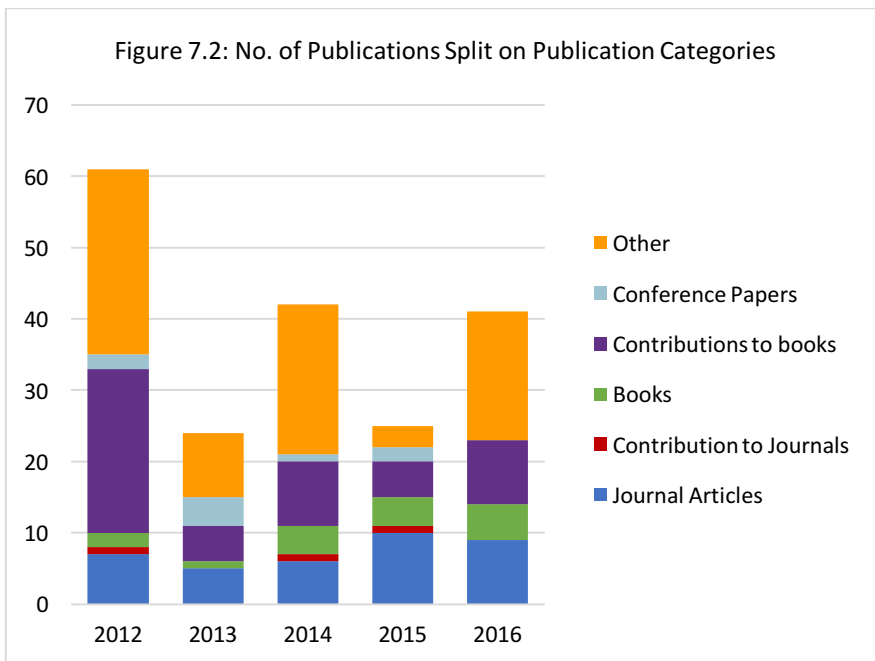


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Correction to Chapter 7 Business Design Centre, p. 90

Unfortunately, we have inserted a wrong figure 7.2 in Chapter 7, p. 90. The correct figure 7.2 for the BDC-research group is shown below. The category 'other' includes working papers, contributions to newspapers, and specialist statements/notes.



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Short note on teaching load for academic staff (prepared for the Evaluation Panel)

The purpose of this short note on teaching load is to give an overview of the “normal” and “formal” teaching load for a fulltime assistant-, associate- and full professor. Here “normal” means staff-members without special assignments as for instance a study director with reductions in teaching load. “Formal” in quotation marks indicates, that in reality the formal counting of hours often is reflected differently at the individual level depending on type of course, teaching experience, students, exams, project type, etc. In reality, many teach, supervise and/or use more time for preparation than may be registered via the formal norms.

Overall teaching load for full time staff

According to the collective agreement, full time work load for academic staff is 1640 hours pr. year or 820 hours per semester. In the following the point of departure is one semester (820 hours).

At the Social Science Faculty allocation of the 820 hours per semester is split between research and teaching activities in the following way:

Assistant professor	50/50 meaning 410 hours for teaching and 410 hours for research activities
Associate professor and full professor	60/40 meaning 492 hours for teaching and 328 hours for research activities
PhD-students	General rule is 600 hours of teaching in total over a 3 years period.

In principle, all research related activities (writing papers, reviewing, participating in conferences, research meetings, seminars, applying for funding, collaboration with external partner, third mission activities, registration of activities, etc.) are expected to be included in the 328 (410) hours formally allocated for research.

Similarly, all teaching related activities (lecturing, preparing, planning meetings, meetings with students, exams, revising courses and syllabus, upgrading of pedagogical skills, etc.) are expected to be included in the 492 (410) hours formally allocated for teaching.

It is possible to have for instance a higher (above 492 hours) teaching load in the autumn semester and a lower (below 492) in the spring semester. It is also possible to accumulate hours in an “hour bank” and convert these to reduced teaching load later or to research assistance or other research supporting activities. Only in rare cases, hours from the ‘hour bank’ can be paid out as extra salary.

It is possible (after negotiation with the Head of Department) to use external funding to “buy one out” from teaching (meaning reducing the teaching load) equivalent to the amount of external funding.

General norms for direct teaching (classes) and supervision of student projects

Some variations exist between study programmes, type of courses, number of students, but for the bachelors- and master degree programmes these are smaller adjustments to the general norms. Assistant professors and PhD-students have a slightly better norm for class lecturing than associate and full professors. Teaching on part time diploma programmes and the MBA programme implies other norms not listed here.

Type of activity (bachelor and master degree programs)	Hours allocated for associate- and full professor (norms for assistant professors + PhD-students in brackets)
2*1 hours lecturing in class	8 hours (10 hours)
2*1 hours lecturing in class plus 2 hours of related group work (exercises)	12 hours (14 hours)
Course exam (oral or written)	30 minutes per student
Supervision of student semester project, including exam (various norms depending on semester level, number of students)	10 ECTS master level: 1 student 15 hours, group with 2 students: 25 hours group with 3 students: 30 hours group with 4 students: 40 hours
Supervision of Master thesis (30 ECTS)	23 hours (including exam) per student (2 students in group 46 hours)
Semester coordination	40-60 hours depending on number of students

- A 5 ECTS course will typically mean 8-10 lectures in class.
- A 10 ECTS course will typically mean 10-12 lectures in class plus various types of student assignments (for instance an essay)

Example 1: Associate professor N1, spring semester:

Course A (5 ECTS) master level, 50 students, 8 lectures incl. group work + exam	$8*12 + 50*0,5 = 121$ hours
Course B (10 ECTS) bachelor level, 300 students, 12 lectures + exams (course shared with another lecturer)	$(12*10 + 300*0,5)/2 = 135$ hours
Supervision of 4 semester projects, 15 ECTS	3 groups with 4 students plus 1 group with 2 students $(3*40) + 25 = 145$ hours
Supervision of 4 master theses (typically individual students), 30 ECTS	$4*23 = 92$ hours
Total	493 hours

Activities reducing the direct teaching load

At the Social Science Faculty, the direct teaching load is reduced according to specific norms if a staff member takes on various other typical tasks. Below are some examples (the list is not a complete list):

- Main Ph.D.-supervisor: 50 hours per semester in three years. Often there are both a main and a second supervisor. Then the 50 hours are shared between the two supervisors ($2 \cdot 25$ hours)
- Ph.D.-course: depends on format and responsibility
- Chairman of a Ph.D.-assessment committee: 32 hours
- Participation in university pedagogical course for assistant professors: $2 \cdot 63$ hours
- Member of Academic Council, Member of Department Council: 40 hours per year

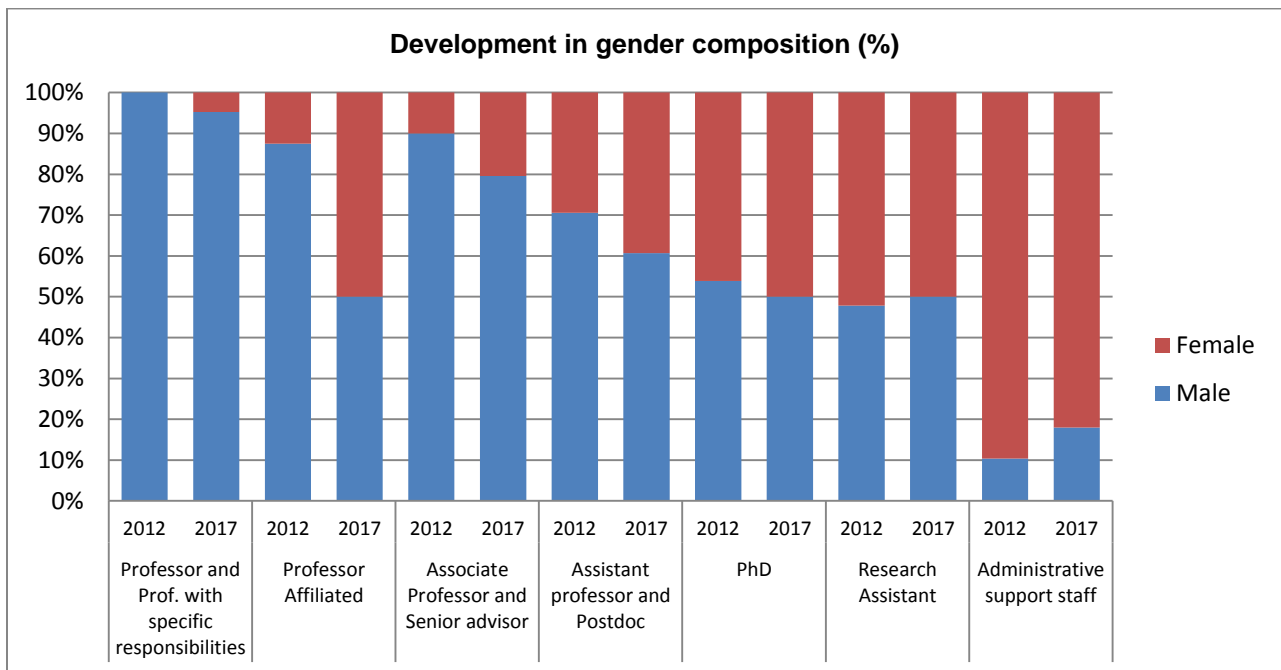
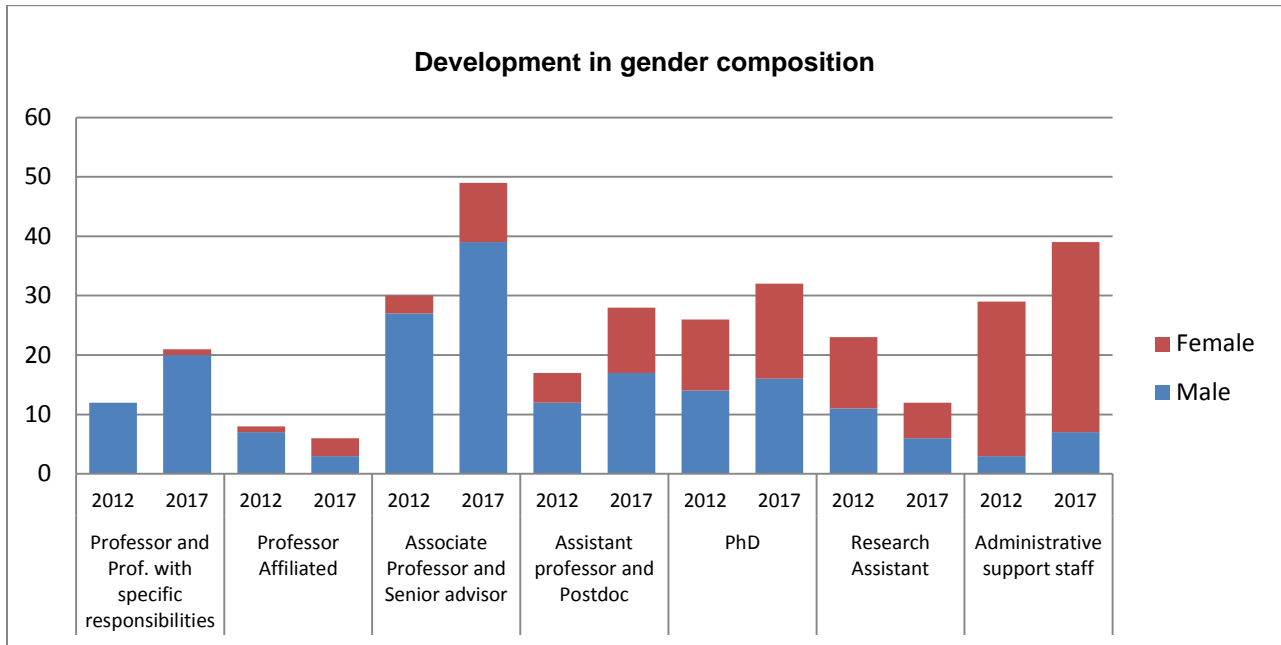
Example 2: Associate professor N2, spring semester:

Main but shared supervisor for 2 PhD-students	$(2 \cdot 50) / 2 = 50$ hours
Chairman for 1 PhD assessment committee	32 hours
Member of Academic Council	$40 / 2 = 20$ hours
PhD course (2 ECTS), planning, lecturing, commenting on papers, 15 participants. Duration 1 week	Planning: 15 hours 4*1hour lectures: $4 \cdot 5 = 20$ hours discussion of 15 papers: $15 \cdot 3$ hours Attendance: 25 hours Total: 105 hours
Course A (5 ECTS) master level, 50 students, 8 lectures incl. group work + exam	$8 \cdot 12 + 50 \cdot 0,5 = 121$ hours
Course B (5 ECTS) master level, 50 students, 10 lectures + exam, shared with another lecturer	$(10 \cdot 8 + 50 \cdot 0,5) / 2 = 52,5$ hours
Supervision of 4 master theses (typically individual students), 30 ECTS	$4 \cdot 23 = 92$ hours
Internal censor (co-examiner), 5 ECTS course, oral exam, 40 students	$40 \cdot 0,5 = 20$ hours
Total	492,5 hours

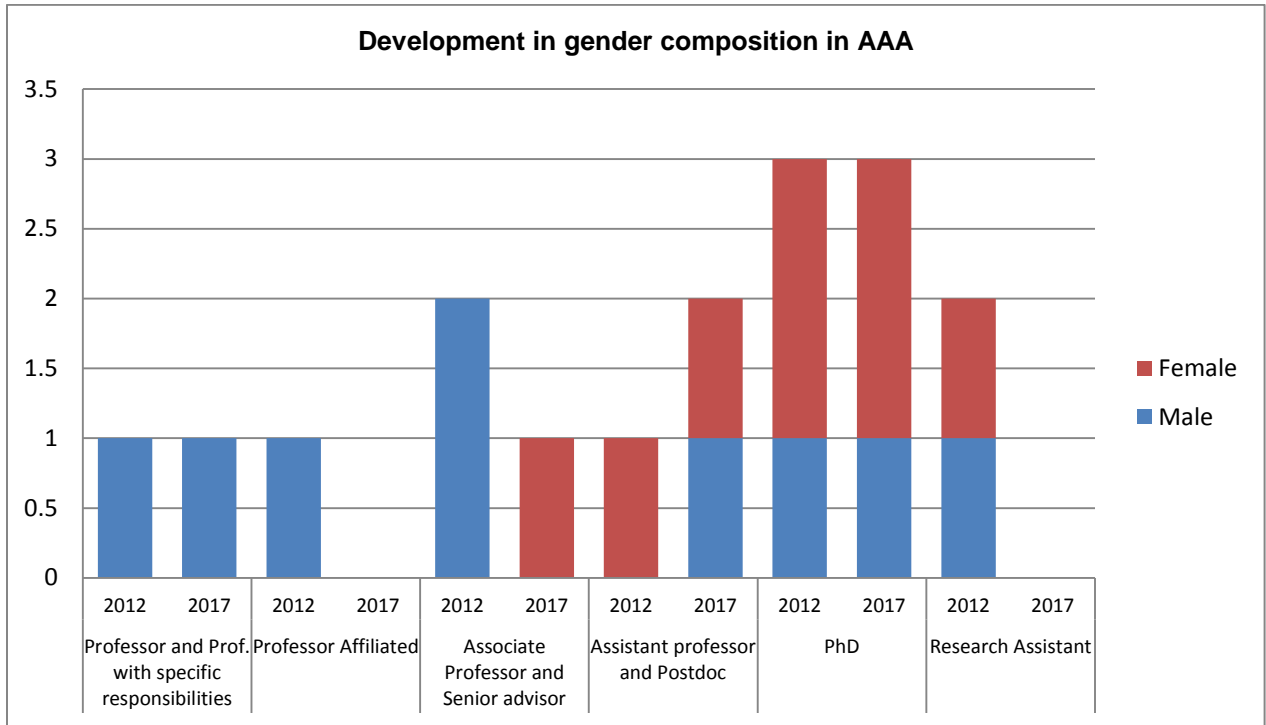
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Supplementary information regarding gender composition at department and research group level.

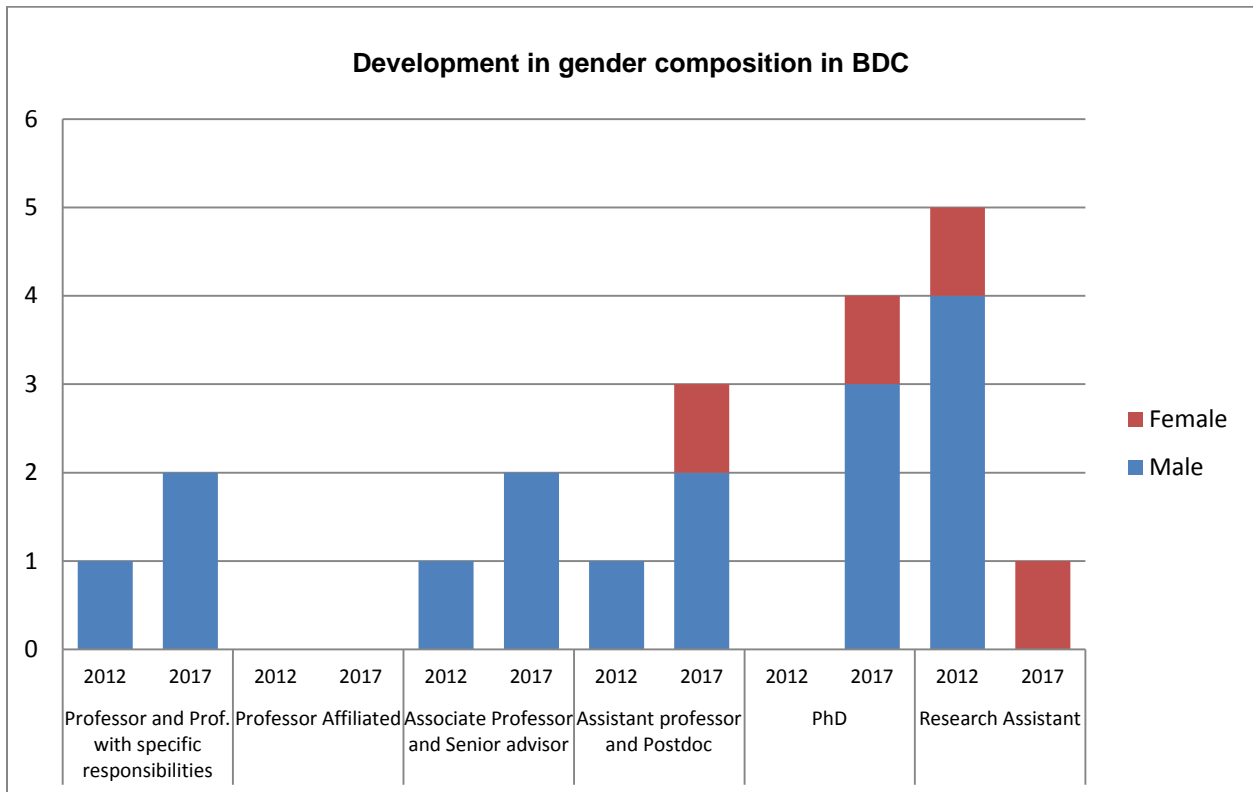
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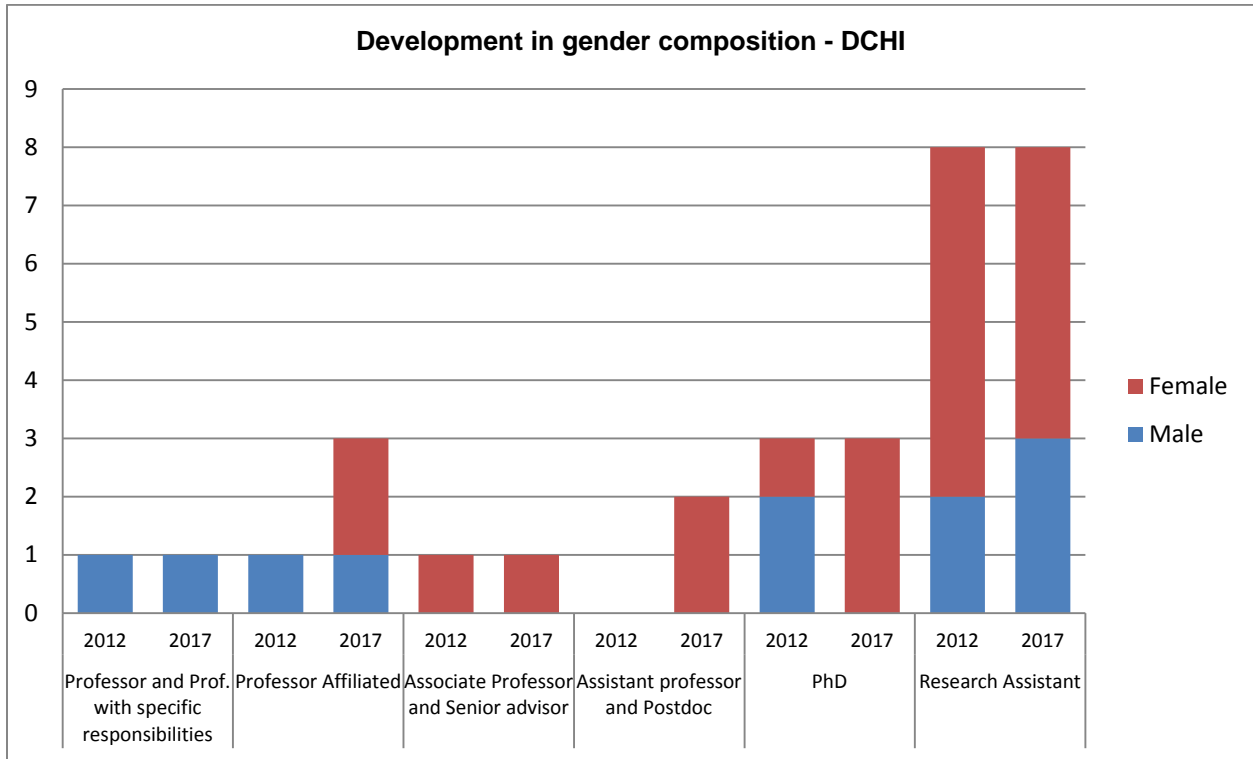
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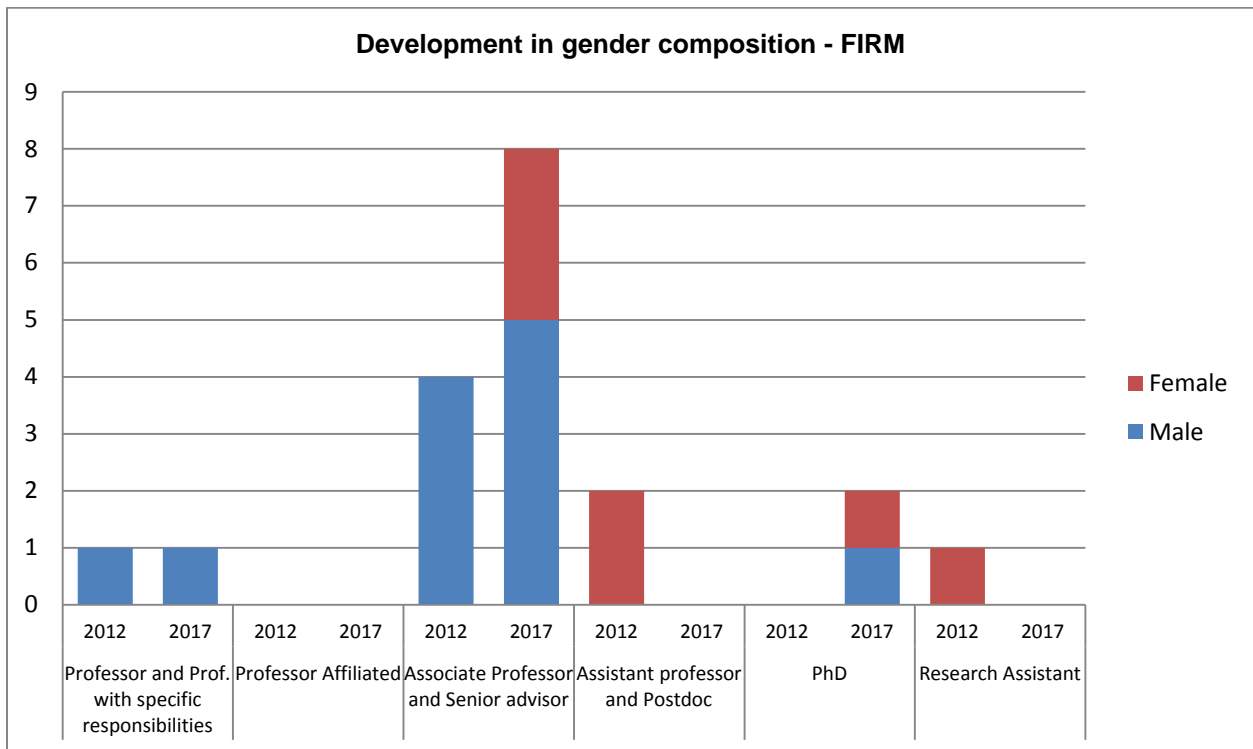
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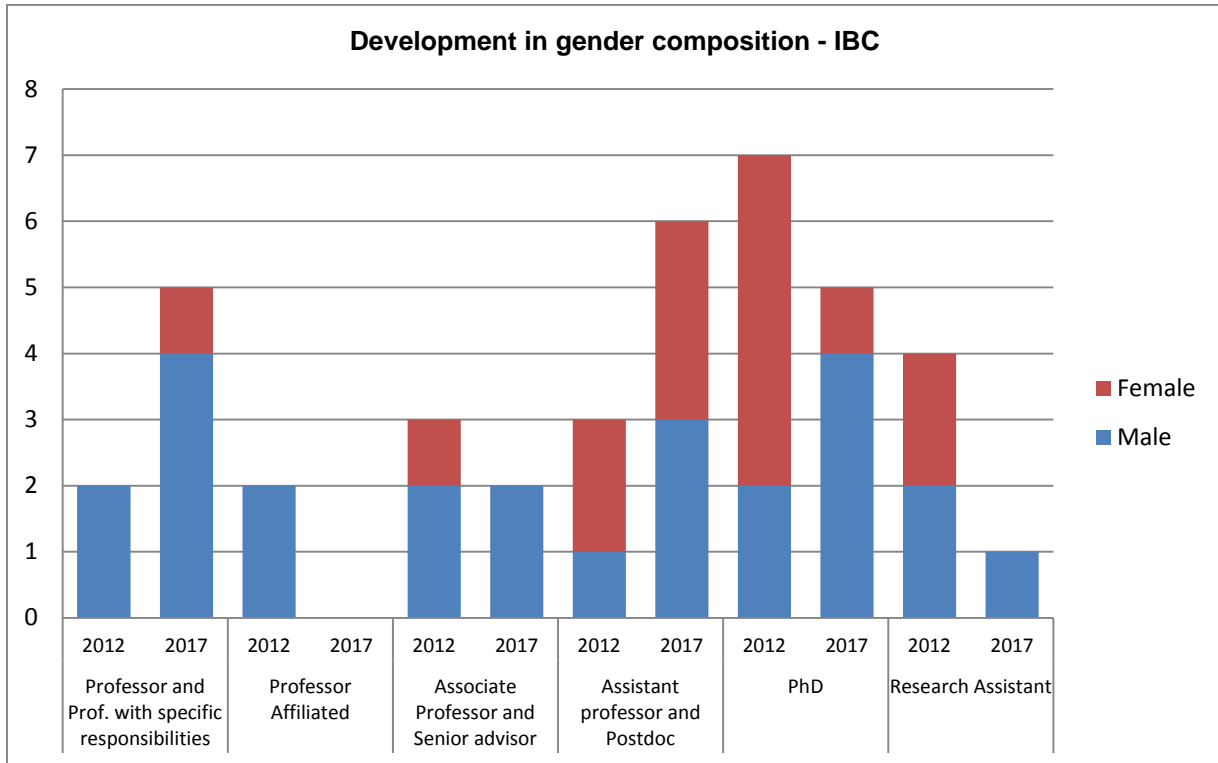
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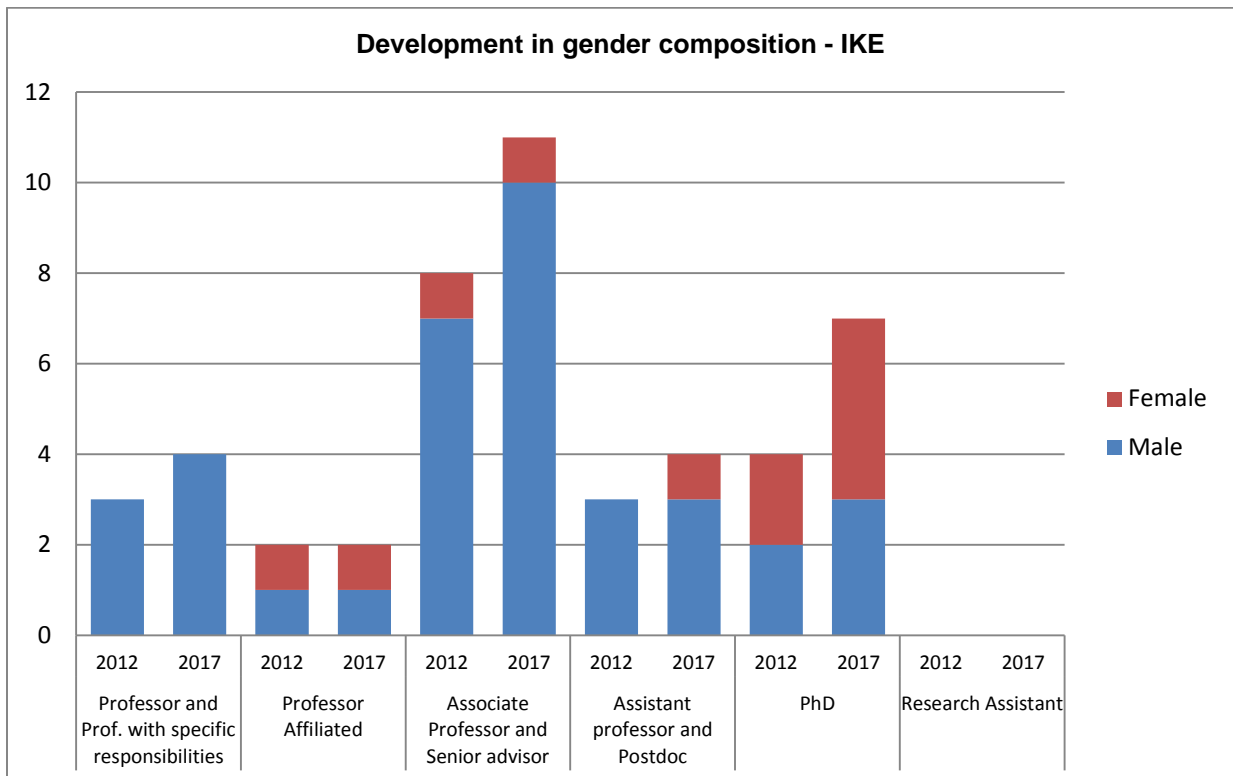
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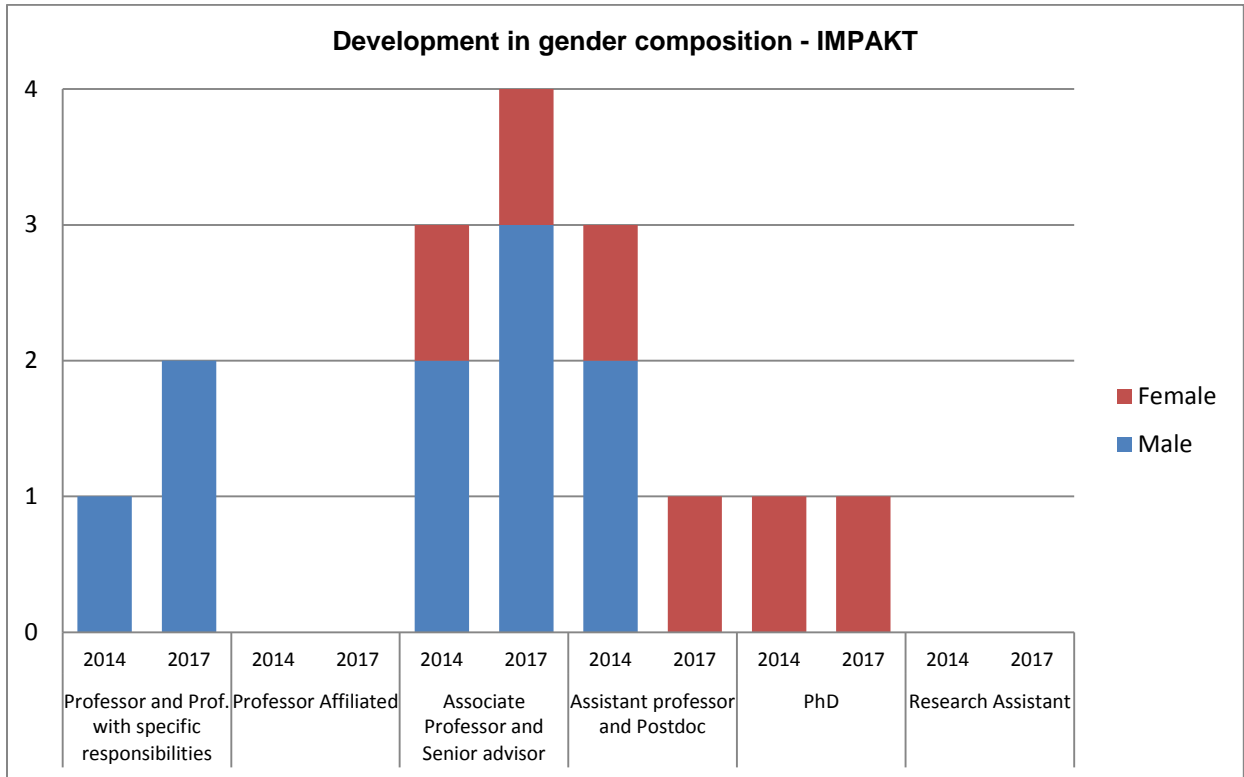
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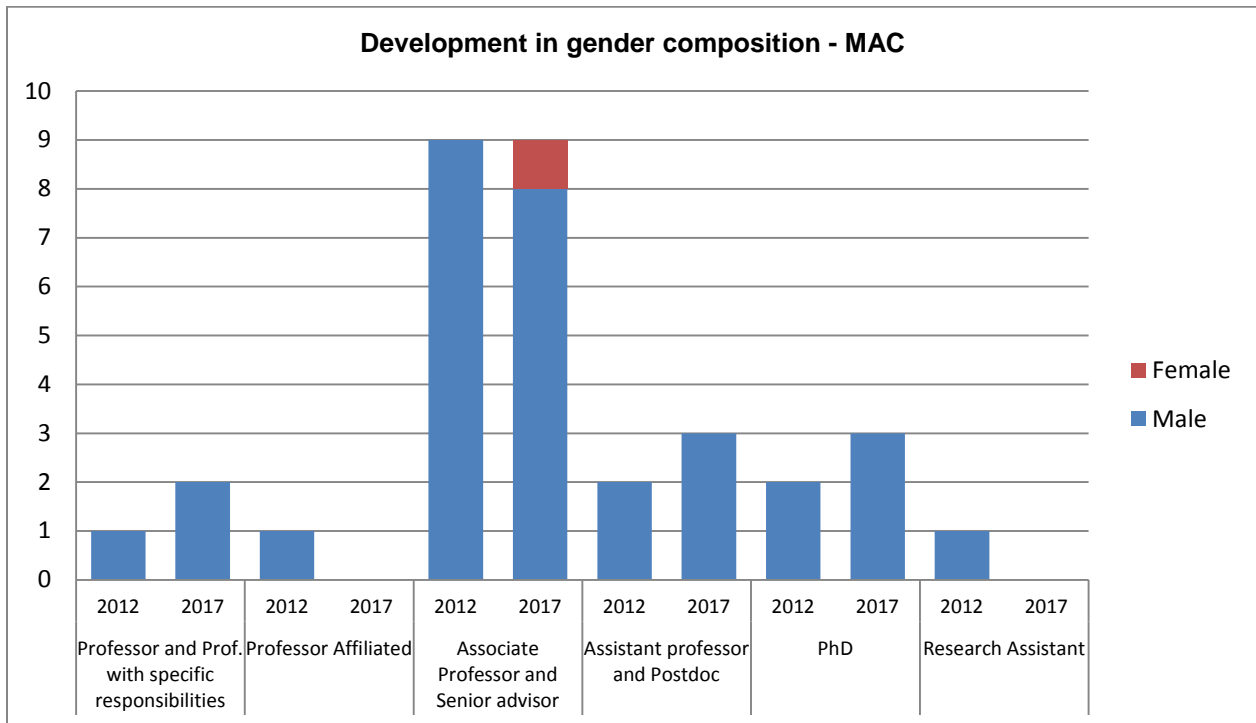
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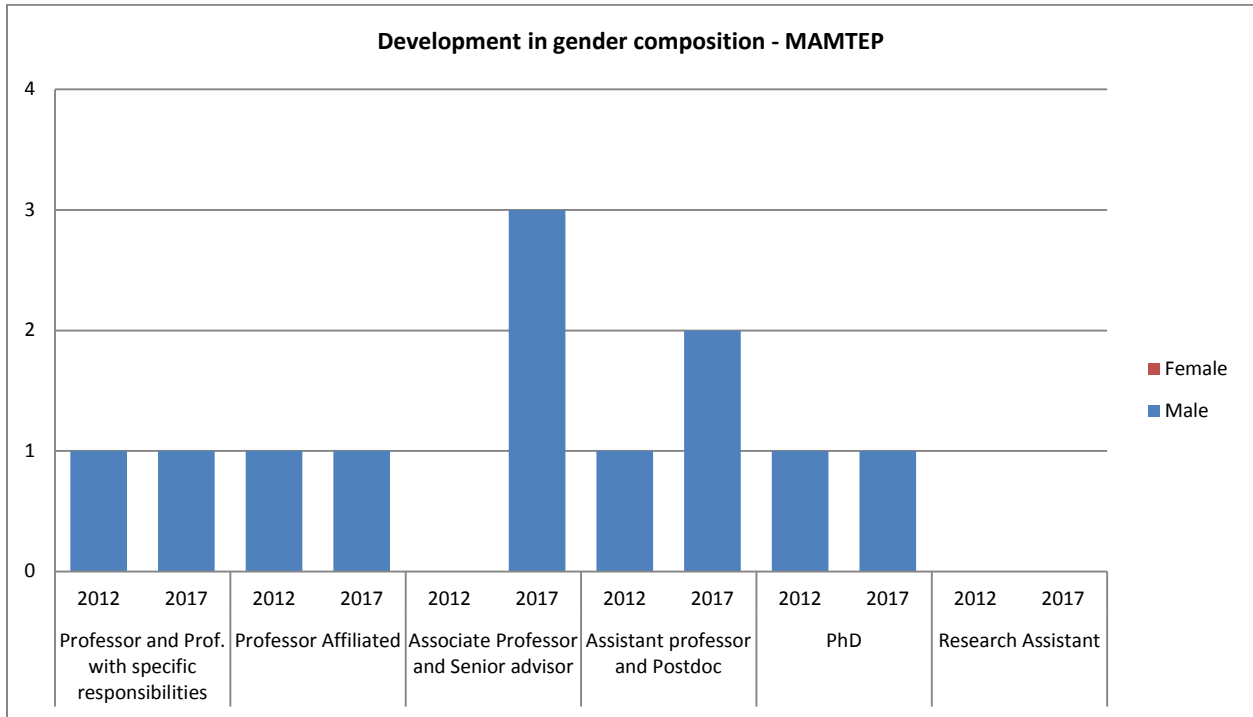
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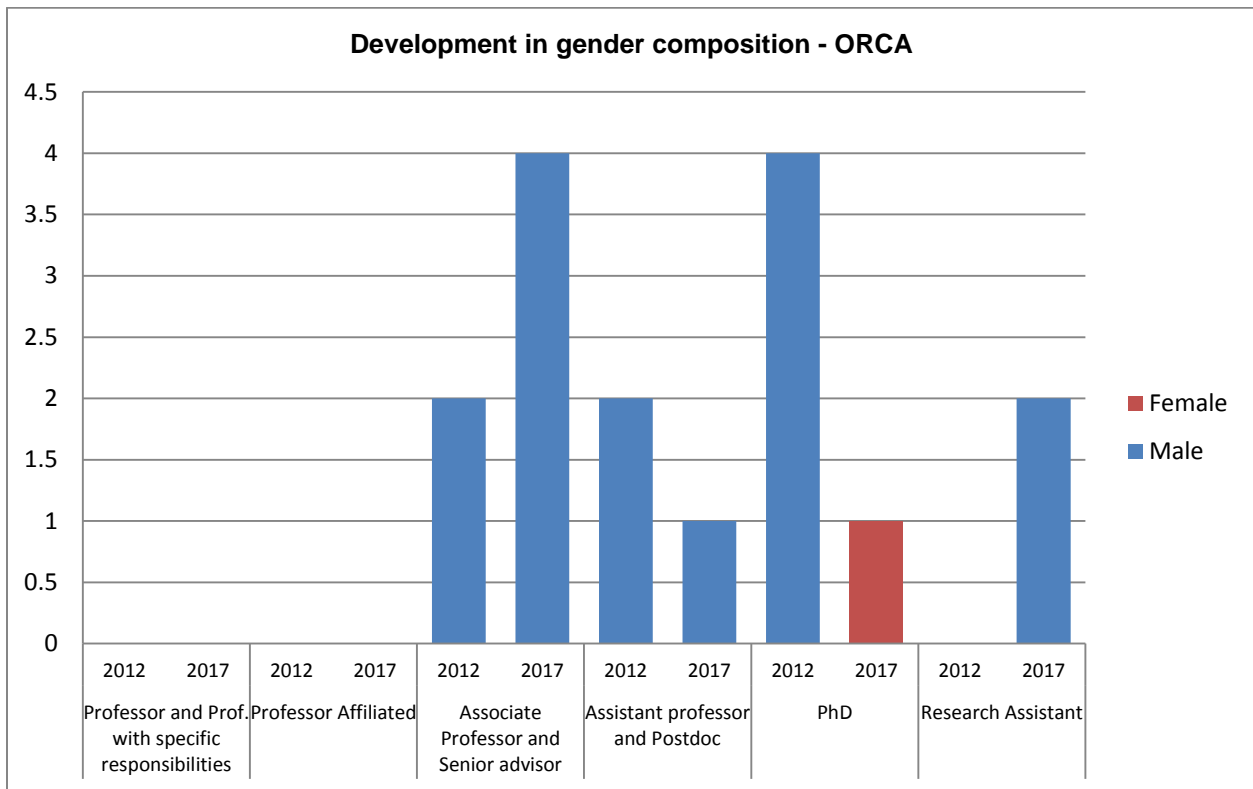
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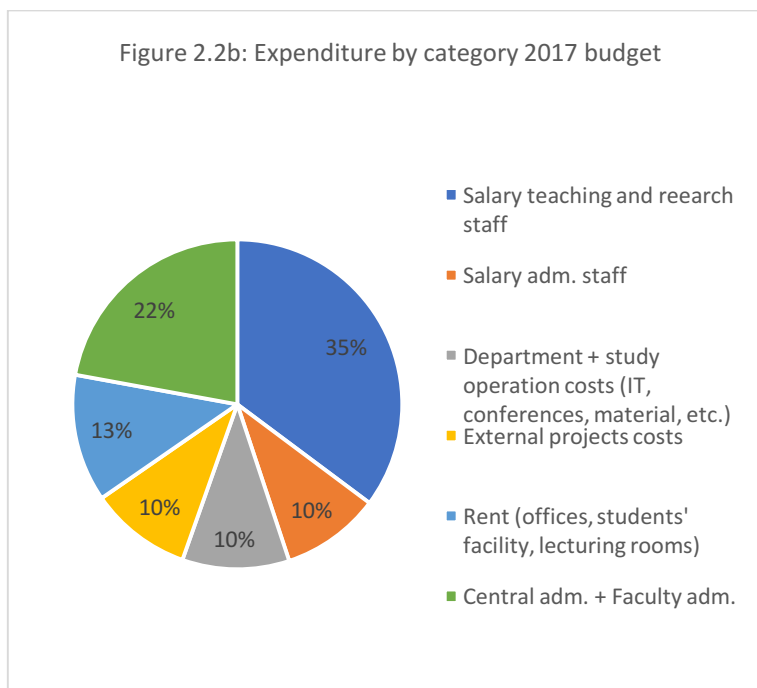
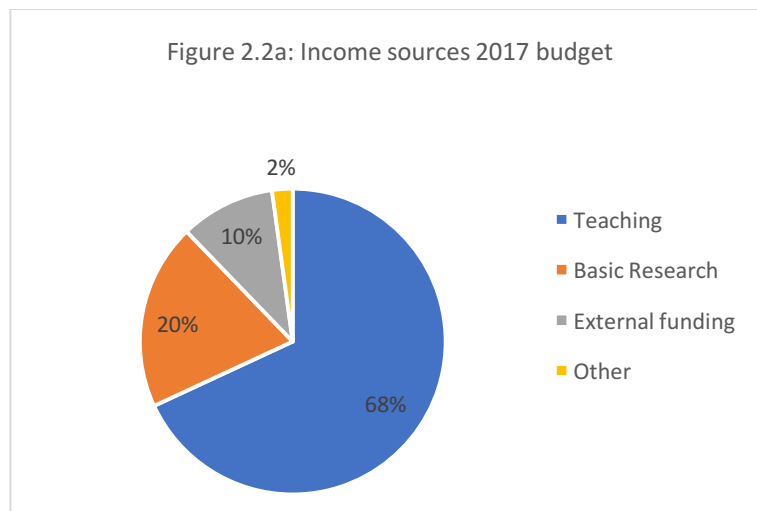
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Supplementary information concerning the economic context

In the preliminary research evaluation report, Figure 2.2 p.10 shows the development of department income sources 2012-2017 in DKK. A question was raised by the panel about the distribution on the costs side. Below, Figure 2.2a shows the department budget 2017 from the income side, and Figure 2.2b from the costs side.

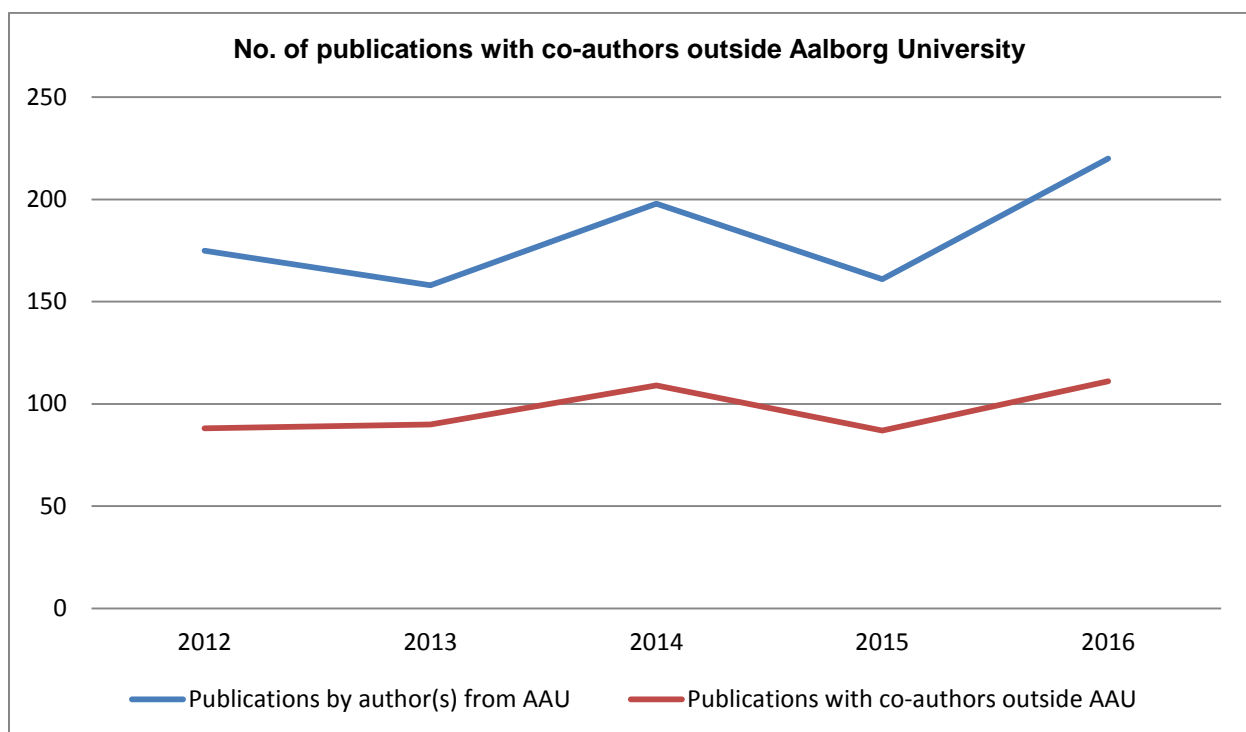


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Supplementary information regarding no. of publications co-authored with people outside Aalborg University.

Below publications at department and research group level are split between publications by author(s) from AAU (publications written by one author or co-authored with other colleagues from AAU) and publications with co-author(s) from outside AAU.

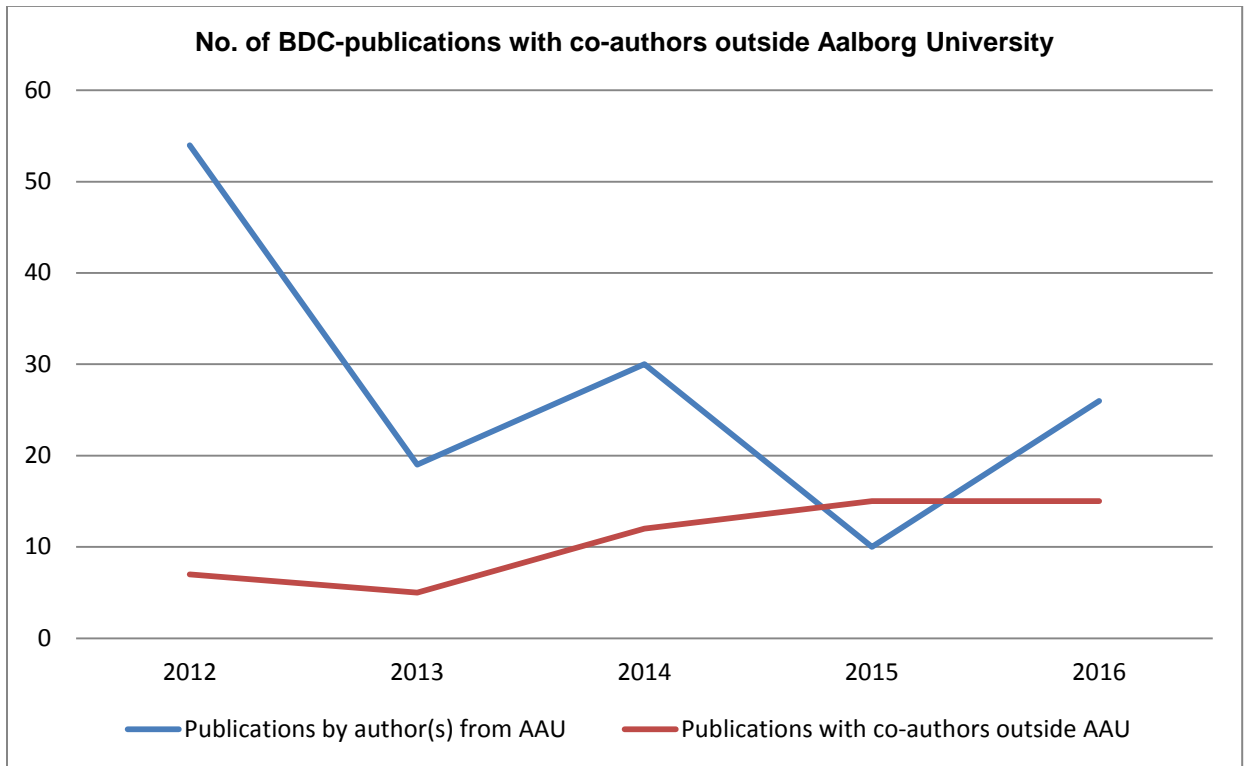
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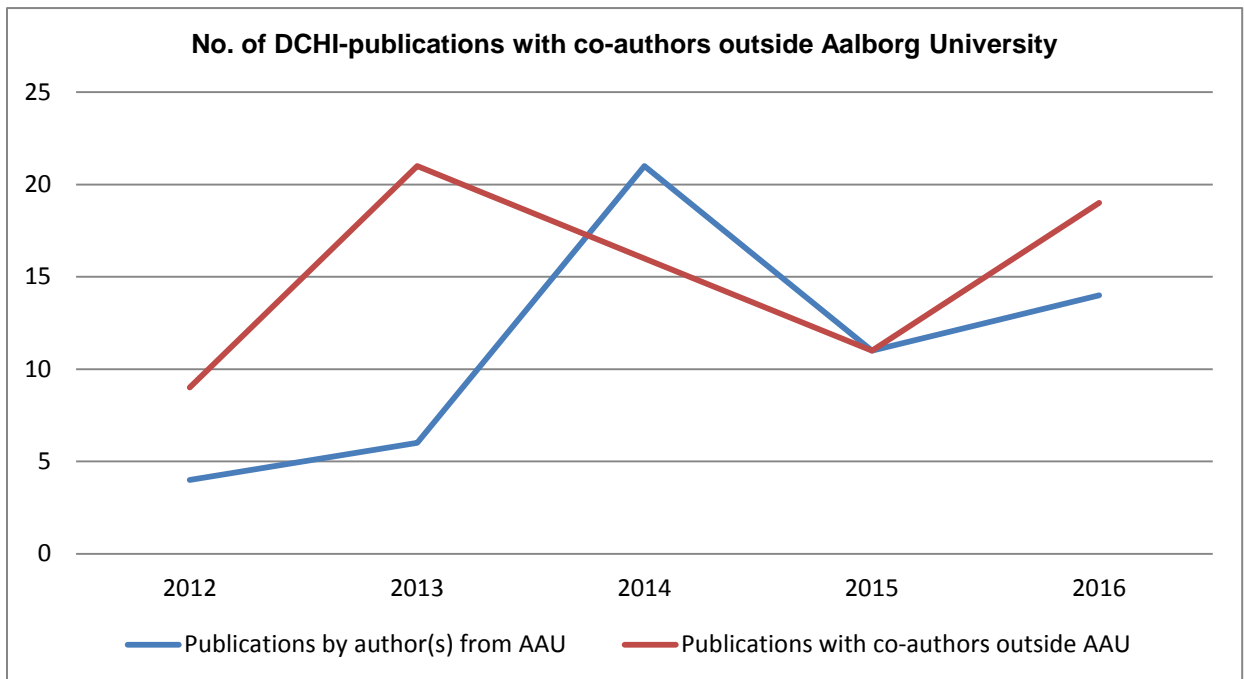
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Only data from 2016 are available. In 2016 all publications were written by authors from AAU.

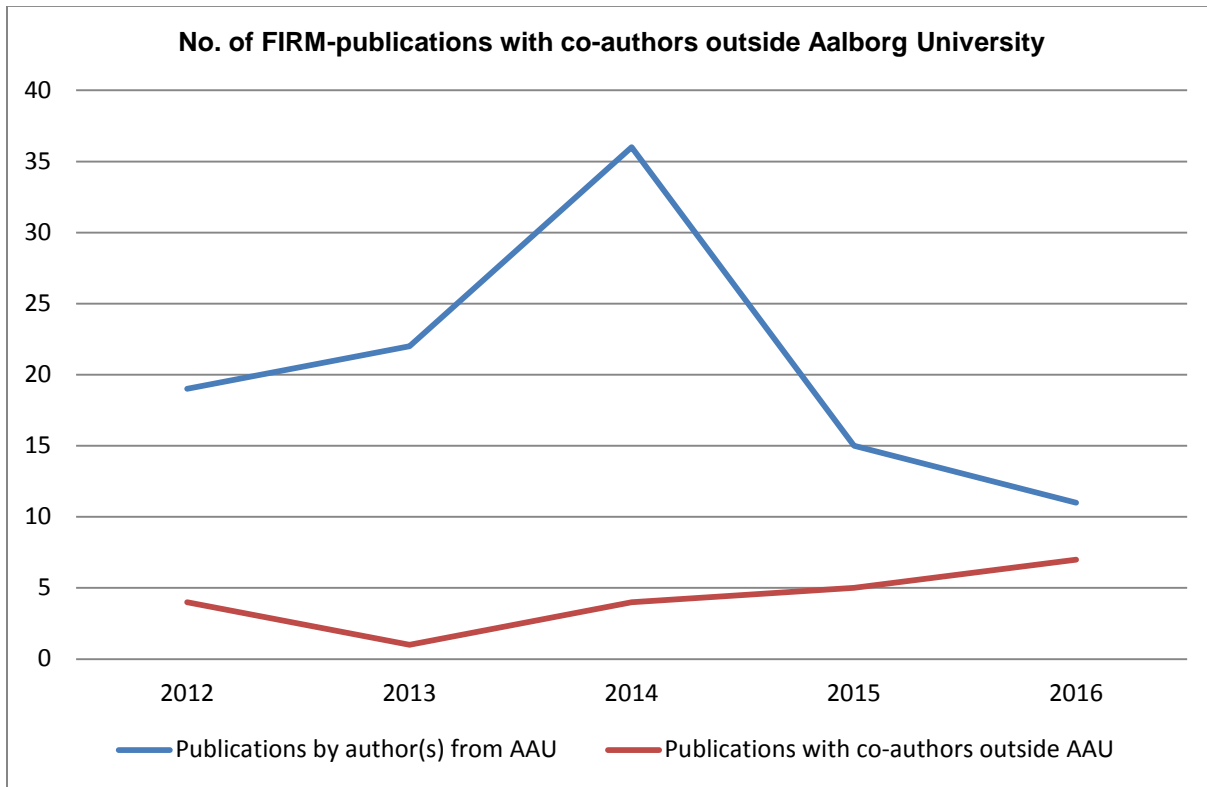
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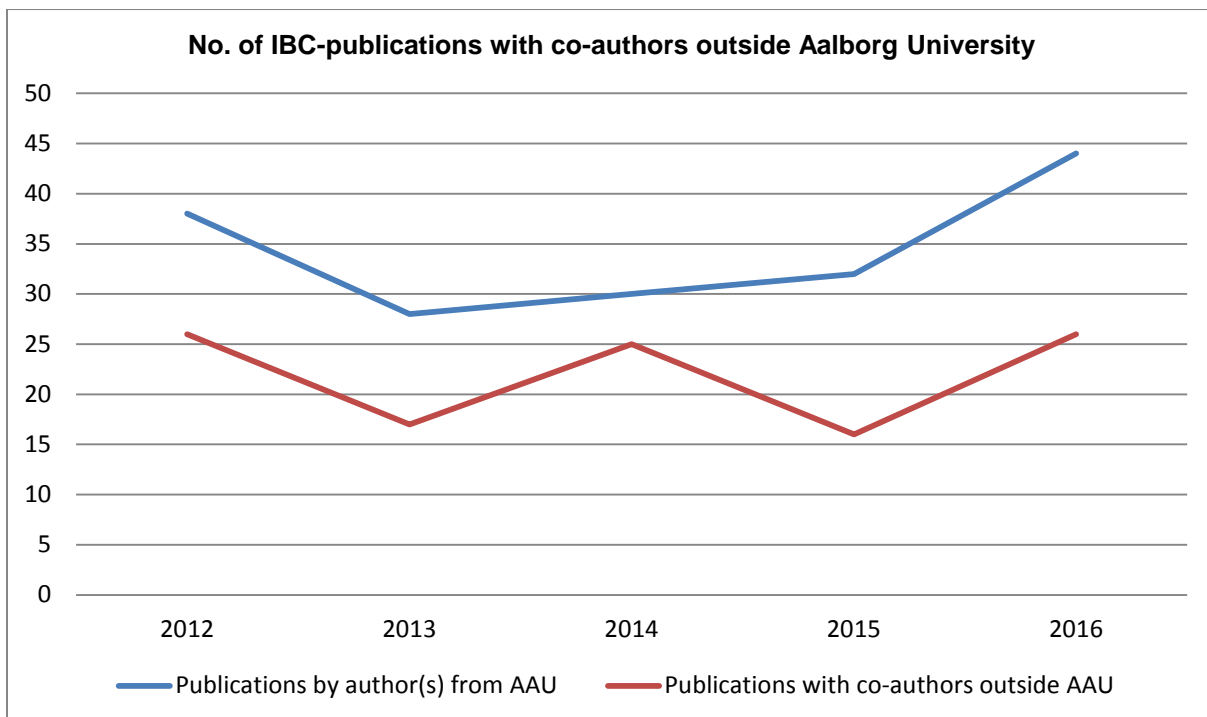
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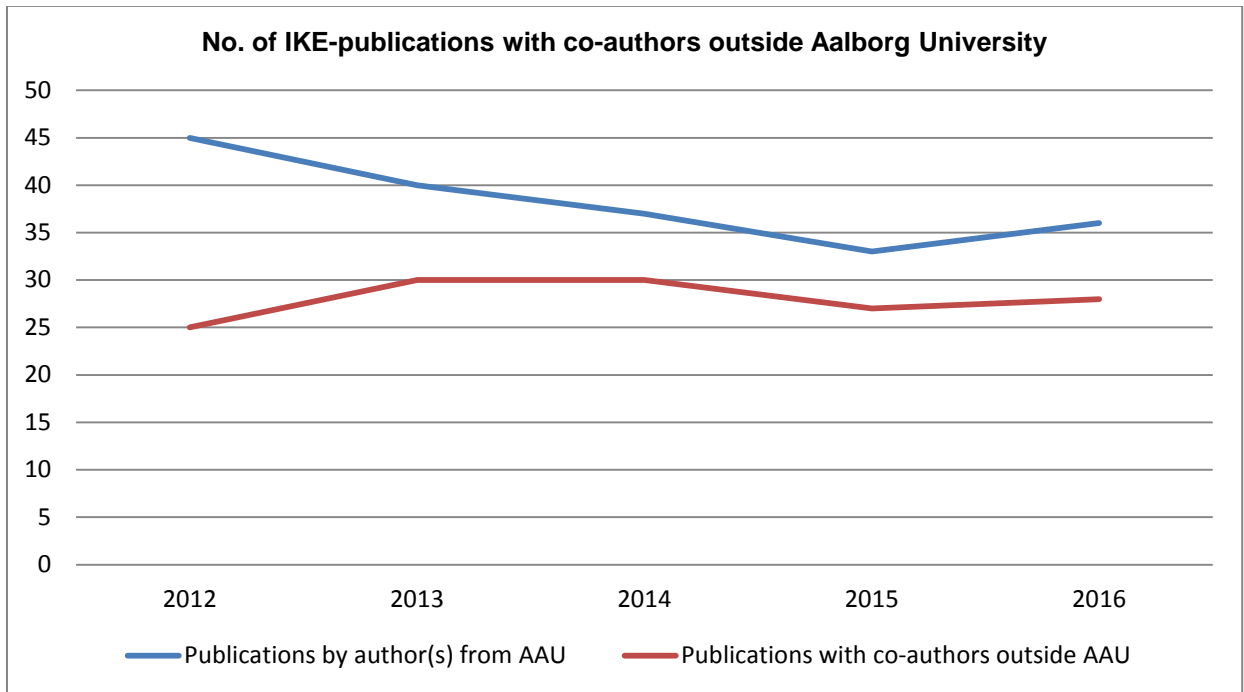
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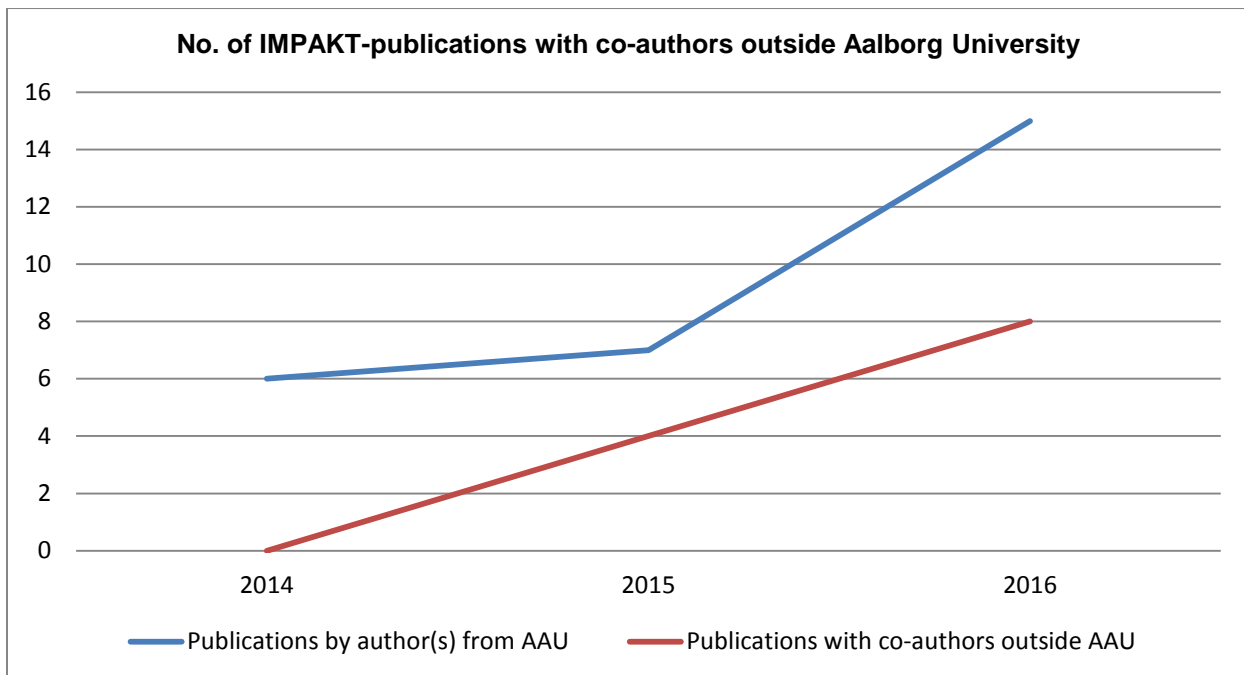
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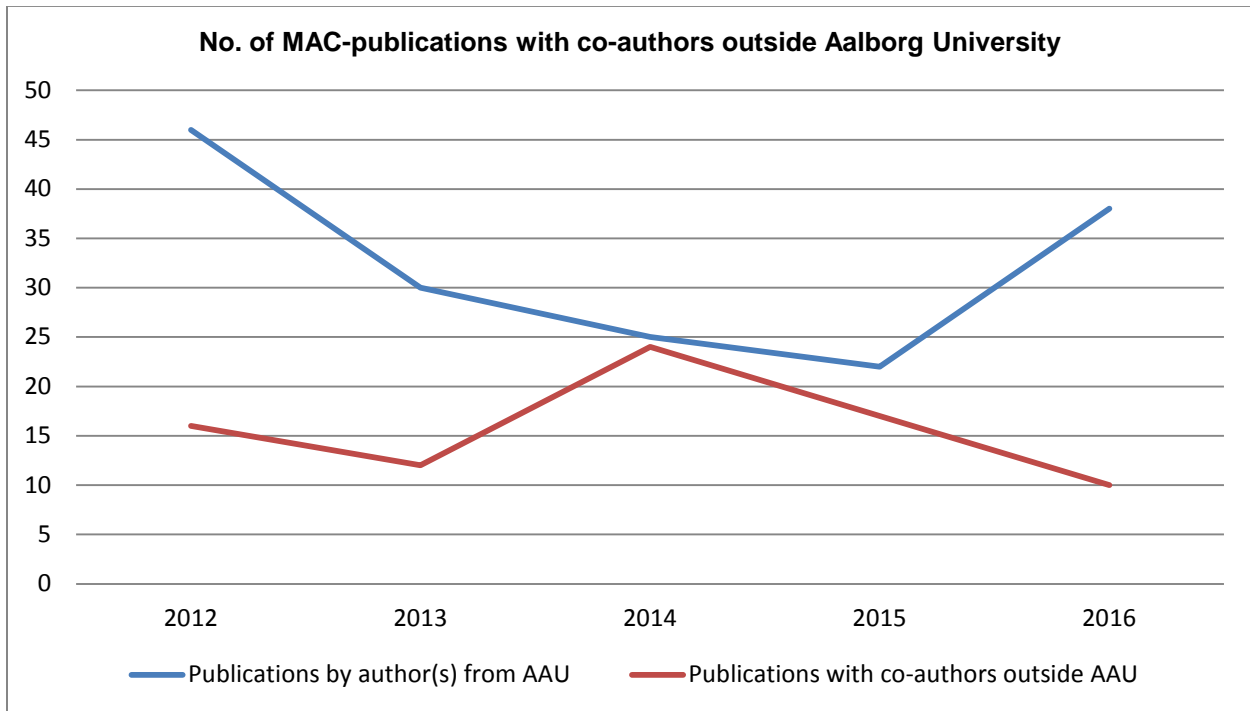
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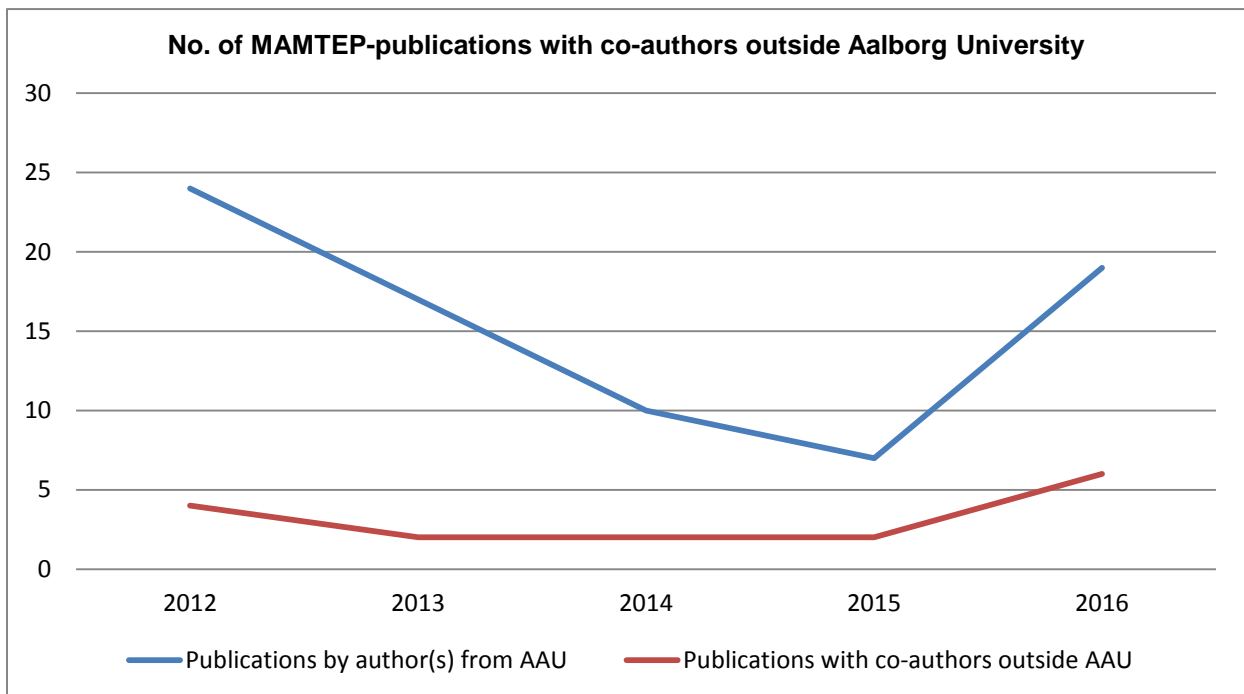
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