ECTS credits assigned to your course are a good rule of thumb when determining how much time you can expect students to spend on your coursework. Each ECTS credit is worth around 25 hours of work. This calculation includes the total number of hours a student should have to invest to successfully pass your course:

- Preparing for class
- Reviewing materials
- Attendance
- Studying
- eLearning units
- Final papers
- Preparing for exams
- Administrative activities

What is a performance component? How many performance components are required/should I include?

- Performance components are individual student contributions that can be evaluated on an individual basis for each student (e.g. homework, presentations, seminar papers, exams, or class participation).
- In lab-type courses with continuous assessment of student performance (PI), at least three performance components must factor in to the final grade.
- These components are weighted by the amount of effort required to complete them or their importance in reaching the class' stated objectives.
- In courses with one final course examination (LVP), evaluation is based solely on this final exam.
- For more information, please see the [Examination Regulations](#) and the [PI Guidelines](#).

## In the classroom

### Teaching equipment

Who do I contact if I have technical difficulties in the classroom?

On site: IT tutors (01/31336 ext. 3003)

Reference materials: [Media Guide](#) on Learn@WU (under Learn@WU for teachers)

I'd like to make my class more interactive, how can I do that?

For ideas on using the digital whiteboard or clickers to make your class more interactive, check out the [Teaching & Learning Academy](#) pages on Learn@WU. (Learn@WU for teachers → Pool of ideas and helpful tools for teachers, currently available only in German)

Teaching & Learning Services also offers regularly scheduled workshops. Click here for the current course schedule (in German): [Course program](#) (Learn@WU for teachers → Courses and workshops for teachers)

## Attendance

What do I do if there are too many students in the auditorium?

If there are too many students in the classroom, ask any students not signed up for your course to leave. Remind them that students who haven't signed up for a class won't be able to take the final exam anyway. If students still won't leave or you are faced with a particularly difficult situation, call Campus Security (ext. 4000).

Is there an attendance requirement for my course? Am I allowed to make exceptions?

Attendance is generally required in lab-type PI courses. While attendance is a prerequisite for successfully completing the course, it is not a performance component on its own. As a rule of thumb, students should have at least 80% positive attendance to pass the course.

Please see the [PI Guidelines](#) for more details.

What happens when students drop out of my class?

If a student has completed at least one of the performance components, they are given a failing grade for the course. If they have not done any of the required performance components, they are dropped from the course and not graded. These students are entered into the LPIS system as "NI."

Please see the [PI Guidelines](#) for more details.

What happens if a student misses an exam?

If the student can provide reasonable grounds for missing a performance component required to successfully pass the course, then you have to give them the opportunity to repeat the component or provide an alternative performance component to compensate. The performance component must be made up within the same semester. If the missed performance component is not

required to pass the course, it is up to you to decide if you want to offer a replacement date.

Please see the [PI Guidelines](#) for more details.

## Exams

When do I have to allow a student to repeat an exam?

If a student can provide reasonable grounds (e.g. illness, confirmed by a doctor's note) for missing a performance component required to successfully pass the course, teachers are required to give them the opportunity to repeat it within a reasonable period of time.

Under what conditions are students barred from taking an exam?

Students are barred from an exam if:

- They come too late
- They report to the wrong exam room
- They continue to make a disturbance after being reprimanded twice
- They fail to provide proof of identity

What do I do if I catch a student cheating?

If students are caught using unauthorized aids (crib sheets, cell phones, smart watches, copying from another student), the exam is not graded and entered into LPIS as an exam attempt "NI."

If a student falsifies their identity or forges documents, in addition to the measures given above, please report the case to the Vice-Rector for Academic Programs and Student Affairs; the university will then file criminal charges with the Public Attorney's office.

For more information, please see the [Directive on the Administration of Examinations](#).

## How do I test for plagiarism in seminar papers or theses?

Students are required to upload all theses to Learn@WU for plagiarism testing. For more information on interpreting the results of plagiarism tests, please see the [Learn@WU Guide](#).

If you want to test homework assignments or seminar papers for plagiarism, you can activate plagiarism testing in the assignment module. Documents that are uploaded and reviewed there are stored and compared to future work. If you test your students' work on a regular basis, you will be able to detect passages from previous semesters that have been copied.

For more details, please see the [Learn@WU Guide](#) (Learn@WU for teachers → Learn@WU Guide).

## What do I do if I detect plagiarism in a homework assignment or a seminar paper?

If plagiarism is detected in a seminar paper or a written final exam, the exams of all students concerned are declared invalid and it counts as an exam attempt.

If the plagiarism or cheating is detected in a performance component of a lab-type PI course, the entire PI is void.

In addition, all students involved are blocked from signing up for or taking exams in that particular subject for a period of four months (see § 34a [4] of the WU By-Laws).

For more information, please see the [Directive on plagiarism and academic fraud](#) (currently available only in German).

## Do I have to keep old exams, and if so, for how long?

If you don't return exam papers to the students, you are required to keep them for at least six months after the grades have been announced.



## After the exams...

### Grading

How long do I have to complete grading my exams?

Exams must be graded within four weeks of the exam date (§ 75[4] UG).

How do I have to announce my grading criteria?

Grading criteria need to be included in the syllabus released before the start of classes. (see the Examination Regulations, §8 [4])

To increase transparency for students and make managing your course easier, you can include the individual performance components in your course's gradebook on Learn@WU.

For more information, please see the [Learn@WU Guide](#) (Learn@WU for teachers → Learn@WU Guide)

Can I announce grades online?

Grades are managed online using the BACH [LV Administration](#) tool. If you want to share midterm grade updates with your students, we recommend using the Learn@WU gradebook.

For more details, please see the [Learn@WU Guide](#) (→ Gradebook)

Can students appeal a grade? What do I have to look out for?

In principle, it is not possible to file an appeal against grades received for completed examinations. If any substantial shortcomings occur during an examination, however, students with a failing grade can apply for an annulment of the examination within two weeks of announcement of the grades. Students must clearly state and explain the shortcomings that occurred during the examination. (see § 79 [1] UG).

## Student review

Do I have to announce a date to allow students to review their exams?

You don't have to set a specific date, but you are required to keep exams for six months after announcing the grades to give students an opportunity to review their work.

How long do students have to ask to review their exam?

By law, students have six months' time after grades have been announced to review their exam.

## Further topics

I have to have my course evaluated – how does that work?

When your course is scheduled for routine evaluation, you will be sent an email at the beginning of the semester with all the necessary information and the links you need to conduct the evaluation.

You can voluntarily conduct an evaluation at any time, even if your course is not up for mandatory evaluation. To find out more or request a voluntary evaluation, please contact Petra Haas at ext. 5504 or [evaluierung@wu.ac.at](mailto:evaluierung@wu.ac.at).

You can also find out more about the process in the [Learn@WU Guide](#) (→ *LV evaluieren*; currently available only in German).

How can I apply for a teaching award?

A call for applications for the Innovative Teaching Award is issued every academic year, and you are welcome to nominate your own teaching design. The current call for applications is posted on the

[WU website](http://wu.ac.at) (wu.ac.at → Information for Teachers → Teaching Awards; currently available only in German).

You can't nominate yourself for the Excellent Teaching Award, as these nominations are submitted by students only.

**I will be supervising thesis papers. What do I need to look out for?**

Since the spring of 2016, you are required to report thesis supervision agreements for bachelor's and master's theses online. Please use the BACH [LV Administration](#) tool (under *Betreuungen*; currently available only in German) to report thesis supervision agreements.

When you agree to supervise a thesis, you first have to report it using the BACH tool. The student will be sent a notification. When the thesis has been uploaded to Learn@WU for plagiarism testing, you will be sent a link to the results of the plagiarism test. As soon as you confirm these results, you can close out the supervision agreement in the BACH tool.

Please see the [WU website](http://wu.ac.at) from more details (wu.ac.at → Information for Teachers → Courses, Examinations & Degree Theses; currently available only in German).

## Where can I find resources?

### Where can I find ...

#### ... the UG, the by-laws, and the Examination Regulations?

[www.wu.ac.at](http://www.wu.ac.at) → Staff → Information for teachers → Courses, Examinations & Degree Theses → [Legal documents & internal guidelines](#)

#### ... the PI Guidelines?

[www.wu.ac.at](http://www.wu.ac.at) → Staff → Information for teachers → Courses, Examinations & Degree Theses → [Legal documents & internal guidelines](#)

#### ... the Directive on plagiarism and academic fraud?

[www.wu.ac.at](http://www.wu.ac.at) → Staff → Information for teachers → Courses, Examinations & Degree Theses → [Legal documents & internal guidelines](#)

#### ... the Directive on the Administration of Examinations?

[www.wu.ac.at](http://www.wu.ac.at) → Staff → Information for teachers → Courses, Examinations & Degree Theses → [Legal documents & internal guidelines](#)

#### ... my curriculum?

- On the [intranet](#): [swa.wu.ac.at](http://swa.wu.ac.at) → *Programmmanagement* → *Studienplanrelevante Dokumente* (currently available only in German)

#### ... more about Learn@WU?

- [learn.wu.ac.at](http://learn.wu.ac.at) → Learn@WU for teachers → [Learn@WU Guide](#)
- [learn.wu.ac.at](http://learn.wu.ac.at) → Learn@WU for teachers → [Courses & workshops for teachers](#) (currently available only in German)
- Hotline: ext. 6030

#### ... more about classroom equipment?

- [learn.wu.ac.at](http://learn.wu.ac.at) → Learn@WU for teachers → [Media Guide](#)
- Learn@WU Helpdesk: ext. 6030