MGMT teaching norms 2025

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 (5-8 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	15 + # students
	Internship 1 student incl. supervision, evaluation and defence	Internship	9
	Primary PhD supervisor	PhD	150
	Secondary PhD supervisor	PhD	75
	Internal discussant 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	70
	Course responsibility mandatory HA/BScB courses and MIT course package	Course	90
	Preparation of exam for discontinued course	Exam	15
	Development of new courses or major changes to existing courses (e.g., new teacher/content)	Course	Up to 90[1]
	Identification of exam fraud	Exam	2
	Handling of complaint or appeal case	Complaint	5

[1] Course responsibles: Development below 30 hours is considered part of the course responsibility.

Category	Activity	Unit	Hours
Teaching administration	Director of studies (HA, CM)	Year	400
	Director of studies (AUD)	Year	300
	Director of studies (MIT)	Year	125
	Programme coordinator (Cand.soc. Business Psychology, AUD, ITKO)	Year	175
	Programme coordinator (HA/BScB, CM, HD)[2]	Year	125
	Programme coordinator (Summer University)	Year	50
	Head of study board	Year	100
Other roles and adjustments	Head of section	Year	600
	Deputy head of department	Year	600
	Head of PhD programme	Year	400
	Head of early career development	Year	400
	Head of executive courses (IV)	Year	150
	Member of section council	Year	50
	Union representative	Year	100
	Union representative, alternate	Year	50
	Danish language course – approved and passed (assistant, associate and full professor)	Module	50
	PhD pedagogical development[3]	Employee	300
	Assistant Professor University Pedagogical Programme	Year	200
	Sign on bonus for new employees[4]	Employee	200
	Member of PhD field committee	Year	50
	Member of AU research ethics committee	Year	100
	Member of AU research ethics committee – subcommittee	Year	50

[2] Included in norm for Deputy head of department for education

[3] Applies to PhD Students employed from 1st January 2024.

[4] Applies to assistant professors, associate professors and full professors not previously employed at MGMT and assistant professors employed directly from a PhD position (or other position without teaching) at MGMT.