

Duty work and dissemination requirements

1.1 Purpose

The purpose is to provide a transparent explanation of how paid duty work, dissemination activities, and financing are part of the PhD programme at Tech. Therefore, this memo is to distinguish between the education, the employment and the financing requirements – and to show where and how they interact with each other.

There are three parallel – but separate – considerations underpinning the PhD education:

- **The PhD programme as a degree programme** (The Danish PhD Order)
- **The PhD fellow's employment** (collective agreement and work commitment)
- **Financing the actual PhD** (external and internal funding)

These three considerations regulate different aspects of the PhD and cannot replace each other.

The Danish PhD Order: Dissemination as an educational requirement

The Danish PhD Order lays down the framework for *the PhD programme as a degree programme*. This includes a requirement that PhD students must gain experience of **teaching or other forms of knowledge dissemination** as part of their research education.

This requirement is linked to the requirements to fulfil the PhD degree qualification, not the employment. The PhD Order does not stipulate a specific number of hours of dissemination or specific forms of teaching/dissemination.

At the Graduate School of Technical Sciences, there is a mandatory PhD course called "Science Teaching". This course is mandatory for all PhD students, as this course provides the foundation skills within teaching that are required to be fulfilled based on the PhD Order. It is crucial that PhD students are given the opportunity to develop relevant communication and dissemination skills, typically related to their own academic skills and PhD project.

How is 'teaching' understood at Tech?

At the Faculty of Technical Sciences, a broad and competence-oriented concept of teaching has been adopted to ensure that the PhD education in Tech fulfils the Danish PhD Order's overall purpose of qualifying PhD students for research, development and teaching tasks in both private and public contexts.



Within Tech, teaching is not narrowly understood only as traditional classroom teaching, but as the development of professional skills in communicating, dissemination, and applying and reflecting on research-based knowledge in different contexts. In this understanding, teaching requirement can be fulfilled through many types of activities, including teaching and laboratory exercises, tutoring, co-supervision, public lectures, high school contact, popular science articles, posters, conference presentations, exhibitions, workshops, events with the public, knowledge sharing through written and digital media, as well as dissemination aimed at companies, authorities and other organisations.

The key factor is not the format of the teaching, but that the PhD student gains experience in planning, implementing and reflecting on dissemination activities, and that there is a meaningful connection between the activities and the PhD student's academic competence. This broad interpretation secures that PhD students across the faculty engage in a broad range of teaching activities to strengthen their competencies as per the Danish PhD Order.

Employment: Work Commitment and Paid Duty Work

For PhD students who are employed at a Danish University, there is *a concurrent work obligation ('duty work') to the Department where the PhD is employed, by virtue of the collective agreement*. This obligation is linked to the employment and salary, not to the educational requirements. Duty work can include academic tasks such as sample collection, sample analysis, co-supervision, data analysis, laboratory tasks, participation in research-based advisory work, preparation of larger fund applications, as well as teaching and dissemination activities for the Department.

Over the course of a three-year employment, the PhD fellow is obliged to contribute to jobrelated tasks equivalent to 840 working hours in total (280 hours per year). All PhD fellows are granted one semester's exemption (140 hours) from this work obligation without a reduction in pay. Furthermore, PhD fellows may be granted an exemption of up to 140 hours, without a reduction in pay, during extended stays in another research environment. Please refer to the GSTS Rules and Regulations for more information about this.

As paid duty work is assigned by the department within the framework of the collective agreement, these tasks may be broader than the PhD's own project's subject area. This may include, for example, basic courses or other teaching contributions that are part of the department's overall teaching portfolio, or samples/data analysis on another project.

It is important to be aware of the following in relation to duty work:

1. Employed PhD students are entitled to full pay, even if the department does not offer enough activities to match the full number of hours of duty work that is required.
2. A PhD fellow may, under specific circumstances and for a defined period, be granted exemption from these work obligations, accompanied by a corresponding reduction in salary. Please refer to the GSTS Rules and Regulations for more information.

As duty work is linked to the employment PhD students who are enrolled in a PhD programme but are not employed by the University (e.g. industrial PhD students, company PhD students, privately funded scholarship holders, recipients of international scholarships, or alternative funded PhD students), are not subject to duty work requirements.

Financing: Who pays for what?

Many funding sources require that the PhD student's activities should be directly *relevant to the project*. In these cases, the funding source will not finance general teaching or other tasks that are considered as general activities however they will fund teaching, duty work or broad dissemination that is linked to the topic or activities being carried out in the PhD project.

This does not change the fact that the department, as an employer, can request duty work to be completed as part of the employment of the PhD student. However, if the duty work is not related to the capabilities and activities of the PhD project, then the *funding for any duty hours should come from the department*.