



## Guide to budget for PhD courses

### Calculation of ECTS credits for a course

When you enter the course hours, the budget form provides you with an interim calculation of the number of ECTS credits. Please note that the number is an estimate that can be changed as your course proposal is processed.

### Number of participants

A minimum of 12 participants is a requirement. It is important that you make a realistic assessment of how many PhD students will sign up for the course. The course will be cancelled if less than 80 percent of the budgeted number of participants have signed up. The Graduate School can waive this rule, but only by special agreement.

### Course hours and additional hours

**Course hours:** Course hours include exercise hours, exams and breaks. 1 course hour also includes 1.5 hours of preparation. This means that 1 course hour corresponds to 2,5 working hours when calculating ECTS.

**Additional hours:** Additional hours are only for course work that exceed the 1.5 hours preparation per course hour. If additional hours are added in the budget template, you must specify in the budget template and the course description, which additional course work is expected of the student. 1 additional hour corresponds to 1 working hour when calculating ECTS.

1 ECTS credit equals 25 work hours.

### Remuneration for faculty teachers

- Teaching hours are remunerated as 6 hours per teaching hour.
- Exercise hours are remunerated as 2.5 hours per exercise hour.

### Remuneration for external teachers

- Teaching hours are remunerated as 3.5 hours per teaching hour.
- Exercise hours are remunerated as 2.5 hours per exercise hour.

### Course manager fee

The Graduate School provides course manager remuneration for the total number of course hours as a maximum. The course manager fee is remunerated as 1 hour per course hour.

### Registered PhD students who teach

The Graduate School does not provide remuneration to registered PhD students teaching the course.

### Remuneration to technical and administrative staff for laboratory exercises

The Graduate School will reimburse in accordance with the formula:

$$\text{Remuneration (calculated automatically)} \\ \frac{\text{Number of exercise hours x number of students}}{6}$$

### Remuneration to technical and administrative staff for course administration

The Graduate School will reimburse in accordance with the formula:

$$\text{Remuneration (calculated automatically)} \\ (10 \text{ hours}) + (\text{students} \times \frac{1}{4}) + (\text{course hours} \times \frac{1}{2})$$

### Operating expenses

The Graduate School provides support for expenses for operating materials (e.g. chemicals, teaching materials, classroom and apparatus expenses).

### Refreshments for course participants

The Graduate School grants financial support for refreshments at a maximum of DKK 100 per day per course participant/teacher. One day is approximately 7 hours.

### Dining with external teachers

Maximum is one dinner if the course lasts a week or less. Only external teachers and course manager can participate. The Graduate School grants one dinner per external teacher and course manager for courses lasting one week or less, at a maximum of DKK 600 per person.

The expenses must comply with the [charge level of representation](#) of the University of Copenhagen.

### Travel and accommodation expenses

External teachers from outside Copenhagen may receive financial support for travel and accommodation in accordance with the [Travel rules and regulations University of Copenhagen](#).

Accommodation for external teachers: Only one night if teaching three hours or less, except teachers from overseas.

**Maximum price per ECTS**

The budget for a course may not exceed:

- DKK 2300 per ECTS produced for "wet" courses (laboratory courses)
- DKK 1800 per ECTS produced for "dry" courses (classroom courses)