

Work hour norms for external examiners¹ - course examinations

Exam form	ECTS	Indiv. / group	Preparation	Examination		Absence
				Read report and prepare examination (min. pr. report)	Examination (min. pr. stud.)	
A-exams	Written exam on premises duration: up to 5 hours		5 hours (approval of assignment and examination hours plus curriculum scan) +	25 min. pr. paper		
B-exams	Oral exam without submitted work ²			20, 30, or 40 min. (incl. voting and feedback)		If a student is absent at the exam, remuneration will be paid
C-exams	Submitted work without oral exam ²	7.5	Individual report	1 hour		15 min.
			Group report	2 hours		15 min.
		12.5	Individual report	1.5 hours		15 min.
			Group report	3 hours		15 min.
		15	Individual report	1.5 hours		15 min.
			Group report	3 hours		15 min.
D (course exams)	submitted work with following oral exam ²	7.5	Individual report	1 hour	20, 30, or 40 min. (incl voting and feedback)	
			Group report	2 hours	15, 20, 30, or 40 min. (incl voting and feedback)	
		12.5	Individual report	1.5 hours	20, 30, or 40 min. (incl voting and feedback)	
			Group report	3 hours	15, 20, 30, or 40 min. (incl voting and feedback)	
		15	Individual report	1.5 hours	20, 30, or 40 min. (incl voting and feedback)	
			Group report	3 hours	15, 20, 30, or 40 min. (incl voting and feedback)	

¹ External lecturer/part-time teacher participating in an exam as internal examiner is paid on the basis of work hour norms for external examiners.

² Submitted work can be a report, a report with production, a synopsis etc.

Conversion table

10 minutes = 0.17 hours	30 minutes = 0.50 hours
15 minutes = 0.25 hours	40 minutes = 0.67 hours
20 minutes = 0.33 hours	45 minutes = 0.75 hours
25 minutes = 0.42 hours	50 minutes = 0.83 hours

Norms for projects and theses - turn page



Work hour norms for external examiners¹ - project examinations

Exam form	ECTS	Preparation	Examination		
			Read report and prepare examination (min. pr. report)	Examination (min. pr. stud.)	Voting and feedback (min. pr. stud.)
D1	Project ²	5	2 hours	40 min. (incl voting and feedback)	
		7.5	3 hours	40 min. (incl voting and feedback)	
		10	3 hours	40 min. (incl voting and feedback)	
D2	Project ²	12.5	5 hours	40 min. (incl voting and feedback)	
		15	5 hours	40 min. (incl voting and feedback)	
		22.5	5 hours	40 min. (incl voting and feedback)	
		30	7 hours	40 min. (incl voting and feedback)	
D3	Bachelor project ²	15	5 hours	40 min. (incl voting and feedback)	
	Final project on the Master Programme ²	15	5 hours	40 min. (incl voting and feedback)	
E1	Master thesis ²	30	1stud.: 5 hours 2stud.: 6 hours 3 stud.: 7 hours 4 stud.: 8 hours	50 min. (incl. voting and feedback)	

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