Alma Mater Teacher Guidelines

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1 Course Structure

Each course consists of the following components:
- **Lectures:** Conducted either on Zoom or in person.
- **Study Groups (Exercises):** Weekly sessions for collaborative assignments and discussions
- **Individual Study:** Students are expected to dedicate time to self-study and preparation.
- **Exam:** This evaluates students' understanding of the course material.
- **MOOC and edX** (for applicable courses): Online courses provided in partnership with other universities.
- **Practical Exercises** (for applicable courses): Hands-on sessions in a Physio Lab.
- **Clinical Practice Work** (for applicable courses): Experience in real-world clinical environments such as clinics or hospitals.
- **Consultations** (for applicable courses): In courses that are predominantly edX- or MOOC-based, or self-paced, teachers have with students weekly consultations.

Lectures
- Lectures may be conducted via Zoom or in person.
- Most Zoom sessions are 2 hours long, with some sessions organized in 3- or 4-hour blocks.
- Each hour consists of 50 minutes of lecture followed by a 10-minute break.

Study Groups (Exercises)
- Students meet weekly in groups of 4-8, either on Zoom or in person.
- These sessions focus on completing assignments and fostering collaborative learning.
- Teachers are expected to assign readings, homework, or specific group tasks during each lecture for students to work on in their study groups.
- It is recommended that assignments are outlined in the syllabus.

Individual Study
- Students are responsible for dedicating sufficient time to studying independently.
- The workload should align with the course's allocated ECTS credits.

MOOC and edX (for applicable courses):
- Alma Mater partnered with edX to provide online courses by Harvard, MIT and other universities. These e-courses form a major element of some Alma Mater courses.

Practical Exercises (for applicable courses)
- Hands-on sessions are conducted in the Physio Lab, typically in 4-hour blocks.

Clinical Practice Work (for applicable courses)

- Practical experience in clinical environments is an integral part of some courses.

2 ECTS (European Credit Transfer System)

Each course is accredited with a specific number of ECTS credits. One ECTS credit corresponds to 25-30 hours of total student workload, which includes all learning activities such as:
- Attending lectures.
- Participating in seminars/study groups.
- Completing assignments.
- Preparing for exams.

For example, a 5 ECTS course requires approximately 125 hours of workload, distributed as follows:
- Lectures: 20 hours
- Study Groups: 20 hours
- Independent Study: 85 hours (assignments, exam preparation, etc.)

3 Sessions: Lectures and Seminars

- You may design the course with distinct teaching methods for lectures and seminars, integrate the two, or focus solely on lectures or discussions.   Occasionally inviting external professionals as guest lecturers, and flexibility in teaching methods are encouraged.

4 Syllabus

- The syllabus should include:
  - Description of the course
  - Assignments and readings.
   - The exam format (e.g., oral, written, closed-book, open-book, multiple choice, essays).
  - Grading policy, and weighting of assignments and exams in the final grade.
- Up to 10% of the grade may be allocated for participation.
- Courses may incorporate edX, MOOCs, or similar online learning resources. Alma Mater provides access to edX courses for students.
   - The table with a list of sessions, and topics covered in each session. You may add assignments and readings to be read before each session.

5 Literature

We recommend that teachers:
1. Collect several readings, such as book chapters and articles, into a "reader" and provide it as a PDF, or
2. Assign a book or other literature that is freely available.
3. With the Dean's approval, assign a book that is available for purchase.

The literature should be listed in the syllabus and made available on Moodle and in the library at least 7 days before the course starts.

Students have free access to all books in Austrian university libraries and public libraries. If a book is available in any library in Vienna, students have free access to it in person or online.

6 Grades

- Grades range from 10 (highest) to 5 (fail). The lowest passing grade is 6.
- To ensure consistency across courses, it is good practice for grades to reflect and effectively differentiate between average, below-average, and above-average achievements. In the first exam term, teachers are encouraged to award at least three distinct grades (e.g., 6, 8, 9) and the average grade to be between 6.8 and 8.8. In re-take exam terms, these limitations do not apply.
- Send the final grades to vienna@almamater.at within 6 days after the exam.

7 Exams

- The university will publish exam and re-take dates before each semester. There are three exam opportunities for each course. Exceptions are approved by the Dean.
- Online exams are on exam.net and supported by the IT office.
- Re-take opportunities are scheduled for early summer and September.
- Students may not re-take individual course components (e.g., edX courses) within the same academic year.
- Repeating a full course in future years is subject to tuition or an ECTS-based fee.

- The syllabus should clarify:
   - Whether there is a single exam or multiple exams (e.g., separate for theory and practical).
   - Whether students who fail a specific part must re-take the entire exam or just the failed component.

8 Moodle and Video Recordings

- Each course has a dedicated Moodle page
- Teachers can:
  - Upload files, videos, and materials.
  - Accept student assignments.
  - Moderate discussion forums.
- Moodle login (with SSO & .si): https://eucilnica.almamater.si/login/index.php
- Zoom sessions are video-recorded and uploaded to Moodle. Study groups, exams, and consultations are not uploaded. Recording happens automatically, and uploading is done manually.

9 Mid-Term Quizzes or Exams

- While optional, mid-term quizzes or exams are encouraged.
- Starting sessions with quick quizzes is a good practice.

10 Session Summaries

- Starting in Fall 2025, after each lecture or Zoom session, students are required to upload a short summary of the session to a platform, along with discussion questions.
- Reviewing these summaries is optional for teachers.

11 Communication with Students

- **Office Hours:** Teachers may offer office hours for student consultations, or do them after the lectures, or be available on request. If you meet students outside of regular lectures, meet them on a private Zoom channel, not the one used for lectures.
- **Response Time:** Teachers are expected to respond to student inquiries within 48 hours during the duration of the course, excluding weekends and holidays.

12 Zoom links

Physiotherapy BA Semesters 1 & 2 groups will meet on:
https://bit.ly/ameuvie1
ZOOM ID: 812 9540 0424

Applied AI PhD will meet on:
https://bit.ly/ameuvie2
ZOOM ID: 893 2605 2403

Physiotherapy BA Semesters 3 & 4 groups will meet on:
https://bit.ly/ameuvie3
ZOOM ID: 812 9540 0424

Physiotherapy BA Semesters 5 & 6 groups will meet on:
https://bit.ly/ameuvie5
ZOOM ID: 812 9540 0424

13 Support and Resources

- The Physiotherapy study program website: https://almamater.at/physiotherapie-2027/
- Teachers are encouraged to use Alma Mater branded Presentation Templates (here) and Zoom backgrounds (here and here)
- Access to Course Materials: Teachers will receive access to templates, past syllabi, and other relevant resources to assist in course planning and design.
- Administrative support: Maja Sabra msabra@almamater.at and vienna@almamater.at
- Technical Assistance: For any issues with Moodle, Zoom, or other platforms, technical support is available through https://support.almamater.si/en/ and support@almamater.si
- Library Resources: Teachers have access to online and physical library resources.

14 Teachers' Work Email Addresses

Each Alma Mater Vienna teacher and student is provided with one or two email addresses:

-- firstname.lastname@almamater.si
   - This email is managed by the university in Slovenia.
   - Every student and teacher gets this address to access Moodle and VIS
   - It provides access to university databases, Office 365, and various platforms and websites covered under institutional contracts (e.g., Microsoft).

-- firstinitiallastname@almamater.at
   - This email is optional, and designated for the Austrian campus. Let us know if you want this one.

- You may use either email address for communication with external contacts.
- The university sends communication to the `.si` address, including important updates, announcements, and information regarding your courses and campus life. We encourage you to immediately set up the .si account to your phone and desktop computer, and check it regularly.

- Some platforms and services accept only the `.si` email address, so it is recommended to retain and utilize both addresses as needed.
- When representing a clinic or institution in Austria, the `.at` email address is generally more persuasive and credible to recipients.

15 Course Evaluation and Student Feedback

Teachers will receive anonymous student feedback at the end of each academic year. This feedback is intended for course improvement and professional development.

16 Alma Mater events, Professional Development and edX

- Teachers are encouraged to attend Alma Mater Europaea University events, and present their research at the annual It's About People conference.
- Teachers have access to over 4000 courses on edX.

17 Course Planning and Deadlines

- Syllabus Submission: Syllabi should be submitted to vienna@almamater.at at least four weeks before the semester starts.
- Exam Preparation: Teachers are required to submit exam materials to exam.net or exam@almamater.si no later than seven days before the exam date.

18 Professional Suitability Assessment

Physiotherapy lab teachers may evaluate students' professional suitability. Students may see the evaluation. When prospective employers or clinics request confidential recommendations, teachers may provide confidential assessments directly to the requesting clinics.

The professional suitability assessment may include, for example, professional behavior, punctuality, reliability, hygiene, accountability for actions and decisions, appropriateness of communication with peers, supervisors, clients and others, teamwork, collaboration, respect, positive/negative attitude, problem-solving, critical thinking, application of knowledge to real-world scenarios, logical reasoning, decision-making, adaptability/flexibility in adapting to new environments and challenges, resilience under pressure or when faced with criticism, willingness to learn and improve, empathy and understanding, ethical decision-making, integrity, and ability to manage professional boundaries.

19 Conflict Resolution

- Student Issues: In cases of academic misconduct, disputes over grades, or other concerns, teachers should report issues to the academic office.
- Teacher Support: Teachers experiencing challenges with student engagement or compliance should contact the academic support team for assistance.

20 Long-Term Course Goals

- Course Improvement: Teachers are encouraged to review and revise their courses annually, incorporating feedback from students and colleagues.
- Sharing Best Practices: Teachers are invited to share innovative teaching methods or resources with peers during monthly meetings or professional development sessions.

21 Professional appearance, corporate design and materials

During video calls, teachers are encouraged to maintain a professional appearance, use Alma Mater-branded presentation templates and background, or blurred background if at home.
Download: - Zoom background with logo – blue
             - Zoom background with logo – dark blue
             - PPT template with logo

22 Monthly Teachers' Meetings

- Alma Mater Vienna monthly meetings are usually held on the first Monday of each month at 5 PM CET on Zoom.
- Attendance is encouraged but not mandatory.

23 Important Contacts, Links and Forms

See the Alma Mater Professor & Researcher Portal: https://almamater.at/professors/

Version: 14 January 2025