



Our ref.  
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## **Guidelines for required work duties and work beyond required work duties in the NMBU PhD education**

NMBU offers both three-year and four-year PhD fellowship positions. If a fellow is employed in a four-year fellowship position, the mandatory work constitutes 25% of the workload. It is important to emphasize that the PhD candidate shall have a total of three years net time to work on the PhD education itself.

There is a distinction between (1) Required work duty and (2) Work in addition to duty work. Both are regulated by the [«Regulations on conditions of employment for positions as postdoctoral fellow, fellow, scientific assistant and specialist candidate»](#) (in Norwegian).

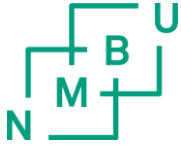
### **(1) Required work duties**

Required work duties only apply to PhD candidates employed on a four-year employment contract.

- a. The required work duty must amount to the equivalent of maximum one (1) full-time year and be relevant to the PhD education. The scope and content must be clarified in advance and, if possible, be available upon announcement of position.
- b. The required work duty must provide the fellow with relevant and varied competence for a future career. However, the duties will also depend on the needs and opportunities of the faculty.
- c. Administrative duties must be limited and will normally not constitute more than ten per cent of the total working time on an annual basis.
- d. The employer must ensure that the required work duties do not go beyond the stipulated framework for the PhD education.

### **(2) Work beyond required work duties**

Work in addition to required work duties will apply both to PhD candidates employed on 3- year employment contracts and to PhD candidates employed on 4-year employment contracts. However, this kind of work is not a legislated right.



Work beyond required work duties cannot be imposed on the PhD candidate, and will mainly be agreed upon initiative of the candidate. The PhD candidate in principle has no obligation to accept these types of requests.

The work beyond required work duties in a) and/ or in b) shall not exceed half a year in total.

#### **a) Extra work**

PhD candidates may be asked to perform work for the faculty. This is defined as not previously agreed work or extra work. The extra work should be appropriate in relation to the time spent, the progress in the doctoral project, and to the future career.

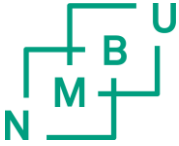
- a. Scope, content and compensation must be agreed in advance and formulated in consultation with the supervisor.
- b. The faculty is responsible for the extension of both the employment contract and the PhD agreement.
- c. Administrative duties must be limited and not normally constitute more than ten percent of the total working time on an annual basis.

The following applies:

- a. One Full-time equivalent (FTE) gives 1628 hours.
- b. Compensation is provided when linked to (non-exhaustive list):
  - Teaching (including preparation)
  - Laboratory and exercise teaching
  - Clinic and autopsy work
  - Supervision (co-supervisor)
  - Administrative work (organisation of seminars, conferences, etc.)
  - Representation in boards, councils and committees at the faculty or university
  - Other
- c. For PhD candidates employed by NMBU, compensation is given for ½ month's work as an extension of the employment contract. The PhD agreement is compensated for one year's work on boards, councils and committees at the faculty or at the university<sup>1</sup>. For PhD candidates with external employment, the compensation is paid in the form of hourly allowance.

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<sup>1</sup> Work on boards, councils and committees shall be financed by the level set for the work in question.



d. Compensation is given per work hour as extension of the employment contract and the PhD contract:

▪ Tuition (responsible)	Up to 6 hours
▪ Tuition (assistant)	Up to 3 hours
▪ Clinic and autopsy work	Up to 3 hours
▪ Co-supervision	up to xx hours <sup>2</sup>
▪ Administrative work	Per hour

#### **b) Short term substitute**

Leave may be granted from the PhD education, upon application, to enter a short-term substitute position in teaching and research and other relevant positions.

Attach the following to the application:

- a. Confirmation from the main supervisor that the leave does not compromise the project.
- b. Adjusted plan for completion of the PhD education.
- c. Confirmation by the faculty management that the temporary position is acceptable with regard to staffing and finances.
- d. The faculty processes and approves the application

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<sup>2</sup> Faculty decision.