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The Department and our staff

The Department of Health Management and Health Economics (HELED) offers a multidisciplinary approach to health services research. This is evident both from the composition of the staff and the different methodological approaches they use. Research activities at departmental level were initiated at the beginning of the 1990s and have expanded in different directions ever since. The Department now has a strong record in both qualitative and quantitative methods, within different areas of organisational and economic research, and is gradually expanding its research activities to include comparative research and research on health issues in developing countries. HELED has attracted research from many organisations, for example the EU, OECD, the Norwegian Research Council (NFR), the Ministry of Finance and the Ministry of Health.

Structure

You are a student at The Department of Health Management and Health Economics (HELED), which is one of six departments under the Institute of Health and Society (HELSAM). Besides HELSAM, the Faculty of Medicine consists of two other Institutes (Schools): the Institute of Basic Medical Sciences and the Institute of Clinical Medicine.

You will find more information about your Department and its staff here:
http://www.med.uio.no/helsam/english/about/organization/departments/heled/
The academic staff at HELED consists of professors, associate professors, post doc. researchers and PhD students working in Health Economics, Policy and Management and educated in the fields of Political science, Economics, Medicine, and Statistics.

Apart from the 2-year master degree in Health Economics, Policy and Management, which you have chosen, HELED is responsible for the following other study programmes:

- A three-year bachelor degree in Health Management and Health Economics (language: Norwegian): http://www.uio.no/studier/program/helseledelse/

- A 3-term, experience-based master degree in Health Administration (language: Norwegian): http://www.uio.no/studier/program/helseadministrasjon-master/

- A two-year, joint master degree in Health Economics and Management in collaboration with the Management Center Innsbruck (MCI), the Institute of Health Policy and Management at Erasmus University of Rotterdam and the Institute of Economics at the University of Bologna (language: English): http://www.uio.no/english/studies/programmes/hem-master/

**Student information service**

The Department of Health Management and Health Economics has one student adviser for each study programme. Your student adviser’s contact hours are 9-11:30 Monday-Thursday, and the adviser is located on the second floor, Forskningsveien 3A.

The student adviser for the academic year 2015-16 is: Birthe Neset

Telephone: 22 85 05 47

Email: heled-studieinfo@helsam.uio.no
Teaching and learning

Lectures
In accordance with Norwegian academic tradition, each student is individually responsible for his or her own academic progression. Although some students may find that the number of lectures and seminars are comparatively few, they are nevertheless expected to learn a similar amount of knowledge and skills. This normally requires more self-study and group study in addition to class-based activities. It is the responsibility of students to learn; lecturers are simply an aid in that endeavour. Students are strongly recommended to organise study groups on their own.

Attendance
Each course has its own rules governing attendance. The students must read the course descriptions available on web to find out about each course’s attendance rules.

Library resources
The University of Oslo has several libraries and a number of digital services geared to the needs of its students.

Here you will find advice and support from the main University Library:
http://www.ub.uio.no/english/

The following two specialist libraries will be particularly useful:

The Medical Library is located at the National Hospital:
http://www.ub.uio.no/english/subjects/medicine/medicine/index.html

The resources of the Humanities and Social Sciences Libraries (located on the main campus): See overview of resources by subject here:
http://www.ub.uio.no/english/subjects/

Economics:
http://www.ub.uio.no/english/subjects/economics/economics/

Political science:
http://www.ub.uio.no/english/subjects/social-political-science/political-science/
Programme specific information, programme structure and specialization

**Programme structure**
The master programme is a full-time, two-year programme of 120 credits.
The programme consists of:
- 30 credits of mandatory fundamental courses (1st semester)
- Specialization or General Programme (2nd and 3rd semester - 40 credits + 20 credits elective courses)
- Thesis work (4th semester - 30 credits)

<table>
<thead>
<tr>
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<tr>
<td>3rd semester</td>
<td>Specialization and General Programme</td>
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<tr>
<td>2nd semester</td>
<td>Specialization and General Programme</td>
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<td>Credits</td>
<td>5 credits</td>
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**Specialization or General Programme**
You can either choose to follow the General Programme, or specialize in one of the following fields: Health Economics, Health Management and Economic Evaluation.

**Specialization Programme**
In order to specialize, you must take 8 courses within one of the three fields below (40 credits), and you must write your thesis within the field that you choose (30 credits). Further, there are mandatory courses in each field, which you must take in order to gain a specialization.

- Health economics
- Health management
- Economic evaluation
You may choose four elective courses (20 credits) from other specializations or relevant courses from other Departments at the University of Oslo (http://www.uio.no/english/studies/programmes/healthecon-master/elective-courses)

**General Programme**

If you choose the General Programme, you can freely choose between courses offered in the three specializations in the second and third semester. However, there are two mandatory courses in methodology:

- HMET4210 Research Design
- HMET 5120 Qualitative methods or HMET 5130 Linear regression analyses

**Master thesis**

The master’s thesis is a research report written at the end of the master's degree in Health Economics, Policy and Management. The master’s thesis must satisfy academic standards for publications. The thesis must include a clearly specified research objective. The thesis must provide arguments for the choice of methods used to meet the research objective.

In general there are two main formats of the master thesis:

A scientific paper, written as it will be published, will be around 20 pages. In addition you will include a more thorough explanation of the subject.

A paper of 40 to 60 pages which include own research, a literature review or theory.

**Supervisor**

To assist you in writing your master’s thesis, you will be assigned an individual supervisor. The supervision of a master degree thesis normally comprises 25 hours, of which 10 hours in direct contact with the student concerned. Students must pass HMET4210 Research Design and submit an application form in order to have a supervisor appointed within the deadlines May 15th and November 15th. Students have the option to suggest a supervisor. Supervisors are formally appointed by the Master Thesis Committee, which will normally appoint a supervisor within one month after the application deadlines. Due to internal staffing capacity, the Committee cannot always guarantee to assign you the supervisor of your choice, but will take students’ wishes into account as far as possible.

You must arrange the first meeting with your supervisor within 6 weeks after the supervisor has been appointed and both parties must sign two copies of a supervision agreement http://www.uio.no/studier/emner/medisin/helseadm/HMM4501/supervisor-contract.pdf. One of the signed agreements should be returned to the student advisor. Both you and your supervisor must follow the University of Oslo’s ethical rules for supervision: http://www.uio.no/english/about/regulations/ethical-guidelines/ethical-guidelines-supervisors/

**How to make the most of your supervisor**

In order to derive the greatest benefit from your supervision, we advise you to follow the following guidelines:
• When you apply for a supervisor you must draw up a concise project description for your master thesis. The project description should include a tentative title/research question, your reasons for your chosen area of research and choice of research method(s), how you intend to store gathered data, persons or institutions you may need to collaborate with, and a proposed time schedule for carrying out and completing the project.

• Keep your supervisor regularly informed about your progress and tell her in good time, if you are not able to submit a particular piece of work within the time agreed. If your supervisor hears nothing from you over a period of several months, it will take her much longer to refamiliarize herself with your project.

• Give your supervisor enough time to read through and comment on your work. Remember that members of staff are busy with other teaching and research work.

Problems with your supervisor
Should problems with your supervisor arise that cannot be resolved between you, you should contact the study programme leader.

Preparations for data collection
When working on your master thesis proposal, you must notify the Norwegian Social Science Data Services (NSD) about your project. Please see the Notification form for the Data Protection Official for Research (http://www.nsd.uib.no/personvern/meldeskjema?eng)

You and your appointed supervisor must decide whether you need to send an application to the Regional Committee for Medical and Health Research Ethics (REK) (http://www.med.uio.no/english/studies/about/regulations/master/application-rek/).

Thesis submission and examination
• Thesis
Prior to submission you must:

1. Make sure your thesis satisfies the general format requirements:
   http://www.uio.no/studier/emner/medisin/helseadm/HMM4501/procedures

2. Make sure that you are registered for the course HMM4501 - Master thesis in StudentWeb the semester you are due to submit.

3. Make sure you have completed all other courses (or will complete all other courses) in the same semester as you are planning on submitting your thesis. If you are missing a course you will not be able to submit.

4. Please inform your supervisor and the student advisor minimum three weeks ahead when you are planning to submit your thesis. This will ensure enough time to organise your oral examination.

5. The student advisor will send a requisition to Reprosentralen in order for you to collect ten free copies of your thesis. You must submit your thesis (pdf-file) to Reprosentralen (http://www.uio.no/english/services/print/index.html) no less than four working days before the deadline.
Submission:
The deadline for handing in the master thesis in the autumn term is 15th of November at 1100h. In the spring term it is 15th of May at 1100h. If the date is not a working day, the deadline will be on the first preceding working day.

1. All students must submit their master thesis through StudentWeb (http://www.ub.uio.no/english/publishing/students/submission/index.html). Please note that in order to submit you must log on to StudentWeb with your username and password, not your pin code.

2. Five copies of the thesis and a receipt from StudentWeb must be submitted to the administration at the Department of Health Management and Health Economics within the deadline.

3. It is the responsibility of each student to ensure that they are able to submit within the deadline. You thus need to take into consideration any technical errors that can occur, which may delay you.

* Oral exam
An oral exam is held after the thesis has been approved. The procedure for appraisal of your master thesis and the oral exam is described here: (http://www.uio.no/studer/emner/medisin/helseadm/HMM4501/procedures).

Attendance and absence from your programme
The master programme in Health Economics, Policy and Management is a two-year, full-time programme of studies. Each course has its own rules concerning attendance at lectures and seminars – see information on attendance requirements on the webpage for each course. It is your responsibility to make sure attendance requirements in each class are fulfilled.

Working whilst studying
The master programme is a full-time study programme and lectures are held between 8-16 (17) hrs. Students should therefore not schedule work within these lecture/seminar hours.
Cheating, academic misconduct

You must familiarize yourself with the rules that apply to exam support materials and the use of sources and citation:

http://www.uio.no/english/studies/admin/examinations/cheating/

If you violate the rules, you may be suspected of cheating or attempted cheating.

Cheating is a violation of academic integrity. Academic integrity means being honest in distinguishing between thoughts and reflections that are one’s own and those borrowed from the work of others.

You may be suspected of cheating or attempted cheating if you:

- fail to provide information about sources
- give the impression that a paper is more independent than it actually is
- use support materials or other aids that are not allowed

What constitutes cheating on assignments?

Failure to cite sources or highlight quotes in any assignments that are handed in is considered as cheating.

You must cite the sources you use in an assignment, regardless of the study level and subject. You must cite the source if you obtain data, reasoning and arguments from literature, the syllabus, lecture notes, web pages, other students' papers or your own previously submitted papers. Short or long pieces of text quoted verbatim from other sources must be italicised so that it is obvious that it is a quote.

The different subject areas use different styles for citing and referring to sources and for providing references. Information about the rules for your faculty or department can be found on the faculty's or department's website.

Declaration

Together with most assignments, you are also expected to hand in a declaration concerning the proper use of sources and quotations:

- Declaration in English
  http://www.uio.no/english/studies/admin/examinations/cheating/declaration.pdf

What constitutes cheating on written exams?

Using support materials when taking written exams is considered cheating unless it is explicitly stated in the exam question that this is permitted. Having access to illegal support materials can also be considered cheating, even if they are not used.

All communication between candidates in the premises is prohibited. Contact with other candidates or other persons during trips to the lavatory and breaks is also prohibited. Mobile phones and other electronic equipment must be turned off and packed away.
Administrative procedures for suspected cheating

UiO has established routines for handling cheating, cases involving suspicion of cheating or attempted cheating:

http://www.uio.no/english/about/regulations/studies/studies-examinations/routines-cheating.html

The description of these routines also includes information on the rights of students who are suspected of cheating or attempted cheating.

The University of Oslo's Appeals Board makes decisions in cases involving suspected cheating or attempted cheating. The Appeals Board determines the sanctions to be implemented in each case. The Appeals Board's decision may be appealed to a national appeals board.

Explanations and appeals

You can ask for an explanation of your grades. You can also make an appeal about your grades or a complaint based on formal examination errors.

You have the right to be given an explanation of your grades and to submit an appeal about your grades. You cannot submit an appeal about oral or practical examinations, since the performance is not documented for future purposes. The results of preliminary examinations may only be challenged if the examination was not passed. See the description of the grading system: http://www.uio.no/english/studies/about/academic-system/grading-system/

You have the right to complain about formal examination errors. Formal errors can occur, for example in the examination question papers, in conducting the examination or during grading.

How to ask for an explanation or to submit an appeal

You will find more information about how to ask for an explanation of your grade, submit an appeal about your grades or complain about formal examination errors at your faculty.

Contact the faculty's studies information centre (http://www.uio.no/english/studies/contact/faculty-information.html) if your faculty or department does not have its own information about explanations of grades, appeal about grades and complaints about formal examination errors.

Deadlines

Explanation of your grade: If it is an oral or practical examination, the deadline is immediately after you have received your grade. If it is a written examination, the deadline is one week after the grade is published.

Appeal about grades: Three weeks after the grade was published. If you have asked for an explanation of your grade, or made a complaint based on formal examination errors, the appeal deadline runs from the date you have received the explanation or an answer to your complaint.

Complaints about formal examination errors: Three weeks after you know or should have known about the condition on which the complaint is based. If you have previously asked for an explanation of grades or submitted an appeal about grades, the deadline for complaints
about formal errors is extended until after you have received the explanation or the appeal about grades has been settled.

**Rules and regulations**
You will find further information about rules and regulations governing examinations, mandatory course assignments, leave of absence, special needs in case of disability and applications for approval of courses taken at other educational institutions here:

http://www.med.uio.no/english/studies/about/regulations/master/index.html

**End of programme information**

**Notification of results and certificates**
Results of exams are posted on StudentWeb three weeks after the exam is held.

**Transcript of Records**
You may order a Transcript of Records in StudentWeb ([https://studweb.uio.no/as/WebObjects/studentweb2?inst=UiO](https://studweb.uio.no/as/WebObjects/studentweb2?inst=UiO)). The transcript will contain all the courses you have passed at the University of Oslo (UiO).

**Graduation ceremony/farewell ceremony**
The graduation ceremony/farewell ceremony for the master programme in Health Economics, Policy and Management is held at the end of May each year. Candidates are welcome to invite family and friends to the ceremony. Invitations will be sent by post in the spring semester.

**Diploma**
The Diploma will be ready in mid August and will normally be sent to your postal address, unless you opt to fetch it yourself from the student adviser’s office (subject to an agreed date and time). If you need confirmation on degree prior to this, you must contact the student adviser who will provide you with a confirmation letter.
What formalities must you comply with as a student at UiO?

We are glad that you have chosen the University of Oslo for your studies and we are sure that your time with us will be both rewarding and enjoyable. However, it is important to remember that there are a number of formal obligations which you must fulfil as long as you are a student at UiO:

1. **You must register as a student and register for courses each semester**

   In order to keep your student status active, you must do the following before the start of each semester: register as a student in [StudentWeb](http://www.uio.no/english/studies/admin/), register for tuition and exams in the relevant courses on your study programme and pay the semester fee, see: http://www.uio.no/english/studies/admin/

   If you are an international student, please note that you are normally exempted from paying the semester fee.

   Two important dates to learn: the registration deadline is **1st September** for the autumn semester and **1st February** for the spring semester. If you do not meet these deadlines, you will have to send an application to the central administration officer at UiO and you risk losing your right to study. It is easy to register and obtain payment details when you log into StudentWeb.

   If you have not yet received your unique UiO-user name and password, you can log into the StudentWeb by entering your personal ID number and requesting a PIN-code to be sent to you by email (use the button “Send PIN-kode med e-post”). Once you have successfully logged on, choose “Start registration” (“Start registering”).

   Be aware that the registration process in StudentWeb can take a little time – you will be asked to read through and approve information about your studies and to make sure that your contact details are correct (name, postal address(es), telephone, mobile, email address).

**Registering for your courses in the StudentWeb**

   In semester 1 (autumn), you must register for the following courses: Fundamentals of health economics (HECON4100), Fundamentals of management (HMAN4100), Fundamentals of statistics I (HMET4100), Fundamentals of health care systems (HGOV4100), Fundamentals of health law (HLAW4100) and Fundamentals of medicine (HMED4100).

   In semester 2 (spring) and 3 (autumn), you must register for your chosen courses on the Specialization or General Study Programme.

   In semester 4 (spring), you must register for the Master Thesis (HMM4501).
**Semester card and student card**

Once you have successfully registered for the term, you will be sent a *semester card* in the post. Take good care of your semester card: it confirms that you are a registered student for the semester concerned and have a right to study the subjects stated on the card. Not sure if your card is on its way to you? You should be able to see the following message on the home page in StudentWeb: “Semester card ordered to your semester address”. If you cannot see this message, you can order a semester card here, provided that you have completed the registration process in StudentWeb.

http://www.uio.no/english/studies/admin/card/index.html

The *student card* has the format of a bank card and includes a photo of you. The semester card and student card together provide you with valid student identification. You can also use the student card for access to buildings and to library services.

Valid student identification gives you the right to certain discounts for travel and theatre performances etc.

You may obtain your *student card* at the SiO Centre, located on the ground floor, next to the Akademika book shop on the main Blindern campus (take identification documentation with you).

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**2. You must have a valid UiO user name and password**

Your UiO user name and password make it possible for you to access all UiO’s and UiO Libraries’ online services and to use the e-learning platform FRONTER, where you will find course material and other important information.

If you have recently been a student at UiO (i.e. no longer than one or two semesters ago), you can continue to use your existing user name and password.

All other students will normally be informed of their UiO user name and password via a text message to the mobile telephone number that you registered when you applied for a place on the study programme. The message will include a link to a web page where you will find information on how to generate your UiO password. Please note that this message cannot be sent to foreign mobile numbers.

If you experience difficulties in obtaining your user name and password, contact UiO’s IT service by email: it-support@uio.no or telephone (0+47) 22 84 00 04. IT-support has two locations:

1. On the ground floor of Kristian Ottosen’s Building (the same building as the bookshop Akademika) on the main Blindern campus. Opening hours:
   Monday-Friday 10.00-15.00

2. On the second floor of Kristin Nygaard’s Building in Gaustadalleen no 23 (using the entrance facing towards the Department of Informatics) – see map. Opening hours:
   Monday-Thursday: 08.00-20.00
   Friday: 08.00-18.00
   Saturday: 10.00-16.00
   Sunday: 12.00-16.00

If you find that the door is locked, ring 22 84 00 04.
3. You must obtain - and use - a UiO email address

In compliance with UiO regulations, you will receive information about your study programme and other important information about the administration of your studies via your allotted UiO email address. Please note that your private email address will not be used. As a student at UiO, you must check the inbox of your UiO email frequently – preferably at least once a day.

You can find your UiO email address by logging in here: http://brukerinfo.uio.no/ and choosing the “Email” tab. Here you can arrange to have your UiO email forwarded to your private email address, if desired (choose the Forwarding tab).

Your UiO email address should also be visible in StudentWeb, under the menu “Registrations” > “Address”.

To check and use your email, log in using your user name and password here:
http://webmail.uio.no

4. You must keep your contact information and ID number updated

- If you have changed your name, it is important that you notify Knutepunktet - International Student Reception as soon as possible.

- If you have changed your address or telephone/mobile number, you must update these yourself in StudentWeb – choose the menu “Registrations” and then “Address”.

- If you have just received your Norwegian ID number or this number has changed, you must inform the university of this by submitting this form (log in with your user name and password):
Notification to UiO of new Norwegian ID number.

5. For non-EEA students: You must make sure you have a valid residence permit

As you will be staying in Norway for more than one year, you must remember to apply for a renewal of your residence permit. Please note that due to the time it takes to process such applications, you should apply at least one month before the expiry date of your permit. As part of the application process, you will be required to submit a progress report of how your studies are going and self-financed students must enclose documentation of how they will support themselves. See further information here:
http://www.uio.no/english/studies/admin/residence-permit/index.html
Careers and extracurricular activities

Careers Centre
The Careers Centre at the University of Oslo helps current and former students, but also employers looking to hire graduates. Their websites are in Norwegian, but as a student you can get advice on how to write applications and your CV and the Centre provides an overview of vacant positions:

http://www.uio.no/studier/karriere/

Student Union at the Department
Students at the Department of Health Management and Health Economics run their own Student Union called Helseledernes studentforening. You will have the opportunity to be elected as a member on the Student Union Board, and your will find information about their activities by visiting their website: http://www.helseledelse.com/index.html

Student societies
There are societies for students on particular study programmes, social clubs for specific faculties, and societies for the pursuit of hobbies and interests. Among the latter are theatre groups, choirs, publications, political societies and special interest groups. Here you will find an overview of student societies at the University of Oslo:

http://www.uio.no/english/student-life/societies/

Support and welfare
The Foundation for Student Life in Oslo and Akershus (SiO) works to enhance the overall educational experience by providing a wide range of affordable services. Students pay a small fee each semester for this (generally, exchange students are exempted from paying the semester registration fee).

Student housing
SiO offers around 7500 places to stay for students.

Student cafeterias
SiO operates around 40 on-campus restaurants and cafés with a varied selection of menus, including vegetarian and halal food. Prices are student-friendly.

Student counselling
SiO has a team of professional counsellors to whom students can turn for advice in academic, financial, or personal matters.
Student health services
The University of Oslo has an on-campus student health centre with general practitioners, nurses, psychiatrists, psychologist and dentists available for patients on an appointment basis and to deal with emergencies.

Student sports
A variety of activities are available for individual exercise or under the supervision of fully qualified instructors, in both indoor and outdoor facilities.

More information on SiO’s support and welfare services can be found here: http://www.uio.no/english/student-life/services/

Information about Oslo
If you are new to Oslo, you may find the following websites helpful:

Official Travel Guide to Oslo:

Oslo tourist guide:
http://www.oslo.info/

Wiki Travel Guide:
http://wikitravel.org/en/Oslo