

Rules for course planning and teaching entrustment for the academic year 2024/25

Basic principles of course planning and teaching entrustment:

- BOKU internal employees with teaching duties (according to collective agreement or Federal Employment Act) are to be given priority in fulfilling teaching duties at the institute/department.
- Colleagues from the third-party funding sector or lecturers are only to be called in if the (compulsory) courses can no longer be covered quantitatively by the employees with teaching duties or if special technical input from external experts is required.
- The use of third-party funded personnel is to be preferred over external lecturers.
- The courses are to be PERSONALLY conducted by the assigned lecturers, the same applies to the examination.
- The entrustment is generally done by the Vice Rectorate for Teaching via BOKUonline according to the institute entries in BOKUonline and the requirements based on the curricula.

Entry in BOKUonline:

It is pointed out that the wording of the description of the course in BOKUonline, as well as the timely recording of course and examination dates (i.e. in any event BEFORE the start of the semester), as well as the registration modalities (registration periods, maximum number of participants, any restrictions on students of the studies to which the course is assigned) are to be determined and/or checked personally by the lecturers.

The timely announcement of the course dates as well as at least 3 examination dates (for courses not immanent to examinations) is regulated in the UG ["UG": University Law] § 76.

Registration periods:

The registration periods should generally be as uniform as possible so that students can coordinate their planning accordingly:

Suitable enrolment periods are 1 September – 15 October for the winter semester and 1 February – 15 March for the summer semester. The registration for VO (lectures) can be extended to the duration of the semester, other deviating enrolment periods please only in case of subject-related justified exceptions.

As soon as a registration period (for a course or for an exam) has been published in BOKUonline, it can be extended, but in no case brought forward, so that students have planning security in this respect.

Examination dates:

In the case of courses with immanent examinations, the regulations of the corresponding [guideline](#) apply,; for lectures, the planned (at least 3) examination dates must be published in good time BEFORE the start of the semester in accordance with § 76 UG.

Online teaching, hybrid teaching and blended learning:

The use of blended learning in teaching is considered face-to-face teaching if the following framework conditions are met:

- The blended learning concept for the course must be submitted to the division of Administration of Teaching and Learning before the switchover, and at least 3 face-to-face teaching sessions must be scheduled in the concept.
- The blended learning concept is coordinated with the Department for E-Learning and Didactics (didaktik@boku.ac.at, e-learning@boku.ac.at), which can provide didactic and technical support for the switchover.
- The blended learning concept must ensure direct exchange between teachers and students – synchronous phases in face-to-face presence (lecture hall or video conference) or asynchronous phases through forums, wiki or other communication forums.
- Scheduling of online lectures for compulsory Bachelor courses: Online lectures of compulsory courses in Bachelor's degree programmes with a correspondingly large number of participants are only possible at off-peak times after coordination with the scheduling coordinator in order to avoid that students who attend face-to-face lectures before/after have to follow the online lectures in the general rooms of the university (corridors, ...).
- The use of hybrid teaching is considered face-to-face delivery, as students can participate either face-to-face (in the lecture hall) or online (video conferencing) simultaneously, regardless of location. The lecture halls in the Exnerhaus and in the Muthgasse are already technically optimised for the implementation of hybrid teaching.

Holding and cancelling of courses:

Only lectures actually held are credited towards teaching duties or compensated.

Elective courses with less than 5 enrolments must be cancelled.

Courses that are not held must be reported IMMEDIATELY to the division of Administration of Teaching and Learning (lehrorganisation@boku.ac.at)!

Teaching entrustment criteria:

1. Mandatory courses are assigned on a yearly basis.
2. Elective mandatory courses are assigned at least once per academic year.
3. Optional courses are assigned on a yearly basis, provided that the demand is proven by corresponding examination figures from the previous years. Optional courses that are in lesser demand are only assigned on a 2-year basis. The number of examinations required is based in each case on the total number of students admitted to the respective degree programme.

However, optional courses that are in high demand can also be held on a rotational basis if the financial/personal resources of the institute/department are not sufficient to hold all optional courses.

4. Free optional courses can generally only be approved without compensation. The announcement and/or application for new free optional courses can be made by submitting the course concept (according to the course description for BOKUonline) during the planning phase (April through late July) for the next academic year. For the summer semester, subsequent submissions can still be made in November.
5. Courses taught by visiting professors are set up centrally by the division of Administration of Teaching and Learning upon presentation of the approvals by the Senate, and confirmed as soon as the full description is available.
6. BOKU-internal lecturers (with teaching duties) are also to be preferred for the following reasons: Support of employees, better accessibility of teachers for students, easier organisation, better alignment of teaching.
7. The use of external lecturers will only be approved if either
 - a. the corresponding know-how is not available in-house nor in the area of third-party funding
 - b. the number of internal lecturers is not sufficient to cover the requirements according to the curricula
8. Parallel holding of courses: Depending on the type of course and the number of students, mandatory courses are sometimes assigned and held more than once; this applies in particular to exercises, seminars, projects and excursions.

The number of divisions depends on the content of the course (didactic reasons) and the framework conditions (number of workstations in the laboratory, PC workstations per room, etc.) in coordination with the institute conducting the course or the content specifications of the curriculum.

Teaching obligation and teaching remuneration per employee group:

1. **BOKU-internal employees WITH teaching duties**

Pursuant to the collective agreement, the teaching activities of the groups listed are an intrinsic part of the official duties in the respective extent – no separate compensation is provided for.

A) Employees according to collective agreement:

The regulations of the collective agreement (KV) § 49 (7)–(9) apply, i.e. depending on the classification 2, 4, 8 or 16 SWS (hours per week per semester) teaching per semester or in accordance with the employment contract.

University professors (employment group A1):

Pursuant to § 25 (2) para. 2, courses are to be held by the professor himself/herself. The extent is regulated in the employment contract, normally 8 SWS per semester.

Assistant professors or associate professors (employment group A2): Scientific staff with whom a qualification agreement has been made. Teaching by the person himself/herself to the extent of 4 SWS per semester, AFTER fulfilment of the QVB, 8 SWS per semester.

University assistants, senior scientists (employment group B1):

Teaching by the person himself/herself to the extent of 2 SWS per semester, from classification according to § 49 para. 3 lit a onwards of 4 SWS per semester.

Phasing out for university assistants who received an increased basic salary above their current basic salary according to the collective agreement due to their teaching performance before the collective agreement came into force will receive a compensatory payment ("absorption regulation") if they meet their teaching obligations in full.

This is reviewed by Human Resources Management together with the division of Administration of Teaching and Learning at the end of each teaching period in the last months of the summer semester. The payment is made by HR management.

Senior lecturers (employment group B1):

The extent of the teaching activity is determined in the employment contract based on the scope of employment.

B) Employees with contracts according to public sector employment laws (semester fees)

University professors:

Teaching obligations: At least 6 and at most 12 SWS per semester. The basic amount of compensation is payable for an actual teaching activity of 8 SWS. For the 9th to 12th SWS, a surcharge of 10% of the basic amount is charged in each case. For the 3rd to 7th SWS, a reduction of 12.5% of the basic amount is applied in each case.

Ao. Univ. Prof – University lecturers:

Teaching obligations: At least 4 and at most 8 SWS per semester, as required. The SWS of the teaching obligation and 2 additional SWS of free choice are compensated within the framework of the Venia. The basic amount is payable for an actual teaching activity of 8 SWS. For the 9th and 10th SWS, a surcharge of 10% of the basic amount is charged in each case. For the 3rd to 7th SWS, a reduction of 12.5% of the basic amount is applied in each case.

University assistant in permanent employment:

Teaching obligations: At least 2 and at most 6 SWS per semester. A further 4 SWS as required and with the agreement of the assistant. The upper limit is 10 SWS = WE, a weighting according to the course type is applied. The SWS of the teaching obligation are paid. The first 2 SWS per semester are compensated by the teaching allowance.

2. BOKU internal staff WITHOUT teaching duties (academic staff in the area of third-party funding)

The insurance/social security registration is covered by the existing employment contract. Employment extent less than 40 hours per week (part-time):

Depending on the classification according to the collective agreement, a maximum of 2 SWS – 4 SWS per semester of teaching can be taken on additionally.

- Classification B1, basic level – maximum 2 SWS
- Classification B1, lit a – maximum 4 SWS

The principle of an annual calculation is possible – a maximum of 3 or 6 SWS can be taken over in ONE semester, if this is compensated for in the other semester (i.e. only 1 or 2 SWS are held per semester).

Employment extent 40 hours per week (full-time):

A maximum of 3 SWS per semester can be taken on additionally. Remuneration is the same as for lecturers according to collective agreement (B2), currently € 1,543.16 per SWS at the basic level. The teaching entrustment takes place via BOKUonline.

Exception: In the case of permanent academic staff in the area of third-party funding with a habilitation, 4 SWS of teaching per semester (with annual accounting) are possible, irrespective of the extent of the employment relationship.

In both cases, payment will be made after the course registration has been completed and after the course is being held or confirmed, and it will be settled in the form of a one-off payment.

This one-off payment is considered equal to a salary and is thus subject to social security payments in full (i.e. also eligible for pension entitlements); it will be released for payment by the respective HR officer responsible based on the signed notification that the course is being held or on the application for payout.

The application for teaching entrustment for BOKU employees with third-party funding is made using the LA form (internal) with the signature of the department head during the planning of the course.

3. External lecturers according to the collective agreement (employment group B2)

Fixed-term employment contract for the duration of a semester:

- WS: 1 September – late February
- SS: 1 March – 31 August

Registration with BVAEB – depending on the amount paid, minor (and thus only insured against accidents) OR normal insurance (part-time employment).

Social security minor earnings threshold 2024: Monthly € 518,44 (this corresponds to approx. 1.98 SWS teaching at basic level, approx. 1.70 SWS at standard level 1). Compensation is uniformly paid according to the collective agreement, salary group B2 – course category for all teaching entrustment at BOKU (in standard teaching) 80%, currently € 1,543.16 per assigned SWS. The amount is adjusted depending on the salary agreement. Language lecturers: 75%, currently € 1,446.76 per assigned SWS.

At the beginning of the semester, all lecturers receive a contract of employment as well as a notification of course delivery for the assigned course. The payment is made in 6 monthly instalments as well as a special payment (payment split over 2 dates) AFTER confirmation that the course is being held (return of signed contract AND notification of course delivery to the division of Administration of Teaching and Learning).

The application is made using the LA form with the signature of the department head during the planning of the course.

4. Student assistants of teaching (teaching tutorials)

Fixed-term contract of employment for the duration of the teaching period of one semester according to the timetable:

- WS: 1 October 2024 – 31 January 2025
- SS: 1 March 2025– 30 June 2025

Registration with BVAEB as a minor employee (only insured against accidents). Exceeding the social security minor earnings threshold (entrustment > 5.0 SWS) is possible in justified individual cases at the request of the institute. If you register above the minor earnings threshold, the social security contributions must be deducted from your salary.

Compensation is uniformly paid according to the collective agreement, salary group C – currently € 64.98 per hour a week per month + pro rata special payment. 1 assigned SWS corresponds to 1.5 hours per week – depending on the duration of the semester, this means incl. SZ (special payment) approx. € 97.49 per month. The amount is adjusted depending on the salary agreement.

At the beginning of the semester, the student employees receive a contract of employment as well as a notification of course delivery for the assigned course; it is generally sent to the applying institute.

The payment is made in 4 monthly instalments as well as an aliquot special payment (payment split over 2 dates) AFTER confirmation that the course is being held (return of signed contract AND notification of course delivery to the division of Administration of Teaching and Learning).

Please note: The combination with other employment relationships (e.g. freelance employment contract, contract for services) is not permitted at the same time as holding a tutorial. At most, already existing employment contracts as student employees can be temporarily increased up to the maximum limit of 20 hours per week with a teaching tutorial. In these cases, it must be ensured that the existing employment relationship continues for the full duration of the teaching tutorial or that the teaching tutorial ends at the same time as the other employment.

The application is made by means of a form with the signature of the head of department to the Vice-Rectorate for Teaching in the course of course planning – in accordance with the allocated quota.