



presents

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



DEAR NEW PHD CANDIDATE,

The TODOS Board welcomes you to UiT The Arctic University of Norway. We wish you an eventful and interesting time in Northern Norway and a successful time working on 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.

TODOS is an interest organization that works to improve the general welfare of all PhD candidates and postdocs at UiT. TODOS is a neutral organization. It is not a union, nor is it linked to any union organization, political opinion, or religious belief. TODOS is here to help, assist, guide and educate you throughout your journey. We focus on two important aspects: a good academic working environment and a thriving social life.

TODOS organizes seminars, talks and courses to fit the special needs of PhDs and postdocs such as weekly shut up and work! sessions. We are also here to assist you in protecting

your rights, support you if things may be difficult and refer you to the right people, regarding whatever might come up. We collaborate closely with the administration, the research community, and other entities at UiT.

TODOS also works on creating a good space to meet and socialize. We have monthly social gatherings and are trying to come up with many other events. We want you to have an amazing time here at UiT and to meet and mingle with other PhDs and postdocs.

All persons registered in a PhD programme or as postdocs at UiT are automatically members of TODOS without requiring an official membership. Private individuals can notify the TODOS Board if they do not want to be represented by TODOS.

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

todos.uit.no
facebook.com/TodosUiT
or todos@uit.no

Sincerely yours,
The TODOS Board (July 2021)

First edition 2011
Second edition 2019
Third edition 2021

TODOS - Doctoral Students and Postdocs at UiT The Arctic University of
Norway
Tromsø, Norway
Copyright © 2021



WELCOME LETTER FROM UiT'S PRO-RECTORS

DEAR PHD CANDIDATES,

You are now embarking on a journey that will lead you to a degree awarded at the highest academic level. Congratulations! At the time you graduate, you will be an expert in your specialized field. This will lead to opportunities and give recognition, but also a certain degree of responsibility. Academic freedom, credibility, and research ethics are important values to carry, recognize, and practice.

Building national and international research networks is extremely important for success in research. Mobility might be crucial for your PhD project, but in many cases also a prerequisite to obtain external funding for continued research projects, if you aim for a future career within research. The digital revolution has made us more interconnected than ever, and today much can also be accomplished remotely connected with your peers.

To give and receive constructive

criticism on emerging research within your field is an inherent, needed, and valued part of being a researcher. Many of you aim to publish the results from your PhD project in peer-reviewed journals or other relevant channels. This is encouraged and also at the core of your training. The landscape of scholarly publications is rapidly changing as we are converting to Open Science. Advice on this matter can be sought both from you supervisor and from the University Library.

Some of you will find your future at the universities or at research institutions, while many will seek jobs in the industry or in the public sector. In a time of rapid changes and pressure on natural resources, innovation and rethinking are more important than ever. The skills you will acquire through your PhD journey, such as critical thinking, communication and creativity are essential for contributing to sustainable solutions globally and locally. UiT The Arctic University of

Norway's High North Academy is designed to foster this part of your training.

It is likely that all of us will thrive and accomplish more by contributing to the development of a good academic environment and the social life on our campuses. We encourage you to get to know your fellow students in your research environment, at your department,

and across faculties. TODOS is the perfect starting point.

It is our pleasure to welcome you as a PhD candidate at UiT. With joy and excitement, we pay the closest attention to what you may discover and achieve as an emerging researcher.

Tromsø, August 1st 2021,



Kathrine Tveiterås

Camilla Brekke

Kathrine Tveiterås
Pro-Rector for Education

Camilla Brekke
Pro-Rector for Research and
Development

TABLE OF CONTENTS

UiT The Arctic University of Norway	8	PhD courses	26
		Educational component	
		Transferable skills courses	
UiT in Tromsø	10	The library (UB)	28
About UiT in Tromsø		Study/reading facilities	
About Tromsø		The online catalogue (Oria)	
UiT in Alta	14	Accessing the library's resources from outside campus	
About UiT in Alta		Databases and online journals	
About Alta		Cristin	
UiT in Harstad	16	Subject librarians	
About UiT in Harstad		Open access publication fund	
About Harstad		Internal courses	
UiT in Narvik	18	IT support (Orakelet)	30
About UiT in Narvik		Topdesk	
About Narvik		IT-user account	
The PhD programme(s) at UiT	20	Employee ID-card	
General information		WiFi on campus	
Admission		VPN	
Supervision		Feide	
Annum		Hardware	
Midway assessment		Software	
Going abroad		E-Mail (Outlook)	
Work place A-Z	22	Work phone (via Teams)	
Are you a student or employee?		Office 365	
Car parking		Canvas	
Contract		Wiseflow	
Employee Handbook (medarbeiderhåndbok)		Printing	
Head of Administration		Graphic profile/visual identity	
Annual leave		Room booking	
HSE (Health, Safety, and Environment)		Finding UiT employees	
IT-support (Orakelet)		Personal webpage (personkort)	
Medarbeidersamtale		Practical information when coming from abroad	34
Reimbursement		Before you arrive	
SAP		Newly arrived	
Sick leave		Housing	
Tavla		Other useful resources	
Travelling for the job		Language courses	
University chaplaincy		Public holidays	
Duty work (pliktarbeid)	25	Useful links and contacts	36
		Samskipnaden	
		PhD organizations	
		Unions	

UiT THE ARCTIC UNIVERSITY OF NORWAY



UiT The Arctic University of Norway is the third largest in Norway and the northernmost university of the world. Its location on the edge of the Arctic implies a mission. Today, UiT has ten campuses: Tromsø, Alta, Kirkenes, Hammerfest, Harstad, Narvik, Bardufoss, Bodø, Mo i Rana and Svalbard. The Arctic dimension is central in research, studies and teaching. That is not to say that the global perspective is not important, as both have great importance in indigenous studies, peace studies, natural and earth sciences, fisheries management, community research and community medicine.

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 and 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 7 faculties and 32 institutes. The seven faculties are:

- Faculty of Health Sciences (Det helsevitenskapelige fakultet)
- Faculty of Science and Technology (Fakultetet for naturvitenskap of 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 Fine Arts (Det kunstfaglige fakultet)
- Faculty of Law (Det juridiske fakultet)
- Faculty of Engineering Science and Technology (Fakultet for ingeniørvitenskap og teknologi - IVT)

The faculties administrate the programmes of study. 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.



UiT IN TROMSØ

ABOUT UiT IN TROMSØ

UiT's main campus

11.000 students

IT HELP IN TROMSØ (ORAKELET)

Hansine Hansens veg 18, Tromsø,
Teorifagbygg hus 2

MAIN CANTINAS

Teorifagskantina, Teorifagbygget

MAT, Realfagbygget

NFH-kafeen, Fiskeribygget

Markedet, Handelsskole-bygget

Tannkafeen, Tann-bygget

MH-kafeen, Medisin- og
helsebygget

MAIN LIBRARIES

Culture and Social Sciences Library
(Huginbakken 14, by the labyrinth)

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

TODOS offers social activities for PhDs and Postdocs in Tromsø on a regular basis. In addition, there are two other active student organizations in Tromsø: The International Students' Union, and the Tromsø Student Society (Studentsamfunnet i Tromsø, Driv). Both organize different social, cultural and artistic events.

THE STUDENT SPORTS CLUB (TSI)

TSI (Tromsøstudentenes Idrettslag) offers many different individual and team sport activities. As a member in TSI you have the possibility to join as many sub-groups as you want, such as football, icehockey, nordic skiing, underwater rugby, MMA or sailing, just to name a few. Sub-groups may have their own training fee in addition to TSI's membership fee.

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

CAFÉ BODEGA

Café Bodega is a student run café under The Tromsø Student Society. It's located in Teorifagbygget and they offer waffles and hot drinks to very affordable prices. In addition there are a few board games which you can enjoy in a friendly atmosphere.

STUDENT AND CULTURE HOUSE DRIV

Studentsamfunnet Driv is owned by NorgesArktiskeStudentsamskipnad and is run on voluntary basis by students at UiT in Tromsø. At any time there are approximately 100 active volunteers. Driv is a café, bar and concert arena. The student house consists of four bars, three stages of different sizes, and a basement where Driv houses the cultural department. Activities at Driv span from an impressive concert programme to theme parties, quiz nights and games. They offer dining on all weekdays and Saturdays and serve simple dishes like hamburgers, sandwiches and salads.

www.driv.no
Storgata 6, 9008 Tromsø





TROMSØ

ABOUT TROMSØ

Also called the “Paris of the North”

69,7° North

400km north of Polar Circle

77.000 inhabitants (municipality)

Largest city in Northern Norway

64 days of midnight sun

49 days of polar night

Average temperature July: 12,3°C

Average temperature January: -3°C

Hosts the world’s northernmost university, botanical garden, symphony orchestra, protestant cathedral, glass blower’s workshop, top division football club, and Burger King restaurant

TRANSPORT

TRAVELLING BY AIR

The closest airport is Tromsø lufthavn (TOS) which is located about 15min 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 e.g. Stockholm or Frankfurt.

CITY BUSES

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

DISTRICT & REGIONAL BUSES AND EXPRESSBOATS

Tromsø is connected to the wider municipality and the region by bus and expressboat. These buses and boats leave from Prostneset, the main bus/boat terminal in the city

centre of Tromsø. There are direct connections to Harstad (by boat), Narvik and Alta (by bus).

TICKETS

Though tickets may be purchased on the bus/ expressboat, 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 “Troms Billett”.

For timetables, routes, fares etc. see <https://www.tromskortet.no/>

SPECIAL SIGHTS/ACTIVITIES IN TROMSØ

FJELLHEISEN

Fjellheisen, the cable car on the side of Tromsdalen, is a must-see for everyone visiting or living in Tromsø. 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 <https://fjellheisen.no/> for more information on times and prizes. It is also possible to walk up to the viewing platform using stairs of approximately 1200 steps that was built by Sherpas from Nepal and is therefore called “Sherpatreppa”.

TI PÅ TOPP

Every year, a booklet called Ti på Topp is published. It contains several hikes in a specific area, e.g. Tromsø. If you register and visit 7 of the

hikes in the book, you get a reward. See <http://www.tipåtopp.no/> for more information.

PUST

Pust is a floating sauna in Tromsø harbour. Here, you can take a bath in the ocean and then relax in the sauna afterwards. See <https://www.pust.io/en/> for more information.

SPORTS AND TRAINING

KRAFT SPORTS HALL

The Kraft Student Sports Hall is the university’s gym and located on campus. It has been recently upgraded and you can go to group training and have training guidance. In addition it also has locker rooms, More information can be found at <https://tromso.kraftsportscenter.no/english>.

BEDRIFTSIDRETTSLAG BIL (COMPANY SPORTS TEAM)

UiT has its own company sportsteam which offers a variety of activities and organizes groups. Activities include bowling, football for women and men, skiing, hiking, yoga, and more. Information about BIL can be found on the intranett (<https://intranett.uit.no/intranett/uitbil>).

SWIMMING

Tromsøbadet is Tromsø newest and biggest swimming pool. It is closely located to UiT’s main campus. Check <https://www.tromsobadet.no/> for opening hours and prices.



ABOUT UiT IN ALTA

1.900 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

21.000 inhabitants (municipality)

5th largest city in Northern Norway

66 days of midnight sun

53 days of polar night

Average temperature July: 13,8°C

Average temperature January:
-6,8°C

TRANSPORT

TRAVELLING BY AIR

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

BUSES AND EXPRESSBOATS

There are city buses and regional buses connecting Alta to the region, with most of them leaving from the city center. There are for instance direct bus connections to Tromsø or Nordkapp (North Cape) going once per day respectively. Buses in Alta are operated by Snelandia. In addition, there are expressboats connecting Alta among others to Hammerfest.

You can use the app "Snelandia Reise" to see all routes in Alta and Finnmark (the northern-most region of Norway) and plan your travel.

TICKETS

City buses 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 download the app "Snelandia Mobilett".

For timetables, routes, fares etc. see snelandia.no/

ACTIVITIES

STUDENT'S BAR

Studenthuset City Scene is Alta's students bar, 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 www.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 www.facebook.com/altastudentidrett/Kraft

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.

A list with all sport clubs and other cultural activities in Alta can be found here:
uit.no/sted/alta/kulturliv
(Norwegian only)



UiT IN HARSTAD

ABOUT UiT IN HARSTAD

1.300 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

Located on Hinnøya, the biggest island in Norway (after Svalbard)

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: 13,3°C

Average temperature January: -2°C

TRANSPORT

TRAVELLING BY AIR

The closest airport is Harstad/Narvik Airport in Evenes (EVE). It takes about 45min from Harstad to get there. The easiest way to get there is by 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 buses don't run as frequently as during the week.

DISTRICT & REGIONAL BUSES AND EXPRESSBOATS

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

TICKETS

Though tickets may be purchased on the bus/ expressboat, 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 "Troms Billett".

For timetables, routes, fares etc. see www.tromskortet.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 right 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 are plans for a public sauna on the pier, too.

BEDRIFTSIDRETTSLAG BIL (COMPANY SPORTS TEAM)

At UiT Harstad, there is a company sports team offering several activities all year round for all employees at UiT Harstad including yoga, hiking and jogging. As a member, you can also get a discount at the local gym.

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" (cave bath). In the same cave there is also a gym (Actic) and they offer a joint membership.



UIT IN NARVIK

ABOUT UIT IN NARVIK

1.200 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](https://www.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 <https://www.sj.se/en/> or <https://www.vy.se/en> for routes and fares.

CITY BUSES

City busses run in and around Narvik are operated by reinsnordland.

DISTRICT & REGIONAL BUSES AND EXPRESSBOATS

Narvik is connected to the region by several buses. 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. If you want to explore the region, reinsnordland offers a Travel Pass that is valid for seven days for bus, fairy and expressboat.

TICKETS

Though tickets might be bought on the bus or expressboat, prepurchased tickets are usually cheaper. You can download the

app "Billet Nordland" for tickets and "Reis Nordland" to check the timetables.

For timetables, routes, fares etc. see www.reisnordland.no

ACTIVITIES

STUDENT'S 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

VINTERFESTUKA

Vinterfestuka (translated winter-festival week) is a yearly cultural event in Narvik that is usually taking place in March. It is based on history, myths and facts about the time around 1900 when the train connection between Narvik and Kiruna was build. See www.vinterfestuka.no for more information.



THE PHD PROGRAMME(S) AT UiT

GENERAL INFORMATION

As a PhD candidate you are part of a PhD programme. As of 2021 there are eight different programmes being offered at the

Faculty of Law,

Faculty of Science and Technology,

Faculty of Health Studies,

Faculty of Humanities , Social Sciences and Education,

Faculty of Biosciences, Fishery and Economics,

The Arctic University Museum of Norway and Academy of Fine Arts,

Faculty of Engineering Science and Technology, and

National Joint Programme in Nautical Operations

ADMISSION

Application procedures can vary between faculties and research groups. Generally, when you start your work at the university, you still have to apply for admission to the PhD programme at your faculty. You have to fill in both the application for admission and an agreement in two parts. Those who are not employed by the university (externally or self-funded) also have to fill in a third form. The application for admission must contain an individual plan for training (educational component or coursework) to be completed as part of the PhD, a project proposal, a funding plan, documentation of educational background qualifying for admission etc. The general rules for the PhD training at UiT and each faculty's own rules and regulations can be found at www.uit.no/phd-en.

For more information on the different programmes and different guidelines see uit.no/phd-en

SUPERVISION

All PhD candidates at UiT have the right to have at least one co-supervisor, in addition to the main supervisor. And yes, you can also change supervisors. How to do this depends on which faculty you belong to. If you need help, you can contact the head of your department. You can find the university's ethical guidelines about supervision via uit.no/phd-en.

ANNUM

Along with every PhD position comes a sum of money, which is supposed to be at your disposal, called the annum. Some PhD candidates manage their annum themselves, while, for others, it is managed by the main supervisor or research group. The annum is spent on expenses related to your research, such as equipment, traveling, conference fees etc. Talk to your supervisor about how to deal with it.

If you manage your own annum (and not via a research group) you can check your annum on okonomi.uit.no and enter your project number to see how much you have spent and how much is left (page only available on campus or via VPN)

MIDWAY ASSESSMENT

Roughly halfway through your PhD, most faculties require a form of midway assessment to see if you and your project are on track. This midway (or mid-term) assessment usually involves a self-report from you, perhaps some preliminary findings, and a committee (not your supervisors) to determine the status of your project. Please check the individual programmes for the specific regulations.

GOING ABROAD

Many PhD candidates go abroad to participate in courses or conferences, or 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 that you have in connection with the stay abroad from your faculty (utenlandsstipend). You can also apply for external funds. Talk to your supervisor or department for more information and about options that apply to you.



WORK PLACE A-Z

ARE YOU A STUDENT OR 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 as voting at UiT, being elected in UiT boards, holidays, maternity/paternity leave, pay during sick leave 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 other term used to describe PhD candidates, stipendiat.

CAR PARKING

All campuses have car parking which you can pay for via an app. Students and employees pay reduced fees. For further information on locations and payment see uit.no/parkering or talk to your local help desk.

CONTRACT

Before beginning your employment at the university, you have to sign your work contract and send it to the department of Human Resources at your faculty. For any kind of information regarding your work contract, you should contact the administration of your faculty.

EMPLOYEE HANDBOOK (MEDARBEIDERHÅNDBOK)

The Employee Handbook is the place on the intranett where all important information for all employees is gathered. Here, you can find out about internal routines and guidelines, as well as legislation and regulations. This includes information about welfare, holidays, travelling and more.

HEAD OF ADMINISTRATION

All departments have a head of administration (kontorsjef in Norwegian). Your kontorsjef is the person to contact with any administrative issue. See your faculty's / department's webpage to find out who is the local Head of Administration.

ANNUAL LEAVE

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 also the right to unpaid holidays. During your first calendar year you will not get any paid holidays, during the second calendar year just the days you "earned" during your first calendar year (for example if you start in September, you will not get any paid holiday until the end of the year and only 8 days in the next year). However, you can still take unpaid holidays.

HSE (HEALTH, SAFETY, AND ENVIRONMENT)

HSE (HMS in Norwegian) includes everything on health, safety and emergency preparedness at the work place. You can find all information about this on the intranett (<https://cp.compendia.no/uit/hse-manual/>).

HEMIS

HEMIS provides health services to all employees at UiT. The aim is to prevent illness and injury that

could be connected with work and increase enjoyment and activity in the working environment. Services include workshops, prevention of injuries and health issues, and individual counselling regarding e.g. one's (home) office. Check the HSE manual or <https://hemis.no/> for more information.

COUNSELLING

If you need help with improving your work environment physically or psychologically, UiT offers different services. Have a look at the HSE manual (<https://cp.compendia.no/uit/hse-manual/210442>)

IT-SUPPORT (ORAKELET)

You can find information about IT support and Orakelet in the section "IT-Support" on pp. 30ff.

MEDARBEIDERSAMTALE

You have the right to an annual conversation with your administrative superior regarding work conditions. If s/he does not call you in for a talk after one year of employment, you have the right to ask for a meeting.

REIMBURSEMENT

All expenses connected to your PhD position should be reimbursed. For expenses where there is no specific form to use, use the one called Refusjon av utlegg (ask your department administration for their respective routines).

SAP

SAP is UiT's self-service portal for

finance and salary. It is replacing the earlier system PagaWeb from January 1st 2022. Using SAP, you can manage most administrative business you have with the university, such as registering holidays or travel expenses. You can also check your payslips and change your address here.

SICK LEAVE

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

TAVLA

Tavla ("the notice board") is the place where you can find all kind of announcements related to UiT: events (PhD defenses, seminars, workshops, courses etc), jobs, funds 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.

TRAVELLING FOR THE JOB

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 you use SAP. You can also apply for advance payment of the travel costs. Your local head of administration knows the procedure for this in your department. All information regarding travel as part of your work is listed in the Employee Handbook.

UNIVERSITY CHAPLAINCY

The (Lutheran) Church of Norway employs two chaplains to work with and among 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 Tromsø. To reach a chaplain, go to en.uit.no/om/enhet/dokumenter?p_dimension_id=163763

In addition, there is one muslim student organisation at UiT in Tromsø (Muslim Academia Tromsø). On the campus in Tromsø, there is also a prayer room in the Breiviklia-building.

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.



DUTY WORK (PLIKTARBEID)

Some PhD candidates have a certain amount of duty work/teaching duties (pliktarbeid) as part of their work contract. 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 his/her teaching duties. It can be requested from the administration of each faculty. Note that this pliktarbeid does not necessarily have to be teaching, but can consist of outreach activities or administrative work as well. Ask your department for alternative work if you prefer this.

PhD candidates who wish to develop their teaching skills may take the course Teaching and Learning in Higher Education (Kurs 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: <https://uit.mooc.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.



PHD COURSES

EDUCATIONAL COMPONENT

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

Courses included in the training component should normally 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 are allowed to take them at other Norwegian institutions, research schools or abroad (if approved by the faculty). For more information talk to your supervisor(s).

REGISTRING FOR A PHD COURSE AT UiT

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

You can access Studentweb here:
<https://fsweb.no/studentweb/>

CANVAS

Canvas is UiT's online learning platform. For most courses at UiT, you will find course material and other information on Canvas. More information about Canvas can be found under "IT support (Orakelet)" (pp. 30ff.).

TRANSFERABLE SKILLS COURSES

PhD candidates who want to develop their transferable skills (e.g. research poster making, efficient communication, leadership, statistics) can take transferable skills courses. In order to be included in the training component, they have to be approved by the (main) supervisor, but you can always take them for your own professional gain, with or without receiving the ECTS. Such courses are periodically offered by UiT, different faculties, the High North Academy, the library or other entities.

THE HIGH NORTH ACADEMY (HNA)

HNA is funded by UiT – The Arctic University of Norway and organises 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 "Take control of your PhD journey", "Coping with media", "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 course is aimed at PhD fellows 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. You will discuss teaching and learning with peers through classroom interaction and peer review of teaching. You will have the opportunity to start documenting your teaching competence in a teaching portfolio.

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



THE LIBRARY (UB)

At the University Library (universitetsbiblioteket, UB), you can find scientific literature to support your research, you can get advice on how to use sources correctly in your writing, and you can 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 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 (www.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 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 (xyz123 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.

MUNIN (munin.uit.no) is UiT's open research archive, where you can browse past UiT dissertations and other open access documents written by UiT employees. Your thesis, too, will one day be available here! Fun fact: The name comes from the mythological Muninn, one of the two ravens of the god Odin. The name meant "memory" in Old Norse. Muninn and his brother Huginn ("thought") are represented in the logo of UiT.

SEPTENTRIO (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) is a database for a wide range of national and international newspapers that UiT subscribes to. Access is via computer on campus or Oria).

CRISTIN

Cristin (www.cristin.no) is the joint database for research results in Norway. It is a rule that all research results, documentation of research activity and scientific results is recorded here. This is a great place to register all your publications and presentations. This overview will also be visible on your personal UiT page including the link to your publicly accessible profile in this database.

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, do not hesitate to contact her/him. To find your person, look up your subject area at the library webpage.

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

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

OPEN ACCESS PUBLICATION FUND

Most publications from UiT are now required to be published Open Access. UiT has a refund that can cover the author-side payments for open access publishing. For questions, contact fond@ub.uit.no.

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 e-mail.

<https://en.uit.no/om/orakelet>
Tel: 776 44544
E-mail: orakel@uit.no

ORAKELET’S OFFICES

Orakelet has physical offices on the campuses in Tromsø, Alta, Harstad and Narvik. Check the respective campus section for the location.

TOPDESK

Topdesk (<https://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 letters and three numbers (xyz123). 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 info 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, your signature and an expiration date of validity. The card is valid as identification at the UiT as long expiry date on the card is not exceeded. 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 the accompanying password. Accept the certificate. You can also download a configuration file from <https://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’re 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 system can only be accessed while being logged in via Feide. To log in via Feide, you use the same username (xyz123) and password as with your normal IT-user account. Services requiring authentication via Feide include the library’s services, 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 job-related tasks.

SOFTWARE

UiT COMPUTERS

The most common programmes are pre-installed on your office 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 Orakelet’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 (see Work Place). 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 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 safe storage 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 platforms, collaborate in projects, and share files. Teams is also a meeting platform (similar to Skype or Zoom).

OTHER USEFUL APPLICATIONS

Other useful Office 365 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: <https://uit.instructure.com/> and you log in using Feide.

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 and grade exams as part of your duty work. You can access it with Feide at <https://europe.wiseflow.net/>

PRINTING

PRINTING DOCUMENTS IN USUAL FORMATS

UiT offers print services to all employees and students at our 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 use our printers 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 ID-card 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 (more information on <https://trykkeriet.uit.no/>). At the HSL-trykkeriet you can also order personal business cards.

GRAPHIC PROFILE/VISUAL IDENTITY

When preparing documents that are intended to represent the university, UiT recommends to use the graphical profile you can find at uit.no/profil. On the same page you can find templates (e.g. PowerPoint or Word) as well as the logo of the university in Norwegian, Sámi, and English.

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.

FINDING UiT EMPLOYEES

You have two possibilities: use either the internal search engine from the UiT homepage, <https://en.uit.no/om/finnsatt>, or the database connected to your Outlook service.

PERSONAL WEBPAGE (PERSONKORT)

Each employee at the university has a personal page, the personkort. You find it when you search after a person's name using the search function on the UiT website. To modify it, log in by using the logg-in link in the bottom of the homepage www.uit.no.

Check Orakelet's webpage for more information and detailed instructions:

uit.no/om/orakelet

IT-information for new employees have been gathered here

https://en.uit.no/om/orakelet/tema?p_document_id=318363



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 among others for opening 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 among others 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

You can look for housing on www.finn.no or www.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.

OTHER USEFUL RESOURCES

FINN

The webpage www.finn.no is something like all of Norway's black board. Here, you can find anything from housing, to cars, to clothes, to jobs. You can both advertise, if you are looking for something, or you can just scroll through what others 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 bruktbuikk in Norwegian) offering a variety of clothes, furniture and more. In Tromsø there is e.g. "NLM Gjenbruk" and in Harstad "Fretex" with both 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.

LANGUAGE COURSES

UiT offers Norwegian language courses on different levels for international students and university employees on the campuses in Tromsø, Alta and

Narvik. Unfortunately, UiT in Harstad doesn't offer Norwegian courses. 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 – Labour 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. Many offices will be closed or have shorter hours from 27 December to 2 January.

You can find more information for new employees at uit.no/mobility

USEFUL LINKS AND CONTACTS

SAMSKIPNADEN

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

PHD ORGANIZATIONS

TODOS

The interest organization for PhDs candidates and Postdocs at UiT.

SIN

Stipendiatororganisasjonene i Norge (Association of Doctoral Organizations in Norway), is a network consisting of the PhD organizations in Norway. TODOS is a member of SiN. Read more at www.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, of young researchers. Through SiN, TODOS is a member of EURODOC. See www.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 all unions represented at UiT can be found here: https://uit.no/om/art?dim=179036&p_document_id=343501

OTHER BOARDS AND REPRESENTATIONS

The highest organ of the University is the University Board, as explained above. Aside from the University Board, each faculty and each department 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 in each board, and also you have the right to stand in for elections. Ask the administration at your department who is the temporary employees' representative at your department/faculty. It is important to know who these persons are, as they might help you with different issues related to your PhD programme.

SOURCES

- Cover: Martine Jacobsen via https://unsplash.com/photos/j_SBw6AITX0
- p.4: Daniel Gonzalez via <https://unsplash.com/photos/KeiUII9Lzo4>
- pp.6/7: John Huang via <https://pixabay.com/photos/northern-light-norway-arctic-2387777/>
- p.8: <https://uit.no/studiesteder>
- p.10: https://g.acdn.no/obscura/API/dynamic/r1/ece5/tr_2000_2000_s_f/0000/noly/2021/1/16/15/e_interesser_st_r_p_spill.jpg?chk=527DB6
- p.11: www.driv.no
- p.12: https://upload.wikimedia.org/wikipedia/commons/c/ce/Tromso_Troms%C3%B8_Norway_tunliweb_02.jpg
- p.14: https://upload.wikimedia.org/wikipedia/commons/b/b9/UiT_Alta.jpg
- p.16: Tomas Rolland via <https://uit.no/Content/717937/cache=1612791202000/Harstad+tomas+rolland.jpg>
- p.18: Kalle Punsvik via <https://uit.no/Content/720066/cache=1614078688000/campus+Narvik.jpg>
- p.20: Siora Photography via <https://unsplash.com/photos/hgFY1mZY-Y0>
- p.22: Christin Hume via <https://unsplash.com/photos/mfB1B1s4sMc>
- p.25: Jonas Jacobsson via <https://unsplash.com/photos/2xaF4TbjXT0>
- p.26: The Climate Reality Project via <https://unsplash.com/photos/Hb6uWq0i4MI>
- p.28: <https://uit.no/Content/427684/cache=20151408101235/ubBg.jpg>
- p.30: Kristopher Roller via https://unsplash.com/photos/PC_lbSSxCZE
- p.34: Robert Bye via <https://unsplash.com/photos/b97P1vmD61l>

