

Norms - 2021

Category	Activity	Norm unit	Hours
Teaching	Lecture	Teaching hour	3.50
	Lecture (Parallel lectures at HA/BScB and CM Methods courses)	Teaching hour	2.00
	Tutorials	Teaching hour	2.50
	Attendance (Activities without preparation, presence at colleague's lectures, study café, misc. supervision)	Teaching hour	1.00
	Organised feedback	Student/project	0.33
	Meeting with teaching assistants/instructors (e.g. about tutorials and study cafés)	Meeting	4.00
	Preparation of study café	Course	6.00
Supervision	Primary PhD supervisor	Year	50.00
	Secondary PhD supervisor	Year	25.00
	Internal reviewer at 1st and 2nd year PhD presentation	Student	8.00
	Supervision of thesis (BA)	Thesis	9.50
	Supervision of thesis (HA, CM, MA, MBA, 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)	Project	6.50
Evaluation	Evaluation of thesis <130,000 characters (incl. blanks), e.g. 1 BSc(B) student	Thesis	6.00
	Evaluation of thesis 130,000-175,000 characters (incl. blanks), e.g. 2 BSc(B) students or 1 CM student	Thesis	7.00
	Evaluation of thesis >175,000 characters (incl. blanks), e.g. 3-4 BSc(b) students or 2 CM students	Thesis	8.00
	HD 1st part project	Student	2.00
	Small home assignment (<17,000 characters incl. blanks)	Assignment	0.50
	Medium home assignment (25,000-40,000 characters incl. blanks)	Assignment	1.25
	Large home assignment (45,000-55,000 characters incl. blanks)	Assignment	2.00
	Extra large home assignment (>70,000 characters incl. 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
	Member of Board of Appeals (complaint cases)	Complaint	Norm + 2.00
	Oral exam	Exam time	1.25
Responsibility	Formal and informal knowledge sharing related to educational activities (automatically given to all VIPs)	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 and the syllabus (Approved by Anne Nisker Toppenberg)	Course	50 + course ECTS
	Major changes to existing courses (e.g. new teacher/content) based on application to Anne Nisker Toppenberg. If the work takes up less than 20 hours, it falls under course responsibility	Course	20-80 + course ECTS
	Development of new elective - based on application to Anne Nisker Toppenberg. Hours can be added once it is confirmed that the course will run	Course	35-80 + course ECTS
	Development of new mandatory courses	Course	80 + course ECTS
	Development of new programme - based on application to Anne Nisker Toppenberg	Programme	Based on input
External marketing and knowledge sharing activities - approved by Anne Nisker Toppenberg	Per year	25.00	

Compound norms - 2021

	Supervision	Seminar	Attendance	Evaluation	Oral Exam	Feedback	Total (rounded)
HD thesis 1 student	17.00			8.00	1 x 1.25		26.00
HD thesis 2 students	17.00			8.00	1.5 x 1.25		27.00
HD seminar		2 x 2.50	5.00	0.50 + 2.00			12.50
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			6.00	0.75 x 1.25		24.00
Bachelor thesis (HA/BSc(B)/Soc) 2 students	17.00			7.00	1 x 1.25		25.00
Bachelor thesis (HA/BSc(B)/Soc) 3 students	17.00			8.00	1.25 x 1.25		27.00
Bachelor thesis (HA/BSc(B)/Soc) 4 students	17.00			8.00	1.5 x 1.25		27.00
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/ITKO/MA/Oecon/Soc thesis 1 student	17.00			7.00	1 x 1.25		25.00
CM/ITKO/MA/Oecon/Soc thesis 2 students	17.00			8.00	1.5 x 1.25		27.00
ITKO thesis 3 students	17.00			8.00	2 x 1.25		28.00
ITKO thesis 4 students	17.00			8.00	2.5 x 1.25		28.00
Co-supervision Law thesis	0.5 x 17.00			0.5 x 10	1.00		14.50
MBA thesis 1 student	17.00			7.00	1 x 1.25		25.00
MBA thesis 2 students	17.00			8.00	2 x 1.25		28.00
Internship/topic 1 student	6.50			2.00	1 x 0.63		9.00
Topic 2 students	2 x 6.50			2.00			15.00
Internship MACC supervisor	2.50			2.00	1 x 0.63		5.00
Internship internal examiner				2.00	1 x 0.63		2.50
ITKO 1 st and 2 nd semester 3 students	7.50			2.00	3 x 0.33 x 1.25	1 x 0.33	11.00
ITKO 1 st and 2 nd semester 4 students	10.00			2.00	4 x 0.33 x 1.25	1 x 0.33	14.00
ITKO 1 st and 2 nd semester 5 students	12.50			2.00	5 x 0.33 x 1.25	1 x 0.33	17.00
ITKO 3 rd semester 1 students	2.50			2 x 3.00	2 x 0.25 x 1.25	1 x 0.33	9.00
ITKO 3 rd semester 2 students	5.00			2 x 3.00	4 x 0.25 x 1.25	1 x 0.33	13.00
ITKO 3 rd semester 3 students	7.50			2 x 3.00	6 x 0.25 x 1.25	1 x 0.33	16.00
ITKO 3 rd semester 4 students	10.00			2 x 3.00	8 x 0.25 x 1.25	1 x 0.33	19.00
ITKO 3 rd semester 5 students	12.50			2 x 3.00	10 x 0.25 x 1.25	1 x 0.33	22.00

Capacity reductions - 2021

Category	Activity	Hours/year	
Administration	Director of studies (HA, CM)	400	
	Head of studies including membership of study board (HA/BScB, CM, HD, MBA, Com)	300	
	Head of studies including membership of study board (MIT, MIDI, Summer University)	100	
	Head of studies including membership of study board (ITKO)	150	
	Head of study board	100	
	Programme coordinator (MSc/MA, HD)	100	
	Programme coordinator (ITKO, CSBP)	150	
	Member of study board	50	
	Member of MGMT PhD Field Committee	25	
	Head of PhD School	300	
	Study coordinator (HD)	100	
Capacity reductions	Deputy head of department	200	
	Head of section	400	
	Deputy head of section	200	
	Head of recruitment board (ACRA)	25	
	Member of research council	200	
	Union representative	300	
	Danish language course – approved and passed	50	
	Other dissemination activities (PhD only), defined by Head of section, approved by Deputy Head of Department	Max 110	