

## Memorandum regarding the participation of doctoral students in undergraduate teaching

The department can require doctoral students to be at the department's disposal to the equivalent of 20% of their full-time appointment. Most doctoral students usually act as laboratory assistants, lead seminars or give lectures. The purpose of the following memorandum is to give support to doctoral students in their teaching and to clarify the routines regarding such teaching in the various research divisions. The document is meant to be of help when new doctoral students begin their teaching obligations, and new supervisors and course coordinators should make themselves familiar with its contents.

The document takes up a number of issues regarding doctoral students' obligations and rights when it comes to such teaching. In some cases issues are seen as both obligations and rights, as doctoral students have the right to support when it comes to fulfilling their obligations. When it comes to teaching, the course coordinator is always responsible for how a course is taught in its entirety, the Director of Studies for Undergraduate Education is responsible for the quality of the courses offered by the department, and the Head of Department has the final responsibility for the working conditions of both instructors and students.

### Doctoral Students' obligations in connection with undergraduate teaching

- To take a course in pedagogics
- To make themselves fully familiar with the contents of a course in order to carry out their teaching in a satisfactory way
- To observe Uppsala University's guidelines regarding undergraduate students working conditions
- To observe the department's plan for equal opportunities for undergraduate students
- To observe the safety regulations in force at the Ångström Laboratory

### Doctoral students' rights in connection with undergraduate teaching

- The department should provide time for students to participate in a course in pedagogics during one of the first four terms of their doctoral studies
- The course coordinator should give doctoral students sufficient information to be able to carry out their teaching in a satisfactory way
- The Director of Studies should give doctoral students a certificate showing they have completed their teaching assignments

### Comments on the above

Course in Pedagogics: The department recommends that doctoral students take the course *Pedagogisk kurs för universitetslärare* (Course in Pedagogics for University Teachers) which is provided by UPI, (Unit for Development of Teaching and Interactive Learning). The course is given once a term and can be taken either on campus or as a web-based course. According to a board decision taken by the department (December 16, 2004), supervisors of doctoral students are *recommended* to allocate four credits for this course, which is equivalent to four weeks of full-time studies. If such a course is only partly recognised as a doctoral course, which in each individual case is a matter between student and supervisor, the remaining part is counted as part of the student's obligations to the department. Taking a course in pedagogics is obligatory according to the Higher Education Ordinance, section 8, paragraph 3b (högskoleförordningen 8 kap. 3b §): *Doctoral students involved in teaching at*

*undergraduate level must have taken a basic course in university teaching or acquired equivalent knowledge by other means.*

Teaching: At the beginning of each new course a meeting can be held to give everyone involved in the course information necessary for the teaching of the said course. A similar meeting should be held after the course has ended.

Teaching Certificate: A teaching certificate should include the name of the course, the number of credits it covers and the number of hours taught. The Director of Studies for Doctoral Students can supply a template for such a certificate which can be filled in by the doctoral student and signed by the course coordinator and Director of Studies for Undergraduate Education.