
Teaching and examining at the research-based degree programmes at Health, Aarhus University

1. Rules and regulations

The following framework regulates who can teach and examine at the research-based degree programmes at Health:

Memorandum on Job Structure for Academic Staff at Universities

- Contains an exhaustive list of job categories used for hiring academic staff and a description of these job categories. Only persons employed in positions covered by the Memorandum on Job Structure can carry out teaching and research tasks at the university.
- Specifies that the university is responsible for the coherence between research and content of the degree programmes.
- Specifies that the university is responsible in the development of the lecturers' pedagogical-didactic competences -including requirements for teaching portfolio and university teacher training.

Aarhus University's policy for quality assurance, which is an implementation of the criteria for institutional accreditation (Ministerial Order on Criteria for the Relevance and Quality of University Study Programmes and on Procedures for Approval of University Study Programmes)

- The faculty's understanding of research-based programmes and teaching is described [here](#) (in Danish)
- A definition of the faculty's general policy for the use of part-time academic staff is available in the [Policy for the use and affiliation of part-time academic staff on Health](#) (in Danish)

The Examination Order requires that the examiner is affiliated as a lecturer: §22. 2: *In internal examinations, the assessment is made by one or more lecturers (examiners) appointed by the university among the lecturers at the university.*

In the light of the above, the following aspects have to be considered when appointing lecturers and examiners:

- On one hand, the link between research and teaching at the faculty; meaning that the degree programmes are rooted in an active research environment and that the lecturers are active researchers, who presents theory, , scientific working methods and the latest research results to students. In addition, consideration is given to the quality and the nature of the research-based testing that students undergo during the programme, including supervision of the Master's thesis.
- On the other hand, the interaction between the degree programmes and the surrounding society; the use of part-time academic staff can help supporting the interaction between students, the research environment and the surrounding community and to meet the qualifications framework's goal for skills.

2. Framework and responsibility

Responsibility for organizing teaching and exams

The Director of Studies oversees the practical organization and implementation of teaching, examinations and other assessment activities. The Director of Studies collaborates closely with the Board of Studies and the Head of Department. The Director of Studies is appointed among full-time academic staff, Acc. [Aarhus University's statute](#).

At Health, a course coordinator / course leader is appointed among the professors, associate professors or assistant professors for all courses in the research-based degree programmes. The course leader's role and responsibility are defined in the quality assurance policy for each department - available on [Health's quality assurance web page](#) (roles and responsibilities).

Pedagogical-didactic competencies and competence development

The Head of Department is responsible for ensuring that the academic staff have the necessary pedagogical-didactic competencies to carry out their specific teaching tasks in accordance with the Memorandum on Job Structure for Academic Staff at Universities.

This is ensured already during the recruitment process , but also through lecturers continuously maintaining and developing their pedagogical-didactic competencies. The activities and goals are regularly discussed between the lecturer and her/his leader.

A starting point for the ongoing dialogue can be the lecturer's compulsory teaching portfolio, which contains documentation of teaching experience, course and education management and pedagogical-didactic competence development.

Supervision and feedback

Assistant professors and PhD students are employed in training positions in accordance with the Memorandum on Job Structure for Academic Staff at Universities. This means that the department has a particular responsibility to support their teaching tasks. In addition to making pedagogical-didactic competence development propositions this will also include appointing supervisors.

For other lecturers, the Head of Department may, after an individual assessment, offer supervision. In addition, all employees who handle teaching can approach the course leader, Director of Studies etc. for inspiration, feedback and discussion. In addition, everyone has the opportunity and is encouraged to engage in collegial feedback with colleagues, for example through participation in teaching teams or other relevant formal or informal forms of collegial collaboration.

2. Who can teach and examine at Health?

3.1. Senior academic staff

Job category	Teaching	Examination	Supervising (Master's thesis etc.)	Notes
Professor and professor with special responsibilities (mso)	x	x	X	Acc. Memorandum on Job Structure for Academic Staff at Universities, the professorship is a position where the main tasks are research (including publication / scientific dissemination) and research-based teaching (with associated examination obligations) (...) In addition, research, course and study management, supervision and professional assessment work may occur. The university helps to clarify the distribution between the various tasks. The weighting between the different tasks can vary over time.
Clinical professor	x	x	X	Acc. Memorandum on Job Structure for Academic Staff at Universities, the clinical professor is engaged in supervision, teaching and / or research. The position also includes examinations of medical students and students in clinical biomechanics at hospitals that handle teaching in clinical disciplines as well as supervision, including PhD supervision.
Associate professor	x	x	x	Acc. Memorandum on Job Structure for Academic Staff at Universities, the associate professor's main tasks are research (including publication / scientific dissemination) and research-based teaching (with accompanying examination obligations) (...) In addition, research, course and study management, supervision and professional assessment work may occur. The university helps to clarify the distribution between the various tasks. The weighting between the different tasks can vary over time.
Teaching associate professor	x	x	Only with permission from the department management team ¹	Acc. Memorandum on Job Structure for Academic Staff at Universities, universities can to a limited extent use positions such as teaching assistant professor and teaching associate professor. The position is primarily teaching, but may also contain professional development tasks. This academic job category can be used in connection with teaching in practice-oriented subjects or basic subjects where the academic content does not depend on new research. In addition to teaching assignments and any professional development assignments, the position as teaching associate professor may include supervision of students and study assistants.
Clinical associate professor	x	x	X	Acc. Memorandum on Job Structure for Academic Staff at Universities, the position as clinical associate professor is a part-time teaching position. The position also includes examination of medical students at hospitals that handle teaching in clinical subject areas as well as supervision, including PhD students. The clinical associate professor must independently plan and carry out teaching within the specialization and current study plan of the department or unit in question. The teaching includes lectures, courses and completion of examinations, supervision-including supervision of PhD students, as well as participation in assessment committees when awarding PhD and doctoral degrees. The position may include development of the subject area as well as other tasks.

¹ Only academic staff with a PhD degree or equivalent may supervise Masters's thesis. The department management team makes individual assessments of staff in job categories where a PhD degree is not a requirement (teaching assistant professor, teaching associate professor, part-time lecturer).

Junior academic staff

Job category	Teaching	Examination	Supervising (master's theses etc.)	Notes
Assistant professor	x	x	x	Acc. Memorandum on Job Structure for Academic Staff at Universities, the position as assistant professor is an educational position; the main tasks are research (including obligation to publish / scientific dissemination) and research-based teaching (with associated examination obligations). The university helps clarify the distribution between the various tasks. The weighting between the different tasks may vary over time, but a balance must be ensured, in order for the assistant professor to improve her/his qualifications that are relevant for the position.
Teaching assistant professor	x	x	Only with permission from the department management team ²	Acc. Memorandum on Job Structure for Academic Staff at Universities, universities can to a limited extent use positions such as teaching assistant professor and teaching associate professor. The job content is primarily teaching. The position may include professional development tasks. This academic job category can be used in connection with teaching in practice-oriented subjects or basic subjects where the academic content does not depend on new research.
Postdoc ³	Only with permission from the department management team	Only with permission from the department management team	Only with permission from the department management team	Acc. Memorandum on Job Structure for Academic Staff at Universities, postdocs are primarily focused on research. Teaching can play a minor role in the position.

² Only academic staff with a PhD degree or equivalent may supervise Masters's thesis. The department management team makes individual assessments of staff in job categories where a PhD degree is not a requirement (teaching assistant professor, teaching associate professor, part-time lecturer).

³ With permission from the department management team Postdocs can teach, assess and supervise students. Note section 2 above regarding competence development and supervision.

Other academic staff

Job category	Teaching	Examination	Supervising (Master's thesis etc.)	Notes
Part-time lecturer ⁴	x	x	Only with permission from the department management team	Acc. Memorandum on Job Structure for Academic Staff at Universities, the main content of the part-time lecturer's position is teaching. The external lecturer must independently organize and carry out teaching and examination in accordance with the university's regulations.
Senior clinical instructor of dentistry and medical specialist in forensic medicine ⁵	x	x	Only with permission from the department management team	Acc. Memorandum on Job Structure for Academic Staff at Universities, the position as senior clinical instructor of dentistry is a part-time position encompassing coordination, teaching, and patient treatment in connection with the clinical teaching of students in dentistry. The senior clinical instructor of dentistry oversees coordination and supervision of clinical teachers and the ongoing evaluation of the students.
PhD fellow	x	No ⁶	No	PhD fellow will gain experience in teaching and dissemination. At Health, the faculty management has decided that PhD fellows have a teaching/dissemination obligation of 150 hours. PhD fellows cannot function as examiners, but may contribute to the voting, within the limits of the Examination Order §5 para. 6 and §22.
Teaching assistant	x	Only with permission from the department management team	No	Acc. Memorandum on Job Structure for Academic Staff at Universities, teaching assistants can only participate in examinations with permission from the department management team.
Clinical teacher	x	Only with permission from the department management team	No	Acc. Memorandum on Job Structure for Academic Staff at Universities, clinical teacher is a part-time position encompassing independent handling of teaching and supervision in a hospital/clinic. The teaching carried out by a clinical teacher complements teaching carried out at assistant professor, associate professor or professor level. The clinical teacher must be granted permission by the department management team in order to act as an examiner.
Student teachers ⁷	x	No	No	

⁴ Only academic staff with a PhD degree or equivalent may supervise Masters's thesis. The department management team makes individual assessments of staff in job categories where a PhD degree is not a requirement (teaching assistant professor, teaching associate professor, part-time lecturer).

⁵ See note 4.

⁶ PhD students with a Masters' degree in Dentistry can be exempted from this rule at Dentistry in connection with bachelor projects. This is a temporary arrangement until (and including) the summer examination 2025, this under the supervision of a PhD supervisor and must be approved by the head of department.

⁷ Student teachers should receive didactical instruction and introduction to rules and guidelines for the particular course and for university teaching in general. This is the department's responsibility. Furthermore the course coordinator supervises the student teachers continuously.

Document log		
Description of changes	Approved by and date	Effective from date
	Health Uddannelsesforum, 21st of march, 2021	21st of march, 2021