

## UNIVIE Teaching Award 2026 Template submission form

- Please take into account the **criteria** (see **download of the announcement on the [CeMESS Webpage](#)**) when preparing your submission.
- There is a limit to the **number of characters** in each field. Therefore, please provide all information as concisely as possible.
- You have the option of adding **attachments**, such as a course syllabus, exam questions or a course evaluation. However, please include all essential information about your course in this submission form.

**Teacher(s) submitting the course** (name, department)

**Basic information about the submitted course (no more than 1,000 characters including spaces)**

New course or already held several times? Allocated to which stage of the degree programme (bachelor's, master's, diploma, doctoral programme; start of the degree programme or advanced stage)? Number of students? Composition of the student group?



**Summary describing the course, referring to the criteria (no more than 1,800 characters including spaces)**

Learning outcomes, course procedure, teaching and learning methods, examination requirements, feedback

**OPTIONAL QUESTION, IF MEANINGFUL FOR THE CATEGORY:**

**Regular studying (no more than 1,000 characters including spaces)**

How do you motivate students to study regularly to help them develop an approach to independent working?



**OPTIONAL QUESTION, IF MEANINGFUL FOR THE CATEGORY:**

**Preparation for exams/completion of the degree programme (no more than 1,000 characters including spaces)**

How do you enable and encourage students to prepare thoroughly and in good time for exams and/or for the completion of their degree programme?

**OPTIONAL QUESTION, IF MEANINGFUL FOR THE CATEGORY:**

**Motivation and activation (no more than 1,000 characters including spaces)**

Please describe how you motivate students and how you integrate them into the teaching/learning process (e.g. by encouraging them to form study groups, providing feedback on partial achievements to promote learning, etc.).



**OPTIONAL QUESTION, IF MEANINGFUL FOR THE CATEGORY:**

**Current topics with practical/societal relevance (no more than 1,000 characters including spaces)**

In what way is your course relevant for practice or for society?

**OPTIONAL QUESTION, IF MEANINGFUL FOR THE CATEGORY:**

**Innovation skills and critical understanding (no more than 1,000 characters including spaces)**

How do you encourage students to develop an innovative and critical approach to theories, concepts and research methods enabling them to test various solutions?



**OPTIONAL QUESTION, IF MEANINGFUL FOR THE CATEGORY:**

**Communicating academic findings beyond the scientific community (no more than 1,000 characters including spaces)**

How do you promote students' ability to communicate their academic findings in an understandable way beyond the scientific community?

**Commitment to teaching (no more than 700 characters including spaces)**

Previous teaching experience (e.g. other universities, group sizes, course types, etc.), relevant continuing education, teaching awards received, teaching-related activities that go beyond the level of courses (e.g. participation in curricular working groups, directorate of studies, service learning/third mission projects, etc.)

Please submit the completed form to ([annina.mueller@univie.ac.at](mailto:annina.mueller@univie.ac.at)) by 30th April 2026.

If you have any questions, please contact ([annina.mueller@univie.ac.at](mailto:annina.mueller@univie.ac.at)).

**TOTAL: around 7,000 characters including spaces (Recommendation: To keep the workload for members of the panel of judges manageable, the maximum limit should not exceed approximately 7,000 characters.)**