

Model for PhD student's work duties at the Department of Political Science and Public Management

This model clarifies the PhD student's work duties at the department in addition to their PhD project-related work. The model applies to all PhD students employed at the Department, who start from 1 February 2024.

PhD students are obligated to 'undertake work duties for and as directed by the employing institution, up to an extent which for a three-year term of employment will correspond to a total of 840 working hours' (Protocol on PhD fellows §7, para 2)¹.

The work duties will be registered in the Departments norm system in the following way:

Norm hours for 3 years in total/per semester	Duties
600/100	Teaching and tasks related to third party funded projects (individually registered in the norm system) *
120/20	Departmental activities **
120/20	Academic and pedagogical development (automatically registered in the norm system)

* Teaching activities should be a minimum of 400 hours, while the remaining 20 hours may be allocated to teaching or third party funded project

** concrete tasks agreed with head of section/ vice-head of department or head of department e.g., help with coordination and events in the PhD group or at the department, help with specific projects, help with administrative or dissemination tasks at the department).

Norm hours for teaching activities by PhD students are calculated in the same way as for other employees at the department (see [Norm system at the department of Political Science and Public Management²](#)). PhD students will automatically be allocated 120 hours in their norm accounts, pedagogical development and first-time lecturer (hence, they will not receive additional hours in the norm system for pedagogical development).

An overall plan for the 720 hours of work duties must be included in the PhD plan. These work duties are planned by the PhD students and main Supervisor, who will coordinate with the Head of Section which teaching responsibilities are agreed on. After agreement with the supervisor, PhD students whose position is fully externally funded can be assigned concrete project-related tasks up to 200 hours of work. The allocation of the amount of norm hours to teaching and other departmental assignments shall be approved before the finalizing of the PhD plan by the Vice-head of department (hours related to teaching) and Head of section (hours related to other departmental assignments). A smaller number of hours (between 100-200 hours) may be kept open in the PhD-plan to secure flexibility for the PhD student and the Department regarding new teaching or supervision duties or other departmental assignments. These tasks will be agreed on with the supervisor and coordinated with the head of section throughout the employment period.

¹ <https://www.retsinformation.dk/eli/retsinfo/2003/20310>

² <https://syddanskuni.sharepoint.com/Sites/statskundskab/Norms/Forms/AllItems.aspx>

PhD students employed prior to Feb. 1. 2024

The model below describes how the work duties for PhD students who have been employed from 1. Feb 2022, have in the period Feb. 2022- 31. Jan 2024 have been distributed.

The work duties will be registered in the Departments norm system in the following way:

Norm hours for 3 years in total/per semester	Duties
600/100	Teaching and Departmental assignments (individually registered in the norm system) *
120/20	Other departmental activities (automatically registered in the norm system)
120/20	Academic and pedagogical development (automatically registered in the norm system)

* Teaching activities should be a minimum of 300 hours, while the remaining 300 hours may be allocated to teaching or other department-related tasks (e.g., help with coordination and events in the PhD group or at the department, help with specific projects, help with administrative or dissemination tasks at the department).

Norm hours for teaching activities by PhD students are calculated in the same way as for other employees at the department (see [Norm system at the department of Political Science and Public Management³](#)).

PhD students will automatically be allocated 240 hours in their norm accounts for other departmental activities, pedagogical development and first-time lecturer (hence, they will not receive additional hours in the norm system for pedagogical development and first-time lecturer).

An overall plan for the 600 hours of work duties must be included in the PhD plan. These work duties are planned by the PhD students and main Supervisor, who will coordinate with the Head of Section which teaching responsibilities are agreed on. After agreement with the supervisor, PhD students whose position is fully externally funded can be assigned concrete project-related tasks up to 200 hours of work. The allocation of the amount of norm hours to teaching and other departmental assignments shall be approved before the finalizing of the Phd plan by the Vice-head of department (hours related to teaching) and Head of section (hours related to other departmental assignments). A smaller number of hours (between 100-200 hours) may be kept open in the PhD-plan to secure flexibility for the PhD student and the Department regarding new teaching or supervision duties or other departmental assignments. These tasks will be agreed on with the supervisor and coordinated with the head of section throughout the employment period.

³ <https://syddanskuni.sharepoint.com/Sites/statskundskab/Norms/Forms/AllItems.aspx>