

Teaching Load System

Department of Business and Management Science

Approved by the Department Board on 14.04.2021

The Department has a Teaching Load System, which registers the number of hours faculty members spend on teaching and supervision of students each year. A set number of hours is allocated for different activities. Registered hours are converted into a fixed number of points.

Faculty members in full time positions are expected to do teaching, supervision and grading corresponding to 700 points per year. The 700 point standardized workload consist of 600 points allocated to teaching and 100 points allocated to grading. Assistant professors have a tentative norm of 400 points plus grading.

This document describes how points are calculated for teaching activities.

Points for mandatory bachelor courses

- Hours of teaching		45
- Factor for preparations – ordinary courses		10
- Factor for preparations – new courses*		12
- Total number of points – ordinary courses	45 x 10	450
- Total number of points – new courses	45 x 12	540
- Additional points for <i>developing</i> a new course		300

* This factor applies to faculty members teaching a course for the first time, or for the first time in at least five years.

Points for master courses and elective bachelor courses

The Department uses a modified version of the NHH model. The NHH model is as follows:

- Hours of teaching for 7.5 credits courses		45
- Hours of teaching for 2.5 credits courses (seminars)		15
- Factor for preparations		2
- Extra points for each of the first 45 course approvals		3
- Extra points for each of the next 90 course approvals		0.5
- Total number of ordinary points for 45 course approvals		225
- Maximum total number of ordinary points (for at least 135 course approvals)		270
- Maximum additional points for developing a new course		200
- Maximum additional points for course revisions (<i>over a 5 year period</i>)		100
- Maximum additional points for alternative lecturing and evaluation activities		60

The Department modifies this model in the following way: The total number of ordinary points for all courses (master + elective bachelor) is first calculated according to the NHH model. Then each course is awarded 50 % of the points given to the individual course by the NHH model, and in addition an evenly distributed share of the remaining ordinary points.

Calculating points according to this FOR model means that the total number of points for a small course (less than 20 students) increase by approximately 20-40, compared to the NHH model. On the other hand, the maximum number of ordinary points (courses with 135+ students) may drop by 30-40 points.

Additional points – for developing courses, course revisions and other lecturing and evaluation activities – in the FOR model are awarded by application and according to the NHH model.

Points for PhD courses

- Hours of teaching for 7.5 credits courses	45
- Hours of teaching for 5 credits courses	30
- Hours of teaching for 4 credits courses	24
- Factor for preparations	4
- Total number of points for 7.5 credits courses	180
- Total number of points for 5 credits courses	120
- Total number of points for 4 credits courses	96

Master student supervision

- Thesis handed in, written by 1 student	35
- Thesis handed in, written by 2 students	45

CEMS Business Project supervision

- Project finished	45
--------------------	----

PhD student supervision

- Student's year 1 – main supervisor	0
- Student's year 2 – main supervisor	50
- Student's year 3 – main supervisor	50
- Student's year 4 – main supervisor	60
- Dissertation defended – main supervisor	40
- Dissertation defended – co-supervisor	40
- Total number of points – main supervisor¹	200
- Total number of points – co-supervisor²	40

Norm reduction for selected administrative tasks³

Some administrative tasks qualify for a reduction in the 600 points per year teaching load norm.

- Rector	600
- Vice Rector	600
- Head of Department	600
- Teaching Responsible and Deputy Head of Department	200
- Research Responsible at the Department	200
- Responsible for distributing master theses supervision	50
- Programme Leader (Bachelor/Master)	300
- Master Profile Coordinator	90

Norm reduction when on leave and for extra vacation

Faculty members on research leave, maternity leave or welfare leave have a 100 % norm reduction while on leave. This also applies to senior faculty members with more than five weeks of vacation.

¹ The main supervisor can share these points with the co-supervisor if they agree on a different split than the department's standard.

² If there are more than one co-supervisor, they share these points.

³ See «Faglig organisering og ledelse ved Institutt for foretaksøkonomi», approved by the Department Board on 5 May 2018.