



This is an English translation of *Bekendtgørelse om lektorkvalificering, lektorbedømmelse og docentbedømmelse af undervisere ved erhvervsakademier, professionshøjskoler, Danmarks Medie- og Journalisthøjskole og visse maritime uddannelsesinstitutioner* (Ministerial Order on Qualification of Lecturers for Appointment as Associate Lecturer, Associate Lecturer Assessment and Senior Associate Lecturer Assessment at Business Academies, University Colleges, the Danish School of Media and Journalism and Certain Maritime Educational Institutions). In the event of a discrepancy between the translation and the Danish version, the Danish text published in the Danish Official Gazette (*Lovtidende*) is valid.

## Ministerial Order on Qualification of Lecturers for Appointment as Associate Lecturer, Associate Lecturer Assessment and Senior Associate Lecturer Assessment at Business Academies, University Colleges, the Danish School of Media and Journalism and Certain Maritime Educational Institutions

Pursuant to section 22(2) of the Danish Act on Academy Profession Programmes and Professional Bachelor Programmes (*Lov om erhvervsakademiuddannelser og professionsbacheloruddannelser*), see Consolidated Act no. 1147 of 23 October 2014, and section 13 of the Danish Act on Maritime Training Programmes (*Lov om maritime uddannelser*), see Consolidated Act no. 660 of 16 May 2015, the following is stipulated:

### Part 1

#### *Objective*

**1.** The objective of the ministerial order is to determine the overall framework for qualification for appointment as associate lecturer, associate lecturer assessment and senior associate lecturer assessment regarding lecturers who are covered by Ministerial Order no. 249 of 18 March 2014 on Job Structure for Lecturers at Academies of Professional Higher Education, University Colleges and the Danish School of Media and Journalism (*Bekendtgørelse nr. 249 af 18. marts 2014 om stillingsstruktur for undervisere ved erhvervsakademier, professionshøjskoler og Danmarks Medie- og Journalisthøjskole*) and Ministerial Order no. 960 of 19 August 2015 on Job Structure for Lecturers on Academy Profession Programmes and Professional Bachelor Programmes at Maritime Educational Institutions (*Bekendtgørelse nr. 960 af 19. august 2015 om stillingsstruktur for undervisere ved erhvervsakademiuddannelser og professionsbacheloruddannelser ved maritime uddannelsesinstitutioner*).



## Part 2

### *Qualification for appointment as associate lecturer*

**2.-(1)** Assistant lecturers who are employed at the institutions and at the programmes mentioned in section 1 must in the course of the assistant lecturer period qualify for transfer to employment on associate lecturer terms.

(2) The objective of the qualification for appointment as associate lecturer is for the assistant lecturer during the assistant lecturer period to develop his or her theoretical, academic, pedagogical and professional competencies and to apply and develop his or her competencies in relation to research and development activities with a view to being able to perform the tasks which an appointment as associate lecturer requires in respect of lecturers at the institutions mentioned in section 1.

**3.** In connection with the appointment of an assistant lecturer, it is incumbent on the institution to ensure the following:

- 1) Appointment of a supervisor. The appointment must take place before the start of the assistant lecturer period. The supervisor is appointed by the institution in consultation with the assistant lecturer. The supervisor must not have managerial responsibility for the assistant lecturer or be part of the management at the institution at which the assistant lecturer is employed. The supervisor must monitor the assistant lecturer's work and assess whether the assistant lecturer plan and tasks offer the assistant lecturer the opportunity to qualify for associate lecturer assessment. The supervisor must also act as a sounding board to the extent needed by the assistant lecturer. The assistant lecturer may be assigned one or more secondary supervisors, as required.
- 2) Preparation of an individual assistant lecturer plan. The institution must prepare the assistant lecturer plan in collaboration with the assistant lecturer within three months of the start of the assistant lecturer period. The plan must be prepared in accordance with the job structure. The plan is adjusted regularly to the extent needed with a view to forming a satisfactory basis for an associate lecturer assessment.
- 3) Opportunity for the assistant lecturer to qualify for appointment as associate lecturer.

## Part 3

### *Associate lecturer assessment committee*

**4.-(1)** On recommendation from the educational institutions covered by section 1, the Danish Agency for Higher Education appoints a body of chairmen for associate lecturer assessment committees for a four-year period.



(2) The chairmen appointed must at a minimum possess qualifications at a level corresponding to associate lecturer level and must have extensive knowledge of the activities of the academy profession programmes and professional bachelor programmes.

**5.-(1)** Upon request by an assistant lecturer for an associate lecturer assessment, the institution of employment appoints an associate lecturer assessment committee consisting of three members.

(2) The chairman of the committee is appointed from among the body of chairmen, see section 4(1), and is responsible for the committee's work.

(3) The two other members of the committee must at a minimum possess qualifications at a level corresponding to the associate lecturer level and must together have the academic, pedagogical and professional competencies as well as competencies in relation to research and development activities within the subject area with which the assistant lecturer has mainly worked during the assistant lecturer period.

(4) None of the three members of the assessment committee must be employed at or be a board member at the institution.

(5) Each of the three members may only participate once in the assessment of the same assistant lecturer.

(6) The institution informs the assistant lecturer of the composition of the committee. The assistant lecturer may within a time limit of eight calendar days submit a reasoned objection concerning a conflict of interest among one or more of the committee members.

**6.** The activities of an associate lecturer assessment committee are covered by the Danish Public Administration Act (*Forvaltningsloven*).

#### Part 4

##### *Associate lecturer assessment*

**7.-(1)** A request for an associate lecturer assessment must be submitted to the institution of employment by the assistant lecturer no later than six months before the end of the assistant lecturer period.

(2) The institution of employment normally forwards the request for associate lecturer assessment to the associate lecturer assessment committee, see section 5, within two weeks, ensuring that all the necessary information is available for the associate lecturer assessment.

(3) If the institution of employment has deviated from the rules on the laying down of assistant lecturer plans, see the Ministerial Order on Job Structure for Lecturers at Academies of Professional Higher Education, University Colleges and the Danish School of Media and Journalism and the Ministerial Order on Job Structure for Lecturers on Academy Profession Programmes and Professional Bachelor Programmes at Maritime Educational Institutions,



the institution of employment must enclose information with the request specifying the tasks from which deviation has been granted.

(4) The request may be formulated in Danish or English and may not be longer than 40 standard pages.

(5) The assistant lecturer plan, see section 3, item 2, CV and copies of diplomas and exam certificates must be enclosed with the request.

(6) Copies of references from previous places of employment, of relevant published material, of publications, of own study plans, of study material and study guides in annotated form etc. may, to a limited extent, be enclosed with the request. In lieu of this, reference may be made to an enclosed list of materials.

(7) The requirements for requests for associate lecturer assessment are described in further detail in Appendix 1 to the ministerial order.

**8.-(1)** The assistant lecturer's request for associate lecturer assessment forms the basis of the associate lecturer assessment.

(2) The assessment committee must request additional information, if necessary, including obtaining a statement on the assistant lecturer's academic level, teaching skills, research and developmental competencies etc. from the institution of employment or supplementary information from the assistant lecturer. The statement issued by the institution of employment may include declarations of an academic and pedagogical nature from students and the assistant lecturer's colleagues. In special cases, the committee may invite the assistant lecturer to an interview and include statements from or discussions with an expert with a special insight into an area of relevance to the associate lecturer assessment. The information obtained must be included in the basis of assessment.

**9.-(1)** The assistant lecturer's competencies are assessed in connection with the associate lecturer assessment, see Appendix 1.

(2) If the institution of employment has granted a deviation from the rules on the laying down of assistant lecturer plans, see section 7(3), the assessment committee must refrain from assessing the competencies specified for the task from which the institution has granted a deviation.

**10.-(1)** The committee submits a written and reasoned draft assessment to the assistant lecturer within two months and two weeks of the institution of employment having received the assistant lecturer's request for associate lecturer assessment. If the committee has considered material other than that submitted by the assistant lecturer, see section 8(2), the assistant lecturer must be informed of this. The assistant lecturer may within a time limit of eight calendar days from receipt of the draft assessment submit a statement to the committee concerning factual discrepancies between the basis of assessment and the draft assessment.



(2) In the event of disagreement on the assessment committee regarding the result of the assessment, the majority's assessment will prevail. The draft may be formulated in English if the request is made in English.

(3) The assessment must contain a reasoned overall assessment specifying the factors which have been determining for the assessment of whether the assistant lecturer can be deemed capable of performing the tasks undertaken by associate lecturers at the institutions mentioned in section 1, including an assessment of the assistant lecturer's competencies, see section 9.

(4) The committee submits the result of the assessment to the assistant lecturer and the institution of employment within three months of the institution having received the request for associate lecturer assessment.

(5) If special circumstances arise which make it impossible to process the request for associate lecturer assessment within the time limits mentioned in subsections (1) and (4), the chairman of the committee must inform the assistant lecturer and the institution thereof within these time limits and must provide an indication of when the request is expected to be processed.

**11.** Upon appointing as associate lecturer someone who has not already been awarded a positive associate lecturer assessment in accordance with the provisions set out in this ministerial order, see, however, section 15 and section 18(2)-(5), an associate lecturer assessment must be carried out in accordance with the provisions set out in sections 7-10.

**12.** A positive associate lecturer assessment under this ministerial order qualifies the assistant lecturer to be employed on associate lecturer terms at any of the educational institutions and at any of the programmes mentioned in section 1.

## Part 5

### *Senior associate lecturer assessment*

**13.-(1)** For the assessment of the qualifications of applicants for a position as senior associate lecturer, the rector of the institution appoints an assessment committee consisting of three persons who are not employed, nor are board members, at the relevant institution. The rector also determines a deadline for the submission of the committee's assessment.

(2) The committee must be composed in such a way that academic and pedagogical knowledge of the academic area covered by the position, including knowledge of national and international research and professional experience with the industry or profession, is represented on the committee.

(3) At least two of the members of the committee must be experts within the academic area covered by the position at a level corresponding to the PhD as a minimum.



(4) The institution informs the applicants of the composition of the assessment committee. Applicants may within a time limit of eight calendar days submit a reasoned objection concerning a conflict of interest among one or more of the committee members.

**14.-(1)** The assessment committee assesses the applicants' qualifications in relation to the qualification requirements mentioned in Appendix 2 and the requirements for academic qualifications specified in the job advertisement, and on the basis thereof, the committee submits a non-prioritised, reasoned and written assessment of the individual applicant to the rector. Any differences among the committee members regarding the assessment must appear in the assessment.

(2) The institution sends the committee's assessment of the application to the applicant. The applicant may within a time limit of eight calendar days from receipt of the assessment submit a statement to the institution concerning factual discrepancies between the basis of assessment and the assessment.

**15.** No associate lecturer assessment is required when reverting to an associate lecturer position from a senior associate lecturer position.

## Part 6

### *Appeals*

**16.-(1)** Decisions made pursuant to this ministerial order may be appealed to the Danish Agency for Higher Education if the appeal concerns legal issues.

(2) Appeals must be submitted within two weeks of the assistant lecturer or applicant having been informed of a decision.

## Part 7

### *Commencement*

**17.-(1)** The ministerial order enters into force on 1 September 2015.

(2) Ministerial Order no. 762 of 25 June 2013 on Qualification of Lecturers at Academies of Professional Higher Education, University Colleges, the Danish School of Media and Journalism and Certain Maritime Educational Institutions for Appointment as Associate Lecturer, Associate Lecturer Assessment and Senior Associate Lecturer Assessment (*Bekendtgørelse nr. 762 af 25. juni 2013 om lektorkvalificering, lektorbedømmelse og docentbedømmelse af undervisere ved erhvervsakademier, professionshøjskoler og Danmarks Medie- og Journalisthøjskole*) is repealed.



(3) A positive associate lecturer assessment under the ministerial order mentioned in subsection (2) qualifies the assistant lecturer assessed for employment on associate lecturer terms corresponding to a positive associate lecturer assessment under this ministerial order.

(4) Assistant lecturers appointed before 1 August 2013 at a university college may continue to be assessed under Ministerial Order no. 635 of 27 June 2003 on Associate Lecturer Assessment at University Colleges and Other Institutions for Medium-Cycle Higher Education Programmes (*Bekendtgørelse nr. 635 af 27. juni 2003 om lektorbedømmelse ved Centre for Videregående Uddannelse og andre institutioner for mellemlange videregående uddannelser*). Such a positive associate lecturer assessment qualifies the assistant lecturer assessed for employment on associate lecturer terms corresponding to a positive associate lecturer assessment under this ministerial order.

(5) Assistant lecturers appointed before 1 September 2015 at a maritime educational institution covered by this ministerial order, see section 1, may continue to be assessed in accordance with the rules on associate lecturer assessment of marine engineers and academics at maritime education and training centres and schools of marine engineering, see appendices 1 and 2 to the Danish Maritime Authority's memorandum of 17 December 2001 on job structure for marine engineers and academics at maritime education and training centres and schools of marine engineering as well as the rules on associate lecturer assessment at schools of navigation, see appendix A and B to the Danish Maritime Authority's memorandum on job structure at schools of navigation of 6 August 1999. Such a positive associate lecturer assessment qualifies the assistant lecturer assessed for employment on associate lecturer terms corresponding to a positive associate lecturer assessment under this ministerial order.

(6) The Danish Agency for Higher Education may decide that positive associate lecturer assessments awarded in accordance with rules other than those mentioned in subsections (3)-(5) qualify the assistant lecturer assessed for employment on associate lecturer terms corresponding to a positive associate lecturer assessment under this ministerial order.

*Danish Agency for Higher Education, 28 August 2015*

Nils Agerhus

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## Appendix 1

### Criteria for associate lecturer assessment, see section 9

In its assessment, the associate lecturer assessment committee must determine whether the assistant lecturer/the applicant possesses the competencies within teaching, research and development activities which are required in the job structure in order to be employed as associate lecturer.

In the request for an associate lecturer assessment, the assistant lecturer/applicant must thus demonstrate that:

- a) The assistant lecturer/applicant is able independently to develop, plan and realise industry or profession-oriented and development-based teaching activities. The teaching must include academic elements and reflections on these, the interaction between theory and practice as well as knowledge about the practice and development of the industry or profession.
- b) The assistant lecturer/applicant must be able to work in an independent and innovative fashion on the institution's development tasks, including development of academy profession programmes or professional bachelor programmes, continuing education programmes, industry or profession-related development in practice as well as research and development activities.
- c) The assistant lecturer/applicant must also be able to incorporate relevant international research and/or international development trends within the industry or profession into his or her work.

As a basis for the assessment, the assistant lecturer/applicant must in the request account for his or her academic, theoretical, pedagogical, industry or profession-oriented competencies as well as competencies in relation to research and development activities.

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## Appendix 2

### Criteria for senior associate lecturer assessment, see section 15

In its assessment, the senior associate lecturer assessment committee must determine whether the applicant for a senior associate lecturer position possesses the qualifications within teaching, research and development activities which are required in the job structure in order to be employed as senior associate lecturer.





The applicant for a senior associate lecturer position must document that:

- a) The applicant has a qualification level corresponding to the PhD. The qualification level can be achieved through a combination of formal education and relevant practical experience. The assessment of the applicant's qualification level may thus include commercial employment having resulted in equivalent qualifications.
- b) The applicant is able independently to plan, manage and evaluate research and development activities within the industry or profession.
- c) The applicant possesses documented, application-oriented knowledge, including both theoretical and practical knowledge at a high level about the industry or profession, such that the applicant is able to independently and innovatively develop new knowledge within the industry or profession or introduce new knowledge in respect of the industry or profession.
- d) The applicant also has documented teaching experience and experience within the development of teaching activities, including that the applicant is highly qualified in terms of communicating theory and incorporating practice, as well as in terms of linking theory and practice to the industry or profession.