

## Teaching obligations for PhD students

### To PhD students

As part of your enrolment as a PhD student, you have to deliver what corresponds to one semester of full time teaching.

Our norm system uses the unit P, and **you have to deliver 20 P** during your enrolment. See the individual norms in Table 1 below.

You can fulfil your teaching obligations in several ways:

- You can conduct lectures.
- You can do teaching assistance.
- You can grade exam papers.
- You can supervise small and large written projects.

For instance, you can do all 20 P in one go by teaching a 10 ECTS course and grading a limited number of exams; or by doing teaching assistance for approximately 8 classes with 24 exercise hours.

### Excelsior

Teaching registration is managed through the Excelsior platform. For assistance, you can contact Christel Brajkovic Mortensen or Annia Hoffmeyer via [Excelsior.econ@econ.au.dk](mailto:Excelsior.econ@econ.au.dk)

Table 1. Structure of norm system

Category	Activity	P/Unit	Unit	Remarks
Teaching	Lectures	1.8	ECTS	Includes all relevant course activities such as standard lectures, supervision in connection with project-oriented activities embedded in the course, case-work etc. Same norm for duplicated and non-duplicated lectures, repeated and non-repeated lectures etc.
	Teaching Assistant (instructor)	0.1	Exercise hour	
Examination	Exam	0.03	Examinee	Same norm for ordinary examiners, internal co-examiners and when marking others exams. Same norm across exam formats.
Supervision	Large written projects	0.05	ECTS	Bachelor's and Master's theses. The norm is a certain number of P per ECTS that the written project corresponds to. This norm is independent of the number of students writing the project.
	Small written projects	0.03	ECTS	Topics, internships and co-supervision on HA/CM(law) theses. The norm is a certain number of P per ECTS that the written project corresponds to. This norm is independent of the number of students writing the project.

## **To supervisors**

The department would like PhD students to conduct lectures, carry out supervision of small and large written projects, grade exam papers and the like. This is due to the following:

- Better use of teaching resources. Older undergraduate and graduate students can carry out teaching assistance, while PhD students often have competencies that allow them to contribute to teaching activities otherwise carried out by faculty members.
- A better opportunity for the PhD students to meet the requirement of conducting independent teaching.
- A better opportunity for PhD students to gain experience with the working life as a university faculty member and thus to make a more qualified choice in relation to their future careers.

## **Teaching plan**

Supervisors and PhD students prepare a teaching plan, observing the following steps:

1. Upon enrolment, the supervisors and the PhD students discuss a teaching plan. Here, supervisors should note that teaching assistance is just one of several options. Lecturing, grading exam papers and supervising small and large written projects are also possible elements in the teaching plan. The supervisors must try to identify the PhD students' competences and wishes in relation to teaching. If teaching assistance is planned, please first consider courses where PhD students are required such as 2525: Applied Economics, level 3xxx/4xxx oecon courses or merc courses using TAs.
2. The teaching plan must be discussed with the teaching coordinators for the relevant academic field to determine if adjustments are needed, and whether the plan can be met in relation to activities such as lectures, exam grading and supervision.
3. The PhD students upload their final teaching plan to PhD Planner. Use "teaching plan template".

Steps 1 and 2 may need to be repeated a few times before a final teaching plan is in place.

## **Support from faculty members**

If a PhD student is to carry out lectures, there must be adequate support from at least one faculty member who can offer instruction and regular feedback on the teaching and the teaching material. As far as possible, lectures should be repeated one or more times.

In relation to teaching assistance, the relevant study administrator will send a direct mail to all PhD students asking which teaching assistant (TA) positions they are interested in, cf. their teaching plan.

If a PhD student is to supervise written projects, there must be adequate instruction, support and regular feedback from at least one faculty member.

If a PhD student is required to grade exam papers, there must be adequate instruction and support from at least one faculty member.