

Guidelines

PhD students' paid work for departments (840 hours total)

Table of contents

1. Regulations	1
1.1. 5+3	1
1.2. 4+4 part A:	1
2. Authority to conclude agreements on departmental work etc.	2
2.1. PhD fellows employed at and financed by the faculty	2
2.2. PhD fellows employed at the faculty and co-financed by the faculty and the research consultation system as the only parties	2
2.3 PhD fellows employed at the faculty in externally financed or co-financed PhD fellowships and non-employed PhD students	2
2.4 PhD students not covered by the rules on departmental work	2
2.5. Experience of teaching or other form of knowledge dissemination	2
2.6. Compulsory university teaching course	3
3. Special provisions on the content, scope and performance of work assignments	3
3.1 Content of the PhD plan and agreement on departmental work	3
3.2. Consideration for the student's work on the PhD project etc.	3
3.3. Special provisions on teaching and other form of knowledge dissemination	3
3.4. Limitations	4
3.5. Special provisions on student teaching work	4
3.6. Other academic assignments	4
3.7. Pedagogical considerations	4
3.8. Preparatory aspects etc.	4
Student teaching assignments, co-teaching etc.	4
Independent teaching assignments	4
Exam work	4
Assignments without preparation	4
Studies abroad	5
4. Interpretation of the rules etc.	5
5. Interim provisions etc.	5
6. Entry into force	5
Appendix	5
4.1. The PhD plan	5
Timetable	6
Plan for teaching activities or other form of dissemination of knowledge	6

Guidelines

PhD students' paid work for departments (840 hours total)

1. Regulations

1.1. 5+3

Graduates enrolled as PhD students and employed as PhD fellows at the Faculty of Arts after completing their Master's degree will be employed and paid in accordance with the current collective agreement for state-employed academics, currently the collective agreement of 1 October 2008; appendix 5, entry on PhD fellows. According to section 7(2) of the entry, the PhD fellow must perform work for the institution of employment according to its directions, corresponding to 840 working hours for a three-year term of employment. If the PhD fellow is enrolled/employed for a shorter period of time than three years in total, the departmental work will be reduced in accordance with the duration of the employment period. Following a specific motivated request, the fellow may in special cases be granted a reduction of the 840 working hours against a corresponding salary reduction. The work may include dissemination, research, teaching, library work or other academic activities (excluding administrative work) which may relieve the other academic staff members.

1.2. 4+4 part A:

4+4 PhD students at the Faculty of Arts are offered paid work in addition to their SU PhD scholarship, 280 working hours in total during part A of the PhD degree programme (two years), corresponding to one-third of the workload on a three-year PhD fellowship. If the 4+4 PhD student is enrolled for less than two years on part A, the departmental work will be reduced in accordance with the duration of the enrolment period. The 4+4 PhD student is entitled to decline to take on any or part of the departmental work. If the PhD student declines to take on any of the paid work, the employment and the student's pay will be terminated. If the PhD student chooses to decline to take on part of the paid work, the PhD student will be employed for the agreed number of paid hours. Reference is, however, made to clause 4 of these guidelines.

Rules on remuneration etc. for 4+4 PhD students on part A are laid down in the collective agreement for state-employed academics, currently the collective agreement of 1 October 2008, agreement on remuneration for PhD students for work performed in connection with the PhD programme, appendix 5b (PhD students not employed as PhD fellows). Pay for the 280 hours (or fewer, if the part A period has been reduced, cf. above) will be disbursed in instalments of 17.5 hours per month in the months of February – May and September – December. The work assignments will not necessarily be allocated in accordance with the disbursements, but at the end of the period, the work performed must correspond to the pay disbursed. The work consists of teaching, assistance in connection with research projects, dissemination and other work which may relieve the other academic staff members, excluding administrative work. On part A, the work assignments may not exceed the 280 hours or the number of hours for which the student has been employed, if the period on part A has been reduced.

It is not possible to transfer work hours between part A and part B.

2. Authority to conclude agreements on departmental work etc.

2.1. PhD fellows employed at and financed by the faculty

Agreements on the content and performance of the PhD fellow's departmental work will be concluded between the department and the PhD student. The responsibility for organising the PhD student's teaching resources and for planning his or her teaching assignments lies with the director of studies on behalf of the department, while the responsibility for organising and planning other assignments (academic assistance) lies with the head of department. The agreement is concluded in consultation with the principal supervisor. In special cases and in consultation with the director of studies or the head of department, the head of the graduate school may decide to waive the remaining departmental work or parts thereof. If the 840 hours are not fully utilised, this will be the responsibility of the department as a whole and not the relevant academic area. The PhD student will not be liable for any unforeseen events rendering him or her unable to complete the departmental work. The maximum limit of 840 hours may not be exceeded.

2.2. PhD fellows employed at the faculty and co-financed by the faculty and the research consultation system as the only parties

The rules and procedures stipulated in clause 2.1 apply.

2.3 PhD fellows employed at the faculty in externally financed or co-financed PhD fellowships and non-employed PhD students

All agreements on departmental work, if relevant, will be concluded by the head of the graduate school. Any amendments of the agreement must be made by the head of the graduate school. The agreement will be entered in a cooperation and financing agreement with the external party/parties and in the enrolment/employment contract. The principal supervisor, the PhD student, the director of studies and the head of department will receive a copy of the contracts.

The content and performance of the work will subsequently be agreed between the principal supervisor, the PhD student and the director of studies.

2.4 PhD students not covered by the rules on departmental work

PhD students not employed at the faculty are not covered by the rules on departmental work, unless a special agreement to that effect was concluded with the head of the graduate school in connection with enrolment on the PhD degree programme, as the 840 hours of compulsory work are generally associated with the place of employment.

2.5. Experience of teaching or other form of knowledge dissemination

According to section 7(2)(4) of the PhD Order, during the programme, the PhD student is required to gain experience of teaching or other form of knowledge dissemination, which is, as far as possible, related to the student's PhD project. For employed PhD students, this competency is acquired at the faculty through the teaching that forms part of the departmental work. To ensure that PhD students not employed at the faculty and PhD students who are employed at the faculty, but who have declined to take on any or part of the departmental work, will acquire this competency, these PhD students must have participated in teaching activities at the faculty

corresponding to one term of teaching. The teaching/dissemination requirement in the PhD Order is stated in the enrolment certificate for the PhD degree programme and the cooperation and financing agreement with the external financing party, cf. clauses 2 and 3 above.

2.6. Compulsory university teaching course

During the first year of the PhD degree programme, the PhD student must complete a compulsory university pedagogics course for PhD students.

3. Special provisions on the content, scope and performance of work assignments

3.1 Content of the PhD plan and agreement on departmental work

With a view to the planning of the PhD student's PhD programme for a three- or four-year period, the department should inform the PhD student of the expected required work effort, indicating the terms in which the department wishes to utilise the PhD student's work effort and which types of assignments are planned. The PhD plan will be prepared based on this. The agreement on the content and scope of as well as the timetable for the work is part of the PhD plan and must be approved with the PhD plan no later than three months after enrolment on the PhD degree programme (4+4 and 5+3). The agreement on the departmental work on part B of the PhD degree programme (4+4) must be concluded no later than one month after enrolment on part B and must cover all of part B.

3.2. Consideration for the student's work on the PhD project etc.

The purpose of the agreement is to ensure that the PhD student will be able to complete his or her PhD degree programme in accordance with the approved PhD plan and hand in the dissertation at the end of the enrolment period. The departmental work is scheduled and distributed in a way that will ensure a rational work process for the dissertation. Performance of the assignments and any changes thereto must be registered in the semi-annual evaluations, ensuring that all the departmental work performed and the remaining work are indicated in each semi-annual evaluation. To allow the student to complete the dissertation, the student should not be required to work during the last term of the PhD degree programme.

3.3. Special provisions on teaching and other form of knowledge dissemination

It must be ensured that the PhD student gains experience in teaching and/or other forms of knowledge dissemination, which is, as far as possible, related to the student's PhD project. Teaching and dissemination assignments must be organised to ensure progression towards a higher degree of independence in the assignments. Teaching assignments, including exam papers, may not take up more than two-thirds of the work assignments on parts A and B. PhD students in the 4+4 scheme must take on teaching assignments on both part A and part B, if they are paid for departmental work on part A and part B, respectively (up to 280 hours on part A and 560 hours on part B).

3.4. Limitations

PhD students may not be supervisors for MA theses. PhD students on 4+4 part A may not teach at Master's level. PhD students on 4+4 may not examine or perform other form of examination work.

3.5. Special provisions on student teaching work

Student teaching work must always be performed under the guidance and responsibility of a supervising professor, associate professor or other experienced teacher. Student teaching work may, for example, comprise feedback in connection with written assignments, study techniques etc., recap, exercises or discussion in connection with lectures, facilitation of group work and review/repetition of known basic material. Student teaching work may *not* comprise review of new material, preparation of reading lists, lectures or organisation of courses of lectures or teaching requiring particularly time-consuming preparation in the form of, for example, comprehensive analysis work, research and preparation of assignments/questions.

3.6. Other academic assignments

The departmental work or parts thereof may take the form of academic assistance for major research applications, scientific conferences, centres and major research projects.

3.7. Pedagogical considerations

The departmental work should, as far as possible, comprise a learning dimension of relevance to the PhD student's future career and ensure progression towards a higher degree of independence in assignments. A balance between teaching assignments and other assignments, such as academic assistance etc., should be sought.

3.8. Preparation aspects etc.

For the acquisition of the required teaching competencies, meetings etc. (including university pedagogics course for PhD students), 100 hours will be credited to the student as teaching (for 4+4, these will be divided into one-third on part A and two-thirds on part B).

Student teaching assignments, co-teaching etc.

1½ hours of preparation time per teaching hour will be allocated. 25 hours per new course will be allocated for supervision, pedagogical development, course planning etc.

Independent teaching assignments

Unless otherwise agreed, cf. clause 2.3, 3 hours of preparation time per teaching hour will be allocated. 65 hours per new course will be allocated for supervision, pedagogical development, course planning etc.

Exam work

Follows the current rules for the department's academic staff.

Assignments without preparation

For assignments as research assistant, research secretary in major research projects, project applications, conferences or research centres, the gross time spent will be allocated. The extent of such work will be agreed before the assignment is commenced. The extent will be evaluated and adjusted, if necessary, after the completion of the assignment.

Studies abroad

To strengthen PhD students' opportunity to study abroad for an extended period of time during the PhD degree programme, the departmental work may be reduced by 20 hours per month spent studying abroad to be completed in accordance with the PhD plan. This reduction may only be granted for up to five months of studying abroad.

The PhD committee

Twice the actual time consumption for elected members of the committee. To this is added any transport time between the different campuses.

4. Interpretation of the rules etc.

In case of doubt regarding the interpretation of the guidelines or disagreements regarding specific issues, the issue will be referred to the head of the graduate school and the head of the department.

5. Interim provisions etc.

PhD students who have already had their PhD plan, including provisions on the departmental work, approved will complete the PhD degree programme in accordance with such provisions. These rules enter into force for all PhD students who will have a new PhD plan approved from 1 November 2012.

6. Entry into force

Rules on departmental work is applicable from 1 November 1 2012.

The Faculty Liaison Committee (FSU) has decided that the PhD student's independent teaching assignments as of 1 September 2014 must comply with the new agreement on working hours for the academic staff at Arts, cf. clause 3.8 above.

Due to the adjustments of the organization at Arts the guidelines were subsequently revised on 29 October 2015.

Appendix

Extract of guidelines for the PhD degree programme:

4.1. The PhD plan

The PhD student must prepare a research and education plan together with the principal supervisor. The plan will include a timetable for the PhD project, including the writing of the dissertation within the

standard study period. The graduate school will approve the PhD plan on the recommendation of the PhD programme director.

The PhD plan must be approved at the latest three months after the student's enrolment on the PhD degree programme. The PhD plan must be prepared using the graduate school's online PhD administration system, and must be updated regularly in connection with the half-yearly evaluation. The PhD plan must include the elements listed below:

1. *Timetable*

The PhD plan must include a timetable for all elements of the PhD degree programme, including PhD courses, changes of research environment in which work is done, overseas study trips, field studies, work on the PhD dissertation, and work assignments at the university department or collaborating institutions. If the PhD degree programme is conducted in collaboration with external partners, the periods working at the faculty and at the premises of the external partners must be included in the timetable.

Credit transfer. A detailed overview must be attached to the PhD plan of all activities relevant to the programme that have already been carried out and that the principal supervisor considers could qualify for credit transfer without changing the level of the PhD degree programme.

6. *Plan for teaching activities or other form of dissemination of knowledge*

Teaching and other form of dissemination of knowledge must be related to the PhD student's PhD project as far as is possible.

Work within the department by PhD students

Unless otherwise agreed with external partners, PhD students will carry out 840 hours of work within their department in the course of their PhD degree programme. This may be work involving student teaching, independent teaching, academic assistance in research centres, scientific conferences, scientific journals or major research grant applications. This departmental work must have an experience or learning dimension related to the PhD student's education or future career prospects.

Departmental work must be planned on enrolment with consideration for the central elements in the PhD plan, and must be registered in the PhD plan.

The responsibility for organising the PhD student's teaching resources and for planning his or her teaching assignments lies with the director of studies on behalf of the department, while the responsibility for organising and planning other assignments (academic assistance) is undertaken by the head of the department. The rules are presented in the faculty's guidelines for departmental work *PhD students' paid work for departments (840 hours total)*.