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The present NAWI Graz Wiki aims at providing all information relevant for working within NAWI Graz on a lean platform: This includes information, instructions, links and other help, especially to make it easier for teachers and administrators to deal with the system-related peculiarities.

### Direct links to the most important instructions and information

#### **NAWI Graz-related IT instructions**

- Accounts for employees of TU Graz or Uni Graz in the online system of the respective partner university
  - Receive and activate an account in the online system of the partner university and forward emails
  - O Recommendations on passwords for accounts in the online systems
  - Connecting the online systems TUGRAZonline und UNIGRAZonline. There are two different options:
    - Inter-university Login for students as well as for employees (working in the onlinesystem of the partner university without having to separately log into it) NOTE: Currently not in operation due to VPN obligation.
    - Inter-university exam de/registration for NAWI Graz Students (HINWEIS: Due to VPN obligation, the coupling can currently only be set up in UNIGRAZonline to display exam dates from TUGRAZonline, but not vice versa.)
- WIFI use at the partner university: This is possible via the WIFI network "eduroam" and the login data of your own university. An account at the partner university is not required for this! Links to connect with eduroam for Uni Graz- und TU Graz-staff.
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- Special <u>optional</u> functionalities for NAWI Graz courses

- Enabling communication with all students/teachers of a course, regardless of the course group they are in
- Grading students when courses are organised at the partner university
- Technical support for NAWI Graz teachers at the partner university (applies eg for lectures and courses that take place at rooms at the partner university)



- The basic rule for responsibilities are:
  - For courses, examinations and the bachelor thesis, the responsibility always lies with the university offering the respective course/examination.
  - For master theses, the responsibility always lies with the admitting university.
- More information and detail can be obtained from the site statutes for NAWI Graz study programmes.

# Organisational information for NAWI Graz teaching and administrative staff

Note: Confidential and personal information is password protected. This password can be requested by employees of the University of Graz and TU Graz here (info@nawigraz.at).

- A concept for granting rights to the partner system has been developed for the participating deans's offices and institutes. This makes it easier to carry out acitivities regarding the administration of courses, recognition of exams and the administration of master theses.
- Overview of responsibilities for course administration and student administration (for recognitions and degrees) at the deans' offices and institute level.
- For deans' offices: Overview of teaching participation of teachers of the own university in courses of the partner university. Overview of teaching done by own teachers at the partner university

#### Technical informationen about NAWI Graz study programmes

• The necessary exchange of data between the universities to be able to administer jointly offered study programmes is basically organised via the data alliance of universities according to § 18 University and College Statistics and Education Documentation Ordinance (German only). Additional relevant data exchange takes place via the interface AHESN.



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## NAWI Graz Wiki as an information platform especially for scientific and administrative staff

Basically, a lot of important and publicly accessible information as well as contact possibilities can be found on the official website of NAWI Graz . In addition, further relevant information can be found on the

- websites of Uni Graz and TU Graz,
- both universities' intranet platforms (intranet.uni-graz.at resp. TU4U, German only) or the
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