



Which activities count towards teaching hours?

- Actual time spent teaching students in classroom sessions, lectures, exercise classes, etc.
- Preparation of classroom sessions, lectures and exercise classes
- Correcting students' reports
- Supervising /coaching in semester projects, summer schools, research practicals
- Marking exams
- Overseeing exams
- Master's thesis supervision³

Which activities do NOT count as teaching?

- Journal clubs
- PhD student seminars
- Introducing new PhD students to the procedures of the research group
- Progress reports

³ The Division Council recommends counting between **0 and 50 hours per Master's thesis**.

The responsible professor decides on the final allocation of hours depending on the extent of scientific benefit that the PhD student gains from the supervision of the Master student. Good supervision of a Master student incorporates important components of teaching and learning: **the allocation of 0 hours should not be practiced in such cases**.

It is not recommended that PhD students fulfill their teaching requirement exclusively with supervision of Master students.