**How to prepare the budget for a PhD course**

The budget must include:

Travel and accommodation for course instructors.

Venue, day packages for participants etc.

Course dinner.

Total cost of honoraria according to Norwegian salary scale

**NB:**

* Do not include student travel grants. Student participating in LingPhil courses apply for travel grants individually.
* LingPhil covers costs of only affiliated PhD & postdoc candidates (day packages & course dinner).
* LingPhil can cover some costs for a limited number of *international students*
	+ For PhD courses organized at hotels, international students pay the “dagpakke” by themselves.
	+ For PhD courses organized on campus, LingPhil covers lunches/coffee breaks for the international students.

**How to calculate the total cost of honoraria**

Total cost of honoraria per instructor = honoraria cost per hour \* total hours taught

LingPhil uses following salary scales for 2019

* Professor: salary scale 72 – salary NOK 337.40 per hour
* Associate professor (første amn): – salary scale 66 – salary NOK 300.60 per hour
1. **Instructors affiliated at Norwegian institutions**

Professor honoraria cost per hour (including employer tax + holiday money) = NOK 425,38

Ass. Professor honoraria cost per hour (including employer tax + holiday money) = NOK 378,98

1. **Instructors affiliated at foreign institutions**

Professor honoraria cost per hour (including employer tax) = NOK 384,97

Ass. Professor honoraria cost per hour (including employer tax) = NOK 348,98

Total hours taught

1. Number of hours taught at the course (total hours teaching = multiplied by 4 - to include preparation)
2. Number of hours other activities e.g., reading essays, advising students etc. (specify), which are not multiplied by 4).

**NB:**

* Total cost of honoraria is different from the honoraria paid to instructor/instructor fee.
* Total cost of honoraria includes employer tax (14.1%) and holiday money (12%), while
* Instructor fee includes salary per hour \* total hours taught.
* This is important to remember when you make work contracts with the instructors.