



Faculty Handbook

INFORMATION FOR FACULTY AT THE MCI

AUGUST 2024

Contents

WELCOME TO THE MCI	1
1 INTRO	2
1.1 Overview of the MCI	2
1.2 Vision & Mission Statement – “we mentor the motivated”	2
1.3 The role of the lecturers at the MCI.....	3
2 YOUR CONTACTS AT THE MCI	4
2.1 Study program & department.....	4
2.2 Academic Council	4
2.3 Your contacts for MCI services	5
3 GENERAL INFORMATION FOR FACULTY	6
3.1 Locations / Access & Parking	6
3.2 Infrastructure & equipment.....	7
3.3 Accommodation	7
4 KEY FEATURES OF COOPERATION	8
4.1 Starting at the MCI.....	8
4.2 Online services & the mci4faculty landing page	8
4.2.1 User data for the MCI’s online services and systems	8
4.2.2 MCI mailbox on request – personal e-mail account.....	9
4.3 Curriculum & Publications.....	9
4.4 e-Learning / Sakai	9
4.5 Preparations for classes and teaching.....	9
4.5.1 Course description / syllabus.....	9
4.5.2 Course materials & handouts	10
4.5.3 Dates, times & breaks.....	10
4.5.4 Student attendance.....	10
4.5.5 Teaching groups	11
4.5.6 Students with special needs	11
4.6 Examinations	11
4.6.1 Examination dates.....	11
4.6.2 Examination types & modalities.....	12

4.6.3	Grading.....	12
4.6.4	Correction period & archiving.....	12
4.7	Quality assurance & teaching evaluation.....	13
4.7.1	Course evaluation	13
4.7.2	Good Academic Practice	14
4.7.3	Gender-neutral language	14
4.7.4	Code of Conduct	15
4.8	Learning Goals.....	15
5	SERVICES FOR FACULTY.....	17
5.1	Skill enhancement training for faculty	17
5.2	Library	18
5.3	Learning Solutions	18
5.4	Language Center	19
5.5	Research & Development – Start-up Center	19
5.6	Alumni & Friends.....	19
5.7	Universitäts-Sportinstitut Innsbruck (USI)F	19

Welcome to the MCI

Dear faculty members,

with a range of study programs with a practical and international orientation that are both academically sound and relevant for the real world of business plus a strong focus on customers and quality, the MCI has moved up in the last few years to join the leaders in the international university scene.

That is due in no small part to you, the committed teaching faculty at the MCI!

So we would like to start off by saying “Thank you” for your willingness to mentor and support our students in their professional and personal development!

The purpose of this handbook is to give you an overview of the MCI and the main aspects of your role within the organization. This will help you find your feet as a lecturer at the MCI and ensure that all your teaching runs smoothly. The manual also presents our various service offerings to lecturers.

The manual is available in electronic form on the MCI faculty landing page at www.mci4faculty.at (at Standards & Infos). For questions and information relating to specific study programs, please do not hesitate to contact the department concerned.

We wish you a good start to the semester and we are looking forward to working with you.

We are always pleased to answer any questions you may have. Feedback and suggestions are also welcome, of course (faculty-service@mci.edu).

For the MCI team

Prof. Dr. Andreas Altmann
Rector and Executive Director

1 Intro

1.1 OVERVIEW OF THE MCI

The MCI mentors the motivated. Today more than 3,500 students, 1,000 lecturers, 300 partner universities worldwide and countless graduates and their employers appreciate the MCI's quality-oriented Bachelor, Master and Executive Master Study programs, compact Executive Certificate courses and customized company training courses.

1.2 VISION & MISSION STATEMENT – “WE MENTOR THE MOTIVATED”

MCI – THE ENTREPRENEURIAL SCHOOL®

The MCI offers mentoring for motivated people in their professional and personal development who see targeted higher education and training as an active strategy for shaping their future. This is reflected in our mission statement:

MCI follows the concept of an Entrepreneurial School®. MCI empowers motivated people to achieve outstanding performance, provides profound academic competence and creates innovative know-how transfer within a strong international network.

To achieve our objective, we rely on the following **factors for success**:

Quality teaching

High quality teaching secures our position among the leading academic institutions in the German speaking world.

Intellectual contribution, transfer of know-how & start-ups

Our intellectual contribution is applied, business-relevant and solution-oriented. The transfer of know-how strengthens the location and the competitiveness of companies.

International orientation

Our strong international orientation generates know-how, prestige and added value for our customers.

Customer- and service-orientation

Our customer- and service-orientation is exemplary.

People and Culture

Our corporate culture thrives on mutual trust, diversity, commitment of our employees, entrepreneurial spirit and responsibility towards society.

Responsibility and Sustainability

We are committed to the responsible use of resources. Our activities contribute to a socially, ecologically and economically sustainable future.

Brand

MCI's brand is internationally renowned and stands for performance, professionalism, knowledge and competence.

Network

Our international network creates a competitive edge and added value for our stakeholders.

Innovation

Ongoing innovation forms the basis of our market position and ensures our competitiveness.

Infrastructure

Our excellent infrastructure creates an attractive and stimulating environment.

1.3 THE ROLE OF THE LECTURERS AT THE MCI

The MCI faculty includes managers, professors and recognized experts from the business world, the scientific community and the liberal professions. This ensures that the latest findings of scientific research and practical operations generate synergies to the benefit of our study programs.

As a lecturer at the MCI you are expected to teach classes on an independent basis and to handle the related didactic planning and the necessary preparations and follow-ups (see Section 4). That includes the need to provide course materials as required for the program contents, to provide quality teaching in the classroom and to hold and mark examinations etc. as required.

Members of faculty are involved by their study program directors in decision-making processes relating to the relevant study program and research (continuous further development of the MCI's programs and focus of research, etc.).

2 Your contacts at the MCI

2.1 STUDY PROGRAM & DEPARTMENT

Your first port of call for matters relating to the study program is the department in which you are teaching. If you have questions relating to course contents or organizational aspects, you should contact the following:

- *The head of study program & department or executive education*
- *The senior lecturer or a full-time lecturer*
- *An organizational / research assistant*
- *The office manager*

The individual student year groups have office managers assigned to them as their direct contacts, who also serve as contacts for the year groups' lecturers in organizational matters (e.g. correspondence, examination and grading administration, scheduling, rooms, teaching materials, etc).

At the beginning of the semester you will be informed in writing by your study program office of the names of staff who is assigned to you and whom you should contact if you have a specific need or question.

2.2 ACADEMIC COUNCIL

In order to operate with standard international academic structures in line with the MCI's university status, to maintain comparable university standards and processes and promote harmonization, to provide an internal level of review and to further institutionalize quality assurance in a growing organization, an Academic Council was installed at the Entrepreneurial School® on September 1, 2012.

It comprises six study program directors, six representatives of the teaching and research staff, and four student representatives, all of them elected by the corresponding groups. The Academic Council also has an Executive, which is elected by the Council's members. The Academic Council is currently chaired by Professor Franz Pegger; his deputy is Professor Claudia Mössenlechner. For further information, please use the following link:

<https://www.mci.edu/en/university/the-mci/about-us/academic-council>

2.3 YOUR CONTACTS FOR MCI SERVICES

To avoid problems and ensure efficient working for all, our lecturers are supported by the staff of the various MCI services. Please contact the relevant services for any questions or needs you may have in the following fields:

- **Accounting, Finance & Personnel Administration:**
Accounts, General agreement for lecturers, travel expenses, thesis fees, etc.:
Tel. +43 512 2070-1200; faculty4mci@mci.edu
- **IT-Services / MCI-Helpdesk:**
Hardware and software questions, fault reports: helpdesk@mci.edu
- **Learning Solutions:**
For questions on online teaching and didactics, learning-solutions@mci.edu
- **Quality Management, Personnel Development & Recruiting:**
Quality Management, skill enhancement training for faculty: pe@mci.edu
- **International Relations:**
Matters concerning international lecturers: Tel +43 512 2070-1600
- **Infodesk:**
The MCI's central infodesk is on the first floor of the main MCI building (MCI I).
Tel. +43 512 2070-1000; office@mci.edu
Opening hours: Mon-Fri: 7:45am until 10pm; Sat: 7:45am until 5pm;
There are additional Infodesks at the other MCI locations.

For the contact data for individual members of staff, please go to:
<https://www.mci.edu/en/university/the-mci/team-faculty>

3 General Information for Faculty

3.1 LOCATIONS / ACCESS & PARKING

Thanks to Innsbruck's location at the heart of the mountains of the Tyrol in close proximity to Germany and Italy, a long academic tradition with a lively student community and a wide range of sports and leisure facilities plus the MCI's modern infrastructure, the MCI offers highly attractive conditions for students and lecturers. The MCI currently has a total area of approx. 20,000 m² spread over [six locations in Innsbruck](#):

- Campus Universitätsstraße / Kapuzinergasse (MCI I, MCI II, MCI V)
- Campus Weiherburggasse (MCI III)
- Campus Maximilianstraße (MCI IV)
- Standort Andreas-Hofer-Straße (MCI VI)

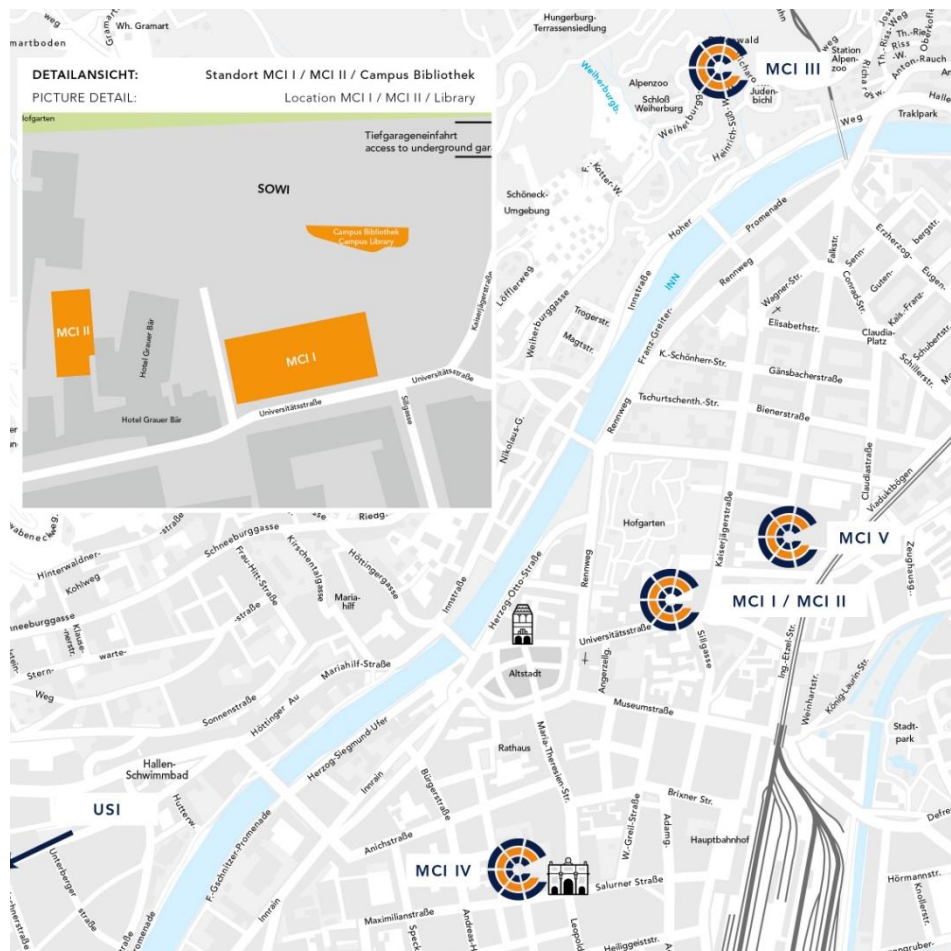


Figure 1: MCI locations (excl. MCI VI)

The teaching staff, students and employees at all locations have access to a modern with the best-equipped offices, seminar rooms, computer rooms, laboratories and group workrooms as well as study landscapes with work and research facilities.

Parking: There is a car park close to every MCI location. Lecturers should ask at the infodesk for a free parking ticket.

For full information on the various locations, how to get there and car parking, please use the following link: <https://www.mci.edu/en/university/the-mci/campus>

New MCI Campus

At present, creating the new MCI campus is at the forefront of the agenda. All further information is to be found on our [Website](#).

3.2 INFRASTRUCTURE & EQUIPMENT

All classrooms at the MCI are equipped with a telephone, a PC with Internet access, a video-recorder and a data projector. Flip charts and pin boards are also standard. Computer rooms and the appropriate software are available on request. Faculty is asked to specify any special classroom requirements they may have when accepting the teaching contract.

All rooms have a media cabinet, where you will find instructions for the use of the various items of equipment. If you have any technical problems you can use the classroom telephone to call the IT-Helpdesk (helpdesk@mci.edu, ext. 123).

Alternative seating arrangements in the classroom are not available and you are asked to avoid making any yourself. Should that nevertheless be necessary, please be sure to restore the original layout after your class.

3.3 ACCOMMODATION

Lecturers select and make their own hotel reservations. Lecturers travelling more than 100 kilometers to teach at MCI will receive a hotel flat-rate of EUR 130 gross per night.

Further details can be found at: <https://www.mci4me.at/en/faculty>

4 Key Features of Cooperation

4.1 STARTING AT THE MCI

The MCI is legally required to obtain certain data and documents from lecturers before they start teaching. You will be given an appointment for you to collect your **general agreement for lecturers**, which serves as a basis for cooperation between you and the MCI. Please be sure to take due note of the provisions of the agreement. You are also asked to provide us with your personal data, bank account details and a relevant curriculum vitae (see also 4.3).

4.2 ONLINE SERVICES & THE MCI4FACULTY LANDING PAGE

The MCI faculty landing page <https://www.mci4me.at/en/faculty> provides useful information for you as a lecturer at the MCI and valuable help and support with regard to the study program and in all administrative matters. The page gives you access to the following services:

- **myMCI** is your personal area on the site where you can update your data and call up the dates of your classes and remuneration information. It also includes your teaching evaluation results. You may also be asked via this site to provide information on and/or release the syllabus and to make available or update your curriculum vitae. You can also use it to activate your personal MCI e-mail account (see also 4.2.2).
- **Sakai** is a learning management system that provides information relating to your classes offers various eLearning tools and supports interaction between you and the students (see also 4.4).
- **Infos & Standards** provides an overview of current MCI standards and rules relating to our study programs, academic writing and examinations.
- At **Academic Council** you will find the Council's standing orders, information on teaching and research at the MCI, the Council's rulings, etc.
- **Skill Enhancement** lists the current training courses available for faculty. It covers such topics as university teaching skills, eLearning, soft skills and other modules.
- **IT FAQs:** Frequently Asked Questions and Video Tutorials by the IT-Services.
- The **Help Desk form** can be used to make suggestions and report problems in the field of computers and IT.

4.2.1 User data for the MCI's online services and systems

So that you can make use of all the MCI online services, you will receive (at the start of your lectures) an e-mail with the user ID you need to activate your MCI account. Your user name comprises your initials and a four-digit number followed by the suffix *@mci4me.at*. Once you have signed and returned the general agreement for lecturers, your user ID will give you access to all the information and services available on the faculty landing page at www.mci4faculty.at such as Sakai, a learning management system, your personal myMCI data store, training courses for lecturers, etc.

Should you forget your password, you can enter a new one at <https://my.mci4me.at>.

4.2.2 MCI mailbox on request – personal e-mail account

Should you require a personal mci4me e-mail account for your teaching activities at the MCI (identical with your access data), go to [myMCI](#) and click on “Profile - Mail Option” to activate and manage it yourself. The activated e-mail address stored by the MCI is your address for correspondence and used by various MCI services such as Sakai. Once you have activated your mci4me e-mail account, you can access your mci4me mailbox at <https://mail.mci4me.at/>

4.3 CURRICULUM & PUBLICATIONS

To comply with the relevant accreditation requirements, the MCI is obliged to keep records of the qualifications of faculty. You are therefore asked to kindly make available or update your CV with particular reference to your academic background and professional career regularly and to provide any other information that could be relevant for your position as a member of faculty. You will find a standard online form for the purpose at www.mci4faculty.at at “[CV & Publications](#)”. Please be sure to observe the deadlines. You can also download and print your CV.

4.4 E-LEARNING / SAKAI

The Sakai learning management system is an important tool for interaction between you and your students. You can use this site to upload course materials, run mini-quizzes to assess students’ progress, access an automatic plagiarism check function and provide students with useful information or even links to live-stream coverage of your classes/podcasts, etc. The relevant training is available on an individual basis on request (learning-solutions@mci.edu).

In order to promote and ensure the exchange between teachers and the sharing of “good practice” examples in teaching, the MCI promotes the further development of the “Teaching Community”. The “[Teach Online](#)” website is part of this initiative and was developed during the Covid 19 pandemic. Workshops on teaching, grading in online and on-campus settings, as well as a “Faculty Breakfasts” and an “Infopoint” series are other ways to ensure that faculty meet to exchange ideas.

4.5 PREPERATIONS FOR CLASSES AND TEACHING

4.5.1 Course description / syllabus

A course description or syllabus is required for every course containing information on the learning goals, course contents, course reading, examination mode, etc.

The syllabus serves as a guideline for the content of the class and is used to optimize coordination with other classes in the curriculum. The course content in the syllabus is provided by the study program office, but updates and additions can be made by the lecturer on myMCI in consultation with the study program office. To ensure optimum coordination at the level of course content, you are asked to go to [myMCI](#) and click on “Teaching” to open the syllabus for your class and check that it is complete and up to date. Please note that the syllabus should be used to inform students as soon

as possible about course contents etc. Further information on entering syllabus items is available via the following link: <https://www.mci4me.at/en/faculty>

4.5.2 Course materials & handouts

You are referred to the general agreement for lecturers for information on the subject of course materials and handouts.

- The materials are to be produced by the lecturers and made available four weeks before the first class at the latest. They can either be posted on the Sakai eLearning platform by the lecturers themselves (see item 4.4) or sent to the study program office in the form of an electronic Microsoft Office document (e.g. Windows, Excel, PowerPoint) or as an electronic PDF file.
- As students are required to print out the course materials and handouts themselves so that they can prepare for the class, it is important they be sent or uploaded on the Sakai in good time.
- Lecturers can use Sakai to manage their course documents themselves.
- The course materials are made available to the MCI for the purposes of the study program concerned. The MCI is therefore subsequently entitled to make and distribute unlimited copies of such materials for teaching purposes at any time and to publish them for an unlimited period of time on the MCI's learning management system (Sakai), which is accessible to students and faculty. The lecturer confirms that he/she has taken full account of all copyrights and intellectual property rights or any other protection norms in the creation of the documents and shall indemnify and hold harmless the MCI in full and without delay in the case of any claim for damages lodged against the MCI for any infringement of such rights. Notwithstanding these provisions, the copyright to the course materials is held by the lecturer concerned.
- The course materials should provide a summary of the content of the course, the length of which can vary in the individual case. In the interest of a standard format for all course documents, you are asked to observe the following structure: table of contents, chronological sequence of course content, charts and graphics as an annex, plus recommendations for further reading and a bibliography.

An MCI presentation template is available at: <https://www.mci4me.at/en/faculty>

4.5.3 Dates, times & breaks

All classes are to begin punctually at the agreed time. You will be informed of the precise times of your classes by the study program office.

4.5.4 Student attendance

Attendance at classes is compulsory and must be verified by lecturers with the help of attendance lists.

Students may be absent from a maximum of 25% of the teaching units of a course per semester. In the case of courses comprising two or more parts (two or more lecturers teaching different aspects of the subject), the 25% limit applies to each part. A student who exceeds this limit shall be considered to have failed the course at the first attempt.

In exceptional cases (e.g. illness) students may apply to the study program director for a waiver for more than 25% of the teaching units of the course concerned. A 20% limit applies for the Executive Education.

Please notify the study program director if a student is frequently absent.

Laboratory practical's are a special case: 100% attendance is required. Students who are absent from a session must contact the study program office for an alternative date or some form of compensatory exercise.

A student who fails to meet the 100% attendance requirement on the scheduled dates and compensates his/her absence of his/her own accord without the consent of the study program office, e.g. by joining another group, shall be considered to have failed the course at the first attempt.

4.5.5 Teaching groups

For many courses, the various year groups have to be divided up into smaller groups. Please note that the students are allocated to their respective groups by the study program office and are not permitted to switch groups.

4.5.6 Students with special needs

The MCI caters for students with special needs through the design of the MCI buildings and the availability of suitable forms of teaching, learning and examination (distance learning items, e-learning etc). The MCI also has a special needs officer to provide personal advice and assistance as required: Janine Prokesch (janine.prokesch@mci.edu)

4.6 EXAMINATIONS

The examinations at the MCI are the subject of the Examination Regulations approved by the Academic Board on 15 June 2016. For detailed information on the examination modalities, types of exams, grading and legal protection, you are referred to the [Examination Regulations](#).

The Examination Regulations of Executive programs apply to lecturers teaching in the Executive Education.

4.6.1 Examination dates

Examination dates are communicated to students online via myMCI. Examination dates are set in consultation by the study program director and may on no account be changed by lecturers in agreement with the students. Lecturers are informed of the examination dates in good time. Excuses or requests for waivers submitted by students with regard to examination dates or deadlines can only be vetted and approved by the study program director. Attendance lists must be kept for all written examinations.

4.6.2 Examination types & modalities

Lecturers are asked to communicate their course exam requirements – in keeping with the syllabus – to the study program office in good time (content, questions, permitted aids, etc.). They must also communicate the exam modalities to the students at the beginning of the course.

4.6.3 Grading

Examinations must be graded on the basis of the following MCI scale (see also Examination Regulations). Any changes to the scale must be agreed in advance with the study program office. Half grades may not be awarded. Grading should be performed with maximum transparency.

GRADE	PERCENTAGE ACHIEVED
very Good (1)	≥ 90%
good (2)	≥ 80% to <90%
satisfactory (3)	≥ 70% to <80%
sufficient (4)	≥ 60% to <70%
not sufficient (5)	<60%

Towards the end of the course, lecturers are sent **online grading sheets**. You are asked to kindly enter the grades for all your students in these lists and return the completed lists at the end of the course.

4.6.4 Correction period & archiving

A maximum of 20 days are allowed for correcting and grading the students' work (two weeks in the case of repeat exams). It is essential that this schedule be respected as other dates are dependent on it (e.g. resit). Observance of the correction period is monitored by the study program office.

In the interest of transparency, lecturers are asked to indicate the number of points awarded per question and/or (where possible) to add a brief comment. Please return the corrected papers to the study program office for archiving and student access where requested.

Where meaningful in terms of the learning goals for the course, lecturers are asked to post an approved version of the examination (only for the main session) under the relevant course on Sakai for student use.

4.7 QUALITY ASSURANCE & TEACHING EVALUATION

4.7.1 Course evaluation

Course evaluations are a valuable quality assurance tool and play a significant role in the further development of study programs available at the MCI. At the end of their courses, students are asked to make an evaluation of each course (quantitative and qualitative).

You will receive notification from the study program office as soon as the results of the evaluation are available, which you can then access online via myMCI: <https://my.mci4me.at/?request=evalresults>. Once you have logged in, you will be able to see your evaluation results. To log in, you must use your user name (MCI account) and password. If you no longer have your access data, please contact our helpdesk at helpdesk@mci.edu.



The screenshot shows the 'Evaluierungsergebnisse' (Evaluation Results) page in the myMCI system. The page has a navigation bar with tabs: Home, Profile, Schedules, Teaching (active), CV & Publications, and Documents. The language is set to Deutsch. On the left, there is a sidebar with 'Syllabi' and 'Evaluierungen' (Evaluations) for SS 2013, WS 2012, and 'Alle Semester'. The main content area shows a table of evaluation results for SS 2013. The table has columns: Semester, Evaluierung, Dozent/in, Ergebnis, and icons for details, print, and share. The results show five evaluations with scores: 1,08, 1,90, 1,30, 1,29, and 1,32. Below the table, it says 'Zeige Evaluierung 1 bis 5 (von 5 Evaluierungen)'.

Semester	Evaluierung	Dozent/in	Ergebnis	
SS 2013			1,08	
SS 2013			1,90	
SS 2013			1,30	
SS 2013			1,29	
SS 2013			1,32	

To enable you to interpret your results more accurately, the table will include an average score for all courses in the study program concerned in addition to the details of your own courses.

You are asked to kindly send your **feedback to the study program** in the feedback field. You can help us in our commitment to continuous quality improvements by providing a **brief comment on your evaluation results**.

Please do not hesitate to contact us if you have any questions on the subject of course evaluations.

4.7.2 Good Academic Practice

Academic integrity and observance of the principles of good academic practice are prerequisites of all academic work. They are an essential requirement for the reputation of all researchers and research facilities and for the trust that society places in them. The MCI has a strong commitment to the principles of good academic practice and sees a suitable response to claims of misconduct as an institutional duty. Academics working at the MCI have an obligation to

- conduct their work *lege artis*
- document their results and consistently question all outcomes of their research
- observe strict honesty regarding the contributions of partners, competitors and predecessors
- avoid and prevent academic misconduct
- abide by the relevant rules.

Please use the following link for more detailed information on the subject:

<https://www.mci4me.at/en/faculty>

4.7.3 Gender-neutral language

MCI is committed to the diversity of its academic and non-academic staff, students, and all other relevant stakeholder groups. It pursues the principles of openness, tolerance and appreciation and actively supports the creation of equal opportunity for the above-mentioned groups, regardless of gender, age, religion, disability, ethnicity, sexual orientation, ideology, or social background.

The overriding objectives are to promote strategies of gender and diversity management in all activities and hierarchical levels of the institution and to prevent direct, as well as indirect, discrimination based on any of the aforementioned factors.

Consequently, a committee for equality, diversity and the advancement of women has been set up at MCI. It is made up of representatives of the Executive Board, Academic Council, Works Council, Student Council, the Equal Opportunities Officer as well as the Disabilities Officer. The commission is responsible for the continuous assessment and further development of the objectives and is available to answer any questions related to the subject.

Contact: Brigitte Auer (brigitte.auer@mci.edu)

The MCI guide on non-discriminatory language focuses on language as an instrument for equal treatment by providing examples of gender-neutral formulations and general guidelines on gender-neutral language. Find the current German-language guide on non-discriminatory language under <https://www.mci4me.at/de/faculty> "Guidelines".

For an English-language version, please refer to the European Parliament Guidelines on Gender-Neutral Language (2018):

https://www.europarl.europa.eu/cmsdata/151780/GNL_Guidelines_EN.pdf

4.7.4 Code of Conduct

The MCI operates in an environment characterized by internationality, diversity, cultural variety and academic curiosity, makes an important contribution to the promotion of scientifically, economically, technologically and socially relevant topics and is aware of the responsibility this entails.

The MCI has a [Code of Conduct](#) whose objective is to define a common framework for our behavior. The Code of Conduct is based on the objectives, values and success factors of the Entrepreneurial School® as defined in the Mission Statement, supports us in achieving these objectives and is addressed to all members of the university.

4.8 LEARNING GOALS

In order to ensure the transfer of learning and enable students to further develop competencies leading to clear profiles for their future careers, the MCI has formulated detailed cross-curricular learning goals.

The integration of these learning goals in curricula of programs with a business focus is an integral part of the teaching- and learning concept at MCI.

MCI's learning goals clearly define what students will

- know
- understand and
- what competencies they will have

after having completed a study program at MCI.

The transfer of learning is facilitated through effective instructional design, by fostering students' engagement, and by clearly articulated course syllabi as well as purposefully designed assignments and exams.

The achievement of cross-curricular program goals is tested regularly. Through this, MCI ensures that students actually achieve the benefits inherent in these learning goals.

Common learning goals for all business-related bachelor study programs:

GOALS	OBJECTIVES
GENERAL MANAGEMENT	
Our graduates have fundamental knowledge and skills in management science.	Our students can explain and apply current concepts and theories in management science.
COMMUNICATION	
Our graduates have effective communication skills.	Our students can communicate effectively in analogue contexts.
	Our students can communicate effectively in digital contexts.
SCIENTIFIC METHODS	

Our graduates have basic knowledge and skills in scientific methodology.	Our students can apply relevant theories and appropriate scientific methods in real-world contexts.
PROBLEM SOLVING	
Our graduates have relevant problem-solving competencies.	Our students can make active use of critical thinking skills in analogue or digital contexts.
	Our students can approach problems responsibly considering ethical issues.

Common learning goals for all business-related master study programs:

GOALS	OBJECTIVES
COMMUNICATION	
Our graduates are effective communicators in their field of work.	Our students can discuss problems, ideas, and solutions with specialists and non-specialists.
SCIENTIFIC METHODS	
Our graduates are competent in applying scientific methods to solve practical problems.	Our students can apply relevant theories and appropriate scientific methods in their field of work.
	Our students can act according to ethical principles when doing scientific work.

Please follow this link for further information: <https://www.mci4me.at/en/faculty>

Program-specific learning goals will be communicated by the respective study program. This also applies to the engineering study programs as well as the study programs in the field of social work.

5 Services for Faculty

The MCI (MCI Hochschulservices) offers a wide range of services designed to facilitate your teaching work, provide access to additional qualifications and build networks. Thanks to the collaboration and support of the Innsbruck University library, a full program of foreign languages, excellent equipment and IT infrastructure, competent advice and support from the Learning Solutions Team, a dynamic platform for alumni in the form of the Alumni & Friends club and much else besides, the MCI guarantees efficient working and teaching in a motivating environment.

5.1 SKILL ENHANCEMENT TRAINING FOR FACULTY

MCI faculty can take advantage of a varied training program. The wide range of subjects includes university teaching skills, eLearning, soft skills and languages, and is available under very attractive terms: The MCI will pay the fees for such courses for up to two days or 16 teaching units (practicals) per academic year!

Training modules for MCI faculty



Go to Skill Enhancement at www.mci4faculty.at for the details and conditions applicable to the current skill enhancement offering.

Please follow this link for further details: <https://www.mci4me.at/en/faculty>

5.2 LIBRARY

MCI offers its teaching staff and students a reference library in the MCI building at Universitätsstrasse 15 (MCI I) with reading places and workstations, books, journals and newspapers as well as copying, printing and scanning facilities. At the MCI locations Weiherburggasse 8 (Tourism, MCI III) and Maximilianstrasse 2 (Technology & Life Sciences, MCI IV), two further reference libraries are maintained with appropriate specialist literature and technical equipment. In addition, MCI provides access to the latest scientific literature via selected online databases directly accessible on and off MCI campus (remotely) via the library website <https://www.mci4me.at/en/services/library>.

Furthermore, MCI has a comprehensive cooperation agreement with the University and State Library of Tyrol (ULB) regarding the joint use of library resources. The ULB provides MCI members with a unique access to scientific literature and professional library services with generous opening hours. MCI lecturers and students have the same rights and obligations at the ULB as members of the university.

Personal contact:

Susanne Kirchmair (susanne.kirchmair@mci.edu) and Christof Köstl (christof.koestl@mci.edu) or bibliothek@mci.edu | library@mci.edu

5.3 LEARNING SOLUTIONS

Learning Solutions is a service and coordination platform for university teaching and learning. Your colleagues there will provide advice and support to help you achieve your teaching and learning goals and prepare course contents for media-based presentation.

Learning Solutions offers the following services:

- Advice and support in questions of university didactics (didactic design, planning and implementation).
- Provision of know-how relating to media- and IT-supported teaching and learning scenarios in the field of e-learning.
- Advice and support for the media-based presentation of teaching content at university level.
- Support in the operative and strategic implementation of didactic measures in the European and international context.
- Organization of workshops and other forms of communicating knowledge and skills to lecturers for the development of innovative teaching and learning scenarios.
- Individual advisory services for the implementation of didactic and media-based measures in university teaching.
- Individual assistance and training to promote meaningful media support in the classroom.
- Development and production of the MCI's own media formats and scenarios for online university teaching and private study.
- Production of didactic formats and tools for classroom teaching involving the use of new media and technologies.

Your contact is Claudia Mössenlechner (claudia.moessenlechner@mci.edu).

5.4 LANGUAGE CENTER

The MCI Language Center (“managing communicative interaction”) offers language courses for students, faculty and staff at a special rate. Lecturers can take advantage of the wide and attractive range of languages offered – including Italian, Spanish, French, Russian and Chinese – to consolidate their language skills or learn a new language. The courses cost EUR 190 for ten classes and are held each semester on Tuesday and Wednesday evenings from 6 – 8.15pm. Most of the languages are taught at various levels so that both beginners and advanced learners are catered for.

5.5 RESEARCH & DEVELOPMENT – START-UP CENTER

In keeping with its role as an Entrepreneurial School®, the MCI has a focus on support for start-ups and other entrepreneurial activities. The measures include assistance with the generation, verification and commercial exploitation of research results.

MCI’s students, graduates, lecturers and researchers wishing to establish businesses based on academic work can apply for assistance to the Center for Academic Spin-offs Tirol (CAST).

This joint venture for start-up assistance involves the University of Innsbruck, Tiroler Zukunftsstiftung and the MCI, and is supported by the Austrian government. The offering includes knowhow transfer and help with regard to infrastructure and finance, and regular info and counseling sessions are held for students and staff.

Should you be thinking of any form of entrepreneurial activity or technology transfer, please contact the MCI’s Head of R&D Services Prof. Michael Kraxner (michael.kraxner@mci.edu).

5.6 ALUMNI & FRIENDS

The MCI’s Alumni & Friends Club is an effective service, information and contact platform with a focus on intensive communication and constructive dialogue. Regular panel discussions with first-rate international speakers are a stimulating source of motivation and ideas and an enjoyable way to share knowledge and experience.

MCI lecturers automatically enjoy free membership and are entitled to attend the various events organized by Alumni & Friends such as panel discussions, the Alumni Weekend, etc. (www.mci.edu/alumni).

5.7 UNIVERSITÄTS-SPORTINSTITUT INNSBRUCK (USI)

The Innsbruck University Sports Institute (USI) is a good place to avoid the “all work and no play” syndrome and make new friends. Lecturers at the MCI can make use of the USI sports and gym facilities at an attractive rate and participate in a wide range of indoor and outdoor activities. For more information, go to <https://www.mci4me.at/en/student-life/student-life/student-life-leisure-time>