

PhD duty work regulations at NTNU

Final project report, Revision 3

Authors: Alexander Busch, Kam Sripada, Elli Verhulst

13.04.2016, Trondheim

DION board 2015/2016

PhD Duty Work & PhD Budget project

Project lead: Alexander Busch

Team: Shareq Mohd Nazir, Kine Sørli, Andreas Noteng,
Hammad Majeed, Mohammad Saud Afzal



The interest organization
for doctoral candidates at NTNU

Summary

During 2015-2016, DION, the interest organization for doctoral candidates and postdoctoral researchers at NTNU, conducted an analysis of the various PhD *duty work* (aka *pliktarbeid*, aka *teaching load*) related definitions, best practices and processes in place throughout NTNU. All faculties were invited to respond to a questionnaire regarding PhD budget practices, and a total of 7 faculty and 10 department responses were received. The following report presents findings from this survey. A variety of definitions and processes exists, some of which need unification and refinement. Based on the analysis as well as legacy material and DION case history, measures are proposed as summarized in the conclusion how to address the current situation.



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1 Introduction

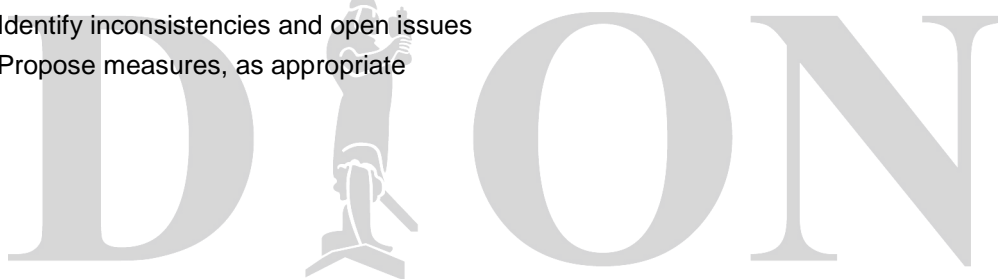
1.1 Situation

PhD candidates at NTNU contact DION as a third party body for many reasons, and DION regularly provides advice and support to PhD candidates at NTNU with regards to PhD duty work (aka *pliktarbeid*, or *teaching load*). Duty work makes up 25 per cent of a candidates total workload if that candidate has a four-year PhD-position. Required duties may include: Contribution to teaching (laboratory, practice, supervision, exam work), training (if required for carrying out the required duties), statutory elected positions in the university's board and councils, amongst others (<https://innsida.ntnu.no/wiki/-/wiki/English/PhD+required+duties>). In many cases the questions relate to practices or policies of the candidate's department and/or supervisor. Duty work is to some extent defined on the NTNU level in *FOR 2009-06-17-959: Regulations for the required duties and employment conditions of PhD candidates at the Norwegian University of Science and Technology (NO, EN)*. However, much of the details are regulated and dealt with on the faculty and/or department level. Most cases DION has dealt with in the past were due to unclear and/or non-existent regulations on that level. Also, inconsistencies of rules between departments/faculties often create uncertainty for PhD candidates.

1.2 Motivation & scope

In order to get an overview of the variation of PhD duty work regulations at NTNU, DION initiated a project with the following tasks:

- Map and analyse the current setup of PhD duty work processes and regulations at NTNU, at the rector, faculty and department levels
- Identify inconsistencies and open issues
- Propose measures, as appropriate



2 Methodology

The methodology applied in this project involved data collection, analysis, and dissemination, conducted mainly between June 2015 and March 2016. In a first step, legacy data (e.g., meeting minutes, presentations, guideline documents) of previous DION boards were compiled to a database and analysed. The content has been clustered by departments/faculties and by topic.

In a second step, and based on the findings of the first, a request for information letter to all faculties was drafted. Eight questions were formulated in order to gain knowledge about the current setup of PhD budget related processes and existing documentation at the faculty and department level. This request for information was sent out to all faculties in July 2015 (Ephorte 2015/12346, see 7.1) with the additional request to distribute to all respective departments/institutes and provide material such as existing guidelines and process descriptions. By mid-September 2015, all but one faculty and some departments had responded.

In a third step, the information provided was compiled into a database. Members of the DION board analysed this information to find similarities and differences between faculties/departments, as well as identify other issues of importance.

This report contains the main results, briefly discusses the current situation at NTNU holistically and provides recommendations for how NTNU can address the existing situation.

Abbreviations

BOA - PhD candidates with funding through contributions and contracts ("[Bidrags- og oppdragsfinansiert aktivitet](#)")

EU:

ITN - PhD candidates with EU funding through the [MSCA Innovative Training network](#).

RCN/NFR: Research Council of Norway / Norsk forskningsradet

TDI: [Time](#) – [Direct cost](#) – [Indirect Cost](#)

NTNU entities:

AB: Faculty of Architecture and Fine Art

DMF: Faculty of Medicine

IVT: Faculty of Engineering Science and Technology

HF: Faculty of Humanities

LBK: Department of Laboratory Medicine, Children's and Women's Health

NT: Faculty of Natural Sciences and Technology

IME: Faculty of Information Technology, Mathematics and Electrical Engineering

SVT: Faculty of Social Sciences and Technology Management

VM: Vitenskapsmuseet

3 Results

Response to the survey was comprehensive on the faculty and limited on the department level as summarized in 7.1. The rector's staff administration has not responded to the questionnaire, but has expressed an interest in the topic and the findings and has offered to be of further assistance if needed. All but one faculty responded to the DION PhD budget and PhD duty work request for information. Ten departments also responded and included information on duty work. The results are presented according to the structure of and the topics touched upon in the questionnaire.

3.1 Definition of duty work

All of the faculties and departments which responded to this survey stated either that they comply with *FOR-2009-06-17-959* or that they define typical duty work tasks based on it, such as:

- Teaching (experimental/laboratory as well as lectures/seminars, guidance of term papers)
- Exam marking/censorship, preparation of examination papers
- Supervision (lab activities, master students)
- Tutorials/teaching assistance, exercises
- Participation in committees and commissions
- Other tasks (organizing and managing scientific conferences, operation of laboratories, training in the use and operation of research infrastructure in laboratories, public-oriented dissemination, evaluation work, writing of applications)

Some responses indicated that the faculties and departments differ between internal and external funded projects/positions. The external funded positions rarely have duty work. DMF/LBK stated that duty work is not common practice anymore since the usual funding schemes is for three-year PhDs.

3.2 Relation to PhD research topic

In general, most of the faculties apparently try to offer duty work that is relevant to the PhD candidate's project. However, not all departments or facilities have the chance to offer the PhD candidate duty work that is relevant. In these cases, the duties are typically in the candidate's area of expertise. However, not all departments consider the PhD candidate's skills or topic of the PhD project. Some departments adjust the teaching based on the skills of the candidate, and others allocate the courses/teaching based on where it needed.

3.3 Basis for duty work offer to PhD candidates

Some faculties/departments differ between internal and external funding, mainly because of inequalities in the financing of internally and externally funded projects.

Norwegian language proficiency is required at many departments/faculties, mainly if the language of teaching is Norwegian. Others do not require Norwegian language proficiency, again mainly where the language of teaching is English. A third group stated that it is sometimes difficult to recruit enough Norwegian-speaking candidates in order to cover the needs of the respective department.

At AB, the candidates get the chance to participate in Norwegian courses if the duty work/teaching demands skills in Norwegian, with all cost covered by the departments for course level 1, 2, and 3.

3.4 Duty work assignment process

The department head is formally responsible for the distribution of courses and teaching. In most cases, the process of assigning PhD candidates to individual courses/professors apparently happens between the department's technical coordinators and department head. The PhD candidate and supervisor are included in this process when it comes to formally agreeing on specific duties.

In general, the responses received were not precisely describing how exactly the assignment process works. At IVT, "a needs assessment is carried out by the office manager based on input from the lecturer (professor) and requests from candidates in consultation with the subject group leaders or Education Committee (or teacher and office)". The consideration of the PhD candidates expertise was highlighted by HF. SVT/IVR stated that the assignment is conducted in a discussion with the PhD candidate.

3.5 Documentation of duty work

Many of the faculties and departments stated that PhD candidates receive a document which states what kind of duty work they are supposed to do. In many of these cases the document is updated each semester or yearly, e.g., at the appraisal interview, although sometimes less frequently.

In some cases no such documentation exists. It was stated in one case that "at a minimum, the candidates shall know what they will do for one semester at a time".

At AB usually no documentation of the PhD-candidate's duty work exists.

The documentation of duty work conducted seems to be the sole responsibility of the individual PhD candidate. Apparently, once a semester the respective hours submitted to a person at the department responsible for the documentation of duty work hours.

3.6 Implementation of §2 and §3 of FOR 2009-06-17-959

Almost all faculties/departments state compliance with *FOR 2009-06-17-959: Regulations for the required duties and employment conditions of PhD candidates at the Norwegian University of Science and Technology (NO, EN)*, but most have not implemented this at the faculty/department level. At IVT, the departments have not described the implementation of §2 and §3 of FOR 2009-06-17-959, as this is considered the faculty's responsibility.

At IME "fellows are encouraged to finish education and research assistance on time so that the last year can be devoted to research, dissemination and completion of the dissertation."

Some departments have developed guidelines that specify/detail duty work regulations (IME, HF, IVT).

3.7 Contribution of PhD candidates to duty work assignment

The primary requirement is the department's actual needs, for instance with regards to teaching.

Most faculties/departments stated that the individual PhD candidate can influence the assigned duty work to some extent, i.e. through the initial definition as a joint collaboration between supervisors, PhD candidates and the department head.

3.8 Initial and follow-up discussions between the PhD candidates and the person responsible for duty work

Many of the faculties/departments stated that an initial discussion takes place where duty work is defined between the PhD candidate, the supervisor and the head of the department (or the equivalent person responsible for duty work).

In many cases, there are follow-up discussions. The type of these discussions as well as the frequency varies. Some departments have this as a topic in the yearly appraisal interviews between the PhD candidate and the head of department/person delegated. At other departments this is based on discussions with the supervisor. At IVT, there are no requirements for formal duty work discussions between the PhD candidate and department.

3.9 Special topics

In addition to the so far presented topics which follow the questions in the DION request for information, the following issues have been identified.

3.9.1 Recommendation-like wording in FOR 2009-06-17-95

Most of the wording used in *FOR 2009-06-17-95* is soft, i.e. "should." Hence, faculties and departments interpret the wording as just recommendations.

3.9.2 Required total hours

Many faculties/departments specify the required hours as equivalent to one man year (1680 h), for instance NT, HF (see also <https://innsida.ntnu.no/wiki/-/wiki/English/PhD+required+duties>). But various departments define one man year as 1695 h (HF/PSY), 1500 h (VM) or 1725 (IVT/EPT).

3.9.3 Interference with academic training

A recent DION case showed that duty work and organized academic training may interfere with each other, especially if the courses require attendance at the lectures. In this case, PhD candidates were assigned to various scheduled duty work tasks (i.e. laboratory supervision) by their employer but in the same time had to attend a mandatory PhD course with mandatory attendance. The PhD candidates were also given just a matter of weeks to address this problem before the semester start in January 2016. In this case, a meeting with the course representatives, the reference group and representatives from DION led to solving the most urgent issues as well as the organisation of 2-weekly meetings between the course representatives and the reference group throughout the complete course and a final meeting after finishing the course to discuss possible improvements for future editions of this course.

3.9.4 Research stay abroad

DION has dealt with cases where it was unclear how a research stay abroad was to be reflected in the required duty work. In one example, the department expected the candidate to make up for the full hours afterwards.

3.9.5 Sickness, Sickness of family members

DION has dealt with cases where (extended) sicknesses of the PhD candidate or their family members were only deducted from the three years representing the PhD project but not from the one year representing the duty work.

3.9.6 Parental leave

DION has dealt with one case where parental leave was not appropriately represented in the duty work plan, with the consequence that the department wanted the candidate to do more than the specified maximum 10% duty work in the last year.

3.10 Further documentation of implemented processes

In its survey letter, DION requested to enclose available documentation of locally implemented processes. Only HF faculty provided a document summarizing the duty work standards in response to our survey.

No further materials (documentation of processes, guidelines, regulations, etc.) were provided by the other faculties/departments, even though it was stated in response to some questions that some departments have developed guidelines that specify/detail duty work regulations (IME, HF, IOT).

4 Discussion

Only a limited number of responses were received at the department level. As far as DION is aware, most of NTNU's PhD duty work cases take place at the department level and the practices of applying these are very diverse. As mostly faculties answered our survey, the obtained overview as summarized in this report is general and does not reflect all duty work scenarios currently experienced by PhD candidates. In this sense the validity of the report is limited. However, findings are generally consistent with DION's experience from cases. The topics discussed are in accordance with the structure of the results from the questionnaire in Section 4.

4.1 Definition of duty work

The different types of duty work indicated in the responses to DION's request for information seem to be fully compliant with FOR 2009-06-17-959. In some cases, compliance with FOR 2009-06-17-959 was explicitly stated. We feel that this proves the benefit of having a formal regulation on a general NTNU level in order to unify duty work definitions and practices.

4.2 Relation to PhD research topic

Not in all cases was the duty work assignment actually related to the PhD topic of the individual candidate. This seems to vary based on the departments' needs, which primarily define the assigned topics.

DION feels that the quality of compulsory work is maximized if the assigned tasks are also based on the abilities and interests of the individual candidate. We therefore encourage the faculties and departments to evaluate and ideally implement the assignment of duty work tasks with regards to the following four criteria:

- Departments needs with regard to teaching or other tasks.
- PhD research topic of individual candidate
- Personal interest of individual candidate
- Previous experience of individual candidate

4.3 Basis for duty work offer to PhD candidates

In some cases it was stated that it is difficult to offer a fourth year when the funding is external. In other cases, the external funding does not seem an issue. DION feels that the type of funding should not be a relevant factor for the option of a fourth year. The relevant factors should be the department's needs along with the candidate's abilities (see 5.2). As far as DION is aware, the fourth year/teaching duty year is to be funded by the department in all cases regardless of the type of funding of the PhD scholarship. We therefore encourage the faculties and departments to re-evaluate current funding procedures when it comes to duty work and specifically evaluate whether the option for a fourth year is really dependent on the type of funding of the PhD scholarship.

With regards to Norwegian language proficiency requirements, it seems reasonable to request these if the primary language of teaching is Norwegian. However, for some departments it apparently is an issue to recruit sufficient numbers of Norwegian-speaking PhD candidates to cover their respective teaching needs. On the other hand, many of the tasks stated in 4.1 are not teaching but other types of work. Furthermore, teaching of NTNU's international master courses and several Experts in Team groups are conducted in English with an international audience. We therefore encourage the faculties and departments to re-evaluate current language requirements and specifically evaluate whether the option for a fourth year has to be fully dependent on Norwegian language proficiency.

4.4 Duty work assignment process

Almost all responses indicated that it is the head of the department who is responsible for the distribution of duty work. However, in many cases the work is assigned to a teaching responsible. The actual process of assignment seems neither unified nor well documented. A good standard operating procedures seems to be as follows:

1. The department conducts a holistic needs assessment based on input from course responsible and lecturers.

2. The department gathers the PhD candidates' experiences and expertise's as well as interests and preferences.
3. Based on the acquired information, a potential allocation is conducted and discussed between the head of department and/or teaching responsible, the PhD candidate and supervisor.
4. A formal agreement is signed by all parties stating the required duty work for the whole PhD period, as required by *FOR 2009-06-17-959*. Also, as required, this agreement is to be updated at least once a year.

DION feels that a holistic needs evaluation and duty work assignment process, which also includes the PhD candidates expertise and interest, is essential and encourage all departments and faculties to re-evaluate and document their processes accordingly and provide these documentation to new PhD candidates.

4.5 Documentation of duty work

There are different routines for how often the faculties and departments document the assigned teaching duties and update that document. Some update the document every semester, other once a year and some less frequently. The latter is especially problematic towards the end of a PhD, as seen in a recent DION case, where then the 10% limit was not accepted by the department and the candidate was required to do more than the maximum 10% specified in *FOR 2009-06-17-959*. Another example here is the statement of IME in 4.6, where "Fellows are encouraged to finish education and research assistance on time so that the last year can be devoted to research, dissemination and completion of the dissertation." This is not solely the responsibility of the candidate, but also involves the department head.

DION feels that documentation and transparency of duty work to be conducted as well as the duty work already conducted is crucial in order to stay within the limits of one man year of duty work and not result in conflicts with the PhD project. We therefore encourage the faculties and departments to implement documentation procedures compliant with *FOR 2009-06-17-95* section 3, as a minimum and ensure that the documentation of duty work is regularly updated in case of all PhD candidates.

The documentation of actual hours is left to the individual PhD candidate. It may be beneficial to provide an Excel-based template for these purposes, which allows for generation of biannual reports. Moreover, it may be even more efficient to evaluate whether this process could be added as a feature to Maconomy (Other NTNU staff allocate their hours to projects using Maconomy). This way the efficiency of manually aggregating the reported hours via PDFs and Email into, i.e. a large Excel file, will be increased by far as this is then handled by the Maconomy system automatically.

DION feels that documentation efficiency of actual hours spent on duty work can be improved. We further encourage the NTNU rector's administration to evaluate and ideally implement the documentation of actual hours spent on duty work in Maconomy. If unfeasible, another possibility may be to provide an, i.e. Excel-based, template which allows for generating biannual hour reports.

4.6 Implementation of §2 and §3 of FOR 2009-06-17-959

With regards to 5.5, it seems that even though almost all faculties/departments claim compliance with §2 and §3 of *FOR 2009-06-17-959*, this is actually not the case, at least not with regard to "Section 3 Allocation and control of the extent of the required duties". On the other hand, some departments have developed guidelines that further specify duty work regulations.

DION feels that a clear description of the duty work process on the department level is crucial for all PhD candidates and would help avoid many duty work related cases DION has received in the past. In addition to 5.5, we therefore encourage the faculties and departments to specify and document local regulations regarding duty work further detailing the implementation of *FOR 2009-06-17-95* and ensure that this documentation is made available to all PhD candidates from the start.

In particular, we encourage IME to revise the statement "Fellows are encouraged to finish education and research assistance on time so that the last year can be devoted to research, dissemination and completion of the dissertation" as this is not entirely the candidate's responsibility. As mentioned in 5.5 and specified in *FOR 2009-06-17-959*, the department head is ultimately responsible for ensuring that the allocation of duties is according to *FOR 2009-06-17-959* section 3.

4.7 Contribution of PhD candidates to duty work assignment

It varies how much the individual PhD candidate gets involved to their duty work assignments. It seems, that the PhD candidates' expertise and interests are not considered in all cases.

With reference to 5.4, DION in particular emphasizes, that the contribution of the individual PhD candidate to the definition and assignment of duty work, is an essential element in order to yield a satisfying duty work result for all parties involved. We therefore encourage all departments and faculties to re-evaluate their processes and involve the PhD candidate in the duty work assignment process upfront by considering both expertise and interests.

4.8 Initial and follow-up discussions between the PhD candidates and the person responsible for duty work

It varies how formalized the follow-up discussions between the PhD candidates and departments are. It seems that only a few faculties/departments have standardized routines for updating the documented duties.

DION feels that documentation and transparency of duty work to be conducted as well as the duty work already conducted is crucial in order to stay within the limits of one man year of duty work and not result in conflicts with the PhD project. We therefore encourage the faculties and departments to implement documentation procedures compliant to *FOR 2009-06-17-95* section 3 (at least/as a minimum) and ensure that the documentation of duty work is regularly updated in case of all PhD candidates.

4.9 Further documentation of implemented processes

Even though some departments/faculties stated that further specifications of legislations exist on the department level, only in one case (HF) a document was actually provided to DION as a response to this survey ([Pliktarbeid for stipendiater – normer ved Det humanistiske fakultet](#)). In general, the guidelines are department-specific.

With reference to 5.6, we therefore encourage the faculties and departments to specify and document local regulations regarding duty work further detailing the implementation of *FOR 2009-06-17-95* and ensure that this documentation is made available to all PhD candidates from the start.

4.10 Special topics

4.10.1 Recommendation-like wording in *FOR 2009-06-17-95*

A soft wording such as "should" as used in almost all sections in *FOR 2009-06-17-95* weakens the message of the individual statement. DION has dealt with some cases where for instance the specified allocation of required duties ("Required duties should be allocated in such a way that the final year can be used for pure research training. If it is nevertheless necessary to impose required duties during the final year, they should be limited to 10 %." [FOR 2009-06-17-9 Section 3](#)) was considered to be a recommendation and effectively ignored by the department. The PhD candidate could not argue against that interpretation. On a general basis, it seems contradictory to set rules in order to unify minimum quality goals but at the same time use weak wording such as "should."

We therefore encourage the NTNU rector's administration to revise *FOR 2009-06-17-95* and ensure that a strong wording such as *shall* is used in the entire document.

4.10.2 Required total hours

It seems illogical that the required total hours differ so widely among faculties/departments, as this number is prescribed by Norwegian law. As far as DION is aware, a standard man year is specified as follows:

37.5	working hours per week
25	days of vacation per year
255	working days per year
1912.5	working hours per year excl. vacation
1725	working hours per year incl. vacation
1628	working hours per year incl. vacation and average sick leave

(full time equivalent (FTE) acc. to TDI model)

As the TDI model (Time, Direct and Indirect costs) is the basis for budgeting, usage of a FTE seems reasonable. However, as discussed in 5.10.5, it seems more reasonable to specify the total required hours as 1725 hours and then deduct sickness and sickness of children on a per case basis.

We therefore encourage all departments/faculties as well as the NTNU rector's administration to re-evaluate the current total required duty work hours, unify this limit throughout NTNU and account for sickness days and sickness of children on a per day basis per individual PhD candidate.

4.10.3 Interference with academic training

It is not acceptable that PhD candidates are assigned to scheduled duty work tasks (i.e., laboratory supervision) by their employer but at the same time have to attend mandatory academic courses with mandatory attendance.

We therefore encourage all faculties to evaluate their current PhD introductory courses and verify that the mandatory lectures do not interfere with assigned non-flexible duty work. In case it does, the administration should provide measures for flexibility of either the required attendance or a substitute for the required duty work.

4.10.4 Research stay abroad

A research stay abroad is to some extent mentioned *FOR 2009-06-17-95*, but only with regards to extension. [NTNUs International Action Plan 2014-2017](#) states that 40% of all PhD candidates are expected to have a research stay abroad. At HF, a PhD candidate may receive a reduction of duty work in case of a research stay abroad, in order to support the goal set in the then current International Action Plan 2011-2014 ([Pliktarbeid for stipendiater – normer ved Det humanistiske fakultet](#)). DION has dealt with cases where it was unclear how a research stay abroad was to be reflected in the required duty work. In one example, the department expected the candidate to make up for the full hours afterwards.

We therefore encourage all faculties/departments to evaluate and possibly adopt the HF research stay abroad guidelines with regard to duty work hours in order to further support [NTNUs International Action Plan 2014-2017](#).

We further encourage the NTNU rector's administration to evaluate and possibly adopt the HF research stay abroad guidelines with regard to duty work hours in the next revision of *FOR 2009-06-17-95* in order to further support [NTNUs International Action Plan 2014-2017](#).

4.10.5 Sickness, Sickness of children

An extended sickness (including of family members) is to some extent mentioned in *FOR 2009-06-17-95*, but only with regards to extension of the PhD period. Since sickness and sickness of family members is administrated on a per day basis it should be straightforward to account for these absences with regard to duty work.

We therefore encourage all faculties/departments to evaluate current procedures with regard to duty work hours and sickness / sickness of family members and account for corresponding absence on a per day basis with regard to duty work hours.

We further encourage the NTNU rector's administration to evaluate current procedures with regard to duty work hours and sickness / sickness of family members and account for corresponding absence on a per day basis with regard to duty work hours and integrate this in the next revision of *FOR 2009-06-17-95*.

4.10.6 Parental leave

Parental leave is granted by Norwegian law. DION has dealt with one case in which parental leave was not appropriately represented in the duty work plan (which had not been regularly updated), with the consequence that the department wanted the candidate to do more than the specified upper limit of 10% duty work in the last year. We feel that it is inappropriate that parental leave has a negative effect on the PhD education through not being adequately reflected in an up-to-date duty work plan and respective staffing on the department level.

In addition to 5.8, we therefore encourage faculties/departments evaluate their current procedures with regard to parental leave, the effect on scheduled duty work and adequate staffing/planning of respective duty work.

5 Conclusion

Currently there exists a great heterogeneity, and in some cases inconsistency and lack of transparency, regarding the different established PhD duty work processes at the different faculties and departments at NTNU.

In line with the ongoing fusion process and the restructuring of faculties and departments, DION believes it is a good moment to consider streamlining and improving the current PhD duty work processes within the new structure of and processes at NTNU, including the new entities at NTNU of the former HiST and at the campuses in Gjøvik and Ålesund. These new entities have not been included in this analysis, as the data gathering was performed before the fusion took place.

In order to improve on some of the issues that came forward from our analysis, DION proposes the following measures:

#	PhD duty work issue	DION proposal	Who
1	Relation to PhD research topic	Evaluate and ideally implement the assignment of duty work tasks with regards to the following four criteria: <ul style="list-style-type: none"> • Departments needs with regard to teaching or other tasks. • PhD research topic of individual candidate • Personal interest of individual candidate • Experience of individual candidate 	All faculties/departments
2	Basis for duty work offer to PhD candidates	Re-evaluate current funding procedures when it comes to duty work and specifically evaluate whether the option for a fourth year is really dependent on the type of funding of the PhD scholarship.	All faculties/departments
		Re-evaluate current language requirements and specifically evaluate whether the option for a fourth year has to be fully dependent on Norwegian language proficiency.	All faculties/departments
3	Documentation of duty work Initial and follow-up discussions between the PhD candidates and the person responsible for duty work	Implement documentation procedures compliant to <i>FOR 2009-06-17-95</i> section 3 (at least/as a minimum) and ensure that the documentation of duty work is regularly updated in case of all PhD candidates.	All faculties/departments
		Ensure that <i>FOR 2009-06-17-95</i> is fully implemented in all departments/faculties.	NTNU rector's staff administration
3a	Documentation of actual hours spent on duty work	Evaluate and ideally implement the documentation of actual hours spent on duty work in Maconomy. If unfeasible, provide an, i.e. Excel-based, template which allows for generating biannual hour reports.	NTNU rector's staff administration
4	Implementation of §2 and §3 of <i>FOR 2009-06-17-95</i> Further documentation of implemented	Specify and document local regulations regarding duty work further detailing the content <i>FOR 2009-06-17-95</i> and ensure that this documentation is made available to all PhD candidates having duties from the start.	All faculties/departments
		Support with the development of local process	NTNU rector's staff

	processes	descriptions.	administration
		Revise the statement "Fellows are encouraged to finish education and research assistance on time so that the last year can be devoted to research, dissemination and completion of the dissertation" as this is not solely the candidate's responsibility.	IME
5	Duty work assignment	Re-evaluate their processes with regards to a holistic needs evaluation which also includes the PhD candidates expertise and interests.	All faculties/departments
6	Documentation	Systematically document processes and setups regarding PhD duty work and make this information permanently accessible to all their PhD candidates.	All faculties/departments
7	Contribution of PhD candidate	Ensure that the PhD candidates expertise and interests are considered and that the PhD candidate is included upfront in the assignment process.	All faculties/departments
8	Mandatory formulation	Revise <i>FOR 2009-06-17-95</i> and ensure that a strong wording such as <i>shall</i> is used in the entire document.	NTNU rector's staff administration
9	Required total hours	Re-evaluate the current total required duty work hours, unify this limit throughout NTNU and account for sickness days and sickness of children on a per day basis per individual PhD candidate.	All faculties/departments NTNU rector's staff administration
10	Interference with academic training	Evaluate current PhD introductory courses and verify that the mandatory lectures do not interfere with assigned non-flexible duty work and, in case it does, provide measures for flexibility of either the required attendance of a substitute for the required duty work.	All faculties/departments
11	Research stay abroad	Evaluate and possibly adopt the HF research stay abroad guidelines with regard to duty work hours in order to further support NTNUs International Action Plan 2014-2017 .	All faculties/departments
		Evaluate, possibly adopt the HF research stay abroad guidelines with regard to duty work hours and add these in the next revision of <i>FOR 2009-06-17-95</i> in order to further support NTNUs International Action Plan 2014-2017 .	NTNU rector's staff administration
12	Sickness, Sickness of children	Evaluate current procedures w.r.t. duty work hours and sickness / sickness of children and account for corresponding absence on a per day basis with regard to duty work hours.	All faculties/departments
		Evaluate current procedures w.r.t. duty work hours and sickness / sickness of children and account for corresponding absence on a per day basis with regard to duty work hours and add this regulation in the next revision of <i>FOR 2009-06-17-95</i> .	NTNU rector's staff administration
13	Parental leave	Evaluate their current procedures with regard to	All

		parental leave, the effect on scheduled duty work and adequate staffing/planning of respective duty work.	faculties/departments
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6 Appendix

6.1 Request for information (double-click either letter to open)



1 av 1

Studieavdelingen
Seksjon for studentservice

Dato
27.07.2015

Referanse
2015/12346/ANNO

Notat

Til:	Fakultet for arkitektur og billedkunst, Det medisinske fakultet, Det humanistiske fakultet, Fakultet for informasjonsteknologi, matematikk og elektroteknikk, Fakultet for ingeniørvitenskap og teknologi, Fakultet for naturvitenskap og teknologi, Rektor, Fakultet for samfunnsvitenskap og teknologiledelse, Vitenskapsmuseet
Kopli til:	
Fra:	Seksjon for studentservice

Forespørsel vedrørende pliktarbeid og økonomiske rammer for stipendiater og postdoktorer

Vedlagt er brev fra Doktorgradskandidatenes interesseorganisasjon ved NTNU (DION) vedrørende pliktarbeid og økonomiske rammer for stipendiater og postdoktorer. DION ønsker tilbakemeldinger fra så mange som mulig og ber derfor om at brevet fordeles både til fakultet og alle underliggende institutter.

Alexander Busch
Prosjektleder

Andreas Noteng
Konsulent

Postadresse	Org.nr. 974 767 880	Besøksadresse	Telefon	Saksbehandler
7491 Trondheim	E-post: studentservice@adm.ntnu.no	Gamle kjemi, Studentekspedisjonen	+47 73 59 52 00	Andreas Noteng
	http://www.ntnu.no		Telefaks +47 73 59 79 99	Tlf: +47 73 59 55 58

All korrespondanse som inngår i saksbehandling skal adresseres til saksbehandlerne ved NTNU og ikke direkte til enkeltpersoner. Ved henvendelse vennligst oppgi referanse.

Økonomiske rammer:

1. Innenfor hvilket spenn varierer midlene stipendiater ved din enhet har tilgjengelig som prosjektmidler og driftsmidler og hvilke rutiner / kalkyler benyttes for å beregne disse?
2. I hvor stor grad har stipendiaten innsyn i økonomien? Mottar stipendiaten rutinemessig rapporter om dette?
3. Skiller din enhet mellom ulike typer forskning (f.eks. praktisk og teoretisk) når driftsmidler ol. budsjetteres?
4. Hvilke utgifter trekkes fra stipendiatens driftsmidler, og hva dekkes av enhetens budsjett (gjennom rammebevilgninger, overhead oa.)? For eksempel standard PC, ikke-standard PC, annet utstyr osv.
5. Hvem ved din enhet kan kontaktes for spesifikke spørsmål om budsjett og driftsmidler? Hvem kontakter stipendiaten for å få en oversikt over gjenværende midler.
6. Hvordan involveres stipendiaten i den økonomiske planleggingen av prosjektet? Krever din enhet at stipendiaten setter opp et budsjett for bruk av driftsmidler?

Pliktarbeid:

1. Hvordan definerer din enhet pliktarbeid, hva er typiske arbeidsoppgaver som faller inn under pliktarbeidet?
2. Krevs det under planleggingen av pliktarbeidet at det er relevant for stipendiatens forskning?
3. Når tilbyr din enhet pliktarbeid til nye stipendiater?
 - a. Skilles det mellom internfinansierte og eksterntfinansierte prosjekter når det avgjøres hvorvidt stipendiaten skal tilbys pliktarbeid eller ikke?
 - b. I hvor stor grad spiller norskkunnskaper inn på om pliktarbeid tilbys eller ikke?
4. Hvordan foregår fordelingen av stipendiater til de forskjellige undervisningsemner og professorer? Hvem er ansvarlig for denne fordelingen?
5. Har alle stipendiater med pliktarbeid ved din enhet en dokument som viser hva som skal gjøres av pliktarbeid fram i tid? Hvis ja, hvor ofte blir dette oppdatert?
6. Har din enhet implementert og formelt beskrevet implementasjonen av §2 og §3 i Forskrift om stipendiaters pliktarbeid og ansettelsesforhold ved Norges teknisk-naturvitenskapelige universitet (NTNU)?
7. I hvilken grad kan stipendiaten selv være med å påvirke hvilke arbeidsoppgaver pliktarbeidet skal omfatte?
8. Er det formelle samtaler mellom stipendiaten og vedkommende som har ansvar for pliktarbeidet ved oppstarten og underveis i ansettelsesforholdet?

Postadresse:	DION	E-mail:	post@dion.ntnu.no
	Pb. 18, Høyakoleringen 1	Internett:	http://www.dion.ntnu.no/
	N - 7491 Trondheim	Telefon:	(735) 95558

6.2 Responses & Abbreviations of faculties/departments

#	NTNU entity	Response
1	NTNU	14/09/2015
2	Vitenskapsmuseet (VM)	25/08/2015
3	Faculty of Architecture and Fine Art (AB)	06/10/2015
4	Department of Fine Art - The Trondheim Academy of Fine Art	#N/A
5	Department of Architectural Design, Form and Colour Studies	#N/A
6	Department of Architectural Design and Management	#N/A
7	Department of Architectural Design, History and Technology	#N/A
8	Department of Urban Design and Planning	#N/A
9	Faculty of Engineering Science and Technology (IVT)	26/08/2015
10	Department of Civil and Transport Engineering	#N/A
11	Department of Structural Engineering	#N/A
12	Department of Energy and Process Engineering	#N/A
13	Department of Marine Technology	#N/A
14	Department of Hydraulic and Environmental Engineering	#N/A
15	Department of Geology and Mineral Resources Engineering	#N/A
16	Department of Petroleum Engineering and Applied Geophysics	#N/A
17	Department of Engineering Design and Materials	#N/A
18	Industrial Ecology Programme	#N/A
19	Department of Production and Quality Engineering	#N/A
20	Department of Product Design	#N/A
21	Faculty of Humanities (HF)	18/08/2015
22	Department of Art and Media Studies	#N/A
23	Department of Historical Studies	#N/A
24	Department of Interdisciplinary Studies of Culture	#N/A
25	Department of Language and Literature	#N/A
26	Department of Music	#N/A
27	Department of Philosophy and Religious Studies	#N/A
28	Faculty of Natural Sciences and Technology (NT)	16/09/2015
29	Department of Biotechnology	#N/A
30	Department of Biology	#N/A
31	Department of Chemistry	#N/A
32	Department of Chemical Engineering	#N/A
33	Department of Materials Science and Engineering	#N/A
34	Department of Physics	#N/A
35	Faculty of Information Tech., Mathematics and Electrical Eng. (IME)	02/10/2015
36	Department of Computer and Information Science	#N/A

#	NTNU entity	Response
37	Department of Mathematical Sciences	#N/A
38	Department of Electric Power Engineering	#N/A
39	Department of Engineering Cybernetics	#N/A
40	Department of Telematics	#N/A
41	Department of Electronics and Telecommunications	#N/A
42	Faculty of Medicine (DMF)	#N/A
43	Department of Neuroscience	#N/A
44	Department of Public Health and General Practice	#N/A
45	Dep. of Lab. Medicine, Children's and Women's Health (LBK)	14/08/2015
46	Department of Circulation and Medical Imaging	#N/A
47	Department of Cancer Research and Molecular Medicine	#N/A
48	Faculty of Social Sciences and Technology Management (SVT)	14/09/2015
49	Department of Geography (GEO)	18/09/2015
50	Department of Economics (ISØ)	14/09/2015
51	Department of Sociology and Political Science (ISS)	14/09/2015
52	Department of Industrial Economics and Technology Management (IØT)	14/09/2015
53	Department of Education (PED)	14/09/2015
54	Programme for Teacher Education	#N/A
55	Department of Social Work and Health Science (ISH)	14/09/2015
56	Department of Psychology (PSY)	14/09/2015
57	Department of Social Anthropology (SAN)	14/09/2015
58	Department of Adult Learning and Counselling (IVR)	14/09/2015
59	Norwegian Centre for Child Research	#N/A