

## Calculation of Departmental Services

### Background

The schedule for the conversion of teaching at the undergraduate level to the departmental service time for graduate students in the division of history of science, technology and environment at KTH Royal Institute of Technology was established on September 25, 2003. The template is based on the rules of the institution the Division belonged to when it was founded. There have been no reasons yet to change this template. At the same time it is important to point out that this is a template and not an established regulation. There may be various reasons to depart from this model, for example, if a course is expected to have a particularly high strategic value, a large number of students etc.

### Teaching at Single Course Events

Every hour in the lecture hall, whether spent as a lecture or as a seminar, counts as 5 clock hours (actually 4.7 hours rounded up to 5 hours of 60 minutes). For a normal lecture or seminar the graduate student will get 10 clock hours in compensation. This period will cover preparation and possible follow-up work. This template applies when the student does not have course responsibility or the like but will just be lecturer or seminar leader.

### Teaching With Course Responsibility

In the case of the graduate student being course responsible, which also includes student administration, exam or assignment correction, marketing etc. the conversion rates are more variable. A benchmark is that course responsibility for the common courses in our division (History of Science and Technology, Environmental History, etc.) is compensated with about 5 weeks (200 clock hours). This applies provided that the examiner holds the bulk of the teaching him or herself as well as that he or she contributes to course development and to marketing, to course administration, correction, etc. A course usually builds on 24 lecture hall hours consisting of lectures and seminars in different shares. According to the above template this adds up to 120 clock hours according to the above template. An additional two weeks (80 clock hours) of time are provided for other activities demanded from the course responsible teacher. If there is a particular need for course development or professional development as a teacher, if the course has an unusually large number of students (more than about 20 people) or if other special reasons exist, an enhanced compensation of time can be granted. These benchmarks also apply to assess other educational activities, such as in case of shared course responsibility, or when there are other reasons to adjust the scale in relation to the above mentioned five weeks.

### Departmental Duties as Part of the Service

Furthermore, according to this calculation the department duties covering 20 percent of full-time work are equivalent to 350 clock hours per year, or 43.73 days, or 8.75 weeks. This corresponds to 43.75 weeks in 5 years. Which means that departmental duties covering 20 percent of full-time work and devoted entirely to lecture hall teaching correspond to about 70-75 lecture hall hours ( $350/5 = 70$  and  $350/4, 7 = 75$ ).