

Conditions for the University Teaching Qualification (UTQ/BKO) portfolio

This document provides information on putting together a UTQ (from now on: BKO) portfolio at the Faculty of Social and Behavioural Sciences, including how to apply for exemptions. The document sets out the Faculty's clarification of the Final Attainment Objectives specified by the University: see website ([Microsoft Word - Final Attainment Objectives.doc \(universiteitleiden.nl\)](#)). The following sections are covered:

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NB. This version of the Conditions for the BKO portfolio is effective from 1 February 2024. Chapter 4 contains specific information for candidates whose deadline for obtaining the BKO lies on or before 1 September 2024.

If you have any questions, please contact the Secretary of the BKO Board:

BKO@fsw.leidenuniv.nl.

1. The BKO procedure at the Faculty of Social and Behavioural Sciences

Anyone who takes up a position of ≥ 0.5 fte at the Faculty of Social and Behavioural Sciences (FSW) that involves teaching is subject to the BKO requirement. On commencing employment, the BKO candidate must contact the BKO Secretary as soon as possible to schedule an intake interview. At the intake, information will be provided about the BKO learning trajectory and the requirements for the BKO portfolio. The learning trajectory, including compiling the portfolio, is an individual process, though the BKO candidate is recommended to have regular consultations about it with their manager.

See also the Implementation Regulations: [Basis Kwalificatie Onderwijs \(BKO\) - Universiteit Leiden](#).

2. Exemptions

The BKO learning trajectory consists of 5 training modules provided by the LLInC (see the website). It is possible to submit a request for exemption from one or more modules, e.g. if the candidate has already participated in didactic programmes and/or courses in the past, or has already gained significant experience concerning the BKO final attainment objectives.

In this case, the candidate should submit a motivated request to the BKO Committee (BKO@fsw.leidenuniv.nl). This request should include the candidate's teaching cv and evidence of their teaching experience and quality (including similar certificates to the BKO and student evaluation forms), indicating for which LLInC module(s) exemption is requested and arguing the case for exemption by comparing the experience gained with the LLInC learning objectives. [The exemption form is available on the website](#).

This version of the Conditions for the UTQ dossier is effective from 1 February 2024.

3. BKO portfolio: conditions for candidates whose BKO deadline lies after 1 September 2024

The BKO portfolio (max. 20 pages) is based on courses taught, either individually or jointly, by the candidate. The portfolio is made up of the following components:

1. Description of courses taught (individually or jointly) by the candidate.

- 1.1. The portfolio should include a minimum of three courses or other programme modules, preferably taught in recent years on behalf of the Institute at which the candidate is employed.
- 1.2. As a whole, the portfolio should demonstrate the breadth of the candidate's teaching experience. This is concretely demonstrated in accordance with the following criteria:

A) The portfolio should include teaching at different levels. This may involve teaching to different years of the bachelor's programme, or at bachelor's and master's level. In addition to bachelor's and/or master's courses, the candidate may include a maximum of one course that is part of Leiden University's Honours Programme, or one post-master's course that is part of the candidate's responsibilities.

B) Instructor-led knowledge transfer must be demonstrated for at least one of the courses listed in the portfolio. The following evaluation criteria apply:

- The teaching involves domain-specific knowledge transfer, i.e., substantive explanations are provided to students.
- The candidate(individually or jointly) played a role in the development of the lecture/seminar. If the candidate was not involved in developing the course, they should indicate this in the portfolio in the course description and should provide the PowerPoint slides as an attachment, together with an explanation of what content and didactic issues the candidate *would wish to adapt* in a future edition of the course.
- The course component should have substantial duration (at least 45 minutes). In the case of a seminar, the candidate should clearly indicate what percentage of the class involved domain-specific knowledge transfer; this can also be done by providing annotated PowerPoint slides.
- The class involves interaction with students. Questions from students / short film clips / polls etc. are allowed as part of the lecture. In the portfolio, the candidate should reflect on any unexpected developments during the implementation of teaching¹ and on how the teaching was linked to students' prior knowledge². This excludes the following forms of instruction: knowledge clips and podcasts.³
- The candidate provided a minimum of two 45-minute lectures/seminars (both of which were repeated: i.e., four lectures/seminars in total). Guest lectures may be included.

¹ UTQ Final Attainment Objective 3.2

² UTQ Final Attainment Objective 3.4 and possibly 3.3

³ Knowledge clips and/or podcasts may only be included in the portfolio if the candidate chose a "flipped classroom" format for the course. This course cannot be submitted as an example of instructor-led knowledge transfer.

C) At least one of the courses listed in the portfolio should demonstrate individual supervision of a student. The following evaluation criteria apply:

- The individual supervision should relate to the content of a final assignment. Supervision focusing merely on the process (in an internship, for instance) is not sufficient.
- The individual supervision must relate to an assignment that is carried out in an iterative process: formative feedback is given between different versions of the assignment.
- Within the assignment, each student has their own topic or project on which individual supervision is provided. The assignment is thus not the final report of a group assignment.

1.3. On the basis of the BKO portfolio, the BKO Assessment Committee assesses the candidate's teaching competence in line with the Final Attainment Objectives of Leiden University's University Teaching Qualification.⁴

1.4. The courses or other modules included in the portfolio should, if possible, relate to recent teaching experience. Ideally, these should be two consecutive editions of the same course (e.g., a folio would contain a course description with corresponding student evaluations from the 2021-2022 and 2022-2023 academic year). However, it is also possible for the evaluations to have been administered to different student populations, in similar courses (e.g., a portfolio would contain two course descriptions for similar courses both given in the first semester of 2022-2023, with a student evaluation for each course). When repeating a course, the candidate should have implemented improvements based on their own and the students' evaluations of the previous course.

2. Objectives and content of the course or module

The objectives and content of the course or module are generally described in the prospectus and may be copied into the portfolio in full or in part. This may also be done by inserting a screenshot from the prospectus into the portfolio.

3. Design of the course or module

In this section the candidate should discuss the structure of the course or module. If the candidate was not involved in designing the course, concise general information will be sufficient.

4. Forms of instruction

In this section the candidate briefly describes what forms of instruction are used in the course, how many sessions of each form take place, and what the candidate's own role in the course is.

5. Description of the teaching materials used and assignments given

5.1. In this section the candidate should focus on how the transfer of knowledge, skills, and insights takes place within the course or other module. The candidate should concisely describe (in max. 100 words for each course or other module included in the portfolio) the teaching materials used, the manner of assessment, and the interim and concluding assignments.

⁴ The Conditions for the UTQ portfolio set out the Faculty's clarification of these Final Attainment Objectives.

5.2. These teaching materials, assessments, and assignments should **not** be included in the portfolio.⁵

6. Candidate's role

In this section the candidate should briefly describe how their role as a lecturer in this course or module demonstrates the compulsory didactic forms of instruction (lecture/seminar, workgroup teaching, and/or individual supervision). In this description the candidate should outline 1) the preparations made for this module, 2) the strategy applied to motivate the students, and 3) the didactic concept(s) used. This outline should highlight how these three aspects relate to the learning objectives for the course. If the candidate is responsible for part of a lecture or lecture series, they should also make clear how their component relates to the whole, both in terms of content and in terms of its contribution to realising the learning objectives.

7. Student evaluations of the courses taught, individually or jointly, by the candidate

- 7.1. The evaluations included in the portfolio must be clearly and unambiguously traceable to the candidate.
- 7.2. Student anonymity should be guaranteed in the processing and submission of evaluations that are included in the portfolio.
- 7.3. The portfolio should include a minimum of two evaluation points per course or other module (preferably consecutive). In the case of individual supervision, the candidate should provide any available evaluations and state the number of students supervised.
- 7.4. In the portfolio, the candidate should include those items from the evaluations that comment on the lecturer, their role in the course or other module, and the aspect of knowledge transfer (approx. five items).
- 7.5. All evaluations referred to in the portfolio should be submitted to the Secretary of the BKO Assessment Committee in full (in pdf format).

Exception: if, due to circumstances, no evaluation was administered by ICLON, it is possible to submit a quantitative evaluation traceable to the candidate, as long as the anonymity of students is guaranteed during submission and processing. Since 1 January 2022, Qualtrics cannot be used for this purpose. The use of Google Forms is also not advisable (in light of GDP regulations). The applications supported by Leiden University are Formdesk and Microsoft Forms.

8. Evaluative report

- 8.1. The evaluative report should demonstrate the candidate's ability to reflect on their development as a teacher (approx. 500 words).
- 8.2. If the candidate wishes, they may indicate areas for attention in their future teaching.

9. English Language Test (Basiskwalificatie Engels, BKE)

All candidates who teach through English are required to pass the English language test. This requirement is waived in the case of candidates who 1) hold a passport from a country in which English is the main language of communication, 2) are in possession of a recognised equivalent certificate demonstrating their command of English at C1 level (CEFR), or 3) hold a PhD from a country in which English is the main language of communication. The

⁵ Annotated PowerPoint slides may be included in the portfolio, provided experience of instructor-led knowledge transfer is demonstrated in the form of one or more guest lectures

candidate should set this out in their portfolio and state it in their email to the BKO Secretary when submitting the portfolio.

10. Learning trajectory

The portfolio should include proof of the candidate's participation in the compulsory LLInC modules. If the candidate has been exempted from participation in a module or modules of the learning trajectory, they should state this when submitting the portfolio to the BKO Secretary and append the communication about the exemption.

4. BKO portfolio: conditions for candidates whose BKO deadline lies before 1 September 2024

NB. This version of the Conditions for the BKO portfolio is effective from 1 February 2024. The sample portfolio that goes with this version (see website, [Leiden University Teaching Qualification \(BKO\)](#)) also applies from 1 February 2024.

Candidates whose final BKO deadline lies before 1 September 2024 may also use the old portfolio format; see the accompanying documents on the website. In the event of a delay in their learning trajectory and/or in compiling the portfolio, they are recommended to contact their manager and/or the BKO Secretary so that additional support can be provided.

Appendix: Checklist for submission of the BKO portfolio

Before submitting their portfolio to the BKO Secretary, the candidate should go through the following steps to check that their portfolio is complete.

1. Check that the BKO portfolio contains at least the following documents. These documents should preferably relate to recent years, and to teaching provided on behalf of the candidate's Institute:
 - a. Description of courses taught (individually or jointly) by the candidate
 - b. Descriptions of teaching materials and assignments used (including annotated PowerPoint slides where required)
 - c. Student evaluations of courses taught (individually or jointly) by the candidate
 - d. Description of courses to be taught by the candidate in the coming period
 - e. Evaluative report by the candidate about the teaching they have provided themselves
2. Submit the BKO portfolio as a pdf file.
 - a. The portfolio should be signed by the lecturer's immediate manager before it is discussed by the BKO Committee.
 - b. The candidate is responsible for ensuring that the evaluation data have been correctly copied from the documentation.
3. Evaluations should be submitted as pdf files in a .zip file. Provide data from a minimum of 2 group evaluations per course; in the case of individual supervision, provide as many evaluations and/or as much information as possible. This includes the number of students to whom individual supervision was provided.
4. All ICLON/LLInC certificates obtained should be submitted as pdf files in a .zip file. If the candidate has been granted an exemption for one or more ICLON/LLInC courses, they should state this explicitly in their email to the Secretary when submitting their portfolio. Relevant previous communication with the BKO committee should be included as an attachment.
5. The candidate's BKE certificate should be submitted in pdf format. If the candidate fulfills the conditions for exemption from the BKE, they should set out the reasons under a separate heading in their BKO portfolio and submit the following documentation to the Secretary. Relevant previous communication with the BKO committee should also be included as an attachment to the email. Conditions for exemption from the BKE requirement are:
 - a. a passport from a country where English is the language of communication, or
 - b. a valid certificate at C1 level (CEFR), comparable to the BKE and nationally or internationally recognized, or
 - c. a PhD obtained in a country where English is the language of communication.