

# Welcome to the University of Oslo

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## 1. Starting up in Norway

You will find a lot of useful practical information relevant to your stay in Norway on the website of UiO's International Staff Mobility Office (ISMO), and on Euraxess Norway:

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

[http://www.euraxess.no/prognett-euraxess/Home\\_page/1224067050882](http://www.euraxess.no/prognett-euraxess/Home_page/1224067050882)

The information describes how you can prepare your stay before you arrive in Norway, it lists some important tasks on arrival and provides a lot of useful tips for your stay in Norway.

### 1.1 Pre-arrival

Here you will find information on how to organize your accommodation, visa & permits, how to integrate your family, how to prepare for a new language, etc. You will also get an introduction to Oslo and Norway and you will find useful information about social security, taxes etc.:

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

### 1.2 Registration with the authorities

One thing to be aware of in the pre-arrival phase is the registration procedure at the Service Center for Foreign Workers (also listed under arrival). To receive a residence permit, a Norwegian personal identification number and a tax deduction card, registration at the Service Centre for Foreign Workers is necessary. The registration procedure includes an appointment with the police which has to 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 Arrival

The link below gives you 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.:

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

To open a Norwegian bank account with unlimited access to online banking and money transfer, a Norwegian personal identification 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. More information:

<https://www.uio.no/english/about/jobs/ismo/while-in-oslo/bank-services/index.html>

Unlimited access to mobile phone contracts is available to people with a Norwegian personal identification number. In case no personal identification number is available, a Norwegian phone number can be obtained by ordering a prepaid SIM card (e.g. MyCall; passport required).

## 1.4 Stay

You will find information on health services, holidays, information channels, insurance, leisure time, pensions, tax return, travel, stays abroad and what to do before leaving Norway here: <https://www.uio.no/english/about/jobs/ismo/while-in-oslo/>

Cost of life in Norway – SIFO budget: The National Institute for Consumer Research (SIFO)'s standard budget shows ordinary consumer expenditures for different types of households in Norway. Based on households of varying sizes with differences in age and gender, this 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. The English version is from 2011, but will give you an approximate idea (take into account that things have not become cheaper): <http://sifo.no/files/ReferenceBudget2015englishpdf.pdf>

For the Norwegian updated version (including a budget calculator tool), see: [http://www.sifo.no/page/Lenker/Meny\\_lenker\\_forsiden/10242/10278](http://www.sifo.no/page/Lenker/Meny_lenker_forsiden/10242/10278)

## 2. New at UiO

On the University of Oslo's webpages for new employees, you can find general information about practical matters, employment conditions, information channels and a brief about UiO:

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

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

### 2.1 Practical matters

You will find information on IT user account, employee card, tax deduction card, HRportal and parking under "Practical matters" on the following link, which is referred to several times in the next paragraphs: <http://www.uio.no/english/for-employees/employment/joining-leaving/new/practical/index.html>

#### 2.1.1 IT (ICT) user account

An IT user account with a username and password will give you access to UiO's IT resources. Usually supervisors will arrange this for you before your arrival, or the IT support can assist you with that: <https://www.uio.no/english/services/it/username-password/>

#### 2.1.2 Employee card (ID, library card etc.)

The employee card is a key card and gives access to buildings and floors inside the department building. It can also function as a library card and an identity card, and give you access to sports facilities. For more information about how and where to get an employee card, a student card or a lending card, or what to do if you lose the card, see link below:

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

#### 2.1.3 Keys

Keys to individual rooms within the Department are requested from the administration.

#### 2.1.4 Tax card

You can read more about this on the link below.

<http://www.uio.no/english/for-employees/employment/joining-leaving/new/practical/#toc3>

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.

#### 2.1.5 HR-portal

This is UiO's electronic personnel administration service, where you file travel and outlay reimbursement claims, record working hours, apply for holidays and register sick leave and other types of absence. In the HR-portal you can also get access to your salary information. See more information in the section about the HR-portal under Employment conditions.

### 2.1.6 Parking

You will find information about where to park or how to get a sticker for your car here:

<http://www.uio.no/english/for-employees/employment/joining-leaving/new/practical/#toc3>

## 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. You will find more information here: <http://www.uio.no/english/for-employees/employment/>

Provisions you should be aware of as a newly employed:

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

### 3.1 Position

In Norway we have the academic positions listed below:

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

In addition there are positions related to technical development (engineers/senior engineers) and administration.

#### 3.1.1 Performance assessment interview

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

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

Forms and outlines (in Norwegian):

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

#### 3.1.2 Insurance

For an overview of the most important insurances that apply to employees at UiO, see

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

### 3.1.3 Leave of absence

An employee has an unconditional right to leave of absence in a number of specific situations. For more information on different types of leave (parental leave, care for family members, compassionate leave, research leave, educational leave) and the rules that apply, see: <http://www.uio.no/english/for-employees/employment/working-hours-and-absence/leave-absence/>

## 3.2 Salary and payments

You can read more about salary and payments, advances, reimbursements, pensions etc. here: <https://www.uio.no/english/for-employees/employment/payments/>

### 3.2.1 Illness

If you are sick, you must notify your immediate superior immediately, register your absence in the HR-portal (within 3 days) and submit a medical certificate if necessary. Familiarise yourself with the routines, rights and obligations that apply to sick leave here: <http://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-portal

This is UiO's electronic personnel administration service, where you file travel and outlay reimbursement claims, record working hours, apply for holidays and register sick leave and other types of absence. In the HR-portal you can also get access to your salary information.

### 3.3.1 Log in to the HR-portal

Username and password are required.

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

### 3.3.2 Get started in the HR-portal

<http://www.uio.no/english/for-employees/support/sap/hr-portal/introduction-to-the-hr-portal.html>

### 3.3.3 Where to get help

The web pages claims that the portal is easy to use, but if you experience problems (you are not alone!), see below for help:

<http://www.uio.no/english/for-employees/support/sap/contact-guide.html>

## 3.4 Travel and procurements

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

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

### 3.4.1 Travel preparations and bookings

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

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

#### Via Egencia booking portal

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

<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 then provide you with account information (e.g. a project number the costs will be charged to on the Department's reception of the invoice later).

If you find that the travel agency does not provide the lowest price in their portal, find a flight on another web-site, and then send them the details of the flight by email ([customer\\_service@egencia.no](mailto:customer_service@egencia.no)). They will usually give you a similar or lower price.

If Via Egencia will not provide the lowest price you can complain here:

<https://www.uio.no/english/for-employees/employment/travel/booking/procedure-price-complaints-via.html>

#### Eurocard credit card

You can apply for a Eurocard credit card at UiO. All transactions made with this card will be available in the HR-portal. More information:

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

#### Travel Insurance

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

### 3.4.2 Travel reimbursement

Business travel must be settled within one month of the completion of the travel. For more information and a careful description of how you fill in a travel claim, see

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

### 3.4.3 Procurements – how to order

All procurement, with the exception of travel, must be undertaken by your purchasing officer through the UiO procurement system.

## 3.5 Trade unions, interest organizations and Health, safety and environment (HSE)

### 3.5.1 Trade Unions and safety representatives

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

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

Safety representatives 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 members of staff is properly taken care of
- Ensure that all members of staff receive necessary instruction and training
- Report work accidents
- Be representative in the [Central Working Environment Committee \(AMU\)](#) and the [Local Working Environment Committees \(LAMU\)](#).

Contact your immediate superior if you experience psycho-social HSE problems

- Fire safety instructions
- Emergency preparedness
- Procedure for field work
- Working environment
- Green UiO
- Emergency phones
- **University's Security and Alarm Center 22 85 66 66**

### 3.5.2 Interest organizations - UiODoc

UiODoc is an interest organization for PhDs and postdocs at UiO. Their goal is to be a bridge between the UiO management and the PhDs & postdocs at UiO. They also arrange debates, seminars and social events. You can subscribe to infomail (mail once a month):

<https://sympa.uio.no/uiodoc.no/subscribe/newsletter>

Contact email: [info@uiodoc.no](mailto:info@uiodoc.no)

For more information: [www.uiodoc.no](http://www.uiodoc.no) or [www.facebook.com/uiodoc](https://www.facebook.com/uiodoc)

## 4. Work support

UiO has a webpage for employees where you can find information about, for example, tools and services, work support, service functions etc.

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

### 4.1 Research administrative support

As a researcher there are several support functions the administration can provide. Your first stop should be the administration at the Department of Geosciences or the Faculty of Mathematics and Natural Sciences, but some of the services available are located centrally, at the Department of Research Administration.

#### 4.1.1 Department of Research Administration

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

#### 4.1.2 Library

Find out more about the Libraries at UiO,

- <https://www.ub.uio.no/english/libraries/>

and the courses offered by the Library (EndNote etc):

- <http://www.ub.uio.no/english/writing-referencing/endnote/>

#### 4.1.3 CRISStin

This is a place where all organizations connected to research in Norway register their published work. This is also important for funding purposes.

The organization shall contribute to the achievement of three long-term goals:

- To 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 more research, less administration
- It is mandatory to register
- Monographs
- Academic articles in anthologies
- Academic articles include review articles in periodicals, series and on websites
- (ISSN titles).

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

Read more about CRISStin here:

<http://www.uio.no/english/for-employees/support/research/publication/after-publication/cristin/>

Login: <https://www.cristin.no/as/WebObjects/cristin.woa/wa/registrering?la=en>

NB! The information you register in CRISTin will also be published on your profile at UIO's webpages.

#### 4.1.4 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/publishing/researchers/open-access-policy.html>

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 left in the fund, a project/the section can cover the charges. Clarify with your nearest leader before submission.

#### Publishing funds

UiO guidelines: <https://www.ub.uio.no/english/publishing/researchers/publication-fund/>

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:

<http://www.sherpa.ac.uk/romeo/>

[http://www.forskningsradet.no/no/Nyheter/Loft\\_for\\_apen\\_tilgang\\_til\\_forskning/1253997027663?lang=no](http://www.forskningsradet.no/no/Nyheter/Loft_for_apen_tilgang_til_forskning/1253997027663?lang=no)

## 4.2 Teaching

### 4.2.1 Fronter

Fronter is a teaching portal where information about the courses is given to the students, and where teachers give feedback to student's assignments or provide information.

Login: <https://fronter.com/uio/main.phtml>

### 4.2.2 Canvas

Canvas is a platform that introduces new methods and tools that facilitate more active learning and smart teaching : <https://www.uio.no/english/services/it/education/canvas/>

### 4.2.3 Pedagogical courses

All PhDs and postdocs can apply for a basic pedagogics course 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.

More information: <http://www.uio.no/english/for-employees/employment/international-researchers/arrival/language-courses/>

#### 4.2.4 Issues related to guidance of master students

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

### 4.3 For PhDs

In Norway a PhD-candidate has both the status of a governmental employee and a student.

#### 4.3.1 PhD on track

PhD on Track is a resource for PhD students who are beginning their research career, and who would like more information - and literature for research purposes, and information on how to publish research. <http://www.phdontrack.net/>

#### 4.3.2 Project description

In order 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. 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. Incomplete and unsigned applications will be returned.

#### 4.3.3 Courses

PhD courses at UiO:

<https://www.uio.no/english/studies/courses/all/?filter.level=phd>

#### UNIS – University Centre of Svalbard

As a PhD-student at a relevant program at a Norwegian University, you may spend a semester or some weeks at Svalbard. How to apply:

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

#### The third semester reporting for doctoral candidates

In the third semester you will be invited to discuss the progress of your PhD with a committee.

#### Completion and disputation

For more information check the specific information for your faculty:

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

## 5. Grants

To get an overview of the different grants you can apply for, check out:  
<https://www.uio.no/english/?vrtx=searchuio&query=grants>

Following you find a selection of grants:

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

Grant for female PhDs and Post Docs/Researchers. When you apply it's important to have an invitation letter from the institute you are going to visit and a letter of recommendation from your supervisor. One should be aware that the application process can be time consuming. More information and application form:

<http://www.uio.no/english/for-employees/unitpages/mn/geo/current-matters/2015/bonnevie-scholarship.html>

### 5.1.2 The Leiv Eiriksson mobility programme (PhDs)

The Leiv Eiriksson mobility programme aims to contribute to the long-term escalation of R&D collaboration with the USA and Canada by allowing more Norwegian researchers and research recruits to spend time in the U.S. or Canada, and more researchers and research recruits from the U.S. and Canada to spend time in Norway. More information:

<http://www.forskningsradet.no/en/Funding/ISBILAT/1244734017095>

### 5.1.3 Hans and Helga Reusch Grant (PhDs)

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

<http://www.geologi.no/legater-og-fond/59-hans-og-helga-reuschs-legat>

Application form: <https://www.unifor.no/Fund.aspx?fund=98>

### 5.1.4 Industrial Liaison (IL) (Staff and students)

You can apply for 10000 NOK for conferences and for travel expenses etc. for staff and students at the Department of Geosciences. These grants are primarily for those who do not have own projects with much money. IL provides an opportunity to visit conferences or partners at other universities for shorter visits. The funds are primarily for MSc/PhD/postdocs. There are four deadlines each year, and you must apply for money BEFORE the event. For conference participation, IL normally demands an oral/poster presentation for participation. More information:

<http://www.mn.uio.no/geo/english/about/collaboration/il/>

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

### 5.1.5 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:

<http://www.uio.no/english/for-employees/support/research/funding/eu-funding/eu-research-funding/excellence/msca/>

About individual fellowships:

<http://ec.europa.eu/research/participants/portal/desktop/en/opportunities/h2020/calls/h2020-msca-if-2014.html>