UNIVERSITY OF COPENHAGEN

Guidelines for the university teacher training programme

Under [Ministerial Order on Job Structure for Academic Staff at Universities (2019)](#), the University of Copenhagen is obliged to ensure that assistant professors/researchers and teaching assistant professors complete the university teacher training programme. Supervision and guidance are included in the programme.

Faculties that do not offer the university teacher training programme are obliged to ensure that assistant professors' plans to complete the programme comply with the University's guidelines for the teacher training programme.

Within the framework of the guidelines, the faculties should draw up descriptions of the university teacher training programme.

1. **Division of responsibilities and tasks related to the university teacher training programme**

Regardless of whether faculties offer or buy the university teacher training programme, the dean is responsible for providing descriptions and division of responsibilities and tasks in relation to the programme that include:

- Information about the faculty's rules for the university teacher training programme for assistant professors/researchers and teaching assistant professors
- Appointing department and pedagogical supervisors as well as defining their tasks
- Drafting a plan for the assistant professor's participation in the university teacher training programme (in collaboration with the provider, if any)

- Purpose, content and scope of the university teacher training programme (in collaboration with the provider, if any)
- Offering the theoretical part of the university teacher training programme (in collaboration with the provider, if any)
- Practice for recognising merit
- Use of teaching portfolios (in collaboration with the provider, if any)
- Issuing diploma for the completed programme
- Quality assurance of the university teacher training programme (in collaboration with the provider, if any)
- Ensuring the practical organisation and coordination of the assistant professor's and the supervisor's teaching activities
- Standard hours for teaching and supervision tasks in connection with the university teacher training programme.

2. Purpose and content of the university teacher training programme

The purpose of the university teacher training programme is to improve assistant professors' teaching skills. The aim of the programme is to enable assistant professors to organise, deliver and evaluate teaching in a manner that supports students' learning in the best way possible in relation to the subject area's learning objectives and that assistant professors can contribute to the development of degree programmes within the specific subject area and at the institution in general. Assistant professors should be able to reflect on their own teaching practice in relation to students' learning and adapt their teaching accordingly.

During the university teacher training programme, it is a prerequisite to work with a broad teaching concept to ensure that assistant professors gain insight into a variety of teaching methods. The university teacher training programme includes both practical and theoretical aspects as well as subject-specific and general competences and, where relevant, participation in educational development work.

The purpose of the university teacher training programme is reflected in the content and the teaching methods. The assistant professor should have both a department supervisor and a pedagogical supervisor. The pedagogical supervisor should have university teaching skills, for example course-specific knowledge and skills and/or experience.

Faculties can allow for assistant professors to put together their own programme. In that case, the faculty is to ensure that the plan for the university teacher training programme is consistent with the University's guidelines. The university teacher training programme should as far as possible be

based on the assistant professor's teaching and embedded theoretically and practically in their subject area.

3. Timing, scope, preparation and supervision of the university teacher training programme

Assistant professors should be given the opportunity to complete the university teacher training programme within the first two years of their assistant professorship.

Completion time is minimum 175 and maximum 250 hours. The university teacher training programme includes:

- Courses on university teaching
- Preparation
- Supervision of teaching
- Making a teaching portfolio.

4. Participants and prerequisites for taking the university teacher training programme

All assistant professors/researchers and teaching assistant professors have the right and the obligation to attend the university teacher training programme.

Pedagogical upgrading is not part of the postdoc job category. In specific cases and by agreement with the relevant head of department, postdoc employees may apply for the university teacher training programme.

Participants on the programme should be given sufficient and varied teaching tasks in order to complete the university teacher training programme.

The faculties should lay down guidelines for recognising merit. They may choose to allow assistant professors merit for pedagogic courses. Within the minimum specified hours of 175, merit cannot be recognised for pedagogic courses completed during a PhD programme. However, if the completion time is planned to be more than 175 hours, the faculty should lay down rules for allowing merit for pedagogic courses completed on the PhD programme. In that case, it is a prerequisite that the applicant has delivered relevant teaching.

5. Teaching portfolio on the university teacher training programme

During the university teacher training programme, the assistant professor puts together a teaching portfolio and gains experience with the portfolio as a method to describe, analyse and present educational issues.

6. Evaluation of and passing the university teacher training programme

Regardless of whether faculties offer or buy the teacher training programme, each faculty should ensure that guidelines for completing the programme are available and consistent with the UCPH guidelines set out below:

- Supervision of the assistant professor's teaching must be completed. As part of the programme, the assistant professor is to prepare a teaching portfolio that includes reflections about the supervision. The programme is completed with an evaluation that includes the assistant professor's teaching portfolio. The evaluation may be written or oral. The evaluation will be based on the Pedagogical competence profile's description of 'Practice and reflection' and 'Knowledge on learning, teaching and education'.
- The department supervisor and the pedagogical supervisor draw up a joint document on the completed supervision and highlight key points. This document may be drafted as a statement on the teaching qualifications.

7. Quality assurance of the programme and the teaching

Regardless of whether faculties offer or buy the teacher training programme, they should ensure that quality assurance procedures for the programme are available. The quality assurance procedures should also include the parts of the university teacher training programme that are rooted at the faculty, for example the supervision by the department supervisor. Quality assurance should follow the UCPH guidelines below:

- Department supervisors are offered sparring and skills development in relation to peer supervision.
- Quality assurance of the programme takes place systematically. There are regular evaluations of the teaching and the programme as well as procedures for processing the results in relevant bodies and subsequent follow-up. Summarised evaluations are made public.

8. University teacher training programme in English

The faculties are obliged to ensure that non-Danish assistant professors can attend the university teacher training programme in English.

The guidelines were updated on 1 June 2023.