

Guide to allocation of teaching spreadsheets

Overview

The workbook is divided into several different sheets.

The primary sheet “Hovedskema”, shows the number of hours, employees with teaching tasks are allocated to the different study programmes at ECE. Additionally, activities such as internal and external development related to teaching tasks, are listed in the primary sheet.

For a thorough description of “Hovedskema” please see “Hovedskema”

Each subsequent sheet is set up in the same format, as described below.

Undervisningstimer		E, EE, SW												
		1. semester												
Medarbejder/Kursus		E1IKLT E, EE	SW1IKLT SW, ST	E1IDE E, EE, SW	E1MMLS E, EE	SW1MMLS SW, S	SW1MSYS E, SW	SW1OPRG E, SW	EE1MCP	EE1PLS1 undervis	EE1PLS1 projekt	E1PRJ1 E, SW	E1VPR1	
Norm / Budget	1	224	170	249	224	229	229	266	241	204	280	640	0	
Difference	2	-14	-14	0	0	0	0	0	0	0	40	-40	0	
Antal Studerende	3	110	135	185	110	135	135	135	50	50	50	135	245	
Antal Grupper	4										7	16		
ECTS	5	5	5	5	5	5	5	5	5	5	5	5	5	
Teaching VIP	6	Grp	tektion											
Anders Lehmann		HE	EP											
Björn Andresen		EE	ET											
Brian Vestergaard Danielsen		SE	SECS											
Carsten Eie Frigaard		SI	SPML			229								
Corneliu Barbu		EE	ET											
Emir Pasic		EE	ET								0			
Finn Jensen		EE	ET							189	80			
Flemming Frederiksen		SI	SPML									40		
Frank Bodholdt Jakobsen		SE	SECS											
Gunvor Elisabeth Kirkelund		SI	SPML											
Henning Hargaard		EIS	EP				229					120		
Henning Slavensky		HE	EP											
Henrik Bitsch Kirk		SE	SECS											
Henrik Ejersbo		SE	SECS											
Henrik Kjeldsen		BE	BME											
Henrik Olsen		EIS	EP			249						40		
Hugo Daniel Macedo		SE	SECS											
Jaamac Hasan Hire		HE	EP											

1. This row displays the number of hours budgeted for a course. These figures are based on the document: “Annex 1 Guiding basis for number of hours and tasks ENG”

2. This row displays the difference between the Norm/Budget and the hours employees have been allocated to the specific course. A positive number means the course has been underallocated. A negative number means the course has been overallocated.
3. This row displays the number of students attending the course.
4. This row displays the number of groups attending the course. This will be empty for all courses, except project courses, where students are taught in groups.
5. This row displays the course's ECTS.
6. This column displays employee names.
7. If an employee is part of a group, the group name is displayed in this column.
8. This column displays which section an employee is attached.
9. This row displays the course names, starting at first semester.

Hovedskema

This is the primary sheet of the workbook.

- The column: "Undervisnings-timer MSc BSc" shows the number of hours an employee is assigned for teaching tasks at the BSc and MSc programmes at ECE.
- The column: "Undervisnings-timer E EE SW" shows the number of hours an employee is assigned for teaching tasks (lecturing) at Diplom: Elektronik, Elektrisk Energiteknologi and Softwareteknologi at ECE.
- The column: "Øvelser_E_EE_SW" shows the number of hours an employee is assigned for teaching tasks (Øvelser/exercises) at Diplom: Elektronik, Elektrisk Energiteknologi and Softwareteknologi at ECE.
- The column: "Opgaveregning_E_EE_SW" shows the number of hours an employee is assigned for teaching tasks (Opgaveregning/Homework) at Diplom: Elektronik, Elektrisk Energiteknologi and Softwareteknologi at ECE.
- The column: "Undervisning_ST" shows the number of hours an employee is assigned for teaching tasks at Diplom Sundhedsteknologi.
- The column: "Undervisning_Herning" shows the number of hours an employee is assigned for teaching tasks at Herning (Elektronik og Elektrisk Energiteknologi).
- The column: "Undervisning_diverse" shows the number of hours an employee is assigned for teaching tasks that don't fit under a single study programme, such "Studiecafé". Additionally, courses taught outside of ECE are tracked here.
- The column: "Funktionstimer" shows the number of hours an employee is assigned based on a function they perform, such as internship coordinator.

- The column: "Funktionstimer personlige" shows the number of hours an employee is allocated due to personal matters, such as maternity leave or senior-days.
- The column: "Intern Udvikling studiesøjle" shows the number of hours an employee is assigned to course development. Additionally, hours added when an employee teaches a course for the first time, are tracked here.
- The column: "Intern Udvikling fagsøjle" shows the number of hours an employee is assigned to academical development, such as continuing education.
- The column: "Mus udvikling" shows the number of hours allocated to an employee for Employee Development Dialogue.
- The column: "Ekstern_udvikling" shows the number of hours an employee is assigned to certain R&D projects.
- The column: "Samlet Belastning" shows the number of hours an employee is assigned for teaching tasks for the semester.
- The column: "Kvoté" shows the teaching VIP's quota. The standard quota being 1,00.
- The column: "Normalbelastning" shows the teaching VIP's hours in relation to the standard 820 working hours pr. semester. If a teaching VIPs has a quota of 1,00, then the expected hours worked pr. semester will be: $1,00 * 820 = 820$ hours.
- The column: "Afvigelse ift. Normalbelastning" shows if the teaching VIP has worked more or less hours compared to the "Normalbelastning" column.
- The column: "Saldo start semester" shows the numbers of hours an employee has worked more or less when compared to previous semesters "normalbelastning".
- The column: "Saldo slut semester" shows the number of hours an employee has worked more or less compared to this semester's (with Saldo start semester taking into consideration.)
- The column: "Saldo ift. gammel arbejdstidsnormeringsaftale - start semester" shows the teaching VIP's remaining overtime hours. These hours represent the employee's remaining overtime hours, after the recent overtime payout agreements.
- The column "Regulering" shows the hours that either the section heads or by delegation from the section head, a group leader, decides a teaching VIP's hours should be regulated, compared to the teaching VIP's remaining overtime hours. This is not done automatically in the sheet.
- The column: "Saldo ift. gammel arbejdstidsnormeringsaftale - slut semester" shows the teaching VIP's remaining hours – in relation to the overtime payout agreements. Any hours inserted in the "Regulering" column, will be subtracted from the "start semester" column.

- The column “Bemærkninger” is used if any comments or remarks need to be made regarding an employee’s hours.

[Undervisning_MSc BSc](#)

This sheet shows the number of hours employees with teaching tasks are allocated to lectures in

BSc in Computer Engineering CE

BSc in Electrical Engineering EE

MSc in Computer Engineering CE

MSc in Electrical Engineering EE

MsC in Biomedical Engineering BME

[Undervisning_E_EE_SW](#)

This sheet shows the number of hours employees with teaching tasks are allocated to lectures in

BEng in Electronic Engineering (E)

BEng in Electrical Power Technology (EE)

BEng in Software Technology (SW)

[Opgaveregning_E_EE_SW](#)

This sheet shows the number of hours employees with teaching tasks are allocated to written exercises in

BEng in Electronic Engineering (E)

BEng in Electrical Power Technology (EE)

BEng in Software Technology (SW)

[Øvelser_E_EE_SW](#)

This sheet shows the number of hours employees with teaching tasks are allocated to lab exercises in

BEng in Electronic Engineering (E)

BEng in Electrical Power Technology (EE)

BEng in Software Technology (SW)

[Undervisning_ST](#)

This sheet shows the number of hours employees with teaching tasks are allocated to lectures in

BEng in Healthcare Technology (ST)

[Undervisning_Herning](#)

This sheet shows the number of hours employees with teaching tasks are allocated to lectures in

BEng in Electronic Engineering – Herning (E)

BEng in Electrical Power Technology – Herning (EE)

[Funktionstimer](#)

This sheet shows the number of hours an employee is assigned based on a function they perform, such as internship coordinator.

Additionally, the sheet shows the number of hours an employee is allocated due to personal matters, such as maternity leave or senior-days.

[Undervisning_diverse](#)

This sheet shows the number of hours an employee is assigned for teaching tasks that don't fit under a single study programme, such as study guidance.

Additionally, courses taught outside of ECE are tracked here.

[Ekstern_Udvikling](#)

This sheet shows the number of hours an employee is assigned to certain R&D projects.

[Intern_Udvikling](#)

This sheet shows the number of hours an employee is assigned to course development. Additionally, hours added when an employee teaches a course for the first time, are tracked here.