

EMPLOYMENT AT CBS

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Employee of the Danish State

When you become employed at any university in Denmark you will become an employee of the Danish state. Various rules and regulation will govern your employment terms and to someone coming from the outside it may seem like a very complex and bureaucratic system. However, the advantage is that everything is defined in order to create transparency, equality and fairness when employed in the Danish state. You do not need to know all the rules and regulations in detail, but it is good for you to know they exist and which you can refer to if you want to know more about your rights and options. In the following you can find general information about your employment and also which rules and regulation the terms are founded upon.

To learn more about being an employee of the Danish state read the publication [Employment in the Danish State Sector](#).

Assessment and Appointment of Faculty at CBS

Academic positions at universities in Denmark are divided into the following categories:

- **Full professorship:** A tenured position consisting of research (including publication/academic dissemination duties) and research-based teaching (with associated examination duties). In addition, the post may also include a duty to share knowledge with the rest of society – including participation in public debate. Furthermore, professors may be asked to manage research, provide guidance and supervision of assistant professors as well as take part in academic assessments. The university determines the exact ratio between the different responsibilities.
- **Professorship with special responsibilities (mso):** A fixed-term position containing specific functions as well as duties that are otherwise associated with professorships. The special responsibilities may last three to five years, with the option of a further extension, which means that total employment represents a maximum of eight years. Normally, the positions are established with a view to appointing particularly talented, preferably young researchers to develop a promising discipline at international level. The ratio between the different responsibilities may vary over time for the individual post holder, although emphasis must be placed on the performance of one or more of the special responsibilities. The terms of employment may include research management. At the end of the period, the special responsibilities are discontinued and the employee in question transfers to a position of associate professor at the university. The qualification requirements correspond to those of ordinary professorships. Emphasis must, however, be placed on whether the applicant has the potential to continue the development of the discipline and has documented original academic production at international level. Special emphasis must also be placed on an assessment of the applicant's opportunities to perform the special responsibility or responsibilities associated with the specific post.
- **Associate professorship:** A tenured position consisting mainly of research (including publication/academic dissemination duties) and research-based teaching (with associated examination duties). The post may also include a duty to share knowledge with the rest of society – including participation in public debate. Furthermore, associate professors may be asked to manage research, provide guidance and supervision of assistant professors as well as take part in

academic assessments. The university determines the exact ratio between the different responsibilities.

- **Assistant Professorship:** A 3-4 year further-education position consisting of research (including publication/academic dissemination duties) and research-based teaching (with associated examination duties). The post may also include a duty to share knowledge with the rest of society. The university determines the exact ratio between the various responsibilities. The ratio may vary over time, but a balance has to be struck for the assistant professor to be able to improve his or her qualifications in areas relevant to the position (typically research and teaching). Supervision is provided, as well as the opportunity to enhance pedagogical competencies with a view to a written assessment of the assistant professor's teaching qualifications. Under certain circumstances the assistant professorship can include the possibility of tenure track.
- **Postdoc:** A fixed-term academic position normally heavily weighted in favour of research. In addition, a certain amount of teaching may also be required. Other duties may, furthermore, have to be performed to a limited extent. The university determines the exact ration between the various responsibilities. The position contains no enhancement of pedagogical competencies and, therefore, may not alone qualify for appointment as associate professor.

All applications from assistant professor and up are assessed by an appointed assessment committee consisting of 3-5 members: One internal chairman of the assessment committee and 2-4 external assessment committee members. All assessment committee members must be associate professors or professors and must first be approved by the Academic Council. The assessment committee assesses the candidates to be either qualified or not qualified – the final decision to offer a qualified candidate a position rests with the CBS Wide Appointment Committee (CWAC).

You can read more about qualification requirements and assessment in [Guidance notes for the assessment of academic positions at Copenhagen Business School](#).

To learn more about the academic positions and the required qualifications, please refer to [The Job Structure for Academic Staff](#)

To learn more about the assessment and appointment of academic staff, please refer to [The Appointment Order](#)

Regarding PhD Fellowships

At Danish universities a PhD Fellowship is a 3 year fixed-term education position, where the fellow is hired on a contract and receives salary subject to the collective agreement covering staff with university degrees in the state sector. Thus, the PhD Fellow is a member of the faculty staff.

PhD Fellowships are announced either by the recruiting department or as an annual CBS Open Call. Like other faculty positions applicants are assessed by an assessment committee consisting of two internal assessment committee members.

Before the successful applicant can be offered a contract the applicant must first be accepted into one of CBS' three PhD schools. The entry qualification is a master degree equivalent to a Danish master degree (ie.

bachelor degree + 2 years of master studies (160 ECTS), also known as the Bologna Process). Foreign diplomas will be assessed before a candidate can be admitted into the PhD programme and hired on a contract.

To learn more about assessment of foreign degrees, you can visit the website of [the Danish Agency for Universities and Internationalisation](#).

To learn more about becoming a PhD scholar at CBS, you can visit CBS' website on PhD Programmes [here](#).

Terms of employment

Salary

The salary of all academic staff in Government service is based on a collective agreement. Everyone in the same job category with the same amount of experience is paid the same base salary. The Ministry of Finance and the Confederation of Professional Associations negotiate this collective agreement. Upon employment your salary is negotiated between a member of the Senior Management and the union representative who negotiates for you. Full professors, however, have the choice between negotiating themselves and being represented by their delegated union representative.

The salary for all categories except professors is based on a salary grading system. The salary grades run from 4 to 8 (4-4-5-6-8). To be placed on step 4 you need to have a master degree that is equivalent to a Danish master degree. From step 4 you go up 1 step for each year of documented full time academic employment you have had since your master graduation. If your master degree is found not to be equivalent to a Danish master degree you will be placed on another scale that runs from 2-8 (2-4-4-5-6-7-8) or from 1-5 (1-2-4-4-5). Your master degree is therefore essential to which scale you are placed on.

If you are appointed professor your salary is not based on seniority, but placed in a separate and higher wage bracket.

When employed as a member of faculty in accordance with the provisions of the [The Job Structure for Academic Staff](#) (i.e. research assistant, PhD fellow, postdoc, assistant professor, associate professor, professor) you also receive a centrally agreed allowance attached to the specific job category.

In addition to the base salary and job category allowance, the collective agreement and the university wage policy allow for further supplements, which can be negotiated between the professor/union representative and the Dean of Research.

Once a year (usually in January) CBS will invite applications for salary negotiations. The salary negotiations consist of both temporary/permanent monthly allowances and a performance-based bonus system. Academic staff at all levels is entitled to a salary negotiation. HR Services will send out a call for application along with guidelines on how to apply.

Salary at CBS is paid out in monthly arrays at the end of each month. Salary statements are accessed electronically via www.e-boks.dk

Pension

As a member of faculty employed in accordance with the collective agreement for academics in the state, you are covered by a pension scheme. A total pension contribution equal to 17,1 % of your pensionable salary will therefore be paid into your pension fund each month. Which pension fund will depend on the academic organisation (depending on your educational background) with which the agreement has been concluded.

If you do not stay in Denmark until retirement, the accumulated amount will be payable, but no sooner than a year following the last payment - and it will be taxed 60%. If you do not claim the pension until retirement, the amount will be subject to normal and more moderate taxation.

Option for faculty recruited on a fixed-term contact of max. 5 years

Faculty members (PhD fellow through Professor) recruited internationally on a fixed-term contract of maximum 5 years have the option of having your pension contribution paid out as regular salary instead of having the sum deposited in a pension fund. The sum will then be taxed according to the same taxation scheme as the rest of your salary. A minor sum (approximately 119 DKK) will however be withheld and go towards a mandatory group life insurance (see below).

Please consult the relevant pension fund for further information.

[MP Pension](#): The Pension Fund for Danish M.A.'s and Ph.D.'s. (Arts and Humanities)

[JØP](#): The Pension Fund for Danish Lawyers and Economists (Social Sciences and Business Economics)

[DIP](#): The Danish Pension Fund for Engineers

Life insurance in case of death, disablement or critical illness

Your pension scheme is not just a savings plan – it is also an insurance policy that provides you and your family with a security should anything go wrong during your lifetime. To learn more about the life insurance and insurance in case of critical illness or disablement, please contact the relevant pension fund or visit their website.

Holiday with pay

As an employee of the state you are entitled to 25 days of vacation in each holiday year. The holiday year starts from 1 May and ends 30 April.

Whether the holidays are paid or unpaid depends on the duration of your employment in the previous calendar year

On top of the 25 days of vacation with pay, you also earn the right to 5 special holidays per holiday year. You qualify for special holidays according to your employment in the previous calendar year.

For more information about your entitlement to holiday and taking it, please refer to the [Holiday Act](#).

Illness

If you fall ill you have the right to time off with pay.

If your child (under the age of 18) falls ill you have the right to take time off with pay to stay at home with your child during his/her first two days of illness.

Personal days (child care days)

If you have children below the age of 7, you are entitled to 2 personal days with pay per child per calendar year. The personal days cannot be transferred from one year to the other.

Senior retention days

The agreement of senior retention days is made between the immediate superior and the employee. Up to 12 days per calendar year are possible.

Family events/other absence

On the following occasion you also have the right to time off with pay:

- Personal relocation from one address to another(1 day)
- Own wedding day (1 day)
- 25th Wedding anniversary (1 day)
- Death and funeral of parents, children, near relatives, etc. (1 day),
- Medical- or dental treatment (according to doctor's orders)
- Accompaniment of younger children to medical- or dental treatment (according to doctor's orders)
- Civic duties
- Public duties

Maternity/paternity/parental leave

As an employee of the state you are entitled to leave with pay if you are expecting a child, have given birth, have become a father or have adopted a child.

As a woman employee you have a right to maternity leave with pay beginning six weeks before childbirth. In addition, you have a right to 14 weeks' pay after the birth of the child.

Being the father you are entitled to two weeks' paternity leave with pay within that same period of time.

Moreover, parents are jointly entitled to 32 weeks parental leave, which you may share as you please. During parental leave you are entitled to 12 weeks' pay, being either the mother or the father of the child. The remaining period you will receive social benefits from your local authorities.

If both parents are state employees, you are jointly entitled to 18 weeks' pay to be shared between you, in ratios of six weeks each. For the remaining period (i.e. what is left of the 32 weeks) the parent(s) on leave will be paid benefits from the local authorities.

The parents may extend the 32 weeks' leave to 40 or 46 weeks, but without a corresponding increase in the benefits. There is, furthermore, much scope for spending the leave in a flexible manner. One parent may, for example, postpone part of the leave. The only restriction is that it must be taken before the child reaches the age of nine and only one of the parents can do that. Furthermore, both parents may, subject to agreement with the employer, resume work on a part-time basis during a leave period, which means that the leave will be correspondingly prolonged.

Leave without pay

Employees can apply for leave without pay for a certain period due to work related issues or for private reasons (for instance taking care of a seriously ill close relative or child; or with the purpose of taking up temporary employment at another research institution).

External employment of CBS Faculty

External employment in Denmark

You are subject to CBS' guidelines for external employment, which can be found at CBS' intranet. If you have external employment in Denmark, you must inform your Head of Department of this at the beginning of the employment.

External employment abroad and social security

If you, at the same time as you are employed by CBS, have other external employment abroad, you are obligated to inform your immediate superior and HR Services in writing. Other employment abroad may result in you not being entitled to Danish social security, which again may affect your employment, if you fail to obtain documentation that you are covered by Danish social security. Alternatively, you can make an agreement with CBS that you are responsible for contributing to the authorities in the country who are responsible for your social security. You can read more about social security on the website of the Danish Pensions Agency.

Insurance

At the work place

If you have an accident while at work, CBS is covered by a government self-insurance scheme. The scheme covers all risks, normally covered by insurance. Damages will be paid in accordance with the general rules of Danish law.

In practice this means, that CBS only offers compensation if CBS, or a member of staff has committed an act of negligence, but not if it is a matter of unforeseen contingency.

Travel insurance

If you attend a conference abroad as part of your work for CBS you are covered by travel insurance. The Danish state has entered an agreement with "Europæiske Rejseforsikring" about travel insurance. This insurance must be used for official journeys. Other insurance agreements cannot be reimbursed. You can get an insurance card by contacting your department administration.

Health insurance

If you want to know more about national health insurance in Denmark, please refer the CBS site [Coming to Denmark](#).

Resignation

If you wish to resign your position this should normally be effected by a month's notice at the end of a month in writing. Your appointment letter will specify the exact terms for giving notice.

Dismissal

Notice on the part of the university ranges from one to six months depending on the length of continuous employment with the university.

- Employees who have been employed for less than 6 months must be given 1 month's notice
- After 6 months of employment, employees must be given 3 months' notice
- After 3 years of employment, employees must be given 4 months' notice. This period is extended by 1 month for every additional 3-year period of employment to a maximum of 6 months' notice

Dismissal as a result of disciplinary offences

CBS finds it important that complaints of unacceptable conditions are being made at as early a stage as possible. Usually dismissal cannot take place, unless a caution in writing has been made out beforehand, and in accordance with the Public Administration Act the issue of a caution cannot take place prior to consultation with the employee.

Dismissal as a result of budget reductions or other institutional circumstances

Involuntary dismissal as a result of budget reductions will, in as far as possible, be effected through natural retirement. If dismissal cannot be avoided, CBS aims to carry out the procedure in an atmosphere of openness showing the utmost consideration for the individual employee.

In both cases the employee is entitled and recommended to seek assistance from his or her trade union representative as early as possible in the process.

For further information

If you have any questions regarding application processes, assessment processes, qualification requirements, terms of employment or relocation to Denmark, please visit our website www.cbs.dk/jobs-at-CBS or contact:

HR

Copenhagen Business School

Ph. +45 3815 2022

Email: hr@cbs.dk