

Guide to SmartReg - for PhD Students, BMB

Purpose of SmartReg

SmartReg is used to **register the hours** you spend on **teaching** and **knowledge dissemination**. This is important to:

- Ensure the **department head** and **PhD School** have correct and updated records.
- Document that you fulfill the requirement of **300 hours of knowledge dissemination** (PhD Order §7).
- Track your total **working hours (typically 840 hours)** as part of your PhD employment (*not applicable to Industrial PhD students, who have separate obligations with their company*).

For more information: [Rules and regulations for the PhD Programme at the Faculty of Science](#)

What and When Should You Register?

Activity	Register?	When?	Approved by
<i>Teaching (e.g., lectures, exercises)</i>	✓ Yes	At the end of the semester	Karin Hjernø
<i>Knowledge dissemination (e.g., public talks, workshops, science communication)</i>	✓ Yes (if relevant )	After each activity	Frank Kjeldsen
<i>Environmental exchange</i>	✓ Yes	When you return to DK	Karin Hjernø
<i>Research or administrative tasks</i>	✗ No	—	—

 (Registration of Knowledge dissemination is only relevant if you are an Industrial PhD student or, for other reasons, are not assigned the standard working hours)

For more information: <https://sdunet.dk/da/enheder/institutter/bmb/praktisk-info-og-faciliteter/phd-information>

How to Register an Activity in SmartReg

1. Go to SmartReg

Log in at smartreg.sdu.dk using the information you received from the system by e-mail (*If you need a new password, please reach out to Camilla Windfeld-Lund*)

2. Click 'Create Activity' / 'New Registration'

Choose the option to add a new task.

3. Fill in the details

- **Activity type:** select e.g. *Teaching* or *Environmental change*
- **Title:** e.g., *"Teaching in BMB533"* or *"The University of Bordeaux"*
- **Description:** a summary of the activity, e.g. *"Teaching e-hours in BMB533 – 1 team - Spring 2025"*
- **Date(s) and number of confrontation hours** (if relevant)
- **Preparation factor:** e.g. *"3.5"* for e-hours, *"1"* for first year projects, *"None"* for environmental change

4. Save and submit for approval