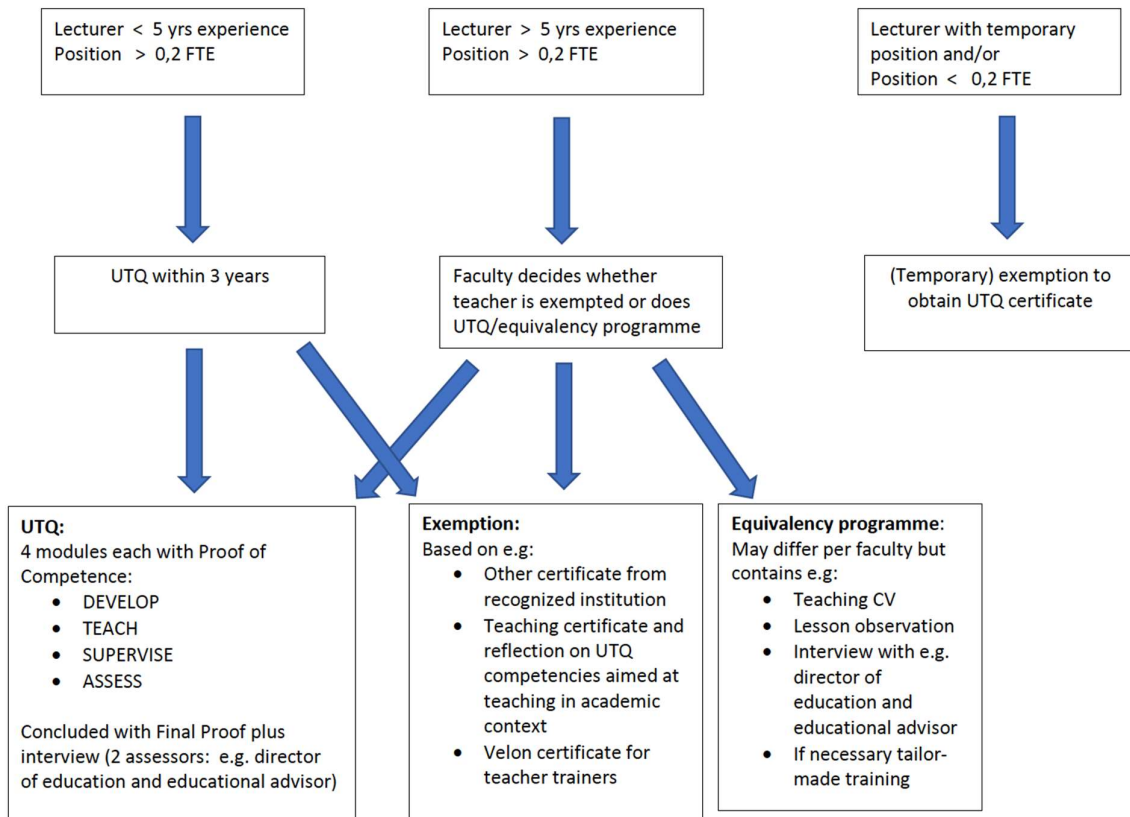


UTQ Exemption Regulations

Exemption always refers to the 'exemption from the obligation to obtain the UTQ certificate. Therefore, a UTQ certificate is not granted in case of an exemption.

In principle, all newly appointed TU Delft academic staff members with teaching tasks who have less than 5 years of teaching experience are required to obtain a UTQ certificate within three years. If a teacher has more than five years teaching experience it can be advised to follow a so-called equivalency trajectory. Candidates will receive a decision after a faculty intake interview or in consultation with a direct manager.



Types of exemption

Exemption from a UTQ certificate due to a temporary appointment

Lecturers with a temporary appointment and/or a very limited teaching task (e.g., < 0.2 FTE) are (temporarily) exempted from the obligation of acquiring a UTQ certificate.

Please note: This exemption does not grant a UTQ certificate.

Exemption of a UTQ certificate due to an equivalent certificate

Certain certificates/diplomas/qualifications are equivalent to a UTQ certificate. For this reason, lecturers with such a certificate/diploma/qualification can be exempted from the obligation of acquiring the UTQ certificate.

Please note: This type of exemption also does not lead to a UTQ certificate, but rather a testimonial, which states that the candidate has an equivalent certificate and should not suffer any disadvantages in terms of his/her career (because of the lack of a UTQ certificate).

Examples as such are comparable training in the Netherlands or abroad. Such training does not automatically and per definition lead to an exemption from acquiring the qualification. Each application is examined individually.

Exemption based on UTQ equivalency

Teachers with more than 5 years teaching experience who do not have a UTQ or equivalent certificate, are eligible for UTQ equivalency. In this case the candidate submits evidence to the faculty committee showing that he/she has the UTQ competencies. Based on this the committee decides whether the candidate is fully or partially qualified. In the latter case it is communicated which activities need to be taken at what time and when they should be completed to still be eligible for the UTQ equivalence.

Application process for the exemption portfolio

1. The candidate must submit the exemption request in writing to the dean following the approval of his/her direct manager.
2. The candidate provides the relevant background as foundation for an exemption.
3. The exemption application is handled and completed by the relevant department within three months.
4. The dean can also seek the advice of external education experts.
5. The dean decides whether to grant exemption.
6. The key units that are responsible for carrying out the UTQ program are informed of the result of the application, which is then either used for further implementation of the appointment of the party concerned or it is entered separately in the Personnel System (if the party is already employed by the university).
7. The decision is recorded in the same manner as the granting of a UTQ certificate so that it can also be checked by the Supervisory Board of the 4TU UTQ.