



4 SEPTEMBER 2017

**MEMORANDUM:
GUIDELINES FOR PHD STUDENTS' TEACHING
ACTIVITIES**

FAKULTETSSEKRETARIATET

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As part of the PhD programme, each PhD student must acquire teaching experience or experience with other types of knowledge dissemination related to the student's PhD project (see section 7 (2), item 4 of the PhD Order).

In each case, an agreement on teaching assignments is concluded between the PhD student, the supervisor and the Head of Section. This agreement, which is subject to the following guidelines, must be approved by the Head of the PhD School and included in the PhD plan.

- (A) If the PhD student's project falls within the subject areas under the Faculty's study programs, the PhD student as a general rule teaches in one of these study programs. The PhD student teaches together with his/her supervisor or with another permanent academic staff member (VIP). The supervisor/academic staff member is responsible for the teaching of the PhD student. The PhD student does not have grading duties (except for the assessment of written assignments at the BA level).
- (B) If the PhD student's project falls outside the subject areas of the Faculty's study programs, the student acquires experience with teaching/dissemination of knowledge in other ways.

These guidelines apply to PhD students who are enrolled on 1 September 2017 and onwards. PhD students enrolled before 1 September 2017, follow the previous memorandum.

Kirsten Busch Nielsen
Dean

Carsten Pallesen
Head of PhD School

Carsten Selch Jensen
Head of Studies