Info Session
Starting Lecturers
26/01/2018

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Inge Serdons

Faculty of Science
Overview

Part 1: practicalities
• Structure
• Lecturer
• ECTS-index
• KU Loket
• Toledo
• Regulations
• Examinations

Part 2: pedagogical approach
• Professionalisation
• Quality assurance
• Didactical tools
Overview

Part 1: practicalities

• Structure
• Lecturer
• ECTS-index
• KU Loket
• Toledo
• Regulations
• Examinations
Structure

Academische raad

Onderwijsraad

FPOC

POC

Vicerectoren Onderwijs en Studentenbeleid zetelen in OWR en AR

voorgezeten door

zetelt in

Voorzitter Onderwijsraad

Vicedecaan Onderwijs

Programmadirecteur

Voorzitter OC

Voorzitter OC

Voorzitter OC

Voorzitter OC

Voorzitter OC

Bachelor OC

Master OC

Master OC

MaNaMa OC

Faculty of Science
Structure

The Faculty of Science is responsible for all matters concerning education, based on knowledge driven research and contributes to the societal debate on contemporary science themes.

http://wet.kuleuven.be/reglement/index.html
Lecturer

https://www.kuleuven.be/onderwijs/intranet/docent
Lecturer

1. The lecturer defines in consultation with the (P)OC for the course they teach:
   - Learning outcomes
   - Required previous knowledge
   - Study material
   - Activities (ola)
   - Content
   - Evaluation

2. Maintain ECTS-index via KU Loket

3. Propose changes via programme director/chair OC
ECTS-index

• Content of the course in the programme guide
• Important means of communication
• Legal element in case of a dispute
  ✓Detailed information about evaluation: division of grades, form of the exam, papers, resit,
• Structure: opo – ola – eva

Example: Experiments in Modern Physics
## OPLEIDINGSONDERDEEL (OPO)

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<td>Volgtijdelijkheidsvoorwaarde</td>
<td>Opleidingsonderdelen noodzakelijk voor het volgen van dit OPO</td>
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<td>Bv. SOEPEL (C02B2A)</td>
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<td>Bv. SOEPEL (C02X1A) EN STRENG (C02B5A) EN GELIJK (C02X3A)</td>
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ECTS-index

Welkom in de toepassing ECTS-fiches

Met deze toepassing worden de ECTS-fiches onderhouden die in de programmagids gepubliceerd worden.

Als docent kunt u via de knop Mijn ECTS-fiches aanpassingen aanbrengen aan de ECTS-fiches van de opleidingsonderdelen waarbij u betrokken bent. Kies hiertoe eerst een academiejaar uit de keuzelijst. U kunt deze aanpassingen voorlopig opslaan, een preview opvragen van de aangepaste ECTS-fiche en de nieuwe versie ter goedkeuring doordienen naar de eindredacteur ECTS-fiches.

== Meer informatie over de toepassing vindt u in de handleiding voor docenten.==

Voor de eindredacteur zijn de volgende mogelijkheden voorzien (na keuze van academiejaar uit de keuzelijst):

- U kunt de doorgegeven ECTS-fiches behandelen via de knop Goed te keuren ECTS-fiches
- Via de knop Vrij zoeken kunt u een bepaalde ECTS-fiche opzoeken en desgewenst aanpassen.
- In de Beheertool vindt u per opleiding een overzicht van de status van alle ECTS-fiches. Van hieruit kan u ook een ECTS-fiche in zijn geheel goedkeuren.

== Meer informatie over de toepassing vindt u in de handleiding voor eindredacteurs.==

Deze toepassing wordt Associatieleer gebruikt, maar de richtlijnen voor het formuleren van de onderliggende rubrieken van een ECTS-fiche (o.a. doelstellingen, evaluatie, ...) zijn instellingspecifiek. Hieronder vindt u een link naar de reeds beschikbare inhoudelijke handleidingen:

- KU Leuven
- LUCA
- Oidense
- Thomas More.
ECTS-index

Who can make changes:

- **Support service Campus Management (via faculty)**
  - General
  - Lectureres/didactical team/prerequisites

- **Lecturer**
  - Aims
  - Previous knowledge
  - Category
  - Content
  - Study material
  - Evaluation

-> with approval for programme director/FPOC
ECTS-index

Deadlines:

• Mid-December
  o Changes in the programme or course: change of semester, change of title, credits, content (via (p)oc en fpoc)
  o Change of evaluation form

• March – June
  o Changes ECTS-index via KUloket

• July 15
  o Programme guide is online

• Beginning September
  o Opening ISP (individual Study Programme)
KU Loket

- **Entering Exam Results**
- **My students**
- **Schedule**
  - Drawn-up at the student administration of the Faculty
  - Based on the model tracks: https://wet.kuleuven.be/apps/modeltraject/
  - Starting point is schedule from last year
  - Questions and remarks: lessenroosters.wetenschappen@kuleuven.be
Toledo

The virtual learning environment of the KU Leuven

- Means of communication between lecturer and students
- Organised at the level of ola
- Make course available every year
- Documents/course material for students
- Discussion platform
- Upload papers and assignments
- Send notifications to student group
- Problems? Bavo Meuwis or Ine Esters
Regulations (OER)

https://www.kuleuven.be/education/regulations/2017/
Examinations

• Exam schedules are drawn up in spring of the previous academic year. Students choose their evaluation moment when they enter a course in their ISP.

• Consequences:
  o Exam schedule is available at the beginning of the academic year
  o Last minute changes are difficult
  o Lecturer has to provide replacement when unavailable
  o No changes without permission of Faculty or ombuds

• Questions and remarks: examen.wet@kuleuven.be
Examinations

• Takes place in a building of KU Leuven
• Right to observer for student or examiner
• Identity check
• Certificate of attendance
• For oral exam 20 min preparation is obligatory
• Max. 4 hours
Examinations

The examiner

- Have the students obtained the learning outcomes of the course?
- Course lecturer(s) or an official replacement during the teaching activities
- Blood or family ties up to and including the 4th degree between student and examiner -> replacement
- Lecturer or coordinator is responsible for the final assessment
- Not allowed to tell the student what the result is.
Examinations

The score:

• Score on 20; 10/20 is a pass
• Bachelor: min. 50% and max 18 credits with 8 or 9
• Master: min 50% (max. 1 course with 9/20 in case of distinction)
• Pass/fail = not possible to tolerate
• NA (absent) = not possible to tolerate
• One course with several evaluations: if student fails one part, it is possible to say the whole course is failed, but has to be included in ECTS-index and approval of (p)oc/fpoc is needed.
• Grades have to be uploaded at least 2 days before deliberation
Examinations

Fraud

In case of fraud notify the chair of the examination committee, who will conduct the investigation

Student is allowed to continue exam, but on a new sheet!
Examinations

Feedback

• During the first 7 calendar days after the announcement of the examination results, students have the opportunity to receive feedback, in the form of viewing their exam script as well as an individual or collective discussion of the examination. An individual discussion is a conversation on an individually taken exam between examiner and student.

• Examiners should announce the feedback moments for their exam before each examination period on Toledo

• Students may be accompanied by anyone of their choice to the extent that the latter is not a student who him/herself has to sit examinations for the course unit in question in the same academic year or a student who has to be examined in that same academic year by the examiner involved.

• Students who wish a copy of an examination or a deliberation report, send a request to the Faculty administration
Overview

Part 2: pedagogical approach

• Professionalisation
• Quality assurance
• Didactical tools
Professionalisation

- Faculty of Science:
  - Introductory sessions
  - Assistant training
  - After a request by the POC/OC
  - After a request by a didactical team

- Group of Science and Technology:
  - Hapjes onderwijs:
    https://set.kuleuven.be/hapjeonderwijs
Professionalisation

• Central University Services:
  • “Teaching at the University of Leuven” – designing and optimising your own course
  • Online modules about
    • Assessment
    • Blended teaching
    • Course design
  • And much more:
    https://www.kuleuven.be/onderwijs/professionalisering/docent
Get feedback from your students

- University-wide student questionnaire of each individual course:
  - Every 3 years
  - Questions determined by FPOC
    opo
- Student hearing or survey – discuss with your programme director or us
- COBRA
Overview

Part 2: pedagogical approach
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COBRA: Quality assurance at KU Leuven

• Quality assurance cycle of 4 years:
• At the level of the POC/OC:
  • One meeting with lecturers
  • One meeting with supporting staff
  • Two meetings with students
  • Two POC-meetings to discuss results
  • One self-evaluation moment with external partners
• Topics are determined by the POC/OC
• SWOT results in an action plan for the programme
COBRA: Quality assurance at KU Leuven

• At the level of the Faculty
  • All the POC/OC reports are integrated and feedback is given to OWR and back to the POC’s/OC’s

• Results are made public on the quality assurance portal:
  • https://www.kuleuven.be/onderwijs/english/education/quality

• More information:
Overview

Part 2: pedagogical approach
• Professionalisation
• Quality assurance
• Didactical tools
Giving a course – some basics

- Didactic team and students
- Goals
- Teaching methods
- Evaluation methods
Who is involved?

Didactic team
• Use your human capital
  o Involve everyone
  o Have regular meetings

• Synchronize the “OLA’s”

Students
• heterogeneous / homogeneous
• Groupsize
• Background of students
Why this course?

• Each programme has learning outcomes:
  o Knowledge and insight
  o Application of knowledge and insight
  o Developing an opinion
  o Communication
  o Learning skills

• Learning goals of your course should cover part of those of the programme.

• Online programme guide and ECTS-index: https://onderwijsaanbod.kuleuven.be
What do you expect of your students?

Bloom’s Taxonomy

- **Remember**: Recall facts and basic concepts (define, duplicate, list, memorize, repeat, state)
- **Understand**: Explain ideas or concepts (classify, describe, discuss, explain, identify, locate, recognize, report, select, translate)
- **Apply**: Use information in new situations (execute, implement, solve, use, demonstrate, interpret, operate, schedule, sketch)
- **Analyze**: Draw connections among ideas (differentiate, organize, relate, compare, contrast, distinguish, examine, experiment, question, test)
- **Evaluate**: Justify a stand or decision (appraise, argue, defend, judge, select, support, value, critique, weigh)
- **Create**: Produce new or original work (design, assemble, construct, conjecture, develop, formulate, author, investigate)
How are they learning?

• Efficiency is the key, for both the didactic team and the students.

• Think about
  • Content
  • Skills
  • Contact moments
  • Learning spaces
  • Assignments
  • Evaluation
Activate students during class, exercise sessions or lab sessions

• Stick to the essential
• Attention span is 20 min
• Brainstorming sessions
• Polleverywhere: www.polleverywhere.com
• Exercises
• Demand preparation
• …

https://www.kuleuven.be/onderwijs/werkvormen/activeren
Flipped classroom – is it for you?

Knowledge clips, online tutorials, manual, exercises, …
https://wet.kuleuven.be/OOK/kennisclips/kennisclipruimte

Discuss with POC/OC – feasibility?
Assignments

• Teach students to plan their work
• Communicate in POC/OC about large deadlines
• Be mindful about the time students spend on their assignment.
• Feedback is the key to learning

  • Individual or in group
  • Think about peer- or self-assessment in large groups
  • Toledo can be used as a feedback-tool: https://wet.kuleuven.be/personeel/toledo
Evaluation

- GRADING
- ACTIVATING WORKS...
- ... AND EVEN BETTER WITH FEEDBACK

Permanent evaluation
Evaluation: activation method

• Evaluation as a means of activating your students during the semester
  
  o Small tests
  o Assignments
  o Bonus points
Evaluation: feedback method

• Students get the opportunity to optimize their own learning process
  o Individual feedback
  o Collective feedback
  o After an exam
Grading your students

• Transparancy
  o Clear communication
  o In class, on toledo and on the ECTS-index

• Feedback
  o Students have the right to get feedback, within 7 days after receiving their results

• Validity
  o All the goals of your course are represented in the total score in a fair way
  o Clear evaluation criteria

• Reliability
  o Correction key: instrument that guarantees objective grading with a large group of students or multiple evaluators
  o Where lies the threshold between a passing and failing grade?

• More information and examples: send email to Inge Serdons
Questions?

Educational developers:

Ingrid Wevers: 
Biology, Biochemistry, Chemistry

Iris Peeters: 
Geology, Geography

Inge Serdons: 
Mathematics, Physics, Computer Science

Griet Van Roosmalen: 
SLO, COBRA

Bieke Dutoit: 
Programme changes, FPOC, Regulations