

► Teaching duties

- Teaching is a mandatory part of our PhD program.
- General principles:
 - PhD students should teach 6 semesters over 4 years;
 - the amount of time devoted to teaching (**including preparation, corrections,...**) should not exceed, on average, 1 day/week during the semester (**→ less than 0.5/week over the full year, when averaged over the whole PhD duration**);
 - teaching exceeding 70 nominal hours per semester should be compensated.
- Since 2024 we have put in place a specific set of rules to ensure these general principle are implemented in a fair & transparent way (***as much as possible...***)

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- Since 2024 we have put in place a specific set of rules to ensure these general principle are implemented in a fair & transparent way:

1) Number of semesters.

PhD students are expected to contribute to the teaching activities of the Physics Department working as TA for at least 6 semesters (*exceptions specified in rule n.8*).

2) Evaluation of the teaching load.

The teaching load of the TAs is quantified based on fixed reference workloads for the various courses, which can amount to **40, 60, 80, 100** nominal hours per semester, depending on the course.

An official list of the reference workload for all courses at the Physics Department is made available to all TAs. Only the contributions to courses or services that are reported in this official list is considered for the estimate of the teaching load

3) Teaching assignment.

The courses are assigned according to needs of the Physics Department, possibly taking into account student wishes.

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4) Financial compensation.

A workload exceeding 70 hours per semester gives rise to financial compensation at the end of the semester.

5) Eligibility to teaching-free semester in case of high teaching load.

Students who have been teaching for at least 360 hours, after 4 semesters, are eligible for a teaching-free semester (which corresponds to a reduction of the minimum number of teaching semesters from 6 to 5). However, this is granted only if and when compatible with the teaching needs of the Department.

6) Teaching beyond 6 semesters in case of low teaching load.

Students who have been teaching for 300 hours or less after 6 semesters are required to teach also a 7th semester, without financial compensation (unless exceeding 70 hours, as specified in rule n.3) and/or perform some equivalent service work for the Department.

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7) Voluntary teaching beyond 6 semesters.

Students who have been teaching for 6 semesters and more than 300 hours can teach additional semesters on a voluntary basis, depending on Department needs, provided the agreement of the PhD supervisor. If the total teaching hours exceed 420, each hour of additional teaching is paid.

8) Reduced teaching

- Students not employed by the Physics Department are required to teach only 3 semesters
- Students whose PhD contract last 3 to 3.5 years are required to teach only 5 semesters (*and progressively less for shorter durations*)
- The teaching duty of students with cotutelle agreements, or with special mobility fellowships, or whose supervisors have special agreements with other Institutes, are discussed on a case-by-case basis.