

## **Accounting of compulsory duties for PhD candidates and Postdocs at IFI**

From January 1<sup>st</sup> 2018 all PhD candidates and Postdocs with compulsory duties are required to keep a record of the number of hours spent on their compulsory duties and report to the department every sixth month.

Compulsory duties include teaching and other (i.e. not related to teaching) duties that are not normally required of PhD candidates or Postdocs without compulsory duties.

There are four primary reasons for introducing these regulations:

- 1) To support PhD candidates and Postdocs in planning and managing their projects.
- 2) To reduce the risk of overloading individuals with compulsory duties.
- 3) To ensure a fair distribution of compulsory duties.
- 4) To provide IFI an overview of how compulsory duties are fulfilled.

Note: 25% compulsory duties over 4 years is equivalent to approximately 1.500 hours of work<sup>1</sup>.

The responsibility of accounting and reporting compulsory duties will rest with the PhD candidates and Postdocs. The biannual reports will be available for review by PhD supervisors, research group leaders and management at IFI. These regulations assume that PhD candidates and Postdocs provide this information in good faith.

### **Rules for accounting of hours spent on compulsory duties:**

1. PhD candidates and Postdocs with teaching and other duties are required to keep record of the number of hours spent on compulsory duties on a weekly basis using the given accounting template.
2. *Teaching duties* and *other duties* are reported separately in the template.
3. *Do not report* activities that would normally be required for PhD candidates and Postdocs *without teaching duties*. A list of what typically should be counted as eligible and non-eligible activities is provided in the Table 1 below.
4. Accounting shall be based on the given norms (see Table 2 below). In cases where the hours spent is significantly more (or less) than the norm, use hours spent rather than the given norm.
5. It is expected that the accounting is done in a dialogue with course leaders, group leader or PhD supervisor where appropriate. This is of particular relevance where there is a question of eligibility and when other duties are accounted.

### **Rules for reporting of hours spent on compulsory duties:**

1. Every six months, PhD candidates and Postdocs with compulsory duties are required to send a report to the department documenting their teaching hours for that period.

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<sup>1</sup> This is less than the 1.695 annual working hours calculated at UiO to compensate for limited experience



2. Deadline for reporting for the period of January 1<sup>st</sup> to June 30<sup>th</sup> is July 15<sup>th</sup> and for the period of July 1<sup>st</sup> to December 31<sup>st</sup> it is January 15<sup>th</sup>.
3. Reports should be sent by email to PhD Coordinator Mozhddeh Harat (mharat@ifi.uio.no)

Any questions to these accounting regulations can be directed to Head of PhD, Head of Office or the PhD Coordinator at IFI.

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| <b>Eligible teaching duties</b>   | <b>Non-eligible duties</b>                |
|---|---|
| Giving and preparing lectures and seminars  | Organizing research group seminars        |
| Preparing and marking assignments   | Administrative tasks of the group         |
| Examinations  | Attending academic seminars /conferences. |
| PhD and Master student supervision  | Organizing social events.                 |
| Participation in the Foundation Programme in Teaching and Learning (up to 150 hrs) <sup>2</sup> |   |
| Seminars for group teachers and other pedagogical seminars arranged by IFI/MN/UiO               |   |
| <b>Eligible other duties</b>  |   |
| Outreach (Åpen Dag, Bestill en forsker, Forkningstorget etc.)                                   |   |
| Running and maintenance of research infrastructure  |   |
| Organizing national or international conferences  |   |
| Innovation activities <sup>3</sup>  |   |

**Table 1: Typically eligible and non-eligible activities for accounting.**

| <b>Teaching duty</b>       | <b>Norms</b> |
|----------------------------|--------------|
| Lecture 1 hour             | 5 hours      |
| Seminar teaching 1 hour    | 3 hours      |
| Preparing assignments      | Hours spent  |
| Marking assignments        | Hours spent  |
| Oral examinations          | Hours spent  |
| Written examinations       | Hours spent  |
| Master student supervision | Hours spent  |
| PhD supervision            | Hours spent  |
| Other teaching duties      | Hours spent  |

**Table 2: Accounting Norms for Teaching Duties.**

<sup>2</sup> <http://www.uv.uio.no/iped/english/fup/>

<sup>3</sup> Only eligible in cases where innovation is defined as compulsory duties in the PhD-project description