

THE PHD CANDIDATE'S GUIDE TO UiT - THE ARCTIC UNIVERSITY OF NORWAY

PRESENTED BY

 **ArcticDoc**
Doctoral Candidates and Postdocs at
UiT The Arctic University of Norway

DEAR NEW PHD CANDIDATE,

The ArcticDoc Board warmly welcomes you to UiT The Arctic University of Norway. We hope you have an engaging and enriching experience in Northern Norway and wish you great success with your project. The Arctic is a special place in this world, and we hope you will enjoy it as much as possible – the midnight sun, the polar night, and the fantastic Northern Lights! It is a truly beautiful space, and we wish to make your time here as great as possible. In this guide, we have collected essential information that we hope will help you through your PhD journey.

ArcticDoc (earlier known as TODOS) is an interest organization that works to improve the general welfare of all PhD candidates and postdocs at UiT. ArcticDoc is a neutral organization. It is neither a union in itself nor is it linked to any union or organization. It does not have any political opinion or religious belief. ArcticDoc is here to assist, guide, and educate you throughout your journey.

We focus on two important aspects: a good academic working environment and a thriving social life. ArcticDoc organizes seminars, talks and courses to fit the special needs of PhDs and postdocs such as weekly shut up and work sessions. We also host monthly social

gatherings to hang out and play board games or knit, and arrange spaces for PhDs and postdocs to try new things, like pottery.

We are here to assist in protecting your rights, support you if things become difficult, and guide you to the right people. We collaborate closely with the administration, the research community, and other entities at UiT.

All PhD and postdoc fellows at UiT are automatically members of ArcticDoc. If you do not wish to be part of ArcticDoc, you can notify the ArcticDoc board and we will remove you from our mailing list.

If you have any ideas, wishes, problems, or want to contribute to ArcticDoc's work, you are always welcome to contact us:

site.uit.no/arcticdoc
facebook.com/ArcticDoc
or arcticdoc@uit.no

We wish you a very happy stay at UiT!

Sincerely yours,
The ArcticDoc Board
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ArcticDoc - Doctoral Candidates and Postdocs at UiT
Tromsø, Norway
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If you notice any broken links or outdated information, please let us know by sending an email to arcticdoc@uit.no and we will fix it as soon as possible.

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DEAR PHD CANDIDATES,

You are now embarking on a journey towards the highest academic degree. By the time you complete your PhD, you will be an expert in your field. This expertise will open doors and earn recognition, but it also brings responsibility. Academic freedom, credibility, and research ethics remain fundamental values that you are expected to uphold and actively practice.

Some of you will continue your careers at universities or research institutes, while others will contribute your knowledge to industry or the public sector. In a world shaped by rapid change, global challenges, and pressure on natural resources, innovation and new thinking are more crucial than ever. The competencies you develop during your PhD, critical thinking, communication, creativity, and analytical precision, are vital contributions to sustainable solutions locally and globally.

For those of you that plan a further

academic career, a key part of becoming a researcher is the ability to give and receive constructive feedback. Many of you will publish your dissertation findings in peer-reviewed journals, something we strongly encourage, as it lies at the core of your academic training. The world of academic publishing is undergoing significant change as Open Science becomes the new standard. For guidance on publishing strategies and open research practices, you can always turn to your supervisor and the University Library.

For most projects, mobility is essential, and in several cases, it is also a prerequisite for obtaining external funding if you plan to continue a career in research. At the same time, digital collaboration tools have transformed how we work, still, meeting people and different cultures give you an important insight as a researcher.

A thriving academic environment depends on engaged colleagues. We encourage you to take part in the social and academic life on our

campuses, get to know fellow PhD candidates across departments and faculties, and take advantage of communities such as ArcticDoc.

Trust that your efforts matter. Every starting analysis or difficult sentence you try to write and every experiment that fails can contribute to your growth. And remember that academic freedom is the foundation that allows new ideas to emerge and knowledge to grow. As PhD candidates, you carry this freedom forward. This is not a privilege taken for granted. It is rather a responsibility to explore and expand in your own way.

The road ahead will at times be demanding, but do not give up. Research is slow, resilient work, and its breakthroughs often come when persistence meets curiosity. Have hope. Research changes societies, influences decisions, and opens possibilities. And with academic freedom as your compass, your discoveries can indeed help change the world.

It is our great pleasure to welcome you as a PhD candidate at UiT. We look forward, with excitement and confidence, to following your work, discoveries, and achievements as emerging researchers!



Rikke Gørgens Gjørum
Pro-Rector for Education

Jørgen Berge
Pro-Rector for Research and Innovation

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UiT THE ARCTIC UNIVERSITY OF NORWAY

CAMPUSES AND STUDY SITES



UiT The Arctic University of Norway is the third largest university in Norway and the northernmost university of the world. Its location on the edge of the Arctic implies a mission. Today, UiT has 11 campuses: Alta, Bardufoss, Bodø, Hammerfest, Harstad, Kabelvåg, Kirkenes, Mo i Rana, Narvik, Svalbard, and Tromsø.

On August 1st 2013, the University of Tromsø (established in 1968) merged with the University College of Finnmark, and became UiT The Arctic University of Norway (UiT Norges arktiske universitet). On January 1st 2016 the Narvik University College and Harstad University College also merged into UiT The Arctic University of Norway.

The university's highest body is the University Board that consists of elected representatives. The Rectorate is employed and consists of the Rector, the Pro-rector for Education, the Pro-rector for Research and Development, and two Vice-rectors for Harstad/Narvik and Alta. The University Director is the highest manager of the university's joint administration.

Currently, UiT has 8 faculties/units. All faculties administrate study programs at undergraduate, graduate, and doctoral level. Each faculty is governed by a faculty board, headed by a dean, elected by the academic staff. The faculty director is the faculty board secretary and head of

the faculty administration. Each faculty has multiple institutes and centers based on focused research themes, exceeding 40 in total.

- Faculty of Health Sciences
(Det helsevitenskapelige fakultet - Helsefak)
- Faculty of Science and Technology
(Fakultet for naturvitenskap og teknologi - NT)
- Faculty of Humanities, Social Sciences and Education
(Fakultet for humaniora, samfunnsvitenskap og lærerutdanning - HSL)
- Faculty of Biosciences, Fisheries and Economics
(Fakultet for biovitenskap, fiskeri og økonomi - BFE)
- Faculty of Law
(Det juridiske fakultet - JUR-fak)
- Faculty of Engineering Science and Technology
(Fakultet for ingeniørvitenskap og teknologi - IVT)
- The Arctic University Museum of Norway and Academy of Fine Arts
(Norges arktiske universitetsmuseum og akademi for kunstfag - UMAK)
- The University Library
(Universitetsbiblioteket - UB)



UiT IN TROMSØ

ABOUT UiT IN TROMSØ

UiT's main campus

16.000 students

IT HELP IN TROMSØ (ORAKELET)

Hansine Hansens veg 18, Tromsø, Teorifagbygg hus 2

MAIN CANTINAS

Teorifagskantina (Teorifagbygget)

Juanitas Mat (Realfagsbygget)

Grut Kaffebar (Teorifagbygget, ILP, MH)

MIX Kiosk (Teorifagbygget)

Markedet (Handelhøyskolen)

MAIN LIBRARIES

Culture and Social Sciences Library (University library building)

Museum Library (Lars Thørings veg 10)

Psychology and Law Library (Teorifagbygget Hus 3)

Science and Health Library (MH-building, east)

FIND YOUR WAY AROUND CAMPUS TROMSØ USING MAZEMAP VIA USE.MAZEMAP.COM OR:



ACTIVITIES

ArcticDoc offers social gatherings and activities for PhDs and Postdocs in Tromsø on a regular basis. They are usually announced via e-mail. In addition, there are other active organizations for employees and students in Tromsø.

THE STUDENT SPORTS CLUB (TSI)

TSI (Tromsøstudentenes Idrettslag) offers many different individual and team sports activities. As a member of TSI you have the possibility to join as many groups as you want, such as football, ice hockey, Nordic skiing, underwater rugby, MMA or sailing, just to name a few. Groups may have their own training fee in addition to TSI's membership fee. Non-students can usually also join TSI groups.

Check out TSI's activities and collaborations at tsidrett.no

You can find all student interest organizations based at UiT here:

samskipnaden.no/en/studentforeninger

BEDRIFTSIDRETTSLAG (BIL)

UiT has its own company sports team organization that offers a variety of activities and sports to employees. These include bowling, football for women and men, skiing, hiking, yoga, swimming, and more. Information about BIL can be found on the intranett.

intranett.uit.no/intranett/uitbil

OTHER ORGANIZATIONS AND ASSOCIATIONS AT UiT

You can check out all student and employee organizations active at UiT here:

en.uit.no/om/foreninger

Some will be targeting specific groups and study levels, while others are open to PhDs and postdocs.



TROMSØ

ABOUT TROMSØ

69,7° North

~ 400km north of Polar Circle

Largest city in Northern Norway
(~ 80.000 inhabitants)

64 days of midnight sun

49 days of polar night

Average temperature July: 12°C

Average temperature January: -3°C

Tromsø hosts the world's northernmost university, botanical garden, symphony orchestra, glass blower's workshop, and a top-division football club. The city center offers a large variety of restaurants, bars, and cafés.

TRANSPORT

TRAVELLING BY AIR

The closest airport is Tromsø lufthavn (TOS) which is located about 15 minutes by bus from the city centre. TOS serves as a hub in Northern

Norway, offering routes to most larger Norwegian cities, regional flights, routes to Longyearbyen and (seasonal) international flights to most of Europe.

CITY BUSES

City busses run within the city of Tromsø from around 6 am to midnight on Sunday to Thursday. There are one to six departures every hour with the highest frequency during peak hours (morning and afternoon) on weekdays. On Friday and Saturday nights, busses go until around 3 in the morning.

DISTRICT & REGIONAL BUSES AND EXPRESSBOATS

Tromsø is connected to the wider municipality and the region by bus and express boat. There are direct connections to Harstad (by boat), Narvik and Alta (by bus).

For timetables, routes, fares etc.
see svipper.no

TICKETS

The easiest way to get a ticket for bus rides or express boats is through the app "Svipper". You can also get a Travel Card which can be purchased and topped up at most kiosks in town.

SIGHTS AND ACTIVITIES

FJELLHEISEN

Fjellheisen, the mountain cable car, is a must-see. It goes up to the mountain Storsteinen, which is 421 m above the sea. From the viewing platform you can see the whole island (the picture on this page was taken from there). Visit fjellheisen.no for more information. It is also possible to walk up to the viewing platform using stairs built by Sherpas from Nepal, called "Sherpatreppa".

KRAFT SPORTS HALL

The Kraft Student Sports Hall is the university's gym and located on campus. It offers group training and training guidance. More information can be found at tromso.kraftsportssenter.no.

TI PÅ TOPP

Every year, a booklet called Ti på Topp is published. It contains several hikes around Tromsø. If you register and visit 7 of the hikes in the book, you get a reward. See tipatopp.no for more information.

SWIMMING

Tromsøbadet closely located to UiT's main campus. Check tromsøbadet.no for opening hours and prices.

SKIING

Skiing around Tromsø is available on the cross-country network in the Tromsømarka, including lit evening tracks near Prestvannet and Charlottenlund. For downhill skiing, Tromsø Alpinparken in Kroken offers alpine runs and a small terrain park. Check Kraft and TSI for beginner-friendly courses.

TURBO

As a resident of Tromsø, you can borrow free hiking, camping, skiing, and other outdoor equipment for outdoor activities from TURBO. More information can be found here [Turbo](https://turbo.no).

PUST

Pust is a floating sauna in Tromsø harbor. Here, you can bathe in the ocean and then relax in the sauna afterwards. See pust.io for more information.

SKAPERLAGET

You can find a space for creative indoor activity at the ceramics workshop at Skaperlaget. More information can be found at skaperlaget.com.

FESTIVALS AND EVENTS

There are numerous events happening in Tromsø throughout the year, such as the Tromsø International Film Festival in January, the Sami Week in February, and music festivals in the summer (Buktafestivalen, Rakett natt, etc.).



UiT IN ALTA

ABOUT UiT IN ALTA

1.300 students

IT HELP IN ALTA (ORAKELET)

Follums vei 39, Alta, at D-kuben in byggetrinn 3

CANTINAS

Kantine Altafjorden (main building)

Café Grut (main building)

LIBRARY

Located in main building
Contact: alta-bibliotek@ub.uit.no

FIND YOUR WAY AROUND CAMPUS ALTA
USING MAZEMAP VIA [USE.MAZEMAP.COM](https://www.mazemap.com), OR:



ABOUT ALTA

69,7° North

500km north of Polar Circle

150km south of Nordkapp

22.000 inhabitants (municipality)

5th largest city in Northern Norway

66 days of midnight sun

53 days of polar night

Average temperature July: 14°C

Average temperature January: -7°C

TRANSPORT

TRAVELLING BY AIR

The closest airport is Alta Flyplass (ALF) located 10 minutes by bus from the city centre. There are direct routes to Tromsø and Oslo as well as to many smaller airports around Northern Norway.

CITY AND DISTRICT BUSES

Alta is connected to the region by several busses, most of them leave in the city center. You even have the possibility to go by bus to nothcape. There is also a direct bus connection between Tromsø by the bus 150, which leaves once per day at Tromsø Prostneset and arrives at Alta sentrum.

TICKETS

City busses in Alta are operated by Snelandia. Though tickets may be purchased on the bus, pre-purchased tickets are usually cheaper. The easiest (and cheapest) way to get a ticket is to either get a Travel Card which can be purchased and topped up at most kiosks in town, or to download the app "Snelandia Mobillett".

For timetables, routes, fares etc.
see [snelandia.no](https://www.snelandia.no)

ACTIVITIES

STUDENT BAR

Studenthuset City Scene is Alta's studentsbar, run on voluntary basis. The bar is in the upper part and there you can eat, meet and have game nights. In the basement, concerts or other cultural activities can take place. For more information visit studenthuset.no (Norwegian only)

ASIF

Altastudentenes Idrettsforening is a students sport club that is open for everyone on the campus that is interested in sport and on-air activities. For more information check their facebook-page: facebook.com/altastudentidrett

KRAFT

Kraft is the university gym run by Samskipnaden. Besides Tromsø and Narvik, it also has a location in Alta. You can find more information on their webpage alta.kraftsportssenter.no.



UiT IN HARSTAD

ABOUT UiT IN HARSTAD

1.000 students

IT HELP IN HARSTAD (ORAKELET)
Information desk by the main entrance, or Havnegata 1, 3rd floor

CANTINAS
Prandium (main building)

Kaffesykkel (the coffee bike in the lobby of the main building)

LIBRARY
Located in main building
Contact:
harstadbiblioteket@ub.uit.no

FIND YOUR WAY AROUND CAMPUS HARSTAD USING MAZEMAP VIA USE.MAZEMAP.COM, OR:



ABOUT HARSTAD

68,8° North

250km north of Polar Circle

25.000 inhabitants (municipality)

3rd largest city in Northern Norway

62 days of midnight sun

39 days of polar night

Average temperature July: 13°C

Average temperature January: -2°C

TRANSPORT

TRAVELLING BY AIR

The closest airport is Harstad/Narvik Airport in Evenes (EVE). It takes about 45 minutes from Harstad to get there via the Airport Shuttle (flybuss) or Airport Taxi (flytaxi). There are direct routes to Oslo, Tromsø, Bergen, and Trondheim as well as a variety of seasonal destinations.

CITY BUSES

City busses run within the city of Harstad from around 6am to midnight on Monday to Friday. On weekends and holidays the busses don't run as frequently as during the week.

DISTRICT & REGIONAL BUSES AND EXPRESSBOATS

Harstad is connected to the wider region via busses and expressboats. The busses depart from the busterminal in the city centre and go to Narvik, Sortland, and elsewhere. The fastest way to get to Tromsø is by expressboat.

TICKETS

Though tickets may be purchased on the bus/expressboat, pre-purchased tickets are cheaper. The easiest (and cheapest) way to get a ticket is to either get a Travel Card which can be purchased and topped up at most kiosks in town, or to download the app "Svipper".

For timetables, routes, fares etc. see svipper.no

ACTIVITIES

STUDENTS' BAR

"Ludo Bar og Scene" is Harstad's students' bar and is run on voluntary basis. It's located in the main building and hosts concerts, stand-up nights, game nights and much more on a regular basis.

ICE-BATHING CLUB (HAVEBADEKLUBBEN)

As the campus in Harstad is right next to the sea, it should come as no surprise that there is an ice-bathing club. Once a week, employees and students meet up on the pier outside the main entrance to take a short bath. And yes - they do this all year round. You're free to join any time! P.S. There will be a sauna soon on the pier, too.

SWIMMING HALL "GROTTEBADET"

The swimming hall in Harstad is quite special, as it's build into the rock beneath the town - therefore the name "Grottebadet" (cavebath). In the same cave there is also a gym (Actic) and they offer a joint membership.

BEDRIFTSIDRETTLAG (COMPANY SPORTS TEAM)

Just like all other campuses, there is also a company sports team in Harstad. They offer several activities all year round for all employees at UiT Harstad.

OUTDOOR ACTIVITIES

Harstad is located on Hinnøya, the biggest island in Norway (after Svalbard). It's not far to Lofoten or Senja, and there are also great hiking spots nearby.



UIT IN NARVIK

ABOUT UIT IN NARVIK

1.300 students

IT HELP IN NARVIK (ORAKELET)

Lodve Langes gt. 2, Narvik, 3rd floor by the elevator in the B-blokk

CANTINA

Studentkantina (main building)

LIBRARY

Located in main building

Contact:

narvikbiblioteket@ub.uit.no

FIND YOUR WAY AROUND CAMPUS NARVIK USING MAZEMAP VIA USE.MAZEMAP.COM, OR:



ABOUT NARVIK

68,4° North

220km north of Polar Circle

22.000 inhabitants (municipality)

6th largest city in Northern Norway

57 days of midnight sun

33 days of polar night

Average temperature July: 15°C

Average temperature January: -6°C

TRANSPORT

TRAVELLING BY AIR

The closest airport is Harstad/Narvik Airport in Evenes (EVE). It takes about 60min from Narvik to get there. The easiest way to get there is by Airport Shuttle (flybuss). There are direct routes to Oslo, Tromsø, Bergen, and Trondheim as well as a variety of seasonal destinations.

TRAIN

Narvik hosts Norway's northernmost train station. The only connection, however, crosses over to Sweden, connecting Narvik to Stockholm and the wider European railway network. Check sj.se/en for routes and fares.

CITY BUSES

City busses run within the city and are operated by reinsnordland.

DISTRICT & REGIONAL BUSES AND EXPRESSBOATS

Narvik is connected to the region by several busses. A direct bus (100) is for example going from Narvik to Tromsø. There is also the possibility to take a bus to the nearest city where an expressboat is leaving.

TICKETS

You can download the app "Reis" for tickets and to check the timetable.

For timetables, routes, fares etc. see reinsnordland.no

ACTIVITIES

STUDENT BAR

"Tekniker'n studentkro" is Narvik's students' bar and is run on a voluntary basis. It's located in the basement of the main building and hosts a variety of events on a regular basis.

KRAFT

Kraft is the university gym run by samskipnaden. Besides Tromsø and Alta it also has a location in Narvik.

Check narvik.kraftsportssenter.no for more information



PRACTICAL INFORMATION WHEN COMING FROM ABROAD

BEFORE YOU ARRIVE

Check the rules upon entry into Norway, and make sure that all your documents are in order and fulfill the requirements depending on your personal situation.

NEWLY ARRIVED

Once you've arrived in Norway, there are a few things you need to take care of.

FOLKeregister AND PERSONAL NUMBER

After you've arrived, you need to confirm your permit at the police. You will then be registered in the folkeregister (a government database for all registered residents in Norway). Moreover, you will receive a personal number (personnummer) which you need to open a Norwegian bank account.

TAXES

All citizens apply for a tax deduction card. You can do this at the tax office (skatteetaten). For this you need your personal number.

HOUSING

GENERAL INFORMATION

Housing can be quite costly in Norway, but prices vary depending on how central you wish to live or whether you want to share an apartment.

HOUSING THROUGH SAMSKIPNADEN

Samskipnaden is UiT's Student Welfare Organization and they are responsible for student housing. If you're new to Tromsø, you may be able to get housing through Samskipnaden. Unfortunately, this is a rather limited option and only possible in Tromsø. That said, it may be worth contacting the housing office at your location as they nevertheless may be able to help you.

WHERE TO FIND HOUSING

The most common places to find housing are the websites finn.no and hybel.no. Here, you have several options to limit your search and add personal preferences.

Another place to look for housing is Facebook. Many cities and towns

in Norway have at least one, but often more, Facebook groups where people post when they are looking for housing or if they have something available to rent out.

You can find more information for new employees on the university's internet page uit.no/mobility

LANGUAGE COURSES

UiT offers Norwegian language courses at different levels for international students and university employees on the campuses in Tromsø, Alta and Narvik. Check the course catalogue for all Norwegian courses at UiT (uit.no/utdanning/emner).

PUBLIC HOLIDAYS

Here is a list of the main holidays observed in Norway. Be aware that during holidays shops and offices are usually closed or with limited opening hours!

1 January - New Year's Day

Easter holidays - specific dates each year

Ascension Day - specific date each year

Pentecost - specific date each year

1 May - Labor day

17 May - Constitution day - National holiday in Norway

24 December - Christmas Eve; while not a public holiday, most public offices close early and some may be closed.

25-26 December - Christmas days; public holidays.

27 December-2 January - While not a holiday, many offices will be closed or have shorter hours.

OTHER USEFUL RESOURCES

FINN

finn.no is a Norwegian website where you can find anything from housing, to cars, to clothes, to jobs. You can both write an advertisement if you are looking for something or you can just scroll through what other's have advertised. This is also a great place to look for second-hand things.

WHERE TO FIND SECOND-HAND THINGS

In most towns you will be able to find second-hand shops (gjenbruksbutikk or bruktbutikk in Norwegian) offering a variety of clothes, furniture and more. In Tromsø, there is e.g. NLM Gjenbruk, REMIX, and Fretex and in Harstad Fretex, all offering very affordable prices.

Another place to find second-hand things is again Facebook. You will find a lot of groups where people either sell or give away things for free.



THE PHD PROGRAM(S) AT UiT

GENERAL INFORMATION

As a PhD candidate you are part of a PhD program. As of 2026 there are eight different programs being offered at the

- Faculty of Health Sciences
- Faculty of Science and Technology
- Faculty of Humanities, Social Sciences, and Education
- Faculty of Biosciences, Fisheries, and Economics
- Faculty of Law
- Faculty of Engineering Science and Technology
- Arctic University Museum of Norway and Academy of Fine Arts
- National Joint Program in Nautical Operations

ADMISSION

Application procedures often vary between faculties. Generally, when you are hired, a temporary admission to the PhD study has been granted, but a formal application must also be submitted after commencement of the work contract. The application

for admission typically includes, but is not limited to, an individual plan for training (coursework) to be completed as part of the PhD, a project proposal, a funding plan, documentation of your educational background qualifying you for admission. Additionally, an agreement must be signed by yourself, the academic supervisors, and your faculty. The guidelines for the PhD training at UiT and each faculty's own regulations and guidelines concerning the application process can be found at uit.no/phd-en

SUPERVISION

All PhD candidates at UiT have the right to at least one co-supervisor in addition to the main supervisor. You can also change supervisors. How to do this depends on which faculty you belong to, and some faculties have linked templates or online forms on their PhD page (follow the link below). If you need help, you can contact the head of your institute. The university's ethical guidelines about supervision can be found at uit.no/phd-en.

ANNUM

Each PhD is granted an annum - a sum of money to be used at your own discretion for costs related to your PhD work. This includes expenses for equipment, travelling, conference fees, etc. Some PhD candidates manage their annum themselves, while, for others, it is managed by the main supervisor or research group. If you manage your own annum, you can check its balance. To do so, you must be on campus or using the UiT VPN because this information is only accessible via the UiT intranet. Here are the steps to do so:

1. Log in to the intranet (intranett.uit.no) using Feide
2. Select "Støttefunksjoner" at the top right
3. Select "Økonomirapporter"
4. Login using your UiT email (abc123@uit.no) and your UiT password
5. Select "UiT Åpne økonomirapporter"
6. Select "Prosjektlederrapport"
7. Select "Oversikt"
8. Unselect all names in the dropdown tab labelled "Delsprosjekt"
9. Write in your name in the dropdown tab labelled "Delsprosjekt" (it should come up automatically) and select the one associated with your annum
10. You can change the year and month as well to check the balance of your annum

MIDWAY EVALUATION (MIDTVEISEVALUERING)

Roughly halfway through the your PhD, most faculties require a midway assessment to see if you and your

project are on track. This midway assessment usually includes an updated project description and an oral presentation of your research so far and the plan for the rest of your PhD. Some PhDs must also deliver preliminary findings or manuscript drafts. A committee (not your supervisors) will then review all of this to determine the status of your project. It is wise to make sure that these committee members are not people you would like to have on your defense committee at the end of your PhD. Once they have been used for the midway evaluation, they cannot be used again for the defense. Please check the individual programs for the specific regulations pertaining to the midway evaluation (uit.no/phd-en).

GOING ABROAD

Many PhD candidates go abroad to visit another university for a few weeks, a semester or a full year. You can apply for funds to cover the travel expenses and additional expenses in connection with the stay abroad from your faculty (utenlandsstipend). Other funding opportunities linked to UiT include

- [North2North](#)
- [Fulbright](#) (only available to Norwegian citizens)
- [Erasmus+](#)
 - You can apply for both the student mobility grant or the staff mobility grant
- [Norwegian Research Council](#) (NRC)



PHD COURSES

EDUCATIONAL COMPONENT

According to the UiT rules, each PhD program includes a training component (sometimes called educational component or coursework) of 30 ECTS. Be aware that each faculty has its own regulations regarding this component. The courses that form the training component must be mentioned in the PhD project description, but they can be changed during the program, if the supervisor(s) and the committee that deals with PhD education approve this change.

Courses included in the training component should be at doctoral level (8000 code), and the curriculum includes mandatory training in science theory, philosophy and ethics. Some faculties allow master level courses (3000 code) in their training component under special circumstances. You can find a list of the respective faculty's courses at uit.no/phd-en.

If courses of particular importance are not arranged by UiT, you can take them at other Norwegian institutions or abroad (if approved by the faculty). For more information ask your supervisor(s).

REGISTRING FOR A PHD COURSE AT UiT

In order to register for a PhD course at UiT, you must log into and apply for courses in Studentweb. The deadlines for applying for courses are September 1st (autumn semester) and February 1st (spring semester).

You can access Studentweb here:
fsweb.no/studentweb

CANVAS

If you have signed up for a course, you will most likely find all the course material and other information on Canvas. More information can be found under "IT support (Orakelet)" (p. 34.).

Here you can log into Canvas:
en.uit.no/om/orakelet/canvas

TRANSFERABLE SKILLS COURSES

PhD candidates who want to develop their transferable skills (e.g. poster design, communication, leadership, statistics) can take transferable skills courses. Check your faculty's guidelines regarding how many of your required 30 ECTS can be fulfilled by such sources. Additionally, you may need approval from your supervisor. However, you can always take them for your own professional gain, with or without receiving the ECTS. Such courses are periodically offered by UiT's faculties, High North Academy, the library, and other entities.

HIGH NORTH ACADEMY (HNA)

HNA is a program funded by UiT that organizes intensive general courses in which participants use their own data and results as much as possible. The teaching language for all courses is English and all courses are taught at UiT's campus in Tromsø.

Courses offered by HNA include "Data stewardship", "Take control of your PhD journey", "Scientific writing", and many more.

For more information on HNA's courses check their webpage
site.uit.no/hna
or contact HNA at hna@uit.no.

TEACHING AND LEARNING IN HIGHER EDUCATION (VIA RESULT)

The introductory course in teaching and learning in higher education is aimed at PhD candidates who want to improve their teaching abilities. The purpose of the course is to help you improve your teaching skills and to reflect on your role as a teacher in higher education. You will learn relevant theories of teaching and learning via classroom interaction and peer review of teaching. This course provides the opportunity to start documenting your teaching competence in a teaching portfolio. While it does not count towards your required 30 ECTS, it can provide 60 hours of duty work.

For more information and the next course dates check
result.uit.no/phd-course



WORKPLACE A-Z



ARE YOU A STUDENT OR AN EMPLOYEE?

PhD candidates whose main employer is the University are considered temporary employees and thus have the same rights as other temporary staff regarding issues such as voting at UiT, being elected in UiT boards, vacation, maternity/paternity leave, pay during sickness, etc.. The European Commission, the European University Association (of which UiT is a member), and the Norwegian Association of Higher Education Institutions (UHR) recommend the use of the concept “PhD candidate” and not “PhD student”, as we are researchers employed for training, not students under education. In Norwegian the term used is still “PhD student” but our double status is reflected in the Norwegian term used to describe PhD candidates, “stipendiat”.

CAR PARKING

All campuses have car parking which you can pay for via the ParkNordic app. Students and employees pay reduced fees. For

further information on creating an account in the ParkNordic app, see uit.no/ansatte/parkering.

CHAPLAIN

The (Lutheran) Church of Norway employs two chaplains to work with students and employees at UiT. They offer individual consultations, arrange masses, seminars, and also take care of the Silent Room (Stille Rom) in Teorifagbygget, a place dedicated to prayer, meditation and self-reflection. In addition, there is a Muslim student organization at UiT in Tromsø called Muslim Academia Tromsø. The chaplain services for UiT in Alta, Harstad and Narvik are coordinated through the chaplains in Tromsø. However, there are local congregations of various faiths in Alta, Harstad, and Narvik.

COMPETENCES CATALOGUE

To quickly find an expert in a specific topic of research, UiT is compiling a catalog of the special competences of its employees, including PhD candidates. You can find the catalogue here: uit.no/ekspertliste.

CONTRACT

Before beginning your employment at the University you must sign your work contract and send it to the Department of Human Resources at your faculty. For any information regarding your work contract you should contact the administration of your faculty.

DFØ

All employees are required to use DFØ to register holidays, travel expenses, reimbursements, apply for leave, and access payslips. It is available as an app and a website, found at dfo.no/kundesider/logg-inn.

EMPLOYEE HANDBOOK (MEDARBEIDERHÅNDBOK)

The Employee Handbook (en.uit.no/employee/employee-handbook) is where you can find all important information regarding salary, travel, reimbursement, working hours, absences, employee benefits, and labor unions. Here, you can find UiT’s internal routines and guidelines, as well as legislation

and regulations. Please make yourself familiar with this resource, as it can answer many questions you have when first starting in a PhD position, and as you progress through your time at UiT.

HEAD OF ADMINISTRATION (KONTORSJEF)

All institutes have a head of administration. Your kontorsjef is the person to contact with any administrative issues. See your institute’s webpage to find out who the local Head of Administration is.

HEALTH, SAFETY AND ENVIRONMENT (HSE)

The website for Health, Safety and Environment (in Norwegian “HMS”) at UiT aims to inform about work safety and support functions. Read more at en.uit.no/employee/hse.

HEMIS

HEMIS provides health services to all employees at UiT. The aim is to prevent illness and injury related to work and to increase enjoyment and activity in the working environment. Hemis has expertise in the physical, organizational and psychosocial working environment, and is a neutral party between employer and employee. Services include workshops, prevention of injuries and health issues, and individual counselling. They can assist with anything from counselling appointments for discussing depression to checking the ergonomics of your office space. You can find their services here: en.uit.no/employee/hse/health and here: hemis.no/tjenester and make an appointment here: hemis.no/avdelinger.

HIGH NORTH ACADEMY (HNA)

The High North Academy is funded by the UiT and organizes intensive general courses. Read more on p. 23.

HOLIDAYS

As a temporary employee, you have the right to 25 days of paid holidays annually. Of these, 3 weeks may be a continuous block in the holiday season from June 1st to September 30th. You have the right to unpaid holidays. Holiday pay is accrued in the year before the holiday is taken. Therefore, you are not eligible for paid holidays in your first calendar year of employment. However, you are accruing holiday pay in that

first calendar year, which can then be used to pay for your holidays in the second calendar year of your employment. For example, if you started in September 2025, you will not be able to take paid holidays until 2026, at which time you will have 8 paid days of holiday which you can use throughout 2026. You can still take unpaid holidays during this time. After working all of 2026, in 2027 you will then be eligible for the full 25 days of paid holidays. An employee can transfer up to 14 days of holidays to the next year. All registration of holidays is done in DFØ.

IT-SUPPORT (ORAKELET)

You can find information about IT support and Orakelet in the section "IT-Support (Orakelet)" on p. 32.

MEDARBEIDERSAMTALE

According to the law, you have the right to an annual conversation with your administrative superior, regarding work conditions. If they do not contact after one year of employment, you have the right to ask for a meeting.

RESULT

Result is a resource center for (online) courses and knowledge distribution. See result.uit.no. You can find more information on pp. 23 and 29.

ROOM BOOKING

If you want to book a meeting room, you have to use the calendar function of your Outlook university e-mail. Classrooms are booked on rombestilling.uit.no.

RESEARCH SOFTWARE ENGINEERING GROUP (RSE)

The The RSE group at UiT consists of experts specializing in providing support and expertise in coding and software development. Specifically, the offer assistance with improving scripts, organizing code, sharing code, and running your code faster. More information can be found here: uit.no/RSE.

SICK LEAVE

If you get sick and cannot come to work, you can register as sick without seeing a doctor first. This is called egenmelding ("self-certification") and can be used up to 8 contiguous days and for a maximum of 24 work days during a 12-month period. For longer sick leave, you need an attest from a doctor. If necessary, you can also get a 'gradert sykmelding' which allows you to work part-time because of sickness. You can find the full regulations for sick leave in the Employee Handbook, section "absence".

SI IFRA!

UiT should be a safe place for everyone. Si ifra! (translated to speak up in English) is a website (uit.no/si-ifra) where you can find contact persons who can help you if

you experience harassment, ethical violations, feedback concerning the education at UiT, issues related to HSE, or even if you wanted to leave positive feedback for things that work well. You can also report any such incidents here.

TAVLA

Tavla ("the notice board") is where you can find all kind of announcements related to UiT including events (PhD defenses, seminars, workshops, courses etc), jobs, funding opportunities, and even a market place. You can find Tavla here: uit.no/tavla. In addition, different institutions at UiT have their own newsletters. You can find a list and subscribe to them at uit.no/nyheter/rss.

TRAVELING FOR WORK

It is common practice to receive reimbursement for travel expenses after you have returned from your travels. Usually, you pay for the costs yourself beforehand. To reclaim your expenditures, use DFØ. You can also apply for advance payment of travel costs. Your local head of administration knows the procedure for this in your institute. All information regarding travel as part of your work can be found in the Employee Handbook.

A photograph of the Aurora Borealis (Northern Lights) over a dark forest at night. The aurora is a vibrant green and blue, dancing across the sky. The trees in the foreground are silhouetted against the dark ground.

DUTY WORK (PLIKTARBEID)

Some PhD candidates have a certain amount of duty work (pliktarbeid) as part of their work contract. This is also sometimes called career-enhancing work or karrierefremmende arbeid. Usually, these candidates are employed for four years and the teaching duties amount to 25% of the working time. Each faculty has its own rules regarding the teaching duties. These norms refer, for example, to how many hours should one count for each hour of teaching, or when, during the employment, should the teaching duties be fulfilled. Each PhD candidate has to fill in a form documenting their teaching duties. It can be requested from the administration of each institute. Note that this pliktarbeid does not necessarily have to be teaching but can consist of outreach activities or administrative work as well. Ask your institute for alternative work if you prefer this.

PhD candidates who wish to develop their teaching skills may take the course "Introduction to Teaching and Learning in Higher Education" (Innføringskurs i universitetspedagogikk for stipendiater). This course is organized by Result (Resource Center for Teaching, Learning and Technology) and is usually offered once a year in English, and once a year in Norwegian. For more information, see result.uit.no.

Result also offers a short online course about plagiarism, where you can learn how to implement practices that help to deter this practice among students. You can find the course here: open.uit.no (available both in Norwegian and English).

All PhD candidates with teaching duties are strongly encouraged to ask the person responsible for the course they are teaching in (kursansvarlig) about disciplinary, pedagogical or practical issues that may come up before, during or after teaching.



THE LIBRARY (UB)

At the University Library (Universitetsbiblioteket, UB), you can find scientific literature to support your research, get advice on how to use sources correctly in your writing, and get up-to-date information on research data management and open access publishing. For after-work relaxation, you can read newspapers and magazines or borrow fiction books and movies.

STUDY/READING FACILITIES

There are 11 library buildings at UiT and spread across all campuses. All library buildings have designated areas for studying/reading. Some of the study carrels are reserved, but you may use any unreserved carrel. Please, do not leave any valuables lying around unattended!

THE ONLINE CATALOGUE (ORIA)

Oria (oria.no) is the shared library catalogue for all Norwegian university libraries, the National Library and a number of other research libraries. You can freely search for all types of documents

simultaneously (journal articles, books, theses, etc), or you can do refined searches. In Oria, you have a personal account which you can use to renew loans, order books from other libraries, request documents that aren't in the catalogue, etc. While you are not required to be logged in to browse, you have to log in via Feide to order books or access other resources.

ACCESSING THE LIBRARY'S RESOURCES FROM OUTSIDE CAMPUS

If you want to access resources such as journal articles or databases while not on campus, you must go to Oria and find the right resource. You will then be forwarded to a new webpage where you have to log in with your UiT credentials (abc123 and password).

DATABASES AND ONLINE JOURNALS

The library subscribes to several academic databases (e.g.: Eric, JSTOR, MEDLINE, ProQuest, Web of Science), which are freely accessible for all students and staff from the terminals in the library and from all computers on campus or via Oria.

SEPTENTRIO ([SEPTENTRIO.UIT.NO](http://septentrio.uit.no))

is an academic publishing service offered by UB. Several of UiT's open access electronic journals are hosted here.

PRESSREADER ([PRESSREADER.COM](http://pressreader.com))

is a database for international newspapers that UiT subscribes to. Access is via computer on campus or Oria.

THE NORWEGIAN RESEARCH INFORMATION REPOSITORY (NVA)

The Norwegian Research Information Repository (nva.sikt.no) is the joint database for research results in Norway. Since October 1st 2025, NVA has replaced Cristin and Munin as a joint archive. All research results, documentation of research activity, and scientific results must be recorded here. It is a great place to register all your publications and conference presentations. This overview will also be visible on your personal UiT page including the link to your publicly accessible profile in this database.

How to use NVA: en.uit.no/publishing#kapittel_681352

SUBJECT LIBRARIANS

All subjects have a subject librarian. If you have questions concerning literature and literature searches, book purchases, research data management, or other things in your field of research, do not hesitate to contact them. To find your subject librarian, look up your subject area at the library webpage.

For more information about subject areas, locations and opening hours, see the library webpage.

Website: uit.no/ub
E-mail: postmottak@ub.uit.no

OPEN ACCESS PUBLICATION FUND

If you plan to publish your articles open access, UiT has a fund that can cover the author-side payments. More information can be found here: uit.no/publishing.

INTERNAL COURSES

From time to time, UB arranges different courses (EndNote, research data management, Canvas, R etc.) for its employees. Most courses are offered both in English and Norwegian and will usually be announced on Tavla (uit.no/tavla) or on the intranett (intranett.uit.no/intranett/internekurs).



IT SUPPORT (ORAKELET)

Orakelet (“the oracle”) is the IT support unit at UiT. Contact them for questions about your account, username, password, e-mail account and how to safely store your data. If you have any technical problems (with your work computer for example), you can contact Orakelet by phone or through Topdesk.

en.uit.no/it-brukerstotte

Tel: 776 44544

Topdesk: uit.topdesk.net

ORAKELET ON CAMPUS

There are offices on the campuses in Tromsø, Alta, Harstad and Narvik. Check the respective campus section for the address.

TOPDESK

TOPdesk (uit.topdesk.net) is the self-service portal and ticket tracker system at UiT where all your requests to different services at UiT are gathered. The services under TOPdesk include among others Orakelet and the library.

IT-USER ACCOUNT

Your IT-user account at UiT gives you access to a wide range of services. Your username is a combination of three or five letters and numbers (abc123). New employees’ user accounts are activated the moment they are created. Your supervisor or the unit’s HR representative is responsible for making sure that your information and the details of your contract are delivered to the Department of Human Resources. If this is done correctly and in a timely manner, you should have an IT-user account ready in time for your first day at work.

EMPLOYEE ID-CARD

ID-cards are issued at the local service desks. The ID-card is created with a picture of you and an expiration date of validity. The card is valid as identification at UiT as long as the expiration date on the card has not passed. This card gives you access to buildings and rooms, and you need it use the printers and loan books from the library.

WiFi ON CAMPUS

Eduroam is an international secure roaming service for wireless networks for users at institutes of higher education. Connect to the network with the SSID “eduroam” and use your university account “abc123@uit.no” as the username and accompanying password. Accept the certificate. You can also download a configuration file from cat.eduroam.org.

VPN

You can connect your computer to UiT’s network when connected to the internet from outside the university through a VPN. A VPN connection is needed to access e.g. the intranett if you are not on campus. UiT uses the software VPN AnyConnect, which you can download via the Software Centre (UiT machines) or Orakelet’s webpage (private machines). Alternatively, you can go through a browser via vpn.uit.no.

FEIDE

Feide is a national system for identification at universities and other educational institutions. Several of UiT’s systems can only be accessed while being logged in via Feide. To log in via Feide, you use the same username (abc123) and password as with your normal IT-user account. Services requiring authentication via Feide include the library’s services, Canvas, Studentweb, and more.

HARDWARE

As an employee, UiT provides you with an “IT-starter pack” containing a laptop, screen, keyboard, mouse, and headset to be used for work-related tasks.

SOFTWARE

UiT COMPUTERS

The most common programs are pre-installed on your computer. You can install additional software via Software Center (Windows) or Managed Software Center (Mac). If you would like a program that is not available via Software Center or Managed Software Center, send a request to Orakelet along with the name of the computer you would like to install the software on and the desired program.

PRIVATE COMPUTERS

UiT also supplies software for your private PC or Mac. Download and install software via Oraklet’s webpage.

E-MAIL (OUTLOOK)

The e-mail address contains your `firstname.lastname@uit.no` (example: `ola.nordmann@uit.no`). Your e-mail account will be created automatically together with your IT-user account once your registration is complete in. You can access your e-mail via the Outlook Web App or via Microsoft Outlook. In Outlook, you have access to UiT’s address book and can look up any employee’s or student’s contact card.

WORK PHONE (VIA TEAMS)

As an employee at UiT, you don't get a "proper" phone. Instead, UiT uses Teams which should be pre-installed on the PC you get from the university. While you can use Teams for internal calls (including video calls), you also get a "proper" phone number that you can use to call or be called by people outside UiT. You usually get your phone number with your IT-user account.

OFFICE 365

UiT uses Office 365. Important applications are:

MICROSOFT OFFICE

Office 365 includes also the Microsoft Office programs. You can either work locally on your computer or online via the webbased Office applications.

ONEDRIVE

A cloud storage service with up to 5TB personal storage. The storage fulfills many of UiT's requirements regarding safety of data. Files stored in the cloud are also easy to share and collaborate in.

TEAMS

Teams is a platform for collaboration where you can create shared groups, collaborate in projects, and share files. Teams is also a meeting platform (similar to Zoom).

OTHER USEFUL APPLICATIONS

Other useful applications include OneNote (Office's program for notetaking), Forms (a solution

to create and share forms and questionnaires), and Stream (a platform to record, upload, and share videos).

CANVAS

Canvas is a learning management system used by UiT to host courses. As a PhD candidate, you may use Canvas as both a participant in a course, or as a teacher (if you have duty work). You can access Canvas here: uit.instructure.com and you log in using Feide.

ALTRNATIVE STORAGE SOLUTION

If you prefer not to use the cloud-storage provided by Office 365, you can also use the so-called H-drive (H-disk in Norwegian). This is your personal network drive and it can only be accessed while on campus or through UiT's VPN service. All network drives are part of a backup regime. This is why no work related files should be stored locally on your PC.

WISEFLOW

Wiseflow is the platform UiT uses for digital exams. During your time as a PhD candidate you may use the platform both to submit exams or grade exams as part of your duty work. You can access it with Feide at europe.wiseflow.net.

PRINTING

PRINTING DOCUMENTS IN USUAL FORMATS

UiT offers print services to all employees and students at your institution. Printing is free of charge for employees. Before you use the

printers for the first time, you need to link your ID-card to the service. See Orakelet's pages for how you do this.

UiT's primary print service is called "Pullprint". When printing a document, you choose Pullprint (only available on UiT computers). You can then go to any printer on campus and scan your ID-card to print the documents.

If you want to send a document to a printer from outside campus or a private device you can do so by logging in to the "Mobilprint" service via mobilprint.uit.no. Mobilprint lets you upload your documents for printing. Simply log on to the printer using your IDcard to print your documents.

PRINTING DOCUMENTS IN OTHER FORMATS

For different printouts, you can ask the graphic design service at you faculty. You can also use HSL-trykkeriet at UiT (trykkeriet.uit.no). At the HSL-trykkeriet (printing house) you can also order business cards.

PERSONAL WEBPAGE (PERSONKORT)

Each employee at the University has a personal page, the personkort. You find it when you search for a person's name using the search function on the UiT website. To modify it, log in by using the login link in the bottom of the homepage (uit.no).

FINDING UiT EMPLOYEES

You have two options for finding UiT employees: use either the internal search engine from the UiT homepage (en.uit.no/finnansatt), or the database connected to your Outlook service.

Check Orakelet's webpage for more information and detailed instructions: en.uit.no/it-brukerstotte.

USEFUL LINKS AND CONTACTS

SAMSKIPNADEN

The Arctic Student Welfare Organization in Norway (Norges arktiske studentsamskipnad) also offers services for PhD candidates, and deal with issues like housing, sports, cafeterias, childcare and student counseling. See samskipnaden.no.

PHD ORGANIZATIONS

ARCTICDOC

ArcticDoc, previously known as TODOS, is an organization for PhD candidates and postdoctoral researchers at UiT. It represents the interests of PhDs and postdocs in discussions with university management, facilitates networking and professional development, and provides information and support on academic, administrative, and employment-related matters. ArcticDoc connects UiT researchers to broader PhD communities in Norway and across Europe. See site.uit.no/arcticdoc.

SiN

Stipendiatororganisasjonene i Norge (Association of Doctoral Organizations in Norway), is a network consisting of all the PhD organizations in Norway. ArcticDoc is a member of SiN. Read more at stipendiat.no.

EURODOC

The European Council of Doctoral Candidates and Junior Researchers

is an international federation of 34 national organizations of PhD candidates, and, more generally, young researchers. Through SiN, ArcticDoc is a member of EURODOC. See eurodoc.net.

UNIONS

There are several trade unions represented at UiT. As these unions may help you with issues related to salary, gender equality, working conditions etc., we encourage you to ask your fellow colleagues about what unions you could join. A full list of unions represented at UiT can be found here: en.uit.no/om/foreninger.

OTHER BOARDS AND REPRESENTATIONS

The highest organ of the University is the University Board. Aside from the University Board, each faculty and each institute also has a board, serving as its highest organ. Each board has one representative for temporary employees, who is elected annually. You have the right to vote for the temporary employee representative on each board, and also have the right to run in elections. Ask the administration at your institute who is the temporary employees' representative at your institute/faculty. It is important to know who these people are, as they might help you with different issues related to your PhD program.

NOTES

