

Norms - 2017

Category	Activity	Norm unit	Hours	
Teaching	Lecture	Teaching hour	3.50	
	Seminars and tutorials	Teaching hour	2.50	
	Study café	Hour	1.00	
	Instruction about study café (teaching assistants)	Study cafe	6.00	
	Attendance (Activities without preparation, presence at colleague's lectures, etc.) and supervision hours	Teaching hour	1.00	
	Organised individual feedback	Student/project	0.33	
	Meeting with teaching assistants/instructors	Meeting	4.00	
	Supervision	Primary PhD supervisor	Year	70.00
Secondary PhD supervisor		Year	35.00	
PhD Committee participation at 1st and 2nd year evaluation		Committee	8.00	
Supervision of thesis (BA)		Thesis	9.50	
Supervision of thesis (HA, CM, MA and HD)		Thesis	17.00	
Thesis 2nd or 3rd period		Thesis	4.00	
HD 1st part project		Project	8.00	
Internships (CM) and Topics (Cand Oecon)		Student	6.50	
Evaluation		Evaluation of thesis < 120,000 characters (excl. blanks), e.g. 1 BSc(B) student	Thesis	9.00
		Evaluation of thesis 120,000-160,000 characters (excl. blanks), e.g. 2 BSc(B) students or 1 CM student	Thesis	10.00
	Evaluation of thesis > 160,000 characters (excl. blanks), e.g. 3-4 BSc(b) 2 students or 2 CM students	Thesis	11.00	
	HD 1st part project	Student	2.00	
	Small home assignment (<15,000 characters excl. blanks)	Assignment	0.50	
	Medium home assignment (22,000-35,000 characters excl. blanks)	Assignment	1.25	
	Large home assignment (40,000-50,000 characters excl. blanks)	Assignment	2.00	
	Extra large home assignment (>66,000 characters excl. blanks)	Assignment	3.00	
	Written examination (≤ 4 hours)	Exam	0.50	
	Written examination (> 4 hours)	Exam	1.00	
	Investigation of examination fraud	Exam	5.00	
	Handling of complaint case	Complaint	Norm for act. + 2.00	
	Oral exam	Exam time	1.25	
Responsibility	Formal and informal knowledge sharing related to educational activities	Per year	50.00	
	Course responsibility incl. preparation of examination etc. according to the course description	Course	30 + course ECTS	
	Course responsibility incl. preparation of examination & coordination of teaching activities, etc. according to the course description.	Course	50 + course ECTS	
	Major changes to existing courses (e.g. new teacher/content) or new course - based on application to Head of Studies (Morten Rask)	Course	40-80 + course ECTS	
	Development of new mandatory courses	Course	80 + course ECTS	
	External marketing and knowledge sharing activities - approved by Head of Studies (Morten Rask)	Per year	25.00	
	Early development activities - approved by Head of Studies (Morten Rask)	Per year	25.00	

Compound norms - 2017

	Supervision	Seminar	Attendance	Evaluation	Oral Exam	Feedback	Internship/Topic	Total (rounded)
HD thesis 1 student	17.00			11.00	1 x 1.25			29.00
HD thesis 2 students	17.00			11.00	1.5 x 1.25			30.00
HD seminar 1 student		2 x 2.50	5.00	0.50 + 2.00				12.50
HD seminar 2 students		5.00	5.00	2 x 0.50 + 3.00				14.50
HD 1st part project 1 student	8.00			1 x 2.00	1 x 0.5 x 1.25			11.00
HD 1st part project 2 students	8.00			2 x 2.00	2 x 0.5 x 1.25			13.00
HD 1st part project 3 students	8.00			3 x 2.00	3 x 0.5 x 1.25			16.00
HD 1st part project 4 students	8.00			4 x 2.00	4 x 0.5 x 1.25			19.00
Bachelor thesis (HA/BSc(B)/Soc) 1 student	17.00			9.00	0.75 x 1.25			27.00
Bachelor thesis (HA/BSc(B)/Soc) 2 students	17.00			10.00	1 x 1.25			28.00
Bachelor thesis (HA/BSc(B)/Soc) 3 students	17.00			11.00	1.25 x 1.25			30.00
Bachelor thesis (HA/BSc(B)/Soc) 4 students	17.00			11.00	1.5 x 1.25			30.00
Bachelor thesis (BA) 1 student	9.50			3.00				12.50
Bachelor thesis (BA) 2 students	9.50			6.00				15.50
Bachelor thesis (BA) 3 students	9.50			9.00				18.50
Bachelor thesis (BA) 4 students	9.50			12.00				21.50
CM/MA/Oecon/Soc thesis 1 student	17.00			10.00	1 x 1.25			28.00
CM/MA/Oecon/Soc thesis 2 students	17.00			11.00	1.5 x 1.25			30.00
CM/MA/Oecon/Soc thesis w new supervisor	4.00			10.00	1 x 1,25			15.00
Internship/topic 1 student				2.00			6.50	8.50
Internship/topic 2 student				2.00			2 x 6.50	15.00
Internship MACC	2.50			2.00	1 x 0.63			5.00
ITKO 1 st and 2 nd semester 3 students		3 x 2.50		2.00	3 x 0.33 x 1.25	0.33		11.00
ITKO 1 st and 2 nd semester 4 students		4 x 2.50		2.00	4 x 0.33 x 1.25	0.33		14.00
ITKO 3 rd semester 3 students		3 x 2.50		3.00	3 x 0.25 x 1.25	0.33		12.00
ITKO 3 rd semester 4 students		4 x 2.50		3.00	4 x 0.25 x 1.25	0.33		14.50

Capacity reductions - 2017

Category	Activity	Hours/year
Capacity reduction (teaching)	Head of studies	400
	Head of studies including membership of study board (HD/BSc(B)/MSc/MBA)	300
	Head of studies including membership of study board (Communication)	200
	Study coordinator (HD)	100
	Head of studies (Master in IT)	200
	Head of studies, Summer University	200
	Deputy head of department	200
	PhD responsible	200
	Head of study board	100
	Member of study board	50
	Member of PhD committee	25
	HD programme coordinator	100
	MSc/MA programme coordinator	100
	Bsc(B)/BA Profile responsible	25
	Internal competency development	200
	Capacity reduction (other)	Member of research council
Head of section		400
Union representative		200
Head of recruitment board		15