



## Memo

### Duties of module responsible persons

At UZH teaching is organized in modules, for which one person has the responsibility. Module responsible persons (MRPs) have certain rights and duties. With this comprehensive memo, we want to clarify these and give you guidance for organizing and handling your modules at GIUZ.

### Who can be MRP?

All people with the formal right to teach independently (*venia legendi*) at UZH – professors and habilitated persons (Privatdozierende, PDs) – can be MRPs. They are responsible for the content and the organization of their modules. In addition, at GIUZ, exceptionally, also persons that do not have the formal right to teach can be MRPs (i.e. group leaders, or postdocs who lead and organize their own modules).

### How do you register a new module?

If you have an idea for a new module, you go through the following steps:

1. Think – apart from the content – about the kind of module (elective, core elective, compulsory), the level (BSc, MSc), the number of ECTS credits, and courses (i.e. lectures, seminars, exercises, excursions) you want to include under the umbrella of the module. Note: new compulsory and core elective modules require the consent of the faculty, which is a long process.  
Note: each module (e.g. GEO888 or ESS999) needs to contain at least one course (e.g. GEO888.1, ESS999.1). Modules are just vessels for courses.
2. You discuss this within your unit (PDs outside GIUZ contact head of teaching) and get consent of the unit head.
3. The unit head discusses the idea within the respective thematic field, in order to avoid redundancies and to best fit it in the curriculum of the department.
4. Module details – only administrative ones (i.e. time, required rooms, maximum of participants, starting week, type of exam etc.), but not content – are entered (by the unit leader) into a planning document (excel sheet) provided by the student advisory board.
5. The idea for an elective module is subsequently discussed in 'Ausschuss Lehre' and approved by the 'Fachbereichsrat V' and ultimately by the MNF study commission.  
Contact [fachbereich-5@geo.uzh.ch](mailto:fachbereich-5@geo.uzh.ch) to prepare the registration process.
6. In the semester before your module takes place you will have a short window, during which you can add or change content and further details about your module and its courses. In the module description you outline overarching topic and requirements, in the course description you can go more into detail of the specific content. This will be displayed in the university course calendar (Vorlesungsverzeichnis) and the module booking system.

### How do you organize your module?

Depending on the level of detail of your module description for the booking system you may want to provide a more detailed program or syllabus for a concrete semester, where you describe the role of your co-teachers and collaborators, student assignments and provide a schedule. Students are grateful to have this, even more so, if they get access to it (or a draft) before the semester starts (i.e. on the units webpage).



If you are co-teaching it is important that you agree with your co-teachers on their duties. Also, if you are using OLAT, create a new course and make sure everything works (and is published) before the semester starts.

### How does the student registration work?

Once the module descriptions are ready (around calendar weeks 13 and 41), the students can see them in the module booking system. Mid-August resp. mid-January they will be able to register for the module (you can monitor this on [staffservices.uzh.ch](https://staffservices.uzh.ch) under "Attendance List" or "MB Overview Requests & Applications").

There are two types of registration depending on whether there is a limited number of spaces set or not:

- Modules without limitations (all compulsory modules). These modules can be booked by all students that meet the requirements.

Note: The window for booking a module is open several weeks into the semester. Hence, students can book a module after it has started. However, you do not have to accept latecomers if you, for instance, have exercises or seminars that require attendance.

- Request modules have limited numbers of participants (that you define when registering the module). Here, the students cannot directly book the module. Instead, they make a request (this is to avoid that students start "shopping" modules and fill them up instantly). Depending on pre-given priorities (BSc-level: Major GEO/ESS > Minor GEO/ESS > others; MSc-level: Major GEO/ESS-Master student > Major GEO/ESS-Bachelor student > Minor GEO/ESS > others), the students will be admitted automatically after a certain period. Students that are not admitted (because the module is full) will be placed on a waiting list, from which they can move up if another (admitted) student cancels the module.

Note: Teaching support cannot change a student's position on the waiting list, nor can they remove a student that has been admitted.

Note: Students who change from another university to UZH often do not get their login credentials in time for the module booking. To accommodate these students (usually not more than 2-3), please make room for them.

### What do you need to observe during the semester?

Depending on how your module is organized there are different things to be looked after, i.e.:

- Preparation of exams. If you plan an online-exam (students use their computers in the lecture room assigned for your exam), you will be asked early (few weeks after semester start) whether you want to have such an exam by Mario Bold, who also informs you about the necessary further steps.

Note: If you planned for a written exam, the dates and rooms for them are assigned by the faculty (see <https://www.mnf.uzh.ch/de/studium/pruefungen.html>) both for the main exam and the repetition.

- Issues with and requests by students need to be handled by the MRP.

### How do you prepare for exams?

The form of the assessment (i.e. written or oral exams, assignments) has to be defined in the description of the module that is visible on the booking system and is legally binding. Any change that is not sanctioned by all the participants (students and co-teachers) unanimously, may lead to appeals. MRPs are



responsible for the proper implementation and execution of the exams. This includes (especially for large numbers of students):

- The preparation and collection (from co-teachers) of exam questions or tasks.
- The printing of the exam sheets (either you do this yourself or ask secretaries or assistants for help) in the case of handwritten exams.
- The information of the students about the exam during the semester on time, room, kind of questions (mock examples during class help), open/closed book, and regulations regarding no-show or illness.
- The organization of assistants that supervise the students during exams. Depending on the number of students and rooms (students with BIAS – Bedarf an individuellen Anpassungen im Studium (see [www.disabilityoffice.uzh.ch](http://www.disabilityoffice.uzh.ch)) – are usually doing their exam in an extra room) more or less assistants are required.

Note: Since numbers of students with BIAS is increasing, it is advisable to always plan with the need for assistants (at least two) in the second room (also these rooms are organized by the faculty).

- Secretaries and teaching support staff should not be asked to supervise! Assistants are usually recruited from the MRP's unit's staff and may include people from other units that are involved in the course. If there are not enough assistants available, other units can be asked; we help each other.
- The printing of correct attendance lists and to ascertain that they are posted in time before the exam room (with the note that students who do not find their names on the list but want to participate in the exam ask the MRP for assistance).
- To check with the involved secretaries whether dictionaries (for non-native speakers) and additional power rails (for electronic exams) are ready and placed where they are needed.

### How do you execute exams?

On the day of the exam the MRP is...

- present in time to check whether all helpers are there and if replacements (that should be on stand-by) are needed.

Note: If you cannot be present at the day of the exam, you should ask one of your co-teachers to step in. This person needs to know the module and be able to make appropriate decisions. Staff from teaching support usually come by to check whether there are any problems, but they cannot serve as replacement.

- handling issues of people whose name is not on the list (which can occur for different reasons) and decide whether they can participate (in this case they should sign a short form – <https://lehre.wiki.geo.uzh.ch/Modulpr%C3%BCfungen> – that states that they are aware that the result of the exam counts for them).
- welcomes the students 5 minutes before the exam starts, tells them how to behave and what they should do when they have questions, need to go to the bathroom, or when they are finished early.
- tells the students that if they are not feeling well, they can still leave the room. If they subsequently hand in a doctor's certificate the exam will not count as failed. Otherwise, if they start the exam, it will count.
- handling questions from students.



- informing them about the imminent end of the exam (5 min before the end) and closing the event on time.

### How do hand in your grades?

MRPs are responsible for the grading of exams or other tasks.

- You do the grading together with your co-teachers and calculate the final grade (in case of an online exam you will get access to the results). Agree on who is grading what and when. Be aware of the deadline given to you for handing in the grades. Please inform Philippe Meuret in advance if you have difficulties to comply with this.
- The handling of the final grades of your modules is done centrally. You will be sent an excel file towards the end of the semester (before the exam), in which you insert the final grades of your students. Please use only this file, other lists will not be accepted (in the file you will notice a long identification code behind each student's name, which is needed to make sure the grade is assigned to the right person). Only sort your list, if you know what you do, do not mix up the codes.
- Please, properly check that you insert the right grade to the right person, since your list may not be identical to the official one: i.e. the official list may contain names of students that did not hand in an exam or assignment (do not give them a grade but write "n.e." for "nicht erschienen"), or the official list may not contain names that did the exam (add their names and grades at the end of the list), or the official list is sorted differently (i.e. regarding umlauts SAP sorts differently than OLAT).
- Grades are given in quarter steps, make sure you round them correctly (i.e. 3.875 is rounded up to a 4.00, 3.874 is rounded down to a 3.75).

Finally sign the list (digitally) and send it in time to [philippe.meuret@geo.uzh.ch](mailto:philippe.meuret@geo.uzh.ch).