

# University Teaching Qualification (BKO)

## Focus on teaching

### **What is the University Teaching Qualification?**

The University Teaching Qualification (BKO<sup>[1]</sup>) is a nationally accredited teaching certificate that offers lecturers the opportunity to reflect on their own teaching skills, to continue to develop their lecturing skills and to demonstrate and obtain certification for the competences they already possess. The BKO is the result of a broadly supported initiative for universities to focus on and invest more in the quality of teaching.

### **What does the University Teaching Qualification programme for the Faculty of Science entail?**

The Faculty of Science has chosen a programme with particular emphasis on the practical situation of lecturers and the exchange of knowledge and experience. In addition to a limited compulsory programme including a Kick off meeting, an intake interview and a progress interview each lecturer will put together an individual trajectory of workshops and coaching in consultation with one of the BKO coaches. Please bear in mind that most participants follow a number of workshops in a period of six months to one year.

### **Who is the target group for the University Teaching Qualification?**

The University Teaching Qualification is intended for all lecturers who develop courses, lecture groups of students and supervise students.

### **Who is responsible for the University Teaching Qualification programme?**

The University Teaching Qualification (BKO) programme is located at the Teaching and Learning Centre Faculty of Science. It is organized by the BKO team, consisted of BKO educators, coaches, support, and a BKO coordinator. The BKO coordinator in 2023-2024 is Merel Pompe.

*[1] BKO means Basiskwalificatie Onderwijs.*

# The BKO Programme

## **Kick-off meeting**

During the kick-off meeting the programme will be discussed, you will make acquaintance with the BKO team and each other and instructions will be provided for the lesson observation, an assignment that will be carried out in pairs. To prepare for the Kick off you need to provide a CV and complete a questionnaire about your teaching experience and upload these documents to your BKO portfolio.

## **Intake interview**

You will be invited for an intake interview with one of our coaches. During this interview you will discuss your training needs, what do you need to achieve the BKO. Also agreements will be set up about your BKO trajectory and your personal goals.

## **Lesson observation and student evaluation**

You will observe a lecture given by another BKO participating lecturer, provide this lecturer with feedback. In turn, one of your lectures will be observed as well. Students will also evaluate these lectures that will be recorded on video to support reflection on your own teaching. Based on the self-observation using the video and the received feedback from students and peers, you will write a reflection.

## **Workshops and/or coaching**

You follow an individual programme of workshops and coaching based on the agreements made during the intake interview.

## **Progress meeting**

You will have a progress meeting with your BKO coach. To prepare for the progress meeting you need to complete your BKO portfolio as much as possible. During this meeting the material in your portfolio will be discussed and you will get feedback about how this matches the BKO requirements.

## **BKO portfolio**

In your BKO portfolio online you collect all the material about your BKO. This portfolio needs to be completed before the submission for the BKO assessment. The questionnaire about your teaching experience that you complete before the Kick off meeting is also one of the documents for your BKO portfolio.

## **Accreditation**

The BKO assessment is executed by the independent BKO Assessment Committee Faculty of Science that will recommend you for a BKO certificate if it decides that you meet the relevant requirements. The BKO Assessment Committee consists of Faculty of Science assessors as well as external assessors who have been appointed for national quality assurance purposes. The BKO certificate is a national certificate valid for all universities in The Netherlands.

# Requirements

The BKO competence profile is divided into a number of areas, which encompass different aspects of working as a university teacher. The most important requirements for obtaining the BKO are the following abilities:

## **Designing courses**

This competency includes being able to define clear learning outcomes, choosing appropriate teaching methods and designing relevant teaching activities using a powerful and inclusive learning environment to support students in learning, and a relevant approach to evaluate students' knowledge and skills throughout your course. You are expected to align your courses with the vision of your study program.

## **Testing and assessing students**

This shows your ability to use appropriate assessment formats in your course and develop quality materials to evaluate students' knowledge and skills and provide them with feedback on their learning. The assessments are aligned to the goals of your course.

## **Teaching**

This competency describes the lecturer in relation to students. It is the ability to use different teaching methods, respond to the initial situation of your students and connect with different types of student groups, and provide students with appropriate feedback on their learning. It demonstrates that you understand how group processes work and influence them in such a way that they contribute to the course goals, strengthen students' motivation and inspire them to learn.

## **Supervising students**

This means that you are able to effectively support and guide theses, internships, assignments and other longer individual student projects. You are able to apply different styles of supervision depending on the needs of individual students and provide each student with constructive feedback at the right time to motivate their learning and development.

## **Evaluating one's own teaching**

This enables you to make relevant decisions about how to improve your teaching practice and helps in your personal development. You collect and use feedback from students and from fellow lecturers and critically reflect on the results of your teaching and supervision and evaluate the extent to which the learning objectives have indeed been achieved, how open you are to the needs of students, and how your teaching contributes to the study programme.

A professional approach is required of all lecturers who obtain a BKO certificate, which means that you make a constructive contribution to education also in a broader sense, that you work together with other lecturers, and that you organize teaching with a good balance between your teaching duties and other activities.