



MEMORANDUM:

GUIDELINES FOR PHD FELLOWS' 840 HOURS OF WORK

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FAKULTETSSEKRETARIATET

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These guidelines aim at ensuring equal working conditions for PhD fellows employed at the Faculty of Theology.

The guidelines lay down the framework for the preparation of the PhD plan, which is approved by the appointing authority and the relevant partners.

The working conditions for PhD fellows at the Faculty of Theology are covered by common rules and guidelines for the PhD degree program of the Copenhagen University. Paragraph 3.3 sets the framework for the 840 hours of compulsory work as follows:

In relation to the collective bargaining agreement, the appointing authority has the duty to offer the PhD student work corresponding to 840 hours for the appointing authority when employed for three years full time. The appointing authority is furthermore obliged to pay the PhD student a full wage regardless if the appointing authority does not make use of the 840 hours. The PhD student has the opportunity in consultation with the university to get the amount of the 840 hours reduced or repealed in exchange for a proportionally reduction in wage.

In case of employment for a shorter period there will be a relative deduction in the 840 hours of work.

The work corresponding to the 840 hours may not be administrative tasks, but could be tasks within knowledge dissemination, teaching, research, library work, committee work or other academic tasks which can relieve the remaining academic staff members.

The Faculty of Theology emphasizes in its implementation of the common rules that the tasks within the 840 hours of compulsory work must be coherent and well defined and shall be planned with due consideration of the individual project.

Tasks "within communication, teaching, research, library, committee work or other academic activities, which may relieve the other academics staff" could be to contribute to the planning and organizing of conferences, the preparation of research applications or research communication or outreach tasks. Teaching may be included (cf. Guidelines for PhD students' teaching at the Faculty of Theology).

The assignments must as far as possible be set out in the PhD plan and must be scheduled at an early stage of the PhD education so that the PhD student has time for writing his/her thesis during the last terms of the education. The agreement on assignments within the 840 hours of compulsory work is concluded between the PhD student, the supervisor and the Head of Section (or Head of Center). The PhD plan must be approved by the Head of the PhD School.

These guidelines apply to PhD students enrolled on 1 September 2017 and onwards.

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Dean

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Head of PhD School