

Quick guide

Teaching Exemption without Reduction in Payment in Connection with Stays Abroad. These guidelines only apply for PhD fellows.

These guidelines are based on the [GSST Rules & Regulations](#) about rules for stays abroad

GSST Rules & Regulations, Section 4.5:

[...] All PhD fellows are granted one semester's exemption from this work obligation without reduction in payment. Furthermore, PhD fellows may get exemption with no reduction in payment during extended stays abroad for up to six months in addition to the general one semester's exemption.

- Note: PhD students on a scholarship (i.e. PhD students on part A without a Master's degree) cannot get teaching exemption since additional work, e.g. as teaching assistant, is a supplementary income and not a part of the scholarship.

General rules for teaching exemption due to stays abroad for PhD students employed at Aarhus University, Science and Technology:

- PhD fellows may get teaching exemption without reduction in payment during extended stays abroad for up to a maximum of six months, i.e. one semester.
- To be eligible for exemption from 70 hours (half a semester) of teaching obligations, the stay(s) must overlap with at least 6 full weeks of teaching periods (not necessarily in a single teaching quarter).
- To be eligible for exemption from 140 hours (one semester), the stay(s) must overlap with at least 12 full weeks of teaching periods (see flow chart below). If the stay abroad lasts more than six months (or one year, if including the general one semester's exemption), the PhD student must compensate by additional work before or after the stay.
- Teaching exemption is solely given for a period of either three months or six months.
- The PhD fellow may apply for teaching exemption by sending an application via e-mail to his/her main supervisor. The main supervisor will forward the approved application to GSST.

Teaching exemption flow chart

