**Application form for completed UTQ exemption for equivalent course/training**

To qualify for an exemption to the regular UTQ trajectory, you must show proof of a course/training that is equivalent to the requirements of the UTQ. You must provide evidence to the institutional committee using this form. This will then assess the application.

**Do you have one of the qualifications below?**

☐ First-degree teaching qualification

☐ Second-degree teaching qualification

☐ Third-degree teaching qualification

☐ English equivalent of the UTQ (UK Teaching Qualification Certificate)

☐ Other type of foreign qualification

*If you have one or more of these qualifications, you must attach them when sending this registration form.*

**If you chose a different type of foreign qualification in the previous question, you must meet two requirements:**

* The educational program for the qualification consists of at least 100 hours
* The UTQ final competencies have been sufficiently acquired (an overview of the specific competencies can be found in the appendix at the end of the registration form)
  + Vision on education
  + Design of education
  + Delivery of education
  + Assessment of education
  + Evaluation and reflection of education

*When sending this registration form, you must attach proof that you meet these conditions.*

|  |  |
| --- | --- |
| **Portfolio**  Add attachments demonstrating that you have already achieved specific competencies in the section below. You may also add other materials as supporting documents if relevant to your portfolio. A detailed overview of the final objectives can be found at the end of this registration form. | |
| Vision on education |  |
| Education design |  |
| Delivery of education |  |
| Assessment of education |  |
| Evaluation and reflection of education |  |
| Other |  |

When candidates submit an application for partial or full exemption with the BKO Institutional Committee, the privacy statement (link naar privacy statement) applies.

[ ] Yes, I have read the privacy policy of the BKO Institutional Committee and consent to the processing of my data to continue and complete the application process

**Appendix: Final competences UTQ EUR**

|  |  |  |
| --- | --- | --- |
| **Parts of the UTQ** | **Critical behaviors** | **Skills belonging to the critical behaviors** |
| **Vision on education** | **Write your personal vision on education.** | * Describe your personal vision on education, aimed at developing a scientific-critical approach to the substance and the problem-solving capacity of the student. * Compare your own educational practice with the educational vision of the EUR. |
| **Design** | **Design/or improve a course following the principles of constructive alignment.** | * Design course learning objectives * Align type of assessments with course objectives * Align type of teaching activities with assessments * Align type of teaching activities with course objectives. * Construct a student manual. * Design a course that matches the students’: * future professional careers / today’s society * next courses in the program (for ex. Bsc, Msc) |
| **Deliver** | **Deliver engaging education, that meet the students’ learning needs.** | * Use a variety of learning activities in your course that matches the learning objectives of the lesson/course. * Apply blended learning in your course. * Adapt your teaching based on students’ learning needs. * Structure your lesson with a lesson plan. * Reflect on your own teaching skills. |
| **Supervise student activities in such a way that the students improve their learning process.** | * Ask effective questions to stimulate student reflection. * Identify students’ needs by (active) listening on deeper levels. * Empower your students and provide structure by applying the GROW model. * Integrate formative assessment in your course. * Integrate good quality expert feedback or peer feedback in your course by selecting the right activity at the right moment. |
| **Assess** | **Design and construct assessment(s) based on the quality factors: validity, reliability, and transparency.** | * Select methods of assessment that are in line with the formulated learning objectives and activities (constructive alignment). * Construct assessments and grading models based on the quality factors (validity, reliability and transparency). |
| **Evaluate & reflect** | **Reflect on the UTQ trajectory by showing your progress on the critical behaviors.** | * Writing an improvement plan for your own course based on the principles of constructive alignment. * Writing an improvement plan for your course based on feedback from different sources (e.g. student evaluations, feedback from peers and the own reflection). |
| **Write a plan of improvement(s) for your course and how this relates to your personal vision on education.** | * Continue to deliver & develop education on the basis of reflection. |