

Sprache: English (United Kingdom)

# FH Salzburg Teaching Award 2024

You can use this form to submit your course(s) from the winter semester 2023/24 and/or the summer semester 2024 for the FH Salzburg Teaching Award 2024.

## **We are looking forward to receiving your submission!**

Submission open: 02 to 30 September 2024.

- Please read the information and instructions on our website in advance: <https://www.fh-salzburg.ac.at/teaching-award>.
- Please follow the respective instructions and notes per section.
- Please check that you meet the formal criteria before submitting.
- You can save your answers as a pdf file after submitting the form (recommended).
- No subsequent editing is permitted, and caching is unfortunately not technically possible.
- Please submit only one submission per form (if you would like to submit more than one course, please fill out the form as many times as necessary).

If you have any questions, please contact [rektorat@fh-salzburg.ac.at](mailto:rektorat@fh-salzburg.ac.at)!

\* Erforderlich

\* Dieses Formular wird Ihren Namen aufzeichnen. Bitte tragen Sie Ihren Namen ein.

## General data

General data about the person and course

### 1. Name \*

Please state your name: SURNAME First name (for group submissions, give the names of all persons submitting).

2. Semester \*

In which semester was the course held?

- Winter semester 2023/24
- Summer semester 2024

3. Course titel \*

Please state the course titel according to the curriculum (you can also find this on the course evaluation form).

4. Type of submission \*

Please indicate whether several people are submitting a course (group submission) or whether one person is submitting (individual submission).

- group submission
- individual submission

5. Parts of a course (group submission) \*

Please indicate whether it is some parts of a course (not all parts) or the entire course (all lecturers of this course submit as a group).

- Parts of a course
- entire course

6. Parts of a course (individual submission) \*

Please indicate whether it is the entire course or parts of a course (e.g. if a large course is held in parts by several lecturers).

- entire course
- parts of a course

### 7. SWS \*

Please indicate the number of SWS. (For group submissions: the sum of the SWS of the submitting persons). Regardless of the course type (e.g. IL, VO or ÜB), a minimum of 1 SWS is required. (Decimal separator: point instead of comma)

Geben Sie eine Zahl größer als oder gleich 1 ein.

### 8. Course type \*

Please indicate the course type of the course or the course type of your course part (in case of group submission: please indicate all course types of the submitting persons).

### 9. Type of study \*

Please select the type of degree programme where you held the course.

- Bachelor's degree programme
- Master's degree programme
- Continuing Higher Education Programmes

### 10. Department \*

Please select the corresponding department (DPT) where the lecture was held.

- AS - Angewandte Sozialwissenschaften
- BT - Business and Tourism
- CT - Creative Technologies
- ED - Green Engineering and Circular Design
- GW - Gesundheitswissenschaften
- IT - Information Technologies and Digitalisation

### 11. DPT IT - Information Technologies and Digitalisation \*

Please select the relevant degree programme(s) at the department (multiple answers possible).

- ITS - Information Technology and Systems Management
- WIN - Business Informatics and Digital Transformation
- BIN - Business Informatics
- AIS - Applied Image and Signal Processing

The respective degree programmes of your selected department (question 10) will be displayed.

## Nominations by students

Students of FH Salzburg can select "Nominate this course for the FH Salzburg Teaching Award" (item no. 9) on the course evaluation form (online) during the evaluation period.

Evaluation periode academic year 2023/24: - winter semester 2023/24: 15.10.2023-12.02.2024; - summer semester 2024: 30.04.-08.07.2024.

Lecturers who have received at least five student nominations **AND** have been nominated by at least 20 % of the enrolled students are eligible to submit.

You will receive the results of the course evaluation via Evasys or via your Head of Academic Area/Head of Degree Programme.

The course evaluation will also be reviewed by the jury in terms of content.

### 17. Proof of at least three nominations by students \*

Please upload the evaluation(s) of your course evaluation here (pdf file, if necessary merge several files into one file). Please name the file as follows: [YOUR SURNAME]\_Evaluation.pdf

 Datei hochladen

Limit für Dateianzahl: 1 Größenlimit für eine einzelne Datei: 10MB Zulässige Dateitypen: PDF

### 18. Number of nominations (item no. 9 course evaluation form) \*

The number must be at least 5 in order to fulfil the first part of the criterion. (Second part: nomination of at least 20% of the enrolled students)

Geben Sie eine Zahl größer als oder gleich 5 ein.

### 19. Percentage of nominations by students \*

Calculation: (number of nominations : number of enrolled students) \* 100. Please round to two decimal digits.

E.G: (15:26)\*100=57.69

The number of enrolled students can be found on your evaluation of the course evaluation.

The value must be at least 20 in order to fulfil the second part of the criterion. (First part: at least five nominations)

(Decimal separator: point instead of comma)

Geben Sie eine Zahl größer als oder gleich 20 ein.

## Presentation of your teaching concept in a short video

### **Use the short video to pitch your course for the FH Salzburg Teaching Award.**

Content: Explanation of the teaching concept, statement on the criteria using key questions, optional: sample of the teaching.

Length: max. 3 minutes (Please note: Submissions that exceed the specified video length will be eliminated from the selection process.)

The Didactics and Learning Technologies team has provided comprehensive information on the production steps of a video on myFHS: <https://myfhs.fh-salzburg.ac.at/x/wiqQBg>

You are also welcome to use the DLT studio, book a slot: <https://myfhs.fh-salzburg.ac.at/x/pxn4CQ>

Note for external lecturers: a VPN connection is required to access myFHS. Please find information via welcome2FHS: <https://fhsalzburg.sharepoint.com/sites/welcome2FHS>.

### 20. Upload \*

Upload the video file here (max. 1 GB). Please name the file as follows: [SURNAME]\_Video\_TA2024

 Datei hochladen

Limit für Dateianzahl: 1 Größenlimit für eine einzelne Datei: 1GB Zulässige Dateitypen: PDF, Bild, Video, Audio

## Criteria

The following criteria will be used for the evaluation and selection by the jury: **student-centeredness, course structure, innovative teaching and learning formats, research-led teaching and an overall impression.**

The course evaluation will also be reviewed by the jury in terms of content.

Please comment on the criteria using the guiding questions. Please do not exceed 800 characters per criterion.

21. What distinguishes the structure of your course? \*

**course structure** (max. 800 characters)

22. What would your students say contributes to the student-centeredness of your course? \*

**student-centeredness** (max. 800 characters)

23. How do innovative teaching and learning formats manifest themselves in your course? \*

**Innovative teaching and learning formats** (max. 800 characters)

24. To what extent is research-led teaching is practised in this course? \*

**research-led teaching** (max. 800 characters)

## Data protection information for participants - Teaching Award 2024

*Note: The following paragraphs are a translation of an information which was originally issued in German. It should serve to inform you of the contents of the German document. Please note that in case of (legal) dispute the official German version of this document is (legally) binding.*

In order to participate in the FH Salzburg Teaching Award (hereinafter referred to as Teaching Award), for which the Fachhochschule Salzburg GmbH is responsible under data protection law, you voluntarily provide us with personal data about yourself (including contact details, short video, course evaluation, answers to guiding questions), which we process out of a predominant legitimate interest in the documentation, organisation and implementation of the Teaching Award, as well as the handling of the evaluation and selection of the award winners (Art. 6 para. 1 lit f DSGVO). The purpose of the data processing is the execution of the Teaching Award. Within the scope of this processing, the data and information provided in the MS Forms form, including the short video, the course evaluation form, as well as the elaborated guiding questions will be reviewed and evaluated by a jury.

Further information on the event can be found at: <https://www.fh-salzburg.ac.at/teaching-award> (retrieved 31 July 2024). Measures have been taken to ensure confidentiality and impartiality within the Teaching Award. The jury and all other persons entrusted with the organisation of the Teaching Award and the evaluation of the submissions are contractually obliged to treat all matters confidentially and to carry out the evaluation of the submissions in an unbiased and impartial manner.

The decisions on the awarding of prizes within the framework of the Teaching Award are not subject to legal challenge. The decisions made by the jury are final and binding in all aspects for all participants. Participants are not entitled to receive a statement of reasons for the jury's decisions.

At the award ceremony, the names and short videos of the winners will be published.

By voluntarily participating in the Teaching Award, you acknowledge that FH Salzburg has the right to use the submission data provided by you in terms of time, place and content for PR and marketing purposes, also in edited form and with/without naming in print and online for publication in the following media: - Public website and intranet of FH Salzburg; - Official social media pages of FH Salzburg e.g. Instagram, Facebook, X; - Publications of FH Salzburg e.g. annual report, anniversary volumes, campus newspaper; - Press releases of FH Salzburg.

All submitted personal data of the award winners as well as the names of all participants and the name of the course will be archived for the duration of FH Salzburg's holdings for documentation purposes. The remaining submission documents will be kept for 3 years for documentation purposes and will be deleted after this period.

You have the following rights in connection with this data processing: - access information about the personal data processed; - rectification of incorrect personal data; - deletion; - restriction of the processing of the personal data; - objection to the processing of the data; - and the right to data transfer;

which can be asserted at the following contact: Fachhochschule Salzburg GmbH, Rektorat, Urstein Süd 1, 5412 Puch/Salzburg, Tel.: +43-50-2211-1035, E-mail: [rektorat@fh-salzburg.ac.at](mailto:rektorat@fh-salzburg.ac.at). For general questions and concerns regarding data protection, please contact the data protection officer of FH Salzburg (+43 50 2211 0, e-mail: [datenschutz@fh-salzburg.ac.at](mailto:datenschutz@fh-salzburg.ac.at)). If you are of the opinion that the processing of your personal data does not comply with the legal provisions, you also have the right to file a complaint against the data processing with the Austrian Data Protection Authority (Barichgasse 40-42, 1030 Vienna, phone: +43 1 52 152-0, e-mail: [dsb@dsb.gv.at](mailto:dsb@dsb.gv.at)).

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