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Teaching duties PhD Students

INTRODUCTION

Following university-wide regulations PhD students in N&S are expected to teach in the BSc and MSc programs offered by the department¹. This document summarizes how the distribution of teaching assignments is organized. Please consult the PhD coordinator (H.L.Bethlem@vu.nl) if you have any questions.

Terms and conditions

PhD students are expected to teach about 12,5% of their time which corresponds to 840 hours in 4 years including supervision of BSc and MSc students. The MSc projects and to a lesser extent, the BSc projects are expected to be very close to the actual research by the PhD student and ideally lead to results that are useful for their projects, hence these hours are counted separately. The following guidelines apply:

- 420 hours as Teaching Assistant (TA) in the bachelor/master program (excluding supervision of BSc/MSc projects).
- Teaching should be planned in the first 3 years, such that the PhD students can concentrate on finishing their PhD in the last year.
- It is aimed to have a good match between the teaching assignment and the background of the PhD student to reduce the time required for preparation.
- PhD students should ideally teach the same course multiple times to reduce preparation.
- 210 hours max for supervising BSc projects.
- 210 hours max for supervising MSc projects.

¹ This holds for PhD students that are employed by the university, external or self-funded PhDs are excluded.

Load assignment

All hours needed for preparation, teaching, grading and administration may be counted. Typically, working classes require 3-4 times the number of contact hours. Lab courses have more contact hours, but require less preparation, typically 2 times the number of contact hours. The projects performed in the 1st yr and 2nd yr N&S BSc are meant to serve as PR for the experimental groups, hence hours used for showing students around and presenting experiments may be counted. If the number of hours exceeds the time set as maximum significantly, the extra hours may be added to the time used for supervising BSc and MSc projects. The following guidelines apply:

- Tutorial (twice a week, 6EC): 110-130 hours for a 2 months course.
- Lab course: 120 hours for a 3EC course/ 240 hours for a 6EC course.
- N&S 1st yr project/Research project: 20-40 hours per couple.
- Travel to/from VU-Science Park: 45 minutes per session (when applicable).
- BSc project typically 70 hours per student.
- MSc project typically 210 hours per student.

These numbers are indicative; some tutorials will be more or less demanding. The numbers hours counted for a certain tutorial should be based on the hours spend by the teaching assistant in previous years and should be determined in consultation with the coordinator of the course. The load is an average over 3 years; the first year that a PhD teaches a course will likely require more time than the 2nd and 3rd year.

Procedure / Time schedule

The PhD student will discuss their preference for teaching certain courses with their supervisor and PhD Candidate Advisor when writing the teaching and supervision plan which is to be loaded up to Hora Finita (within 3 months after starting the PhD trajectory). Teaching assignments will only count when explicitly approved by the PhD coordinator. Many BSc courses require the PhD student to be fluent in Dutch, therefore, native Dutch speakers are preferably not assigned to tasks that are taught in English.

Administration

The teaching tasks are administrated by the PhD coordinator and the N&S secretariat. PhD students are requested to deliver data in the following format (see next page).

NAME PHD STUDENT:

FINISHED COURSES:

YEAR, PERIOD	Course	coordinator	Program	EC	Contact Hours	Hours
TOTAL:						

PLANNED COURSES:

YEAR, PERIOD	Course	coordinator	Program	EC	Contact Hours	Hours
TOTAL:						

FINALISED SUPERVISION OF MSC/BSC STUDENTS:

YEAR, PERIOD	Student	First Supervisor	Program	EC	Hours
TOTAL:					

PLANNED SUPERVISION OF MSC/BSC STUDENTS:

YEAR, PERIOD	Student	First Supervisor	Program	EC	Hours
TOTAL:					