

**Implementation regulation for the University Teaching Qualification (BKO),  
with effect from 1 February 2024<sup>1</sup>  
Faculty of Social and Behavioural Sciences**

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1. The BKO certificate is compulsory for all lecturers, associate professors, and senior lecturers with an appointment of at least 0.5 FTE for one year or more. All those for whom the BKO is compulsory must obtain the certificate within two years.
2. The obligation to obtain the BKO certificate may arise due to 1) a new employment contract, 2) the expansion of an employment contract, or 3) the conversion of a temporary employment contract into an employment contract for an indefinite period
3. If someone chooses to take part in the FSW BKO procedure although they are not obliged to obtain the BKO, the same procedure will apply, with the exception of the requirement to complete the procedure within two years.
4. If the BKO is required for the position advertised, the standard BKO text will be included in the job advertisement.
5. If the BKO candidate (hereafter: the candidate) already holds a nationally recognised BKO certificate, their manager will inform the Personnel Shared Service Centre (PSSC).
6. If the candidate does not yet have a nationally recognised BKO certificate, their manager and/or the manager of their Institute will include the obligation to obtain the BKO certificate in the candidate's employment contract.
7. The candidate will receive information about the BKO procedure along with their letter of appointment.
8. Within two months of commencing employment, the candidate will make an appointment with the Secretary of the BKO Assessment Committee for an intake interview. At the intake interview the candidate will be informed about the BKO procedure at the FSW.<sup>2</sup>
9. The BKO Secretary informs the PSSC of the date of the intake interview so that this date can be recorded in the personnel administration system.
10. The BKO procedure forms part of the regular Performance and Development (R&O) interviews between the candidate and their manager.
11. The R&O manager shares responsibility with the candidate for the progress and successful completion of the BKO procedure.
12. The FSW BKO procedure consists of two parts: taking part in the training programme and compiling the BKO portfolio.
13. The training programme consists of five modules corresponding to the BKO Final Attainment Objectives. Successful completion of the five modules is a mandatory part of

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<sup>1</sup>The main changes as of 1 February 2024 in relation to the previous version concern the role in the BKO procedure of the candidate's manager and the BKO Secretary.

<sup>2</sup>If the candidate does not contact the BKO Secretary themselves, the BKO Secretary will schedule an intake interview with the candidate within six months of them commencing employment.

the procedure.

14. The costs of the training programme will be borne by the candidate's Institute (for further information, see Appendix).
15. The BKO portfolio, with all appendices, must be submitted to the Secretary of the BKO Assessment Committee (hereinafter 'the Committee') no later than 10 working days before the meeting of the Committee. The initiative to submit the documents lies with the candidate. The documents are submitted digitally in PDF format.
16. Candidates submit the following documents to the Committee:
  - a final BKO portfolio signed by the candidate's manager (see Conditions for the portfolio).
  - all course evaluations described in the portfolio;
  - all partial certificates from the training programme;
  - if the candidate teaches through English, a copy of their BKE certificate.
17. The Secretary checks that the portfolio submitted is complete: i.e., the student evaluations have been properly and sufficiently included in the portfolio and it contains all the information the Committee requires to assess the content. If this is not the case, the Secretary will ask the candidate to complete the portfolio. The Secretary also checks that the certificates from the training programme (and the BKE certificate if required) are included.
18. The Secretary informs the chair and members of the Committee about the BKO portfolios submitted and distributes the meeting documents.
19. On the basis of the BKO portfolio, the Committee assesses the candidate's teaching competence in line with the Final Attainment Objectives of the University Teaching Qualification of Leiden University, taking into account the teaching duties the candidate will undertake in the near future.
20. The Committee informs the Dean about:
  - the portfolios on which the Committee cannot (yet) give a positive recommendation (see also the next point) and/or
  - the portfolios on which they give a positive recommendation.
21. If the Committee cannot (yet) give a positive recommendation to the Dean on a candidate's portfolio, they will inform the candidate in writing, giving reasons. The Committee also advises the candidate about how they could amend their portfolio and informs them of the period within which this must take place. The Committee informs the Dean by sending them a copy of the advice given to the candidate.
22. In the event of a dispute between the candidate and the Committee about the candidate's BKO portfolio, the decision rests with the Dean. In this case, the candidate may file an objection with the Committee, in response to which the Committee may give a positive recommendation after all. If the candidate wishes to file an objection, they may submit their statement of objection, the Committee's response, and an outline of their own standpoint to the Dean. The Dean will notify both the candidate and the Committee in writing of the final decision.
23. The Committee gives recommendations concerning the BKO portfolios of candidates who are employed by Leiden University and work at the FSW. The Committee does not make any decisions regarding the BKO portfolio of a candidate whose employment with Leiden University has been terminated, unless the Committee has established before the

termination of the candidate's employment that information is missing from the portfolio, and the candidate provides the missing information within four weeks of the termination of employment.

24. The Dean makes a decision regarding the awarding of a BKO certificate once:
  - the Dean has been informed by the Committee of its recommendation regarding the candidate's portfolio;
  - the Dean has received the BKO certificate (requested by the BKO Secretary and shared with the Faculty Board Administration Office).
25. The Faculty Board Administration Office supports the Dean in the further processing of the procedure: the Administrative Secretary sends the BKO certificate to the PSSC and the BKO Secretary. The PSSC notes this in the personnel administration system.
26. The BKO Secretary sends the BKO certificate to the candidate.

### **The BKO Assessment Committee**

27. The BKO procedure, the composition and appointment of the BKO Assessment Committee, and the awarding of BKO certificates are the responsibility of the Dean. The Dean may delegate this responsibility and power to the Vice Dean (Director of Studies).
28. The BKO Assessment Committee is an advisory committee to the Dean. The Committee:
  - informs the Dean about portfolios on which the Board cannot (yet) give a positive recommendation (and sends the Dean a copy of the advice given to the candidate to improve their portfolio);
  - advises the Dean on the granting of the BKO certificate, after which the Dean decides on the granting of the BKO certificate.

In the event of a dispute between the candidate and the Committee about the candidate's BKO portfolio, the decision rests with the Dean.

29. The composition of the Committee is as follows:
  - Each Institute of the FSW is represented by at least one member in the Assessment Committee; in addition, the LLLInC is also represented by one member.
  - The aim is to ensure that the composition of the Committee is representative of the composition of the staff of the Faculty, in both gender and cultural background;
  - The members of the Committee are experienced researchers with an ample track record in university teaching (senior lecturer, associate professor, or full professor) and/or expertise in didactics.
  - the Chair works at one of the Institutes of the FSW or at the LLInC.
30. At the request of the Dean, each Institute nominates a representative for the Committee from the Institute concerned.
31. The Faculty Board appoints members of the BKO Assessment Committee for a period of four years. Extension is possible.
32. The Dean requests the FSW Institutes and the LLInC to put forward nominations for a member or the chair of the Committee.
33. The chair is chosen in consultation with the sitting BKO Committee. The chair is appointed for a period of four years. Extension is possible.
34. Secretarial support to the BKO Assessment Committee is provided by the FSW Faculty

Office.

35. The Committee meets at least four times a year, and further as often as it deems necessary. The dates of the Committee's meetings are published on the Faculty's BKO web page.

## Appendix 1. Costs of the BKO Training Programme

Financial settlement of programme costs:

- The costs of the FSW training programme amount to approx. € 1000 per person.
- The Institutes are responsible for the costs of the training programme for all candidates, regardless of whether the BKO is compulsory for a given candidate.
- If candidates participate in modules that are not included in the FSW training programme, here too the Institute to which they belong is responsible for the costs.<sup>3</sup>

Participation in the FSW BKO training programme is binding. The candidate is required to be present at all sessions of the module. There is no possibility to compensate or make up for a session that the candidate has missed. If the candidate misses even a single half-day session, they will be required to retake the module in its entirety.

If the candidate is absent from a module or any part of it (regardless of whether they have informed the lecturer in advance), we are obliged to recover the costs of the module(s) from the candidate's Institute. Exception: if the candidate is absent due to personal circumstances, no extra costs will be charged.

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<sup>3</sup> Different funding arrangements may apply to candidates whose deadline for obtaining the BKO lies on or before 1 September 2024. For further information, managers should contact the BKO Secretary.