MGMT teaching norms 2022

Category	Activity	Unit	Hours
Teaching	Lecture	Teaching hour	4
	Lecture (Parallel lectures at HA/BScB and CM methods courses)	Teaching hour	2
	Tutorials	Teaching hour	2.50
	Study café	Teaching hour	2
	Attendance (activities without preparation, presence at colleague's lectures, misc. supervision)	Teaching hour	1
	Organised feedback	Student/project	.33
	Preparation of study cafés and tutorials	Study café/Tutorial	3
Exam	Small home assignment (<20,000 characters incl. blanks)	Assignment	.50
	Medium home assignment (25,000-40,000 characters incl. blanks)	Assignment	.75
	Large home assignment (45,000-55,000 characters incl. blanks)	Assignment	1.50
	Extra-large home assignment (60,000-80,000 characters incl. blanks)	Assignment	2
	Written examination (≤ 4 hours)	Exam	.50
	Written examination (4-8 hours)	Exam	.75
	Oral exam	Exam time	1.50
Supervision	Thesis (HA/BScB, CM, ITKO, HD 2nd part, MBA, MIT) incl. supervision, evaluation and defence	Thesis	20 + # students
	Co-supervision LAW thesis (HA(jur.), CM(jur.)) incl. supervision, evaluation and defence	Thesis	14
	HD seminar	Seminar	12
	HD 1st part project incl. supervision, evaluation and defence	Project	14 + # students
	Internship/topic 1 student	Internship/Topic	9
	Topic 2 students	Topic	15
	Primary PhD supervisor	Year	50
	Secondary PhD supervisor	Year	25
	Internal reviewer at 1st and 2nd year PhD presentation	Student	5
	Thesis 2nd or 3rd period	Thesis	4
	MBA/MIT midterm seminar	Seminar	6.5
Course administration	Course responsibility incl. preparation of examination etc. according to the course description	Course	50
	Course responsibility mandatory HA/BScB courses	Course	70
	Preparation of exam for discontinued course	Exam	15
	Development of new courses or major changes to existing courses (e.g., new teacher/content)	Course	30-90
	Identification of exam fraud	Exam	2
	Handling of complaint or appeal case	Complaint	5

Category	Activity	Unit	Hours
Teaching administration	Teaching related knowledge sharing (flat rate for all faculty)[1]	Year	50
	Director of studies (HA, CM)	Year	400
	Head of studies including membership of study board (HD)	Year	300
	Head of studies including membership of study board (MIT)	Year	100
	Head of studies including membership of study board (ITKO)	Year	150
	Programme coordinator (ITKO, Cand.soc. Business Psychology)	Year	150
	Programme coordinator (HA/BScB, CM, HD, Summer University)	Year	100
	Head of study board	Year	100
	Member of study board	Year	50
	External marketing activities related to education	Activity	10
Other roles and adjustments	Head of section	Year	400
	Deputy head of department – research and external funding	Year	400
	Deputy head of department – education	Year	400
	Head of PhD school	Year	300
	Deputy head of section	Year	200
	Union representative	Year	300
	Danish language course – approved and passed (assistant professor, associate professor, full professor)	Module	50
	Head of recruitment board (ACRA)	Year	25
	Member of PhD field committee	Year	50
	Member of PhD forum	Year	15

[1] Suspended for associate professors and professors in 2022