

## TOTAL WORKING HOURS / WORK PLAN

Having a system based on total working hours increases flexibility and facilitates the planning of the distribution of work within each department. The total annual working hours for all teaching and researching personnel is 1,612 hours. Everyone should plan their own workload within the limitation of the total working hours and prepare an annual work plan in cooperation with their manager. The head of department or subject will ensure that the work is evenly distributed so that the work plans for personnel are drafted whilst at the same time taking into account the teaching and other activities the department is responsible for. Rector has confirmed principles for the basis of calculation for allocating hours for different tasks (available on-line).

It is recommended that the hours be drawn up with some flexibility so that new tasks (such as participation in a working group or events organized by Hanzen) can be included within the working hours during the academic year without having to change the plan. The work plan should only be changed and updated during the academic year when major changes occur (such as when taking over a course). The manager should ensure that as much of the teaching as possible is given by the teaching staff employed on a monthly basis.

The work plan is divided into the following areas: **1) Bachelor's and Master's degree education, 2) Postgraduate education, 3) Research, 4A) Competence development 4B) Administrative and other tasks and 5C) Providing expertise and social interaction.** The work plan will be considered and approved by the head of department / head of subject before the academic year begins. *A copy should be submitted to HR no later than the 18<sup>th</sup> of June 2021 (It can be sent electronically). The workplans will then be sent to the Rector by HR.*

The maximum number of contact teaching hours is 394 hours per academic year. For professors, the maximum number of hours of contact teaching should be 141 hours per academic year and for doctoral students, a maximum of 80 hours (or 5 %) of teaching per academic year is recommended. A teacher with a monthly salary can have extra teaching work up to 160 hours (including pre- and post-work) as a part-time teacher (hourly paid).

Pre- and post-teaching hours should be estimated according to the teaching requirements and level of difficulty. Rector has confirmed principles for the basis for the assessment used, for example, calculation of the number of hours per dissertation (tutoring and assessment) and how preparation and evaluation hours should be estimated for different courses. See examples below. Research-emphasised tasks should preferably include at least one teaching-free period during the academic year.

### 1. BACHELOR'S AND MASTER'S DEGREE

#### Teaching

The form should record all hours a teacher reserves for a study period (teaching plus preparation and evaluation). The data should be given separately for each study period.

**Teaching:** Contact hours for instruction, such as lectures or moderating online courses.

**Pre- and post-teaching:** Preparation time for an hour of teaching varies between study periods. Also, the time estimated for drawing up, monitoring and correction of examinations as well as for examining and assessing submitted works and seminars should be specified. The number of hours estimated for pre- and post-teaching work should be justified, for example, if more pre-teaching work is required for a course that is being held

for the first time, or if the amount of submitted work, or the large numbers of students require more post-teaching work, etc. Note! Tasks related to examination is always allocated as post-teaching work.

### **Other tasks**

Specify the time that will be required for supervision and examination of Bachelor's and Master's theses, even if as the secondary reviewer. Also submit the number of students to be supervised.

This includes consultation hours, development of teaching methods and materials, review of the maturity test, preparation of teaching plans, registration of completed study points; information relating to international students and so on.

## **2. POSTGRADUATE EDUCATION**

**Teaching in postgraduate education** (PhD students should not fill in this section)

Specify here the teaching that relates to postgraduate education. The tasks included in research training should be reported in the same way as described above.

### **Other information relating to postgraduate education**

(PhD students should not fill in this section). Specify the time used for the supervision of doctoral and licentiate theses and the number of doctoral or licentiate students supervised.

### **Participating in doctoral education/ PhD students**

This includes work on one's own dissertation.

## **3. RESEARCH**

Describe research projects and the estimated time required for these tasks. This includes other tasks related to the research project, such as applying for funds, compilation of research results, and presentations in scholarly conferences should be reported under this item.

## **4. COMPETENCE DEVELOPMENT, ADMINISTRATIVE AND SOCIETAL TASKS**

### **A. Competence development and university pedagogy**

Allocate time for competence development, such as participation in courses in university pedagogy, conferences and other training.

### **B. Administrative and other tasks**

Describe administrative tasks such as participation in working groups, commissions of trust, Department Councils (IR) membership, board membership, Academic Council (AR) membership, being head of department, one's own continuing education and competence development, alumni seminars, and student recruitment.

It is recommended that the hours be drawn up with some flexibility so that new tasks can be included within the working hours without having to change the plan. It is also anticipated that the teaching and research staff actively participate in various events such as the Conferment of

Degrees Ceremony for Masters (*Swedish: Ekonomibrevsutdelningen*) and Bachelors (*Swedish: Kandidatfesten*).

### **C. Expert tasks and social interaction**

This describes undertaking expert tasks and participation in working groups and undertaking investigations as an academic expert. Events organized in cooperation with Hanken's partners are examples of occasions where expert representation is required frequently.