

## Conditions for the BKO dossier

This document provides information on the composition of the BKO dossier, including possible exemptions. Note that this version is effective from 9 May 2022. The main changes from the previous version concern the number of courses required (a minimum of 3 for all candidates, rather than 4 for candidates with significant teaching experience) and the addition of the [Checklist for submission of the BKO dossier](#).

The Implementation Regulation is also published on the website and provides additional information about the BKO procedure. If you have any questions, please contact the Secretary of the BKO Board: [BKO@fsw.leidenuniv.nl](mailto:BKO@fsw.leidenuniv.nl).

### Exemptions

To request exemption from (any part of) the BKO training programme, the candidate should submit a motivated request to the BKO Examining Board ([BKO@fsw.leidenuniv.nl](mailto: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). The exemption form is available on the website.

### Checklist for submission of the BKO dossier

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

1. Check that the BKO dossier 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 by the candidate (individually or jointly),
  - b. Description of the teaching materials used and assignments given,
  - c. Student evaluations of courses taught by the candidate (individually or jointly),
  - d. A description of the courses to be taught by the candidate in the coming period,
  - e. A reflection report by the candidate about their own teaching.
2. Submit the BKO dossier as a pdf file.
  - a. The definitive dossier should be signed by the lecturer's immediate manager before it is discussed by the BKO Examining Board.
  - 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 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 courses, they should state this explicitly in an e-mail to the Secretary when submitting the dossier.
5. The candidate's BKE certificate should be submitted in pdf format. If the candidate meets the conditions for exception, they should set out the reasons under a separate heading in the BKO dossier and submit the following documentation to the Secretary. Conditions for exception are:
  - a. a passport from a country where English is the language of communication;

- b. a valid certificate demonstrating the candidate's command of English at C1 level, equivalent to the BKE and nationally or internationally recognized;
- c. a PhD obtained in a country where English is the language of communication.

For a detailed explanation of the requirements for the BKO dossier, see below.

### Conditions for the BKO dossier

The BKO dossier (max. 20 pages) is based on courses taught, either individually or jointly, by the candidate. The dossier contains the following items:

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

- 1.1. The dossier should include a minimum of three courses or other course modules, preferably taught in recent years on behalf of the Institutes at which the candidate is employed.
- 1.2. The dossier should demonstrate the full range of the candidate's teaching experience. 'Range of teaching experience' is taken to mean: A) varying teaching activities, such as lectures, seminars, practicals, and individual supervision; B) teaching at varying levels. NOTE: A) and B) need not be demonstrated in combination: there is no need for both lectures/seminars and individual supervision to have been taught in different academic years.

Ad. A. Didactic methods: the dossier should demonstrate the use of at least two types of instruction (i.e., not content): 1. lecture/seminar (classroom teaching to a group) and 2. individual supervision.

Lecture/seminar:

- Content: domain-specific knowledge transfer (this does not include, for example, an instructional session explaining how to write an internship/thesis report).
- The instructor played a role (alone or jointly) in the development of the lecture/seminar.
- The module is of substantial duration (e.g., one hour or more). Questions from students/ short film clips/ polls etc. are allowed as part of the lecture.
- The candidate provided a minimum of two 1-hour lectures/seminars (each given twice). These meetings may include guest lectures, provided they fall within courses taught at the Institute to which the candidate belongs.

Ad. Teaching to students at various levels: this is taken to mean experience of teaching either in different years of the Bachelor's programme, or in both Bachelor's and Master's programmes.

- 1.3. On the basis of the BKO dossier, the Examining Board will assess 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.
- 1.4. The courses or modules included in the dossier should, if possible, relate to recent teaching experience. Ideally, these should be two consecutive evaluations of the same course (e.g., a dossier would contain a course description with corresponding student

evaluations from the 2019-2020 and 2020-2021 academic year). However, it is also possible for the evaluations to have been administered to different student populations, in similar courses (e.g., a dossier would contain two course descriptions for similar courses both given in the first semester of 2020-2021, with a student evaluation for each 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 dossier in full or in part. This may also be done by inserting a screenshot from the prospectus into the dossier.

## **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. Types of instruction**

In this section the candidate briefly describes what types of instruction are used in the course, how many sessions take place for each type, 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 module. The candidate should concisely describe (in max. 100 words for each course or module included in the dossier) the teaching materials used, the manner of assessment, and the interim and concluding assignments.

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

## **6. Candidate's tasks**

In this section the candidate should briefly describe how their role as a lecturer in this course or module demonstrates the required types of instruction (lecture/seminar, work group teaching, and/or individual supervision). In their 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 dossier must be clearly and unambiguously traceable to the candidate.

7.2. Students' anonymity is guaranteed in the processing and submission of evaluations that are included in the dossier.

7.3. The dossier should include a minimum of two evaluation points per course or 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 dossier, the candidate should include those items from the evaluations that comment on the lecturer, their role in the course or module, and the aspect of knowledge transfer (approximately five items).
- 7.5. All evaluations referred to in the dossier should be submitted to the Secretary of the BKO Examining Board in full (in pdf format).

*Exception:* if, due to circumstances, no ICLON evaluation was administered, it is possible to submit a quantitative evaluation traceable to the instructor, as long as the anonymity of students is guaranteed during submission and processing. From 1 January 2022, Qualtrics may no longer be used for this purpose.

## **8. Evaluative report**

- 8.1. The evaluative report demonstrates the candidate's ability to reflect on their development as a teacher (max. 400 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 language of communication, 2) are in possession of a recognised equivalent certificate demonstrating their command of English at C1 level, or 3) hold a PhD from a country in which English is the language of communication. This is set out in the dossier and stated in the email to the BKO Secretary when the dossier is submitted.

## **10. Training programme**

Proof of the candidate's participation in the compulsory modules of the training programme should be appended to the dossier. If the candidate has been exempted from participation in a module or modules of the training programme, they should state this when submitting the dossier to the BKO secretary.