

Annex 1 to the Agreement on supervision, aims and conditions with respect to doctoral studies

Faculty teaching requirement: potential teaching activities with indication of estimated workload

A range of possible teaching related activities are given in the following catalogue. Note that teaching at other events, such as at the *Science Education Center* (in the field of geography), at *Scientifica* or for a *Science Info Day* can also be taken into account.

In principle, hours for teaching activities should be allocated as per time dedicated to the given duty. They should be based on the hours of contact time with a sensible time allocated to associated preparation, administration and marking. As a guideline, time estimates based on experience for some of the possible duties are given in the following.

Teaching activity	Estimated workload (in hours)
Supervision of BSc thesis: Preparation of assignment for student, consultation(s), correction and marking, final feedback	5-10
Supervision of MSc thesis: Consultation(s), correction and marking, final feedback	20-50
Co-examiner in MSc final exams ("Beisitz"): Preparation, attending presentation and oral exam	up to 3
Hold lecture (of 45 min) based on existing materials – first time	up to 15
Hold lecture (of 45 min) based on existing materials – repeatedly	up to 5
Hold lecture (of 45 min) without existing materials	10-30
Hold tutorials (3 sessions, 5-6 students): Read texts, prepare discussion, supervise sessions, correct the students' texts	15-40
Oversee exercises, deliver practicals etc.	As per efforts
Introduction of students to laboratory work	As per efforts
(Co-)Organise excursions, workshops, conferences etc.	As per efforts
Invigilation of written exams	As per efforts
Correction and marking of written exams	As per efforts