

## **Guidelines for duty work for PhD research fellows**

Adopted September 28, 2017

Adjusted according to decision in the Central PhD Committee Feb. 10<sup>th</sup> 2022

This document is available in both Norwegian and English. In case of doubt about the meaning of the English translation, the original Norwegian document will be regarded as the authoritative version.

The guidelines for duty work apply to PhD research fellows employed at Western Norway University of Applied Sciences (HVL) for four years including 25 % duty work. The employment period must include three years of research training.

### **Workload**

The duty work totals one full-time equivalent work year corresponding to a teaching position at HVL, i.e. 1687.5 hours. Administrative duties should be limited and normally not constitute more than 10 % of annual working hours.

### **Types of assignment**

The duty work should be relevant for the doctoral education. It should be merit-oriented with regard to a future career in academia and the public and private sectors. Duty work comprises assignments beyond those normally expected through active participation in a research environment. Relevant duty work can be:

- Teaching (lectures, exercises, lab work/courses), supervision and work related to examinations within the academic competences of the PhD research fellow.
- Provide training in the use and operation of research infrastructure.
- Participate in dissemination, exhibition and performing activities.
- Research administrative work related to organization of seminars and conferences or assistance in the development of applications for research projects.
- Participation in councils and committees on different levels at HVL.

Duty work directed towards externally funded assignments must be clarified with

Division of Human Resources and Division of Finance in advance.

### **Allocation of duty work and control of the volume**

The employer, normally the dean of the faculty of the PhD research fellow, administer the time allocated to duty work. The specific assignments and the distribution of the duty work over the employment period are determined by the employer in consultation with the research fellow and the supervisor at HVL. The duty work should be planned for at least one year ahead. The plan should be updated annually, well before the start of the semester, and include status for completed and planned duty work.

When possible, the PhD research fellow should have the opportunity to concentrate the duty work in specific periods. The duty work should be distributed in a way that ensures progress in the doctoral education of the research fellow.

The PhD research fellow will receive reasonable introduction and support in relation to the assigned duty work.

For work that has been assigned standardized work hours, these guidelines also apply for the duty work of PhD research fellows. For lectures in courses at HVL that the research fellow has not given previously, 50 % extra time is added compared to standard time for academic staff. Work that does not have standardized work hours will be credited according to the actual working hours used.

It is the employer's responsibility to ensure that the duty work does not exceed one full-time equivalent work year during the four year period. The research fellow is responsible for the registration and annual reporting of completed duty work.