



Welcome to the Department of Geosciences University of Oslo

In this pamphlet you will find:

- Information to you as new employee at Department of Geosciences and University of Oslo
- A short guide to employee conditions, HR-portal, travel, and procurements ...
- Information about Department of Geosciences, work support, and more ...
- Links to where to get more detailed information about topics relevant for you ...

Welcome to the Department of Geosciences, University of Oslo

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1. Starting up in Norway

As a new employee at the Department of Geosciences and the University of Oslo (UiO) you will find a lot of useful information relevant to your work at the website for UiO's employment conditions. Also visit the university's website for 'International Staff Mobility Office (ISMO)'. You might also find this website interesting; The Euraxess Norway (researchers in motion/EU).

Please follow these links for getting started in Norway and University of Oslo:

- <https://www.uio.no/english/for-employees/employment/>
- <https://www.uio.no/english/about/jobs/ismo/>
- <https://www.euraxess.no/norway/research-norway>

The information on all these websites above describes how you can prepare your stay, lists some important tasks on arrival and provides useful tips for your stay in Norway.

1.1 Before arrival

Find information on how to organise your accommodation, visa & permits, how to integrate your family, an introduction New to Norway and Living in Oslo, and about social security, taxes etc at UiO's website for '**International Staff Mobility Office**' (ISMO).

- <https://www.uio.no/english/about/jobs/ismo/>

We also recommend the site 'New at UiO' and the keyword list (A – Z) for matters you need to know:

- <https://www.uio.no/english/for-employees/employment/joining-leaving/new/>

1.2 Registration with the Norwegian authorities

Be aware of before arrival the registration procedure at the **Service Centre for Foreign Workers (SUA)**. To receive a residence permit, a *Norwegian ID number (D-number)* and a *tax deduction card*, registration at the SUA-centre is necessary. The registration procedure includes an appointment with the police which must be booked online. Since the waiting time is in general greater than 6 weeks, booking can be done a few weeks before arrival in Norway.

- <http://www.sua.no/en/>
- <https://selfservice.udi.no/>

1.3 On arrival

On the UiO's website International Staff Mobility Office (ISMO) you will find information on opening a bank account, driving in Norway, signing up for Norwegian language courses, getting started at UiO, registration with Norwegian authorities, useful addresses, etc. A keyword list (A – Z) gives easy access to a lot of information:

- <https://www.uio.no/english/about/jobs/ismo/on-arrival/>
- <https://www.uio.no/english/about/jobs/ismo/a-z.html>

To open a *Norwegian bank account* with unlimited access to online banking and money transfer, a *Norwegian ID number* is required. If you have a D-number (a temporary number) it is possible to open a bank account, but only with limited access to online banking and money transfer. Unlimited access to mobile phone contracts is available to people with a Norwegian personal identification

About the 'Welcome to the Department of Geosciences' pamphlet

The main target group for the pamphlet is new employees coming from abroad, but it can also be useful to other employees. Note that some of the linked information may only be available in Norwegian.

number. In case there are no personal identification number available, a Norwegian phone number can be obtained by ordering a prepaid SIM card (e.g., MyCall; passport required).

1.4 Stay and the cost of living

More information about employment conditions like holidays, insurance, pensions, tax return, travel, stays abroad and what to do before leaving Norway can be found at UiO's intranet for employees:

- <https://www.uio.no/english/for-employees/employment/>

Cost of living in Norway: Consumption Research Norway (SIFO)'s has set up a reference budget with ordinary consumer expenditures for households. Based on households of varying sizes with differences in age and gender, the budget calculates the cost of maintaining a reasonable level of consumption. The budget contains both current expenses such as food, clothing, toiletries, etc. and expenses for less frequent purchases such as furniture and electrical appliances.

You can calculate your own budget with the budget calculator tool at the webpage.

- <https://www.oslomet.no/en/about/sifo/reference-budget>

For a 2023 budget for cost of living in Norway (as PDF), see: <https://hdl.handle.net/11250/3068418>

2. New at University of Oslo

On the intranet webpages for employees at the university, you will find general information about practical matters, employment conditions, IT, HSE and so forth in a useful keyword list (A – Z). You may also read the fact list 'UiO in brief' and 'about the Dept of Geosciences' to get familiar with your new university and department. Look up these links:

- <https://www.uio.no/english/for-employees/employment/joining-leaving/new/>
- <http://www.uio.no/english/about/facts/uio-in-brief/>

About the GEO-department: <http://www.mn.uio.no/geo/english/>

The information for employees is intended primarily for people who are formally employed at UiO but are also relevant for those affiliated to the institution in other ways, for instance self-financed or grant financed PhD Candidates or guest lecturers.

Note: As new at the UiO you may get invitations to introductory events such as 'Welcome breakfast for international researchers', and courses, such as working in Norway. Follow this link:

- <https://www.uio.no/english/for-employees/employment/joining-leaving/new/introduction/>

2.1 Practical matters

Information about IT user account/email, employee card, tax deduction card, self-service portal (DFØ), parking and more is collected at the intranet 'New employee' (A – Z). This website is referred to several times in the next paragraphs. Find the information you need here:

- <https://www.uio.no/english/for-employees/employment/joining-leaving/new/practical/>

This information 'Nyansatt' (A – Z) is also in Norwegian, please visit:

- <https://www.uio.no/for-ansatte/ansettelsesforhold/starte-og-slutte/ny/praktisk/index.html>

2.1.1 IT services and user account

You will get an IT account with username and password which give access to UiO's network and data resources. Usually, supervisors will arrange the user account for you before arrival, or the local IT support can assist you with this also. If you need IT assistance you find the local IT staff office on the second floor (room 206) in the Geology Building.

The user account will give you access to the UiO's and the Department's network, and an email account with (username@geo.uio.no) will be assigned.

For IT Assistance for employees: Send an email to drift@geo.uio.no

2.1.2 Access to the buildings: Employee ID card and office keys

The employee card is a key card which give you access to buildings at the university campus and floors inside the Geology Building. The card is also a library lending card and an UiO-identity card for employees. It is the SiO Customer Service Centre, with issues the cards. Read more at:

- <https://www.uio.no/english/for-employees/employment/joining-leaving/new/practical/#id>

Office keys: The keys to individual rooms, offices within the Department of Geosciences are requested from the administration, please talk to Ann-Christin Jäger at the reception 1. floor in the Geology Building, room 116.

2.1.3 Tax card

If you have moved to Norway only recently, you need to apply for a tax card. Find more information about the tax deductions card and how to apply for one, at the link below.

- <https://www.uio.no/english/for-employees/employment/joining-leaving/new/practical/#tax-card>

Beware that the Pay Roll Office will deduct 50 % taxes of your salary until they have received your tax deduction card. Excess tax will be refunded.

2.1.4 The self-service portal – DFØ

The Self-service portal DFØ is UiO's electronic personnel administration service used at UiO. It can be used online or in an app for registering working hours, apply for holidays, and register sick leave and other types of absence.

In the DFØ-online portal you find information about your salary, payslips, and annual payments. Get started using the portal with the how to do information on the website below:

- <https://www.uio.no/english/for-employees/support/self-service-portal/how-to-use-the-dfo-app.html>

2.1.5 Parking at UiO's parking sites

If you want to park your car at UiO's parking spaces, use the parking app Apcoa Flow. Employees and students may register in the parking permit app Apcoa Flow or at Apcoa's website (apcoa.no) to be able to park at UiO. The permit is valid one year.

- <https://www.uio.no/english/about/getting-around/parking/index.html>
- <https://flow.apcoa.no/#/home>

3. Employment conditions – a short guide

Employment conditions for permanent employees are established by legislation, agreements, regulations, and handbooks. Your UiO employment contract will provide more information about the laws and agreements that govern your employment conditions. Get information about UiO's employment conditions here:

- <http://www.uio.no/english/for-employees/employment/>

Provisions that you should be aware of as a newly employed at University of Oslo:

- <http://www.uio.no/english/for-employees/employment/joining-leaving/new/working-conditions/#toc1>

3.1 Academic positions at the university

In Norway we have the following academic positions working in research and teaching:

- Professor
- Associate Professor
- Professor Emeritus / Emerita – a retired professor
- Professor II – part time professor (20%) from external organisation
- Lecturer/Senior Lecturer
- Researcher
- Postdoctoral Fellow
- PhD Candidate/Doctoral Research Fellow
- Research Assistant

In addition to these positions there are positions related to technical development (engineers), laboratory- and administrative staff: executive officers, advisers, and head of the department.

3.1.1 Performance assessment interview

A performance assessment interview is a planned and personal interview which addresses the working situation of the employees. It can also be used as a planning and development tool. The employees will be offered this interview once a year or every second year. At present this is optional for all employees, but each employee has the right to request an interview. The interview will usually be with the Head of Section or the Deputy Head of Section. Find more information here:

- <http://www.uio.no/english/for-employees/support/human-resources/hr-followup/performance-assessment/>

Information, forms, and outlines (in Norwegian):

- <http://www.uio.no/for-ansatte/arbeidsstotte/personal/personaloppfolging/medarbeidersamtale/>

3.1.2 Insurances

The most important insurances that apply to employees at UiO are listed on this webpage:

- <https://www.uio.no/english/for-employees/employment/insurance/>

3.1.3 Leave of absence from work

An employee has an unconditional right to leave of absence in a few specific situations. The different types of leave (parental leave, care for family members, compassionate leave, research leave, educational leave) and the rules that apply, is listed here:

- <http://www.uio.no/english/for-employees/employment/working-hours-and-absence/leave-absence/>

3.2 Salary and payments

Information about salary and payments, advances, reimbursements, holiday pay for the employees at University of Oslo is listed here:

- <https://www.uio.no/english/for-employees/employment/payments/>

3.2.1 Illness

If you get sick as employee, you must notify your immediate superior immediately, register your absence in the DFØ – Self-service portal (within 3 days) and submit a medical certificate if necessary. Familiarize yourself with the routines, rights and obligations that apply to sick leave here:

- <https://www.uio.no/english/for-employees/employment/working-hours-and-absence/illness/notification/>

Self-certified sick leave: The main rule is that when you have worked at UiO for at least two months you can use self-certification for up to 8 days within 16 calendar days, for a total of 24 calendar days during a 12-month period. You can read more about this and the exceptions on the link above.

Extended employment period for postdoctoral research fellows and research fellows: In cases of sick-leave of more than two consecutive weeks, the employment period for postdoctoral research fellows and research fellows is extended by a period equivalent to the sick-leave period.

3.3 HR management - Self-service portal - DFØ

The Self-service portal - DFØ is UiO's personnel administration service. In this web portal you file travel and outlay reimbursement claims, record working hours, apply for holidays and register sick leave and other types of absence. You also get access to salary information. Familiarize with the portal at the 'For employees' intranet webpages. It is required to login when you use the portal.

- <https://www.uio.no/english/for-employees/support/self-service-portal/>
- <https://login.dfo.no/?idp=feide&service=selvbetjeningsportal>

3.3.1 Get started with the Self-service portal

Learn how to use the Self-service portal on the guide at the UiO's 'For employees' webpages:

- <https://www.uio.no/english/for-employees/support/self-service-portal/get-started-with-the-new-self-service-portal.html>

The web pages claims that the portal is easy to use, but if you experience problems to log in, contact user support: lonn-hjelp@admin.uio.no

3.4 Travel and procurements

Business travel, hotel and rental car must be approved by your immediate superior at the section or department and carried out in an environmentally friendly and a cost-effective way. Book through UiO's travel agency and use a credit card. See more information here:

- <http://www.uio.no/english/for-employees/employment/travel/>

3.4.1 Travel preparations and bookings

On the link below you find information about what to do before you travel:

- <http://www.uio.no/english/for-employees/employment/travel/preparations/>

Use the travel agency Berg Hansens booking portal/portal

When ordering flight ticket, hotel, or rental car please UIOs travel agency Berg-Hansen.

- <http://www.uio.no/english/for-employees/employment/travel/booking/>

Please note: The responsible project leader or Head of Section need to approve of the travel/travel costs BEFORE the travel is ordered in the portal. He or she will provide you with account information (e.g., a project number the costs will be charged to on the Dept's reception of the invoice later).

Eurocard credit card

As an UiO employee you can apply for a Eurocard credit card. All transactions made with this card will be available in the HR-portal/DFØ. More information is found here:

- <http://www.uio.no/english/for-employees/employment/travel/preparations/#credit card>

Travel insurances

The most important insurances that apply to employees at UiO are listed on this webpage:

- <https://www.uio.no/english/for-employees/employment/insurance/#toc1>

For non-European citizens: Note it is important as a researcher for UiO Geo that you procure a private, full year travel insurance, before traveling.

The UiO credit card will give you minimum travel insurance anything after this must be handled through your own private insurance.

3.4.2 Travel reimbursement

Business travel expenses claims must be settled within one month of the completion of the travel. Depending on your affiliation to UiO; employee/hourly paid/guest you fill in a form:

- <https://www.uio.no/english/for-employees/employment/travel/settlement/>

3.4.3 Procurements – how to order

All procurement, except for travels, must be undertaken by your purchasing officer at the Dept. through the UiO's procurement system.

To place an order, send the details of the procurement to email: innkjopere@geo.uio.no

3.4.4 Use of the department's cars

There are three cars (vans) to use for teaching (field or field trips), or other work in connection with the Department's activities. One car are stationary outside [Chemistry Building](#) and the two other cars are in the basement of [Kristine Bonnevie's house](#).

For agreements and contracts for use of the cars contact Ann-Christin Jäger; a.c.jager@mn.uio.no

3.5 Trade unions, safety representatives and interest organisations

Trade Unions and Safety Representatives

For more information on trade unions and safety representatives at UiO:

- <https://www.uio.no/english/for-employees/employment/trade-unions/index.html>

The safety representatives at the University of Oslo shall safeguard the interests of staff in matters relating to the working environment and ensure that the Working Environment Act is observed, e.g.:

- Ensure that the safety, health, and welfare of all in the staff is properly taken care of
- Ensure that all members of staff receive necessary instruction and training
- Report work accidents at the department
- Be representative in the Central Working Environment Committee (AMU), and the Local Working Environment Committees (LAMU).

The LAMU at the Department of Geosciences is found on the web here:

- <https://www.mn.uio.no/geo/english/about/hse/>

Interest organisations - UIODOC

UiODOC is an interest organisation for PhDs and postdocs at University of Oslo. UiODOC's goal is to be a bridge between the UiO management and the PhDs & postdocs at UiO. They arrange debates, seminars, and social events. Visit their webpages for more information:

- <https://foreninger.uio.no/uiodoc/>

Social activities with GeoDoc

GeoDoc is aiming at organising social events for the temporary employees to build bridges among the different sections. We organise lunch in Norwegian (GeoLingo), monthly beer (GeoPils), cabin trips and other activities in the same vein.

3.5.1 Join a Scientific organisation and contribute to a network

If you are interested in networking and get new friends, attend seminars and getting updates check out some of the organisations affiliated to the Department of Geosciences, such as:

- Gæa Norvegica, the student association at the Department of Geosciences
 - <http://www.mn.uio.no/geo/livet-rundt-studiene/organisasjoner/gea/>
- Norsk Geofysisk Forening (NGF) – Norwegian Geophysical Society
 - http://www.ngfweb.no/index_eng.html
- Norwegian Geographical Society – Norsk Geografisk Selskap
 - <http://www.geografisk.no>
- Norwegian Geological Society
 - <http://www.geologi.no>

4. Organisation

4.1 Department of Geosciences

4.1.1 Management and the department board

The Head of Department is the leader of the department and is **Bernd Etzelmüller**. The management consist of these:

- Head of Department: Bernd Etzelmüller (bernd.etzelmuller@geo.uio.no)
- Deputy: Kirstin Krüger (kirstin.kruger@geo.uio.no)
- Head of Studies: Karianne S. Lilleøren (k.s.lilleoren@geo.uio.no)

The department board: The board of the Dept. of Geosciences consists of representatives from both permanent and temporary academic staff, students, technical and administrative staff, as well as an external representative. Names of the board members, and board minutes are found here:

- <http://www.mn.uio.no/geo/english/about/organisation/board/>

4.1.2 Administration

The Head of Office is **Trine-Lise Knudsen Gørbitz** (t.l.k.gorbitz@geo.uio.no)

List of the technical/administrative staff: <http://www.mn.uio.no/geo/english/people/adm/>

Information about the administration, opening hours of the reception etc. is here:

<http://www.mn.uio.no/geo/english/about/organisation/adm/>

4.1.3 Scientific sections

The research, teaching and other scientific activity at the Dept. of Geosciences originates from and is organised into seven scientific sections. Visit the links below to see the section leader, staff, news, and information about the section:

- [Section for Geography and Hydrology \(GeoHyd\)](#)
- [Section for Study of sedimentary Basins](#)
- [Section for Meteorology and Oceanography \(MetOs\)](#)
- [Section for Crustal Processes](#)
- [Section for Geodidactics](#)
- [Centre for Planetary Habitability \(PHAB\) – SFF/CeO](#)

An overview over all our academic staff, as well as technical and administrative staff is found here:

- <http://www.mn.uio.no/geo/english/people>

There is an organisation chart updated in July 2023 on our webpages, see this pdf for a general overview of the organisation:

- <https://www.mn.uio.no/geo/om/organisasjon/pdf/organisasjonkart-institutt-for-geofag-uio-juli-2023.pdf>

4.1.4 Laboratories and infrastructure

The department has a comprehensive infrastructure ranging from simple tools to advanced instruments which are deployed outdoors during fieldwork to expensive and highly sophisticated laboratory equipment, and access to the national network of high-performance computing (HPC). Read more about all our infrastructure and laboratories here:

- <http://www.mn.uio.no/geo/english/about/organisation/laboratories/>

4.2 Information, email lists, webpages, and person profile

Internal information is a line management and a leader responsibility. Your leader is responsible for arranging the internal flow of information where you work. The leader is also responsible for external information and dissemination with respect to the unit's field.

4.2.1 UiO's webpages

UiO's website – uio.no: The University's website www.uio.no consist of both an intranet which is UiO's basic internal source of information (for-employees), and the external webpages of UiO's website. The external webpages are UiO's main information channel to the public. It is one of the largest websites in Norway, and you will find the information on several levels:

- University of Oslo (UiO)
 - <http://www.uio.no/english/>
 - <http://www.uio.no/english/for-employees/>
- Faculty of Mathematics and Natural Sciences
 - <http://www.mn.uio.no/english/>
- Department of Geosciences
 - <http://www.mn.uio.no/geo/english/>
 - <https://www.mn.uio.no/phab/english/>

4.2.2 Email lists and subscription to e-mail lists

Employees will automatically be put on the most relevant e-mail lists in the organisation. As a PhD student you will be put on the Department and Faculty e-mail lists after your contract is accepted by the Faculty. In the meantime, you will be included in the ansatte-midl@geo.uio.no e-mail list.

If you discover that you are not on an e-mail list in the GEO-department, or you want to subscribe to a list, you can register your interest by clicking on the relevant list here:

- <https://sympa.uio.no/geo.uio.no/lists>

4.2.3 Personal profiles and presentation on UiO's webpages

All employees at the University of Oslo can have a presentation webpage under the unit's overview of "People". These pages are high ranked by Google and is a good way to promote yourself and your work. Make sure they are updated. You will find a short guideline to how to update the pages here:

- <https://www.uio.no/english/for-employees/support/profile/web/edit-profile-page.html>

If you are a new employee and don't have a personal presentation on WWW yet, or your name and email are not appearing at your section's webpage. Contact our web editor Gunn Kristin Tjoflot, room 117 in the Geology Building for help. You may also send an email to g.k.tjoflot@geo.uio.no.

Note that CRISStin registered publications (see the paragraph about CRISStin) are feeded into your web profile and will appear on the person presentation under publications.

5 Work support

The University of Oslo's intranet is named 'For employees', and requires log in with username and password. It is filled with general information for all employees, overview of tools and guidelines. This is the place you find information, work support, service functions, contacts etc. Log in here:

- <http://www.uio.no/english/for-employees/support/>

5.1 Local administrative support

About the Dept. of Geosciences administration, persons, tasks performed, opening hours, etc. see:

- <https://www.mn.uio.no/geo/english/about/organisation/adm/>
- <https://www.mn.uio.no/geo/english/people/adm/>

5.2 IT-support, printing, data storage, problems with computers

The Department's IT-support is located on the 2. floor in the Geology building. Opening hours on the door is for students. Employees can pay them a visit at any time during working hours.

You may also send them an e-mail: drift@geo.uio.no

5.2.1 Printers and scanning

The system is based on your employee or guest card. You send a document to a generic printing queue, walk over to a random printer, and use your card to receive your prints. The queue "pull print Ricoh" is available on all Linux and Mac machines, as well as on all Windows PC's.

More information about the printing services and the different printers in the Geology Building:

- <https://www.mn.uio.no/geo/english/services/it/help/print-scann-digitis/>

5.2.2 How to print a large poster?

You can print large posters using the large-scale printer in the Kopirom (room 119), at the Ground floor in the Geology Building. Fill in the correct poster size when you define the size of the poster in Power Point. When finished the PP file export it to PDF. Store the file in a USB flash drive, put it in the large format printer and print. Please don't rush in the last day before your poster presentation! A few more tips for poster printing are posted on the wall by the printer.

Ask the IT-services for help if it's out of paper, email to: drift@geo.uio.no.

5.2.3 IT support for research

The departments IT-group are happy to help with scientific programming, use of high-performance computing (HPC), data access, programs, problems around large data sets and similar. We have some persons dedicated these issues.

5.2.4 Project server access

Project server access must be applied for, and the departments IT support (drift@geo.uio.no) should be contacted as early as possible as this may cut costs for the project.

5.2.5 UiO programkiosk and remote server with software:

Using a remote server service at UiO you can access and use a range of software using the VMware Horizon at your PC at the office. NOTE: you cannot download software from this site, only use it.

- <https://view.uio.no/portal/webclient/index.html#/>

5.3 Administrative support for research

The administration can provide several support functions. Your first stop should be the administration at the Dept. of Geosciences or the Faculty of Mathematics and Natural Sciences, but some of the services are located centrally at the Dept. of Research and Innovation Administration.

- <https://www.uio.no/english/for-employees/support/research/>

5.3.1 The Department of Research and Innovation Administration

The UiO's Department of Research and Innovation Administration has overall responsibility for central research administration services to UiO units and research groups. Visit the webpages at UiO centrally for more information:

- <https://www.uio.no/english/about/organisation/los/fadm/>

5.3.2 The EU-team at the MN-Faculty

The EU-team at the Faculty is in the Physics Building. Email: eu-team@mn.uio.no

5.3.3 Library services

The GEO-departments library covering geosciences and resources related to this subject field are located in the Science Library/Realfagsbiblioteket in the Wilhelm Bjerknes hus, centrally placed at Campus Blindern. Read mor about the service and see opening hours and more at the link below:

- <https://www.ub.uio.no/english/subjects/naturalscience-technology/geoscience/>

Note that the science library regularly offers courses in EndNote etc.

5.3.4 CRISStin – A national system for research documentation

This is a Norwegian portal where all organisations connected to research register published work, presentations, outreach and more. Reporting such activities are important for funding purposes. The portal shall contribute to the achievement of three long-term goals:

- Give Norwegian researchers access to relevant information as a basis for their work
- To render Norwegian research visible, both nationally and internationally
- To streamline the everyday work of researchers and research institutions to more research and less administration
- *It is mandatory to register:*
 - o Monographs

- Academic articles in anthropologies
- Academic articles include review articles in periodicals, series and on websites
- (ISSN titles).

Publications are included in the performance-based budgeting model and in the reporting to the Ministry of Education. Within a specified deadline, the researcher must go through all his/her publications to check that the entries are correct and that the list of publications is complete.

- <https://www.uio.no/english/for-employees/support/research/publication/after-publication/cristin/>
- <https://www.ub.uio.no/english/writing-publishing/open-access/self-archiving/instructions/index.html>
- <https://wo.cristin.no/as/WebObjects/cristin.woa/5/wa/registrering?la=en&inst=185>

NB! The information you register in CRISTin will appear on your person presentation profile at UiO's webpages. Questions regarding the registration in Christin can be forwarded to our Academic Librarian at Science Library, UiO, Edina Pozer, edina.pozer@geo.uio.no

5.3.5 Open access publications

It is UiO's goal that research results shall be openly available to individuals, the public sector, trade and industry, and the global research community.

- <https://www.ub.uio.no/english/writing-publishing/open-access/>

The university would like you to publish in fully Open Access Journals, as does the Research Council of Norway (NFR). However, they usually have higher charges than closed journals. Authors must apply for financial support through publication funds to cover article processing charges. If there is no money in the fund, a project/the section may cover the charges. Clarify with your nearest leader before submission.

For those of you under NFR projects: You are VERY STRONGLY encouraged by NFR to publish open access, and you are OBLIGED to ensure open distribution of your articles from your institution web site. (For non-open access journals, the version to be distributed is typically the accepted manuscript version. This depends on the journal's copyright plan.), see it here:

- <https://v2.sherpa.ac.uk/romeo/>

5.3.6 Receiving guests to the department

Key cards and the standard office key are handed out by the Department of Geoscience's administration. Contact Ann-Christin Jäger a.c.jager@mn.uio.no

For setting up a guest user account, e-mail account etc. contact: drift@geo.uio.no

There are two options:

- Full guest account where the guest can use the servers and software available on the computers at the Department of Geosciences
- Internet account

5.4 Teaching

5.4.1 Canvas – learning management system

Canvas is a learning management system (online platform) used at UiO where teaching material like PP slides and so forth, tasks are given to students following a course, and where teachers give feedback to student's assignments or provide other information. For access to your course ask superuser Karl Johan Ullavik Bakken in the Study administration (k.j.u.bakken@geo.uio.no).

More details about Canvas and link to login on the platform go to:

- <https://www.uio.no/english/services/it/education/canvas/>

5.4.2 Pedagogical courses and teaching

All PhDs and postdocs can apply for a course in basic pedagogic for university employees. The course does not give any ECTS-points but is required for employees in permanent positions at universities in Norway. The course is considered very useful by all who have taken it. Follow this link to learn more:

- <https://www.uio.no/link/english/academic-development/index.html>

5.4.3 Studies and courses

The department has a range of courses and study programmes which covering the geosciences. You may read about the study programs and all the courses offered by the department here:

- <http://www.mn.uio.no/geo/english/>
- <http://www.mn.uio.no/geo/english/studies/>

For a complete list of the courses (both taught in Norwegian and/or English):

- <http://www.uio.no/english/studies/courses/matnat/geofag/>

Information regarding admission, important dates and deadlines during the semester and courses offered by the Department will be given by the Study Administration, 1. Floor, Geology Building.

The academic year is divided into two semesters. The start and end of the semesters are:

- Spring semester: 5 January – 19 June
- Autumn Semester: 10 August – 18 December

For information about studies: Send an email to studieinfo@geo.uio.no

Contact points at the Study Administration: Who to contact and tasks performed

- <https://www.mn.uio.no/geo/english/studies/contact/index.html>

5.4.4 Master students – list of topics and keywords within each discipline

Available MSc student thesis projects are posted here:

- <https://www.mn.uio.no/geo/english/studies/mastertheses/>

5.4.5 Issues related to guidance of master students

Information from the Section Leader or the Study Administration will be given.

5.5 For the PHDs

In Norway a PhD-candidate has both the status of a governmental employee and as an

student. The Faculty's website for PhDs at the University of Oslo is found here:

- <https://www.mn.uio.no/english/research/phd/>

5.5.1 PhD on track

PhD on Track is an online resource for PhD students who are beginning their research career. Learn how to review and write, share, and publish, and learn about 'Open science'.

- <https://www.phdontrack.net/>

5.5.2 Project description

To be officially admitted as a PhD-student in the faculty's PhD-program you must hand in the *Application for admission to the PhD program* as well as the *Project description* and all the relevant required documents listed in the Application for admission form within 1 month of starting in the PhD-position. Note that the Application for admission to the PhD program as well as the project description must have original signatures from you and ALL supervisors. There is no specific form for the project description, but 4-10 pages is suitable.

The GEO-department's PhD-committee will read your application before it is handled by the faculty. Hand in your application on paper to the departments PhD-officer, currently [Anne Innes](#) (room 121). Incomplete and unsigned applications will be returned.

Required information about admission for PhD studies and the application form are found here:

- <https://www.mn.uio.no/english/research/phd/application/index.html>

5.5.3 Courses

Listing of all PhD courses at the MN Faculty, all subjects, and all semesters, see here:

- <https://www.uio.no/studier/emner/matnat/?filter.level=phd>

Courses at UNIS – The University Centre of Svalbard

As a PhD-student at a relevant study programme at a Norwegian University, you may spend a semester, summer, or some weeks at Svalbard. How to apply, see UNIS's webpages:

- <http://www.unis.no/studies/regulations-and-routines/how-to-apply/>

The third semester reporting for doctoral candidates: In the third semester of your work you will be invited to discuss the progress of your PhD with a committee at the department.

Completion and disputation: More information about this is found on the MN faculty's website for the PhD programme:

- <https://www.mn.uio.no/english/research/phd/thesis-adjudication/>

6 Grants and 'stipend'

6.4.1 Kristine Bonnevie Travel Stipend (PhDs and Researchers/Post-Docs)

This is a grant for female PhDs and Post Docs/Researchers. When you apply it's important to have an invitation letter from the institution you are going to visit and a letter of recommendation from your

supervisor. Be aware that the application process can be time consuming. Information and application form found here:

- <https://www.uio.no/english/for-employees/support/research/funding/units/mn/kristine-bonnevie.html>

6.1.2 Hans and Helga Reusch Grant (PhDs)

This grant/stipend is meant for promotion of geology and physical geography. The stipend is only given to persons under 35 years. About the grant:

- https://unifor.no/stiftelser/hans-og-helga-reuschs-legat-til-fremme-av-studiet-av-geografi-og-geologi/?_sft_institution_cat=uiu+matnat

6.1.3 Industrial Liaison – IL (Staff and students)

You can apply for 10 – 15 000 NOK for conferences and for travel expenses etc. as staff or student at the Dept. of Geosciences. The grant is primarily for those who do not have own projects with much money and gives an opportunity to visit conferences or partners at other universities for shorter visits. The fund is primarily for MSc/PhD/postdocs. There are four deadlines each year. You must apply for money BEFORE the event. For conference participation, IL normally demands a presentation or a poster for participation:

- <https://www.uio.no/for-ansatte/enhetssider/mn/geo/nettverk/il/index.html>

6.1.4 Marie Curie Individual fellowships (Researchers/Post-docs)

«The goal of Individual Fellowships is to enhance the creative and innovative potential of experienced researchers wishing to diversify their individual competence in terms of skill acquisition at multi- or interdisciplinary level through advanced training, international and intersectoral mobility.

» More information:

- <https://www.uio.no/english/for-employees/support/research/funding/horizon-europe/HEU-research-funding/Excellent%20Science/msca/>

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This pamphlet is a collection of information and links to further information which have been built up over several years. If you find broken links or wrong information, please help us updating it.

Send an e-mail to Gunn Kristin Tjoflot (g.k.tjoflot@geo.uio.no). Thank You!



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