

Definition of minimum demands for teaching and supervision in connection with the “Policy for increasing study activity at the Faculty of Arts”

The details outlined below regarding calculating minimum demands are subject to revision following the final report by the Danish Ministry of Education regarding demands for calculating teaching hours. A decision on this point is expected in the autumn of 2013.

Definition of minimum number of hours

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Background

According to the “Policy for increasing study activity at the Faculty of Arts”, the faculty’s policy from 2014 onwards is that:

- All Bachelor’s degree programmes at the Faculty of Arts will offer at least 12 hours of teaching and supervision each week within the space of a 14-week semester
- All Master’s degree programmes at the Faculty of Arts will offer at least 8 hours of teaching and supervision each week within the space of a 14-week semester

Definition of minimum demands

The term “hours” means hours of teaching (by academic staff, part-time academic staff or student instructors) and hours of supervision collectively or individually.

14-week semesters

All the university’s degree programmes are at liberty to arrange courses of teaching lasting less than 14 weeks each semester, for instance via particularly intensive courses which may end in an examination earlier or later than usual. However, when they are converted, the total number of hours for each degree programme must comply with the demand for 12 and 8 hours per week respectively for 14 weeks each semester. This means that each semester an average of 168 hours will be offered on the *entire* Bachelor’s degree programme and 112 hours on the *entire* Master’s degree programme. For further details, please see below.

Exceptions (fieldwork/work placements, for instance)

It is not possible to calculate the number of hours of teaching and supervision offered for all aspects of all degree programmes.

The basic rule is that the calculation includes the entire Bachelor's degree programme including supplementary subjects and the semester during which the Bachelor's project is written.

- Owing to the diversity of combination options available for supplementary subjects, the hours offered for basic studies and supplementary subjects are calculated separately. This means that they must each comply with the objectives.
- Introductory courses are not included in the calculations.
- Humanities electives and any other elective subjects on the Bachelor's degree programme are calculated in the form of an average figure.
- Semesters involving off-site teaching (study required in other countries) are included in calculations.

On Master's degree programmes calculations are made in the first, second and third semesters.

- For degree programmes with a profile semester in the third semester, an average figure is calculated for the profile courses offered.
- No figures are calculated for semesters which only contain field studies, internships etc. according to the academic regulations.
- In connection with combinations of subject elements generating ECTS framework extensions, the framework extension is not included in the calculations.
- The thesis semester (normally the fourth semester) is not included in calculations.

Further details

From the autumn of 2012 the semester extension started with a differentiated expansion to 13-week semesters, which was extended to 14-week semesters from the spring of 2014. The extension of semesters does not mean that all the teaching must be time-tabled across all 14 weeks. 14 weeks of teaching each semester makes it easier to plan and coordinate an entire semester of teaching and organise activities so that work can be done in intensive stages but without collisions.

Even though the length of semesters has been increased, students must be able to sit make-up examinations or re-examinations in the same semester without being delayed in their studies as a result.

The extended semesters make it possible to offer students teaching over a period longer than three months per semester, and to arrange intensive periods of teaching during a semester, thereby providing good conditions for developing time-tabled activities and integrated methods of evaluation. This will increase opportunities for a higher level of study activity in general.

Implications

For some degree programmes, the minimum demand for 12 or 8 hours per week for 14 weeks in a semester will mean that extraordinary funding must be made available so the number of hours can be increased in the short term by increasing the amount of teaching and supervision provided by part-time academic staff and student instructors. This is a continuous process for all degree programmes, which must com-

ply with the minimum demands in a fashion which is relevant for the subject concerned.

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For all degree programmes under the Ministry of Education, there will be a demand to calculate the number of hours of teaching and supervision from the autumn of 2014 onwards (cf. the model above), subject to any adjustments owing to the final report by the ministry in the autumn of 2013.

Owing to the demands outlined above regarding calculating the number of hours of teaching and supervision, AU Studies Administration has started to develop systems support for this purpose in the short term. In the longer term the ministry is expected to develop STADS for the same purpose.

Please see:

“Policy for increasing study activity at the Faculty of Arts” and the working papers “Model for full-time study activity and ECTS basis”, and “Specific projects and plans of action”.
