

## ENGLISH TRANSLATION OF THE CASE DOCUMENT/"SAKSFORELEGG":



UNIVERSITETET I BERGEN  
*Fakultet for kunst, musikk og design*

**Styre:** Fakultet for kunst, musikk og design  
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### Retningslinjer for bruk av stipendiatenes pliktarbeid

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#### Background:

The doctoral education is standardized to three years, including the training component. However, candidates employed as university fellows have a four-year program with 25% dedicated to duty work. The purpose is to provide competence in teaching, guidance, and other relevant academic activities. A plan for the distribution of duty work across different semesters and its content must be developed, as per program description 3.1: "For candidates employed at UiB, a plan for duty work should be established as soon as possible after starting the program, and then annually." Reference is also made to regulation § 8 and program description 3.2: "The candidate and primary supervisor should, as soon as possible and no later than three (3) months after admission, review the project description, budget, and plan for the teaching component."

#### Organization of Duty Work at KMD

The department head has authority over duty work resources. The department head and supervisor collaborate with the doctoral candidate to plan the work. The candidate must keep track of the hours worked for duty tasks and report annually to the department head.

The different parts of duty work should, to the greatest extent possible, be merit-based and contribute to competence for future employment in research and teaching positions. The department head, in collaboration with the supervisor, should ensure that the candidate has a varied set of duty tasks to gain insight into various aspects of UiB's activities.

The faculty sets duty work for doctoral candidates at an average of 215 hours per semester, of which 70%, or 150 hours, should be related to teaching-related tasks such as lectures, guidance, course activities, grading, and admission work at the bachelor's and master's levels. The remaining 30% of duty work can include committee work, council work, relevant research administration related to research groups, larger research projects, and research schools, but should not consist of regular administrative tasks.

The workload can be distributed as an average over the entire employment period or concentrated in certain periods. The basis for carrying out duty work should always be what is best for the completion of the Ph.D. project. This may mean that periods with demanding tasks related to the Ph.D. work should be shielded from duty work. Many doctoral candidates may need research stays outside the

institution. The faculty considers it undesirable for the candidate to have to catch up on duty work for that period. Doctoral candidates are expected to focus on completing their Ph.D. Normally, no extra compensation is given to doctoral candidates. If it becomes necessary to assign additional work beyond the duty work, it should primarily be deducted from the duty work in later periods. It may also be possible to grant the candidate leave to carry out a time-limited task, with an extension of the doctoral period accordingly. Such leaves should, in principle, be limited as much as possible and only used when the task can be justified as having a positive impact on the completion of the Ph.D. project.

Pending the development of a comprehensive plan for tracking teaching activities for employees at KMD, the faculty asks department heads to exercise discretion in the agreements made with doctoral candidates for the spring semester of 2019. Teaching preparation and post-work should normally be given higher priority than for other faculty members.

**Proposal for Decision:**

The Faculty Board sets duty work for doctoral candidates at 215 hours per semester, with 70%, i.e., 150 hours, to be devoted to teaching and teaching-related tasks, in accordance with the guidelines outlined in the document.