

FEBRUARY 26

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PROGRAMME

FOR THE DIDACTIC QUALIFICATION
OF TEACHING STAFF



1. The Certificate for Teaching in Higher Education of the Bavarian Universities: Principles and Content of Further Training in Higher Education Didactics

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- Specialization Level

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THE CERTIFICATE FOR TEACHING IN HIGHER EDUCATION OF THE BAVARIAN UNIVERSITIES



The “Certificate for Teaching in Higher Education of the Bavarian Universities” and its structure were developed by members of the expert panel ProfILehre, consisting of higher education didactics professionals from Bavarian universities and the Center for Higher Education Didactics (DiZ). This continuing education program supports instructors in systematically acquiring essential teaching skills. At the same time, the certificate recognizes and rewards the commitment of educators striving to enhance the quality of their teaching. Today, nearly every federal state in Germany offers similar higher education didactics programs that lead to certification. Nationwide agreements on content, scope, and recognition are regularly coordinated under the auspices of the German Association for Higher Education Didactics (dghd).

The following quality standards, developed by the dghd in 2013, outline the guiding principles and content areas of continuing education in university teaching. At Ludwig-Maximilians-Universität München, the PROFIL program aligns with these standards through its course offerings:

- Focus on teaching and learning in higher education
- Encouraging development of an individual teaching style
- Promoting learner-centered approaches (“Shift from Teaching to Learning”), active and self-directed learning; workshops themselves serve as a model
- Participant-centered design (addressing the heterogeneity of participant needs)
- Competency-based, practice-oriented, and action-focused teaching
- Ensuring knowledge transfer into teaching practice
- Supporting reflection, evaluation, and the ongoing improvement of teaching
- Encouraging innovation and experimentation in course design
- Fostering and supporting peer learning
- In programs with practical components: competency development through guided implementation and reflection

FIVE COMPETENCY AREAS RELEVANT TO UNIVERSITY TEACHING

Area A: Teaching and Learning Concepts

- Theoretical and psychological foundations of learning
- Planning and structuring courses
- Implementation of interactive teaching and learning methods
- Discipline-specific teaching methods

Area B: Presentation and Communication

- Application of communication models in practice
- Designing presentations and using rhetorical techniques
- Moderation and leading discussions
- Explanation techniques
- Use of visualizations and media

Area C: Assessment

- Designing and planning exams
- Administering exams
- Grading and evaluation
- Legal framework of assessments
- Psychological aspects of assessment

Area D: Reflection and Evaluation

- Understanding one's role and identity as an instructor
- Reflection and development of one's teaching persona
- Defining and shaping one's professional teaching environment
- Evaluating courses and integrating feedback

Area E: Advising and Supervising

- Planning and conducting advising sessions
- Conversation techniques
- Scope and limitations of advising students
- Supervising and mentoring student work

All training activities are categorized into these areas, and participants earn Work Units ("Arbeitseinheiten" = AE; 1 AE = 45 minutes) for each course. To be awarded the Certificate for Teaching in Higher Education of the Bavarian Universities, a minimum number of work units must be achieved, with required contributions from each competency area. The certificate is offered in three progressive levels:

- Foundation Level (60 AE)
- Advanced Level (120 AE)
- Specialization Level (200 AE)



LEVELS

a) Certificate for Teaching in Higher Education – Foundation Level

The Foundation Certificate can be obtained by attending introductory courses from all five thematic areas. A total of at least 60 work units (AE) must be completed. Only foundational courses in university didactics provided by recognized didactics institutions are eligible for credit toward the Foundation Level. In our course catalog, these courses are marked with the designation (G). You are free to choose the order in which you complete the courses. Both Teaching Consultations and Peer Observations are eligible at the Foundation Level.

b) Certificate for Teaching in Higher Education – Advanced Level

The Advanced Certificate allows instructors to build upon their foundational knowledge and align their didactic approach with their personal teaching and learning culture. To earn this certificate, you must complete at least 120 work units in university didactics. If you already hold the Foundation Certificate, all 60 AE may be fully credited toward the Advanced Certificate. If you do not yet hold the Foundation Certificate, then at least 60 of the 120 AE must be courses eligible for the Foundation Level (marked (G) in the course catalog).

c) Certificate for Teaching in Higher Education – Specialization Level

The Specialization Certificate is designed for experienced instructors who wish to deeply reflect on and further develop their teaching practice. Over the course of 80 work units, participants engage in teaching projects, develop a teaching portfolio, receive individualized teaching consultations, and participate in peer observations to strengthen their teaching competencies. Completion of the Advanced Certificate is a prerequisite for the Specialization Level. At LMU Munich, PROFiL offers the Specialization Certificate both individually and as part of the eTutorPlus program. For further information, please contact kontakt@profil.lmu.de.

REQUIRED WORK UNITS (AE)

FOUNDATIONAL LEVEL	60
• Area A: Teaching and Learning Concepts	8
• Area B: Presentation and Communication	8
• Area C: Assessment	8
• Area D: Reflection and Evaluation	8
• Area E: Advising and Supervising	8
• Elective Credits	20
ADVANCED LEVEL	120
• Area A: Teaching and Learning Concepts	25
• Area B: Presentation and Communication	25
• Area C: Assessment	10
• Area D: Reflection and Evaluation	25
• Area E: Advising and Supervising	10
• Peer Observation (Area D) – Observer	4
• Peer Observation (Area D) – Observed	2
• Elective Credits	15

Please note: A teaching consultation and a peer observation are mandatory components of the Advanced Level

TEACHING CONSULTATION AND COACHING



During a Teaching Consultation, a member of the PROFIL university didactics team will attend one of your teaching sessions and provide detailed feedback afterward. You may either bring specific questions to the consultation or request general feedback from a didactic perspective. Once you have identified a suitable course session, please email us at kontakt@profil.lmu.de and suggest two or three possible dates for the visit. We will follow up with you to coordinate the details. A teaching consultation counts as 4 work units (AE) in Area D of the certificate program.

If you are encountering specific challenges in your teaching or facing an upcoming change in your teaching context that you would like to prepare for, we recommend Teaching Coaching. Coaching can address a broad range of topics and is tailored to your individual needs. After registering via kontakt@profil.lmu.de, you will have access to one to three coaching sessions. Each coaching session is worth 4 AE. Teaching coaching is available at any time but can only be credited toward the Advanced or Specialization levels of the certificate.

PEER OBSERVATION

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As part of a Peer Observation, you attend a colleague's teaching session by prior agreement and provide detailed feedback afterward. Please follow these steps for a successful peer observation:

- Together with your colleague, select a suitable session (lecture, seminar, tutorial, etc.) and schedule time for a feedback conversation.
- Print the Peer Observation Guide and familiarize yourself with its structure.
- Use the guide during the session to document your observations and organize your feedback.
- Afterward, please send the completed observation form to PROFIL at kontakt@profil.lmu.de and also to the observed instructor.

For the person providing feedback, the peer observation counts for 4 AE in Area D. For the person being observed, it counts for 2 AE in Area D. Peer observations may already be credited at the Foundation Level. At the Advanced Level, a peer observation is a mandatory requirement within the 120 AE total.

We offer the opportunity to form (learning) tandems or partnerships for peer observation in several PROFIL courses. Please submit the completed observation (kontakt@profil.lmu.de) form after the session as confirmation of your participation for certification purposes.

APPLYING FOR THE CERTIFICATE



The Certificate for Teaching in Higher Education of the Bavarian Universities must be requested from the university didactics center at your home institution—i.e., the university where you have a teaching assignment, teaching contract, or employment relationship. If you teach at more than one university, you should apply through the institution where you have the largest teaching load. To apply for the certificate via PROFiL, at least 50% of the required work units must have been completed within the ProfiLehre network.

a) Applying for Foundation and Advanced Level Certificates

No prior registration with PROFiL is necessary to pursue the Foundation or Advanced Level certificates. Once you have completed all required components, please send the completed application form and copies of your certificates of participation via email to kontakt@profil.lmu.de. Following internal review and finalization, your certificate will be sent to you.

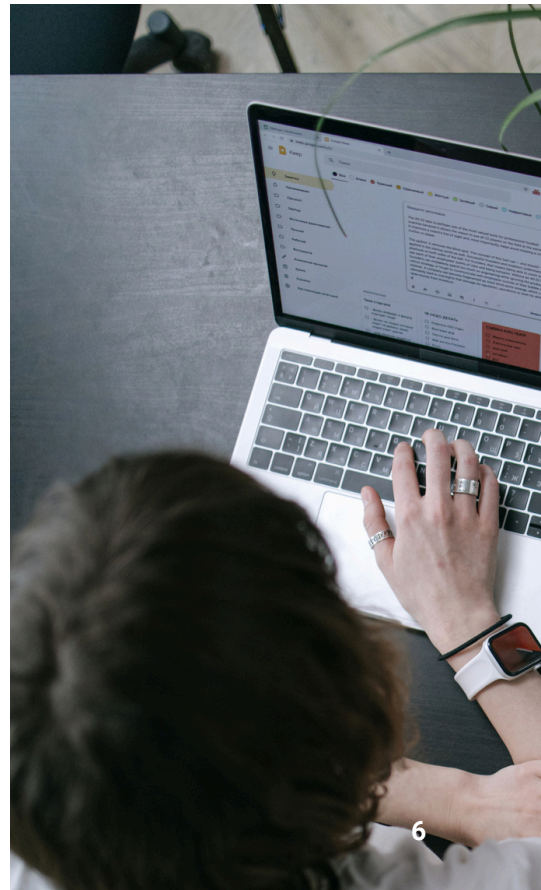
b) Applying for the Specialization Level Certificate

At Ludwig-Maximilians-Universität München, the Specialization Certificate can be obtained either individually or as part of the eTutorPlus program. To be eligible for the Specialization Level, you must first hold the Advanced Level Certificate. The 120 AE from the Advanced Level are fully credited. To apply, you must complete a preliminary consultation (2 AE) with a member of the PROFiL team. Additionally, you will be required to:

- Design and complete a teaching project (10 AE)
- Conduct a teaching demonstration, including a peer observation (4 AE)
- Develop a teaching portfolio (16 AE)
- Take additional courses as needed to reach the total of 80 AE (up to 48 AE)

eTutorPlus is a comprehensive training program for future tutors and tutor trainers. It includes both in-person and practice-based components totaling 80 AE. To join eTutorPlus, you must hold either the Foundation Certificate or a comparable didactics qualification that can be recognized on a case-by-case basis.

Upon completion of the eTutorPlus program, you may choose to receive either the eTutorPlus Certificate or—if you already hold the Advanced Level Certificate—the Specialization Certificate. Please note: due to certification policy, both certificates cannot be issued simultaneously.



RECOGNITION OF PRIOR LEARNING NOT ACQUIRED AT PROFIL

All prior learning activities must clearly relate to university teaching and align with the five defined thematic areas (Areas A–E) of the certificate. A demonstrable link to higher education didactics or university teaching must be evident.

Learning activities completed as part of a degree program (e.g., teacher education, psychology, education) or used to obtain an academic qualification are not eligible for recognition.

a) Learning Completed within the ProfiLehre Network or at Other Didactics Institutions

Continuing education activities completed at other recognized higher education didactics institutions—within Bavaria or in other academic networks—are generally eligible for credit, provided the institution adheres to national quality standards. If this is not the case, PROFIL will conduct an individual review based on its internal quality criteria and policies.

b) Learning Completed Outside of Didactics Institutions or Abroad

Certificates of participation from such programs will be reviewed individually. Eligible activities must relate clearly and directly to higher education teaching. Activities without a direct didactic connection may be recognized only within the Advanced Level, and for a maximum of 12 AE, provided they are not already certified or recognized elsewhere. This applies to programs in so-called “academic key competencies” without a teaching-specific focus—e.g., academic writing, moderation of work meetings, etc. Programs completed as part of a university degree or vocational training cannot be recognized.

If you completed relevant courses abroad, and your certificates are in a language other than English, you are responsible for providing a translated and legible version—either as a certified translation or a version confirmed by your institutional supervisor.

After a case-by-case review, PROFIL will determine how many work units can be credited.

c) Required Information in External Certificates

To be eligible for recognition, external certificates must include the following information:

- Name of the issuing university, institution, or provider
- Full name and academic title of the participant
- Title of the course clearly indicating a link to higher education didactics
- Name and title of the instructor(s)
- Date(s) of the course or full timeline for multi-session programs
- Number of work units or total workload, ideally including assignment to one of the thematic areas or noting special learning formats (e.g., portfolios)
- Clear summary of the course’s key topics, content, and learning outcomes
- Place and date of issue
- Name and signature of the program director and, if applicable, institutional stamp/seal or instructor’s signature



FAQ & INDIVIDUAL REVIEWS

PROFiL reserves the right to conduct individual reviews of submitted certificates of participation and determine whether they are eligible for recognition. If you have questions about the recognition of specific training components, please contact: kontakt@profil.lmu.de.

Absences During Seminars

If you miss more than 50% of a seminar, you cannot receive a certificate of participation or earn work units for the course.

If you miss parts of the course, the certificate of participation cannot be issued on-site by the instructor. The number of work units will be recalculated based on your actual attendance.

After recalculation, and once signed by the program director, your corrected certificate will be sent to you either in person or by mail.

Validity of Certificates of Participation

University didactics training activities completed more than six years ago are not eligible for recognition.

Recognition of training activities completed within the last six years is at the discretion of PROFiL and subject to individual review.

Minor Missing Work Units

In principle, you are expected to fulfill all requirements to earn the Certificate for Teaching in Higher Education of the Bavarian Universities. However, if a very small number of work units is missing and you can demonstrate that difficult circumstances prevented completion, you may contact PROFiL to discuss options for compensatory activities.

Compensation is limited to a maximum of 2 AE for the Foundation Level and 4 AE for the Advanced Level.



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