



## - Information Sheet on - Teaching Obligations at the University of Bayreuth - effective from the 2026 summer semester -

This information sheet supplements the provisions of the AVBayHIG as well as the University of Bayreuth Guidelines on the Teaching Obligations of Its Academic Staff, which entered into force on 1 March 2026, and provides explanations regarding their practical implementation at the University of Bayreuth.

Each instructor is required, without being prompted and on their own responsibility, to report documentation of their teaching obligation to the faculty at the end of the respective semester.

For this purpose, the digital form available at

<https://www.intranet.uni-bayreuth.de/de/formulare/Personalwesen/index.html#L>

must be used.

### Teaching obligation / authorization to teach

The individual teaching obligation extends over the lecture period of each semester (14 weeks in the summer semester, 15 weeks in the winter semester). Irrespective of this, courses held outside the lecture period may also be counted toward the respective teaching load. One teaching hour represents the workload regularly required for a 45-minute in-person lecture including proper preparation and follow up. This also applies to seminars held in block format.

#### Helpful calculation formulas:

- *Conversion of courses that do not extend over all weeks of the lecture period:*

$$\frac{(\text{number of teaching hours per week}) \times (\text{number of groups}) \times (\text{number of weeks in which the course was taught})}{\text{number of weeks in the semester (summer semester 14, winter semester 15)}} \times (\text{crediting factor})$$

- *Block courses:*

$$\frac{(\text{number of teaching hours in the block course}) \times (\text{number of groups}) \times (\text{crediting factor})}{\text{number of weeks in the semester (summer semester 14, winter semester 15)}}$$

If an employment or service relationship begins after the lecture period of a semester has ended, there is no teaching obligation for that semester. If an employment or service relationship begins or ends during the lecture period, the teaching obligation is calculated on a pro rata basis.

### On the eligibility of courses

For a course to count towards the relevant teaching obligation, it must have a course code in the course catalogue (and thus be listed on CampusOnline) and at least one student must actually attend.

Furthermore, for a course to count towards the teaching commitment, the course must be actively supervised by the lecturer whilst it is being delivered (§ 10 para 2 AVBayHIG). Active supervision requires, at a minimum, that the lecturer is personally available to students to answer questions and actively monitors the students' academic progress.

The crediting factors applicable to courses for the purpose of teaching obligations are centrally defined in section 2 (3) of the University of Bayreuth Guidelines on the Teaching Obligations of Its Academic Staff. Details, including in particular those concerning other types of courses (section 2 (3) no. 4 of the Guidelines), may, where applicable, be specified separately by individual faculties.

As a general rule, the following are not creditable toward the teaching load: staff seminars, doctoral colloquia (exception: colloquia in structured programmes), courses on academic writing, mentoring sessions, information sessions on degree programmes, and events for the recruitment of early-career scholars. Preparation and follow-up work for individual courses (e.g. preparation of excursions, practical courses, etc.) are covered by the crediting factor and cannot be billed or counted separately.

Reference is also made to section 2 (13) of the Guidelines, according to which supervision activities for bachelor's theses, master's theses, etc. may be credited toward the teaching obligation *only once per thesis* and only by the specified fraction of one teaching hour, even if supervision extends over more than one semester. The crediting of supervision activities is capped at a total of two teaching hours per instructor per semester.

### Reduction of the teaching obligation

The circumstances giving rise to reductions of the teaching obligation from the central teaching-load budget are governed by section 5 of the above-mentioned Guidelines and are generally applied ex officio. No application is required (exception: reductions in central institutions).

Reductions from faculty budgets may be granted for the circumstances set out in section 6 of the Guidelines. Applications must be submitted digitally to the respective faculty. The form is available at <https://www.intranet.uni-bayreuth.de/de/formulare/Personalwesen/index.html#L> during the following periods:

- 1 April to 1 May for reductions relating to the upcoming winter semester
- 1 October to 1 November for reductions relating to the upcoming summer semester

The further process for allocating faculty teaching-load budgets is conclusively regulated in section 7 of the above-mentioned Guidelines. In addition, the faculties may, where applicable, have adopted more detailed procedural rules.

Reference is also made in this connection to section 6 AVBayHIG: the teaching obligation of severely disabled persons (within the meaning of Book IX of the German Social Code (SGB IX)) may be reduced depending on the degree of disability. In order to benefit from this provision, an informal application must be submitted to the Human Resources Department together with proof of the degree of disability.

### Verification of compliance with teaching obligations

The following is an English translation of Article 38 para 4 sentence BayHIG: "In cooperation with the Dean of Studies, the Dean shall ensure that professors and other persons with teaching obligations duly fulfil their teaching and examination obligations and their duties in supervising students and visiting students; the Dean is entitled to exercise supervisory powers and issue instructions in this regard." The faculties and the Human Resources Department therefore regularly review compliance with teaching obligations.