

To all employees with teaching responsibility,

TEACHING ACCOUNT

It is necessary to have an overview of the teaching activities for the staff having teaching responsibility in order to administer the teaching resources in the best way. The account should account for the teaching input for the different subjects and persons.

45% teaching duty for a full time employee corresponds to about 770 hours per year.

25% teaching duty for PhDs with teaching duty (full time employed) corresponds to about 430 hours per year.

We ask that all employees with teaching duty, **including phds with 25% duty work**, fill in the form for their teaching- and supervision activities.

By following this link: <http://biologi.uib.no/pages/undervisning.php> you will find a form to fill in the hours used teaching/supervising. The form is sent to all employees involved in teaching at BIO.

Please note! All registration is done **per semester**. The registration form is open for registration through the whole semester.

Explanation

1. Log on with your UiB username and password (If you do not have a UiB user name and password, please contact studie@bio.uib.no)
2. Find your name in the menu.
3. Make sure the correct semester is set in the top right corner. **All activities are registered per semester.**
4. Course administration (main responsible/emneansvarleg): To be filled in by the main responsible course administrator (emneansvarlig). Choose course (NB! The courses on the menu are dependent on which semester you have chosen on top of the page). Under this category you can also register special reading list/project student administration (outside the ordinary courses and study programmes).
5. Administration/responsible for lab/field/cruise teaching: To be filled in by the course administrator or the teacher **responsible** for field/cruise/lab-teaching. Assistance-work is to be filled in further down.
6. Teaching activities – lectures, group teaching, lab/field/cruise teaching: activities to be filled in (hours) per course per semester.
7. Grading and exam work:
 - Making of written and oral exam questions per course per semester.
 - Grading of written papers/exams: number of papers per course per semester.
 - Oral examination: number of candidates per course and number of master candidates per semester. Also register internal censor/bisitter work here.
8. Leader of evaluation committee for PhD: number of committees you have led per semester.
9. Supervision:
 - a. Main supervisor of master students per semester. Write number of students and student names in the comment field.
 - b. Co-supervisor of master students per semester. (see a.)

- c. Main supervisor of phd-candidates. One line per candidate and number of months they were supervised by you. (One semester = 6 months).
- d. Co-supervisor of phd-candidates. Same unit as c.

NOTE:

- For activities related to a subject a row for each subject should be added
- There is already a formula in the form registering the correct weighting factor ('preparation' factor) to result in the total number of hours given for the activity.
- The weighting factor is primarily based on the 'preparation' factors used in connection with payment by the hour
- Work in boards, committees or working groups should not be registered as teaching. Work of this nature falls under the category administrative duties (professors and associate professors have up to 10% administrative duties).
- According to the master agreement, students are entitled to up to 40 hours of supervision individual or in groups during their study. 40 hours of supervision is the minimum a student can expect. However, BIO wishes to stimulate more supervision, and therefore will credit 80 hours per year for each master student (40 h per semester). If supervision accounts for more than this, it will not be counted on the teaching account, but will be accounted as part of the research.
- Group meetings, seminars and other scientific seminars are not included in the teaching account. If you have given seminars/lectures not connected to a specific course but to other student/teaching activities, this should be counted. (ex. A lecture at a bachelor meeting). Register under "Annet" and explain in "Merknad".

If you have any questions, or need help, please contact the study section (studie@bio.uib.no).

Med vennlig hilsen / Best wishes,

Anders Goksøyr

Instituttleder

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Studieleder

