

Higher Education Certificate Supporting Learning

Students' Handbook/Regulations

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These regulations set out the formal conditions and requirements of the *Higher Education Certificate Supporting Learning* programme.

1. Organising institution and cooperation

The programme is organised by the Vice President's Office for Education at the University of Basel in cooperation with the Staff and Educational Development Association (SEDA), based in London.

2. Qualification awarded

Successful graduates are awarded the *Higher Education Certificate Supporting Learning*, which is internationally accredited by SEDA.

This certificate fulfils descriptor 1 of the UK Professional Standards Framework (UKPSF) and is recognised by UKPSF: “01 Successfully completed an institutional provision in teaching in the higher education sector accredited against the UK Professional Standards Framework (UKPSF). This includes courses accredited by SEDA against its Named Awards that are aligned against the UKPSF (Supporting Learning; Learning, Teaching and Assessing)”.

3. Admission

The programme is open to all teaching staff at the University of Basel. Teaching staff from other Swiss universities and universities of applied sciences may be considered if places are still available.

Admission requirements:

- Master's degree and teaching experience at higher education institutions
- *Sammelzertifikat Hochschuldidaktik* from the University of Basel (if you are about to complete your certificate, please contact Gerhild Tesak, gerhild.tesak@unibas.ch) or an equivalent academic teaching certificate

The registration form is available at <https://www.hsd.unibas.ch> (German only)

4. The programme

The *Higher Education Certificate Supporting Learning* is an assessed training course in academic teaching.

During the programme, participants:

- Learn about international academic teaching standards
- Acquire educational tools
- Examine their own role and ethos as a teacher
- Network and exchange ideas with other teaching staff at the University of Basel
- Reflect on the university as an educational institution

To pass the certificate course, participants must fulfil the following requirements:

- a. Attend a minimum of 70 workshop hours (see academic teaching curriculum below)
- b. Attend 3 tutorials
- c. Participate in 6 peer observations and document performance
- d. Submit a teaching portfolio that meets the requirement for passing

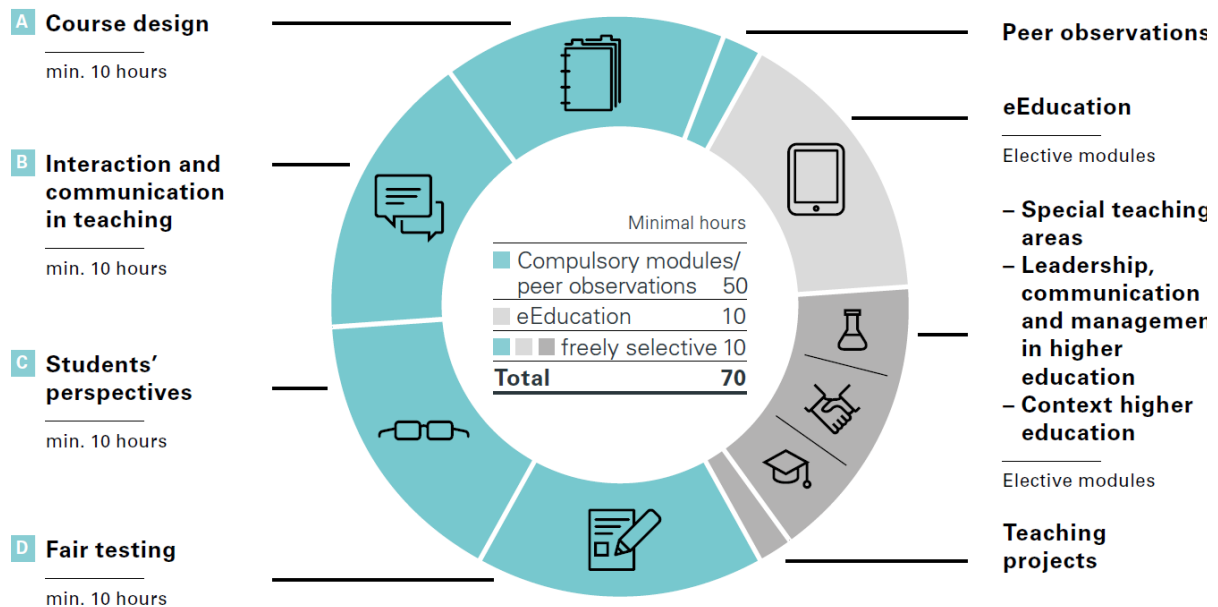
a. Attend a minimum of 70 workshop hours (see curriculum below)

To receive confirmation of participation, programme participants must attend at least 80% of each workshop.

Participants can attend workshops in any order and choose when to register for the *Higher Education Certificate Supporting Learning* (ideally within 3–4 semesters, minimum 2 semesters).

Workshop registration: (see 9. Workshop details)

Academic Teaching Curriculum:



b. Attend 3 tutorials

A tutorial is used to discuss the standards applied to teaching portfolios required for assessment and the draft teaching portfolios of the individual participants.

To participate in a tutorial, course attendees must:

- Hold a *Sammelzertifikat Hochschuldidaktik* (if you are about to complete your certificate, please contact Gerhild Tesak, gerhild.tesak@unibas.ch)
- Be teaching an academic course at the time of attendance

To register for a tutorial, visit: <https://www.fortbildung.unibas.ch> (German only)

- c. Participate in 6 peer observations and document performance
- Introductory event to prepare for the peer observations and documentation
 - Conduct and document at least 6 peer observation sessions
 - 2 of the 6 peer observation sessions must take place in the context of the tutorials
- d. Submit a teaching portfolio that meets the requirements for passing Assessment takes the form of a 10- to 15-page teaching portfolio.

The assessment criteria for teaching portfolios consider whether the participant has adequately addressed international teaching standards and examined their own teaching.

Participants must submit their portfolio for assessment before the start of the next but one semester after the last colloquium they attended.

Grading scale: pass/fail

5. Participation fees

CHF 10 per workshop hour will be charged for workshops to be completed as part of the *Sammelzertifikat Hochschuldidaktik* with total minimum attendance of 70 hours.

There is no charge to attend the colloquiums (tutorials) or for the appraisal of the teaching portfolio by internal experts.

6. Certificate applications

Before applying for their certificate, participants must submit their teaching portfolio to the office of Educational Development to check whether the content fulfils requirements. If not, participants have the opportunity to revise their teaching portfolio.

To apply for their certificate, participants must submit the following documents:

- Application form available at <https://www.hsd.unibas.ch> (German only)
- Scanned copies of the confirmation of participation for the workshops attended
- Documentation of the peer observation sessions
- Approved teaching portfolio with attachments

Once these documents have been formally checked, the Vice President's Office for Education and the office of Educational Development will submit the application for the internationally accredited *Supporting Learning* certificate.

7. Complaints procedure

The teaching portfolio is assessed by the director and a member of the academic teaching unit. If a complaint is made regarding the assessment, an external assessor will be consulted (member of the Swiss Faculty Development Network). An external assessor will also be consulted if the primary assessors are unable to reach an agreement.

8. Crediting of external workshops

Participants working towards the *Sammelzertifikat Hochschuldidaktik* may be able to apply for crediting of continuing education workshops attended at other higher education institutions:

- Basic modules A,B,C,D: maximum of 10 workshop hours overall
- Advanced modules: unlimited workshop hours
- Confirmations of participation for the workshops to be credited must have been issued within the last 10 years.

To apply for crediting of continuing education workshops attended at other higher education institutions, download the application form at [https:// www.hsd.unibas.ch](https://www.hsd.unibas.ch). (German only)

9. Workshop details

Workshops are offered on a regular basis for all modules.

Workshop description and registration: all workshops are advertised at <https://www.fortbildung.unibas.ch>. (German only)

For an overview of all workshops that can be credited for the *Sammelzertifikat Hochschuldidaktik*, use the search function on the German site: → Suche nach Themenbereichen → Sammelzertifikat Hochschuldidaktik.

10. Further information

<https://www.hsd.unibas.ch> (German only)

11. Language rules

German is the general language of the course. Participants are also permitted to use English and French in verbal course communications and in their assessment.

12. Right of appeal

Appeals against the provisions of these regulations are subject to the stipulations of the University Act (*Universitätsgesetz*, dated November 8, 1995, Section 27) and the Basel University Statute (*Universitätsstatut*, dated March 6, 1998, Section 31).

13. Entry into force

These regulations enter into force on November 28, 2016.