



Please take note that this translation is provided for your information and convenience only and is not legally binding. The binding document is the current version of the Teaching Obligation Ordinance (LVVO). For any questions and comments regarding this document, please contact the Dean's Office (deputat@wiso.uni-tuebingen.de).

Brief Guide to Teaching Load Regulations

Attachments: Teaching Obligation Ordinance (LVVO, version 11/2024)
Reporting Form for Teaching Load

All teaching staff whose employment includes a contractual teaching obligation (teaching load) are required to report the fulfillment of this obligation at the end of each semester using a designated form within a specified deadline, as requested by the Dean's Office.

This requirement does not apply to externally funded staff, adjunct lecturers, or private lecturers, honorary professors, and associate professors with honorary titles.

Only teaching activities personally conducted by the reporting individual may be claimed – activities performed by assistants or staff cannot be credited.

The Dean verifies the accuracy of the submitted documentation. Based on the reports, an overview of teaching load fulfillment is compiled for each teaching unit and made available to the relevant academic units.

1. Scope of Teaching Obligation (§§ 1 and 2 LVVO)

Teaching obligations are measured in semester hours per week (Semesterwochenstunden - SWS), where 1 SWS equals 45 minutes of teaching per week during the semester. The standard teaching loads are:

- Professors: typically 9 SWS
- Junior Professors: 4 SWS; from the 5th year onward (after the midterm-evaluation): 6 SWS
- Lecturers: 12–18 SWS
- Permanent Academic Staff / Akad. Rät:innen: typically 7–13 SWS
- Temporary Academic Staff / Akad. Rät:innen a.Z.: 4 SWS; post-habilitation: 6 SWS

The contractual teaching load must be entered on page 1 of the reporting form under "Teaching Obligation".

2. Reductions and Exemptions (§§ 8(2) and 12 LVVO)

The Ministry of Science, Research and the Arts (MWK) grants teaching load reductions for certain administrative roles:

- Dean of Studies: 4 SWS
- Vice Dean for Research: 3 SWS
- Vice Dean for International Affairs: 3 SWS



- Department Spokesperson: 2 SWS
- Chair of the Examination Board: 2 SWS
- Faculty Gender Equality Officer: 1 SWS

Additional reductions may be granted for public service duties or extraordinary institutional responsibilities. Applications must be submitted to the Dean and all reductions must be documented on the form with justification and time period.

3. Types and Crediting of Teaching Activities (§§ 3(1) and (2) LVVO)

Crediting percentages for different types of teaching:

- Lectures, seminars, exercise courses ("Übungen"), colloquia: 100%
- Practical sports courses with theory component: 75%
- Other practical courses and tutorials: 50%
- Excursions: 30% (max. 10 hours/day; must be calculated separately if part of a course)
- Online courses with supervision: 100% for up to 3 semesters, then 50% (upon application).

Only courses that meet the following criteria are eligible:

1. Approved by the study commission and included in the official course catalog
2. Listed in the university's electronic course system "Alma" with all scheduled dates
3. Conducted as scheduled. If changes to the schedule are necessary during the semester, e.g. if two seminars are combined into one, only the teaching hours that were actually conducted may be reported.
4. Allow for examination or credit according to the curriculum (courses where no ECTS credits may be earned are not eligible, e.g. doctoral seminars)
5. Have at least 5 participants (exceptions require justification and permission by the Dean. The number of creditable teaching hours may be reduced for courses with fewer than 5 participants)

Lectures, especially mandatory lectures, are to be held primarily in a weekly format. Compact formats for mandatory lectures require prior approval from the Dean of Studies and the Dean.

4. Non-Weekly Courses (§ 3(4) LVVO)

Block seminars or other non-weekly formats must be listed on page 2 of the form with dates, times, and total hours. Conversion to SWS is carried out automatically and transferred to page 1.

5. Joint Teaching (§ 3(5) LVVO)

Courses taught by multiple instructors are credited proportionally based on individual contributions. Only interdisciplinary courses may be fully credited to each instructor, with a maximum of triple credit across all instructors.

6. Supervision of Theses (§ 3(6) LVVO)

If the curriculum is otherwise covered, supervision of graduation theses may be credited as follows:



- Bachelor's and Master's theses: via a colloquium (page 1, append a list of participants and mark the checkboxes on page 3)
- Master's theses (alternative option **only** if no Master colloquium is credited): 0.3 SWS per thesis, max. 2.0 SWS per semester (only for theses personally supervised and assessed). Report these theses on the bottom half of page 3.

Doctoral supervision and dissertation reviews are not creditable.

7. Intertemporal Compensation (§§ 4 and 5 LVVO)

Teaching obligations may be averaged over three consecutive academic years, provided curricular requirements are met. At least 50% of the teaching load must be fulfilled each semester.

- Teaching load deficits must be compensated within 3 years.
- Excess teaching load: up to one semester's worth of SWS may be carried forward and expires at the end of employment. For excess teaching load that was accumulated before the winter semester 2024/25, transitional provisions in §15 LVVO apply.
- Externally funded or adjunct teaching is not eligible for compensation.

8. Interpersonal Compensation (§ 4(2) LVVO)

Teaching obligations may be transferred within a teaching unit as follows:

- Professors may transfer teaching obligations among each other and to all other teaching personnel; they may not receive SWS from other teaching personnel.
- Junior professors may transfer teaching obligations among each other and to all other teaching personnel excluding professors.
- Other teaching staff may transfer teaching obligations within their own status group.

Both parties must report the teaching load transfer on page 4 of the form; these values will be transferred to page 1. Positive values indicate a positive credit toward one's teaching obligation, negative values indicate an increase in teaching obligation.

9. Teaching during the COVID-19 Pandemic

Teaching conducted online due to the pandemic may be reported as originally planned. A 60-minute session (online or in-person) is considered equivalent to 2 SWS when supplemented with additional materials. Deviations must be reported. As an exception, in-person courses that had to be split due to pandemic restrictions may be fully credited.