

## Norm Catalogue, Department of Law, SDU

Valid as from 1/1 2024

		Assistant professor	Professor/associate professor with research	Associate professor without research
<b>Activity category</b>	<b>Teaching and education-related tasks (UU)</b>	665 <sup>1</sup>	835	1390
	<b>Research and dissemination (FF)</b>	825	660	0
	<b>Professional and pedagogical development (FP)<sup>2</sup></b>	150	145	250
	<b>Total</b>	<b>1640</b>	<b>1640</b>	<b>1640</b>

### **Norm rates for teaching and conducting exams**

See Appendix 1 for further explanations

	ECTS rate	Class size rate
<b>Full-time</b>		
Bachelor courses – mandatory	17.5	0.6
Bachelor courses – optional	17.8	0.6
Master's courses – mandatory	14.5	0.6
Master's courses – optional	12.1	0.6
<b>Part-time</b>		
Bachelor courses – mandatory	14.8	0.6
Bachelor courses – optional	14.4	0.6
Master's courses – mandatory	11.5	0.6
Master's courses – optional	9.3	0.6

<sup>1</sup> Assistant professors are entitled to a research semester during the three years for which the assistant professorship runs.

<sup>2</sup> Remaining hours from this activity category are transferred to 'Teaching and education-related tasks'. For assistant professors, the FP hours are mainly used for pedagogy.

Activity	Norm (AT)	Norm unit	Activity category <sup>3</sup>		
			UU	FF	FP
<b>Teaching and course administration (at SAMF)</b>					
Course responsibility for bachelor subjects	10	Per subject	1.0	0.0	0.0
Planning of exercise teaching and student teacher coordination – 5–7.5 ECTS subjects	15	Per subject	1.0	0.0	0.0
Planning of exercise teaching and student teacher coordination – 10–17.5 ECTS subjects	20	Per subject	1.0	0.0	0.0
Course responsibility for master's subjects	10	Per subject	1.0	0.0	0.0
Course responsibility for courses offered at several campuses (one common course description)	25	Per subject	1.0	0.0	0.0
Responsible for Telders and WTO Moot Courts	100	Year	1.0	0.0	0.0
Responsible for Vis Moot	150	Year	1.0	0.0	0.0
Course responsibility for project-oriented courses (incl. approvals)	20	Year	1.0	0.0	0.0
Course responsibility for bachelor projects	25	Year	1.0	0.0	0.0
Course responsibility for master's theses	20	Year	1.0	0.0	0.0
<b>Exam preparation</b>					
Preparation of oral exam	5	Exam term	1.0	0.0	0.0
Preparation of assignment sets for 2-hour written on-campus exam and preparation of cases for exam	7	Exam term	1.0	0.0	0.0
Preparation of assignment set for 3-hour written on-campus exam	10	Exam term	1.0	0.0	0.0
Preparation of assignment sets for 4- and 6-hour written on-campus exam as well as all take-home exams (24–72 hours)	20	Exam term	1.0	0.0	0.0

<sup>3</sup> The figures indicate the proportional weighting of each category of activity.

In the event of phasing out or extraordinary exams: preparation of exam paper for 4- and 6-hour written on-campus exams and all take-home exams	10	Per exam paper	1.0	0.0	0.0
Individual teaching and learning activities of 2.5 ECTS credits	1	Per student	1.0	0.0	0.0
<b>Other written assignments</b>					
Seminar (10 ECTS) incl. approval of problem formulation	2.5	Assignment	1.0	0.0	0.0
Article (10 ECTS) incl. supervision	10	Assignment	1.0	0.0	0.0
Internship report LLM/MSc in Business Law (10/20 ECTS)	0.5/1	Assignment	1.0	0.0	0.0
Internship report MOISL (10/20 ECTS) incl. supervision	2.5/5	Assignment	1.0	0.0	0.0
Elective Assignment MOISL (5 ECTS) incl. supervision	2.5	Assignment	1.0	0.0	0.0
HD seminar (supervision and assessment)	9.25	Assignment	1.0	0.0	0.0
<b>Teaching outside SAMF</b>					
Course responsibility (course responsibility lies outside SAMF)	5	Per subject	1.0	0.0	0.0
Teaching and preparation	3.5	Teaching hour	1.0	0.0	0.0
Preparation of oral exam	5	Exam term	1.0	0.0	0.0
Conducting oral exam	0.5	Students	1.0	0.0	0.0
Assessment of written on-campus exams	0.5	Assignment	1.0	0.0	0.0
<b>Preparation of assignment sets for written on-campus exam</b>					
Preparation of assignment sets for written on-campus exam	20	Exam term	1.0	0.0	0.0
Preparation of mandatory take-home assignments	10	Exam term	1.0	0.0	0.0
Assessment of written take-home assignments (1–10 pages in addition to appendices)	0.5	Assignment	1.0	0.0	0.0
Assessment of written take-home assignments (11–15 pages)	0.75	Assignment	1.0	0.0	0.0
Assessment of written take-home assignments (16–20 pages)	1	Assignment	1.0	0.0	0.0
<b>Guidance (further explanation in Appendix 1)</b>					

Bachelor project 15 ECTS – 1 student	10	Per project	1.0	0.0	0.0
Bachelor project 15 ECTS – 2 students	13	Per project	1.0	0.0	0.0
Master's thesis 30 ECTS – 1 student	15	Per project	1.0	0.0	0.0
Master's thesis 30 ECTS – 2 students	22.5	Per project	1.0	0.0	0.0
Master's thesis 30 ECTS – 3 students	27	Per project	1.0	0.0	0.0
Theses with two supervisors	15 (principal supervisor) 7 (secondary supervisor)	Per project	1.0	0.0	0.0
HD final projects – 1 student	10	Per project	1.0	0.0	0.0
HD final projects – 2 students	13	Per project	1.0	0.0	0.0
HD final projects – 3 students	15	Per project	1.0	0.0	0.0
Master's theses (12/15 ECTS)	9/11.25	Per thesis	1.0	0.0	0.0
<b>PhD</b>					
Supervision (principal supervisor)	50	Stud. per semester	1.0	0.0	0.0
Supervision (secondary supervisor)	25	Stud. per semester	1.0	0.0	0.0
Participation in the mid-way evaluation	20	Dissertation	0.0	0.0	0.1
Assessment of PhD dissertation (internal)	50	Dissertation	0.0	0.0	1.0
Teaching on PhD course, incl. preparation	5	Teaching hour	1.0	0.0	0.0
Course development – new course	30	Course	0.0	0.0	1.0
Course development – existing course	15	Course	0.0	0.0	1.0
<b>Occupying various posts</b>					
Head of research group	350	Year	0.60	0.20	0.20
Head of studies/VILU	1230	Year	The remaining 410 hours are divided between research and teaching		
Programme manager (incl. quota 2)	50	Year	0.5	0.0	0.5
Internationalisation officer	To be agreed upon nomination	Year	0.5	0.0	0.5
PhD coordinator	100	Year	0.5	0.0	0.5
Funding coordinator, incl. participation in review panels	75	Year	0.5	0.0	0.5
Chair of study board	150	Year	0.5	0.0	0.5
Member of study board	40	Year	0.5	0.0	0.5
Member of departmental council	15	Year	0.5	0.0	0.5
Department representative on faculty committee, e.g. SU or gender equality committee	15	Year	0.5	0.0	0.5

Chair/member of the Academic Council	100/50	Year	0.5	0.0	0.5
Ad hoc committees at the Department	To be agreed with IL/VILU	Year	0.5	0.0	0.5
Internal supervisor on the lecturer training programme	15	Year	0.5	0.0	0.5
Union representative work	150	Year	0.5	0.0	0.5
Health and safety representative	50	Year	0.5	0.0	0.5
Responsible for external funding applications <sup>4</sup>	To be agreed with IL	Application	0.5	0.5	0.0
Responsible for procedural competition	25	Year	0.5	0.0	0.5
<b>Assessment work</b>					
Assessment of PhD applications (member of PhD course committee)	2	Assessed application	0.5	0.0	0.5
Chair of PhD Committee	3	Job advertisement	0.5	0.0	0.5
Assessment of assistant professor and postdoc applications (member of assessment committee)	5	Assessed application	0.5	0.0	0.5
Chairman of assessment committee for assistant professors and postdocs	5	Job advertisement	0.5	0.0	0.5
Assessment of associate professor and professor applications (member of assessment committee)	10	Assessed application	0.5	0.0	0.5
Chair of assessment committees for associate professorships and professorships	10	Job advertisement	0.5	0.0	0.5
Participation in peer review panel for major research applications	5	Application	0.5	0.0	0.5
Participation in quota 2 interview (incl. preparation)	10	Per day	0.5	0.0	0.5
Quota 2 responsible per programme (ranking and buffer)	5	Per year	0.5	0.0	0.5
<b>Miscellaneous</b>					
Department basic norm	80	Year	0.0	0.0	1.0
Savings for research semester <sup>5</sup>	-50	Semester	1.0	0.0	0.0

<sup>4</sup> Norms can only be given for large research applications (e.g. DFF, Marie Curie, Sapere Aude, Horizon and EC Grant). The norm is to be agreed between IL and PI, who then distribute the hours between those involved in the application.

<sup>5</sup> During the research semester, you are exempt from teaching and examinations, but not from course responsibility. After six semesters, you can have a research semester.

Buy out in connection with externally financed research projects <sup>6</sup>	To be agreed with the head of department	Year	0.5	0.4	0.1
Development/reorganisation of subjects <sup>7</sup>	25 (requires VILU approval)	Per subject	1.0	0.0	0.0
Assistant professor pedagogy	270	The full course	0.0	0.0	1.0
First-time teaching for VA, postdocs and assistant professors	0.5 hour/KT	Per subject	1.0	0.0	0.0
Participation in pedagogical course with/without preparation	1/1.5	Course hours	0.0	0.0	1.0
Participation in academic conferences <sup>8</sup>	7.5	Per conference day	0.0	0.0	1.0
Participation in special Danish courses	25	Per semester	0.0	0.0	1.0
Transport – Odense/Kolding and Odense/Slagelse	2	Round trip	0.5	0.0	0.5
Transport – Odense/Esbjerg	3	Round trip	0.5	0.0	0.5

<sup>6</sup> Buy out does not include course responsibility. As a general rule, buy outs are deducted from the total norm pool and then distributed according to the regular distribution (50:40:10).

<sup>7</sup> Continuous academic updating of the subject's content is not regarded as actual development, but as general maintenance of the course. Development means major changes in the subject's teaching methods and activities, structure and/or types of examination that reflect an increased workload.

<sup>8</sup> Norms are given for academic conferences, workshops, seminars, etc., but not for courses, etc. mainly aimed at practitioners. No extra norms are given for presentations in connection with such conferences, etc., as these yield credits as dissemination.

# **Appendix 1**

## **ECTS-based norm catalogue**

### ***Which activities are to be covered by the norm pool for teaching and administration of exams?***

The following activities are included in and must be covered by the norm pool:

- teaching hours
- preparation of teaching hours
- conducting the exam (ordinary and re-exam)
- teaching evaluation
- feedback for students
- overall interaction with students
- handling exam appeals

The following activities are excluded from the norm pool and are set aside separately:

- course responsibility tasks, including management of student teachers and coordination
- preparation of exam papers/preparation of exams

### ***Distribution of the norm pool***

For each course, the norm pool is divided into two types of main activities, which are reflected in the two categories:

1. ECTS rate: *teaching* incl. teaching preparation, teaching evaluation, possible feedback on voluntary practical assignments, overall interaction with students (academic questions)
2. Class size rate: *exam* administration, incl. feedback on exam papers, handling of exam appeals

For each of the two main activities, a *percentage distribution* is made among the teachers/examiners involved.

### ***Information for external lecturers and PhD students***

External lecturers and PhD students draw from the norm pool in the same way as other lecturers, but are paid individually on the basis of activities.

### ***Time of distribution of the norm pool***

A course is planned (and the norm pool distributed) at the beginning of the semester preceding the semester in which the course is to be offered. Here, both teaching and exam assignments are to be agreed. This allows the individual employee to plan their own work commitments.<sup>9</sup>

### ***Development hours***

Separate norm hours are allocated for major developments/restructuring of courses. These are agreed with the VILU and registered in the norm pool 'Teaching and education-related tasks (UU)'.

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<sup>9</sup> See separate note on the procedure for planning and distribution of teaching, examination and supervision tasks.

***Which activities are covered by the norm pool for supervision?***

The following activities are included in and must be covered by the norm pool:

- booking appointments with a student
- supervision
- preparation of supervision
- preparation of oral defence
- conducting an oral defence

***The length of bachelor projects and master's theses (BA Jura, HA (law), cand.jur., cand.merc.jur.)***

The students' bachelor projects must not exceed the following number of characters:

- 1 student: 60,000 characters (approx. 20–25 pages)
- 2 students: 84,000 characters (approx. 30–35 pages)
- 3 students: 108,000 characters (approx. 40–45 pages)

The students' master's theses must not exceed the following number of characters:

- 1 student: 140,000 characters (approx. 60 pages)
- 2 students: 200,000 characters (approx. 80 pages)
- 3 students: 250,000 characters (approx. 95 pages)

## **Appendix 2**

### **Framework for the number of full-time teaching and practical assignment hours**

The teaching activities of the subject are to be organised within the framework below.

The framework ensures that the course lives up to the guaranteed number of hours and that <sup>10</sup>there is a correlation between the ECTS value of the course and the number of hours in the course.

KT = teaching hours

ØT = practical assignment hours

	<b>+ practical assignment hours</b>	<b>÷ practical assignment hours</b>
<b>Bachelor courses</b>		
5 ECTS courses 1st year	Minimum 26 KT and max. 10 ØT	Minimum 26 KT and max. 30 KT
5 ECTS courses 2nd–3rd year	Minimum 26 KT and max. 10 ØT	Minimum 26 KT and max. 30 KT
7.5 ECTS courses 1st year	Minimum 39 KT and max. 16 ØT	Minimum 39 KT and max. 45 KT
7.5 ECTS subjects 2nd–3rd year	Minimum 39 KT and max. 16 ØT	Minimum 39 KT and max. 45 KT
10 ECTS courses 1st year	Minimum 52 KT and max. 24 ØT	Minimum 52 KT and max. 60 KT
10 ECTS courses 2nd–3rd year	Minimum 52 KT and max. 24 ØT	Minimum 52 KT and max. 60 KT
15 ECTS courses 1st year	Minimum 78 KT and max. 40 ØT	Minimum 78 KT and max. 90 KT
15 ECTS courses 2nd–3rd year	Minimum 78 KT and max. 40 ØT	Minimum 78 KT and max. 90 KT
17.5 ECTS subjects 1st year	Minimum 85 KT and max. 46 ØT	Minimum 90 KT and max. 105 KT
<b>Master's courses</b>		
10 ECTS – Mandatory course		Minimum 35 KT and max. 45 KT
10 ECTS – Electives		35 KT

<sup>10</sup> Bachelor courses: 5.2 hours student hours (ST) per ECTS. Master's courses: 3.5 student hours (ST) per ECTS. Student hours = sum of teaching hours (KT) and practical assignment hours (ØT). There is currently no guarantee of hours for part-time teaching

## Appendix 3

### Framework for the number of part-time teaching hours

COURSE	ECTS	Number of Saturdays/KT	Number of KT
BA mandatory	5	3	21
	7.5	4 <sup>11</sup>	28
	10	5	35
	15	8 <sup>12</sup>	56
	17.5	10	70
BA electives	5	2	14
MSc mandatory	10	4	28
MSc electives	10	3	21

*Department of Law, April 2020*

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<sup>11</sup> Legal Method has a separate course with practical assignment hours.

<sup>12</sup> Law, Society and Justice has a special agreement due to its special focus on blended learning.