

NEW PHD RESEARCHERS,

WELCOME

TO THE

UNIVERSITY OF OSLO



**UNIVERSITETET
I OSLO**





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Dear

We are happy to have you with us at the Department of Technology Systems as a new PhD researcher. We want to make your transition as easy as possible, so here is some information to help you get settled as an UiO employee, as a PhD researcher, and as a newcomer in Norway, for those of you who are not Norwegian. If you have any questions, please visit me at the administration on the first floor at our Department, or send an e-mail to i.e.rydning@its.uio.no

All the best,

Ida Elisabeth Rydning

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WORKING AT THE UNIVERSITY OF OSLO



ABOUT THE DEPARTMENT

The Department of Technology Systems (ITS) is part of the Faculty of Mathematics and Natural Sciences (MN) and was established in Jan 1. 2017, following the merge of the former organization UNIK (The University Center in Kjeller). [The Department of Technology Systems](#) is approximately 24 km from Oslo S, 35 km from Oslo Airport and 3 km from Lillestrøm. ITS is located at the [research park in Kjeller](#), due to close collaboration with the different research facilities and organizations here.

In addition to a technical administrative section, the Department is organised into two research sections and one reaserch centre:

- [Section for Energy Systems](#)
- [Section for Autonomous Systems and Sensor Technologies](#)
- [Centre for Space Systems and Sensors](#)

The Department has three master programs in 1) [Cybernetics and autonomous systems](#), 2) [Renewable Energy Systems](#) and 3) [Space Systems](#). With the new plans for Future Technology at ITS, we also hope to establish a bachelor program, both for Renewable Energy Systems, Cybernetics and Autonomous System and Space Systems. For the time being, we have about 30 PhD researchers currently working at, or in cooperation with, ITS.

The Department has about 80 employees, including 6 professors, 5 professor IIs, 40 associate professors, senior lecturers and researchers, 10 technical-administrative, and about 30 PhD researchers. There are also about 80 students in our master programs, all together.

Our Department building is found at [Gunnar Randers vei 19, 2007 Kjeller](#). The main entrence is in front of the building, facing both the [Norwegian Defence Research Establishment](#) (FFI) and the [Institute for Energy Technology](#) (IFE). Our builing (will maybe soon be) named after Pål Spilling, who was a great scientist working here, and in fact one of those who introduced the internet to both Norway and Europe in the 1970s.



BEING A PHD

Being a PhD candidate at the University of Oslo – am I a student, or an employee?

- As a PhD, you`re practically both!

You are employed at the University of Oslo, and at the same time “a student” on an educational programme.

Therefore, you have two separate “roles”.

There`s often misunderstandings, as it may be difficult to separate between being an employee and a student – especially about knowing whom to contact about different matters. First of all as an employee, the head of Department is your immediate manager at ITS, [Cecilie Rolstad Denby](#). [Marit Tronstad](#) is the head of office. Cecilie and Marit collaborates the human resources department at ITS. Human resources manages all matters related to your employment, contracts, registration of holidays, sick leave and so on.

The PhD programme

The PhD programme is the educational part of your position as a PhD. [Ida Elisabeth Rydning](#) is the PhD programme advisor at ITS. Ida manage the administrative processes and work related to the PhD programme, from applying to the programme to your disputation and finished degree.

If you`re not sure whom to contact on different matters – don`t worry! You may always contact the PhD advisor (me) for help, and I will direct you to the correct distance. 😊



GETTING SET UP

Your contract:

You have in all likelihood already signed your contract, but if not, make sure your name is registered the Norwegian way, or in other words, with you given name first and surname/family name last to make sure your publications will be registered properly.

To get your ID card:

Go to [SiO Kundeservice](#) in Kristian Ottesens hus at Blindern. The address is Problemveien 9 (SiO-senteret), which is on the back side of the book shop [Akademika](#) (see picture below). See the last page for a campus map. They are normally open from 10:00 – 15:00.

Remember to bring an ID, such as you passport or bank card with photo ID.

If you are from abroad, you will need to get your Norwegian personal number or D-number before you can get an ID card.

Internal candidates

.. will quickly receive a guest user and student ID upon employment. They can therefore start with the educational plan at start-up, if this coincides with the course calendar at UiO. It is quite possible that PhD candidates register for courses late in the semester, with the proviso that they have not missed any compulsory activity, etc.

External candidates

.. will not be given access to UiO's systems until the admission application for the PhD programme is submitted and approved. NB! Remember that external candidates must attach a "form for agreement with an external party" in the admission application. All forms can be found on the Faculty's website. (see below)

Having problems with your username and/or password?

See the website for IT-support on the matter: <https://www.uio.no/english/services/it/username-password/>



To get your office space:

Contact head of office/human resources at ITS.

To get your office keys:

Contact the administration, by Tuhta Ismailova: tuhtai@uio.no

To get a computer/other IT:

Talk to Arild Hemstad: arild.hemstad@its.uio.no, who is the head IT ingeneer at ITS. His office is on the right hand side on the first floor. Contact your supervisor and get a confirmation on what kind of computer you need, depending on which tools and programs you may use. UiO supports both Microsoft, Linux and Mac platforms.

To get a username and e-mail address:

This will happen automatically after your contract gets approved and you get your ID card, but visit IT with your UiO cards to get access to your account.

To get a student ID number:

Once you are set up, you will automatically be registered with an student ID. You will need your student ID in order to be signed up for courses. Your student ID is available in StudentWeb.

For external PhDs:

You will get your usernamse, account and student ID number once your application to the PhD programme is accepted.

Contact PhD advisor Ida E. Rydning: idaery@uio.no if you need any help.

Department of Technology Systems at Kjeller



E-MAIL & MAILING LISTS

UiO used Outlook Webmail which is found at: mail.uio.no

If you search for “Webmail at UiO” on the UiO web pages, you will find a good help page.

Most of you will choose to use an e-mail client instead of or in addition to webmail. The supported clients of UiO sometimes change, but IT can help you set up the one that is recommended when you get your computer. Usually these are more stable than the webmail.

Once your e-mail is set up, it's very important to get the right **mailing lists**! Type in: MN/ITS → Check names, then you should see all the different mailing lists at our Department.

mn-its-alle@groups.uio.no – All employees at ITS

studadm@its.uio.no – All employees withing students and study administration

mn-its-stip@groups.uio.no – All PhD researchers at ITS

ansatte-autonom@its.uio.no – All employees in the autonomous systems section

or ansatte-energi@its.uio.no – All employees in the energy systems section

Your section will likely have other mailing lists, so check the full list or check with your supervisor and other PhD researchers in your section on which else to add.



MAIL

(THE OLD FASHIONED KIND)

Your “snail mail” arrives to the mail shelf which is on the right hand side corridor when entering the department, passing room 112 and the student kitchen. Check your mail once in a while, especially in December, so there is nothing urgent laying there over Christmas.

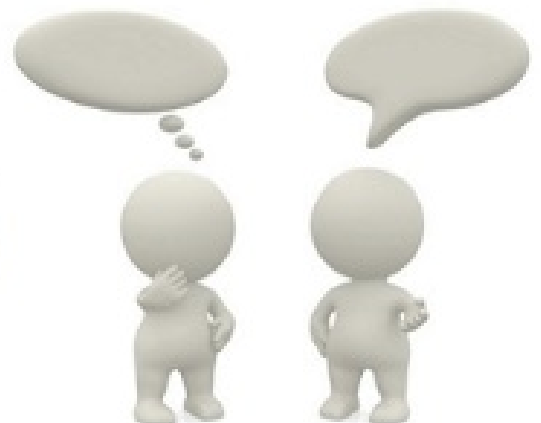
There are also postage-paid envelopes for outgoing post in the storage, first floor. The outgoing mailbox is in the printing room, first floor. If you are to deliver mail to UiO yourself, put it in an incoming postbox somewhere at campus Blindern. The post will be delivered to the right place, if you are not delivering it directly yourself.



THE SELF SERVICE PORTAL

[The self service portal](#) (found under “for employees”) is where you can:

- Register your vacation time. You don't *have* to register your working hours, although it is recommended (please see page 23 for more on this), but you ought to register your vacation time so that HR knows you are taking it (**it is illegal not to!**).
- Find your payment salaries.
- Register for reimbursements for trips, conferences, and other expenses – this is fully digital, so you should scan your receipts and then attach them under “attachments” on form when you create a new reimbursement.
- Check if the personal information registered on you is correct – including your address and other contact information.



BOOKING OF WORK TRAVELS

Simple trips and work travels:

.. can be booked using UiO`s travel agency [Berg-Hansens online booking system](#).

For assistance on booking your travels, contact research advisor [Ragnhild Johnsrud](#) in the administration. Ragnhild will assist you with planning of your travel.

Regarding funding of travels, conferences and other equipment:

At ITS there is no exact amount per employee to be used for either equipment, work travels and/or conferences ect. The amount varies. Some of you are employed at a project who will fund these things, and some will get their funding directly from the department. As a PhD, you must first contact your main supervisor about the need for funding, get a confirmation from him/her and then contact either Cecilie or Marit to get it approved. After that, the case is forwarded to Ragnhild, Arild or Tuhta, depending on what you want to order/purchase.

(See the administration map on page 42 for whom to contact on different matters)

Did you also know

.. that all UiO employees may borrow an electric car for travels during work hours?

Please see [UiO`s electric car pool](#).



USING IT WHEN TRAVELLING

On work travels, you should take some precautions, both concerning physical safety but also when it comes to using IT tools and equipment. These precautions are important, to make sure that information is not lost or compromised.

Look up this website for more information:

<https://www.uio.no/english/services/it/security/isis/travel.html>

For help:

contact the local IT at your department.



THE PHD PROGRAMME

THE APPLICATION

The PhD programme consists of three years, while some positions having also a fourth year of teaching (see page 21). The basics of the programme consists of an educational component (30 ECTS) and a thesis. As a new PhD, your first step is [to apply for admission](#) to the programme. The admission application must be prepared in collaboration between the candidate and the supervisor(s), and submitted to the Department no later than 2 months after the date of employment.

For external candidates: Remember that your application must include a "form for agreement with an external party". All forms can be found on the Faculty's website. (see below)

Please try to fill in the correct information in the application – if any errors you will get it sent back and you will need to re-submit.

The admission application to MN can be found here: <https://www.mn.uio.no/forskning/phd/soknad-opptak/>

THE PROJECT DESCRIPTION

The project description should be 4-10 pages including a reference list. ITS has its own template for the project description. It can be downloaded from the [ITS PhD websites](#).

The project description must contain the following:

- an account of the problem (goals and possible hypotheses), where the background for the project is described and the project is related to international research in the field. The project description must have a reference list in line with good citation practice
- description of data basis and source material to be used and how this is to be collected and analyzed (where relevant)
- an account of the applicant's independent contribution if the doctoral project is to be included in a major research project
- a progress plan for the work, with verifiable milestones. The progress plan must be able to be used in connection with later progress reporting.

THE EDUCATIONAL COMPONENT

The educational component must be at least 30 credits, but not more than 40 credits (according to The European Credit Transfer System (ECTS)). The content of the educational component must be such that, together with the work on the dissertation, it provides academic breadth and in-depth study.

At least 5 of the credits is taken as a mandatory course in research ethics, theory of science and method of science: [MNSES9100 – Science, Ethics and Society](#). We also highly recommend [MNKOM910 – Communicating Science](#) (5 ECTS) Both these courses is held every semester. You can take other external courses outside of UiO, but you might not be awarded the same number of credits that the external University says the courses are worth. For best results, tell your advisor in advance if you have any plans of taking external courses.

Other regulations to the educational component:

- Up to 10 credits with a grade of A or B can be covered by master courses.
- As of now, bachelor courses can't be a part of the educational component
- Courses or subjects in the educational component must not be part of previous education and the basis for admission to the PhD programme.

All courses that are to be included in the educational component must have a final exam with grading. (pass/no pass)

REGISTERING FOR COURSES

To sign up for a UiO course, you have to register using StudentWeb (click for link) during the registration period. For the fall, this begins on June 1st, and for the spring semester it is December 1st.

Registration deadlines vary from each year based on when the lecturing starts, but the registrations is always open for at least one month. Sign up as early as possible to ensure you get a place in the courses you want to take. If you cannot sign up in StudentWeb during the regular registration period, please contact Ida or Kaja in the administration at ITS. Some courses may only have manual registration, and we will have to do this for you.

REGARDING SPECIAL CURRICULUM

Up to 10 credits may be used on national or international research courses or special syllabus in the form of literature or method studies that are relevant for the dissertation. Research courses with final exams arranged partly or wholly by MN/NHM may be accepted in the educational component as ordinary courses.

The scope and academic level of the research courses must be evaluated by the Department. The following crediting is used: 25-30 student hours is awarded with 1 credit. National and international research courses lasting five full working days give 2 credits.

In order to add a research course without a final exam in the educational component, the candidate must hold an oral exam with his/her supervisor and an external censor at the Department within six months of attending the course. Each semester you must inform the PhD advisor if you have passed/taken the special syllabus. First then will it be approved and available in StudentWeb.

Courses taken as special syllabus must be described in a separate form, comparing content, level and scope with other course descriptions on the faculty's webpages. The mode of examination must be detailed. The syllabus description must be approved by the Department prior to the examination.

The Faculty awards research courses and special syllabus only with whole number of credits.

ECTS (credits) for external courses and special syllabus:

- 25-30 hours = 1 ECT
- 5 full working days = 2 ECTS
- 50 book pages = 1 ECTS
- 33 article / journal pages = 1 ECTS

Internal regulations for special curriculum at ITS:

It is not desirable for the special syllabus to directly overlap with the content of the research work. When the special syllabus is too close to the assignment, the knowledge goals are supported while the skills goals and the general competence goals are not well enough anchored. This is especially true when the special syllabus is set for the elaboration of a textbook that is close to the thesis.

On the other hand, it is OK if the special syllabus consists of more fundamental material that forms the basis for the research. It is also OK if the special syllabus is from a limited field that does not directly overlap with the research work. This can, for example, be courses in other disciplines or at institutions other than UiO.

Example of training: If the candidate lacks competence in a subject, then the PhD committee's recommendation is that a 10-credit (bachelor or master) course can be recommended as a 5-point special syllabus.

The course codes which be listed in the educational component on the application form:

- TEK9021SP (2 ECTS), TEK9031SP (3 ECTS), TEK9051SP (5 ECTS) and TEK9010SP (10 ECTS)

PROGRESSION REPORTS

There are several [progress evaluations and reportings](#) during you PhD. Annual progress reports, 3rd semester evaluation, 5th semester evaluation, and 7th semester evaluation (optional) for those with 4 years contracts. The goal is to make sure your progress is on track and to help you with any potential problems or roadblocks that might have come up during your PhD work.

Annual progress report

Each January, the PhD advisor will send you an e-mail inviting you to submit an annual progress report. The annual progress report is mandatory for both PhDs and their main supervisors.

3rd semester evaluation

The 3rd semester reporting shall take place after twelve months of employment, and no later than fifteen months after appointment. The PhD advisor at ITS will give notice in the semester in which the third semester reporting is to be. The purpose is first and foremost to identify the need for measures that can increase the probability of completion within the stipulated time frame, increase the quality of research, and to improve the well-being especially for the research fellows.

Your main supervisor is responsible for organizing the evaluation and put together a competent committee consisting of at least three members. As permanent committee members, the PhD advisor and prof. Torbjørn Skauli can sit as two of the three members. The main supervisor must find the remaining and third committee member, preferably employed at UiO as this is not paid work.

On your 3rd semester evaluation you will give a 20 minute presentation about your work and progress so far. You will also be able to talk to the committee without your supervisors present, in case there are things you would like to bring up in private. The committee will give a written report, and the PhD advisor will take care of any follow-ups if needed. The report is sent and archived at the Faculty.

The 5th semester report

Your 5th semester report is submitted as a web form. You will get an invitation from your PhD advisor in your fifth semester to submit the report.

CHANGES TO YOUR PHD PLAN?

Changing of educational component:

If you change the courses you plan to take from your original application, you have to submit a [Changing of Theoretical Curriculum form](#). All forms are available at the MN PhD websites online.

Change of supervisor(s)

It is not usually necessary to change your supervisors, but if you must do this (most often this would be adding a new supervisor, or removing a co-supervisor who has moved elsewhere) you can do so by submitting a [Change of Supervisors form](#). Remember that you must have signatures from all your previous, and all your new, supervisors in order to do this.

Extention

If your PhD contract is running out, but you're not done yet, you should apply for your agreement with the University to be extended. This only extends your study permit and not your salary, but it is important in terms of keeping access to your e-mail and to UiO's online resources. For this you must submit a [Extention of contract form](#). All application forms are available on the MNs PhD websites online.

THE DOCTORIAL THESIS

Thesis submission

Your thesis needs to amount to three years of full time work. The rule of thumb is three first author papers, but for example one huge first author paper, if it amounts to three years of work, would be enough for a thesis. You may also include papers where you're not first author. Aside from the articles/manuscripts, your thesis needs a separate introduction where you are the sole author. Feel free to ask the PhD advisor for some examples to look at. In addition to the thesis itself, there's some paperwork involved in submitting your thesis. You can find the [Application for submitting thesis form](#) online at MNs PhD websites.

Please let your PhD advisor know when you start preparing to submit your thesis, to make sure you have a timeline that makes sense. You have to submit your thesis at least three months before you can defend it, and remember that July is the University vacation month. Therefore, you cannot defend your thesis in July. To defend in August you'll need to submit your thesis four months in advance.

Evaluation

You will get a written evaluation of your thesis several weeks before the defence date. From your submission, the adjudication committee has six weeks to evaluate the thesis. It might be accepted as it is, or you might be asked to make minor or more extensive changes. The PhD candidate then has two weeks to make adjustments, if needed. The adjudication committee receives a new deadline of six weeks for evaluating a thesis which has been previously evaluated and found lacking. [See the faculty website on adjudication.](#)

Trial lecture

Two weeks before your defense you will get your trial lecture topic from the committee. You have two weeks to make a 45 minute lecture on this topic. Normally, you give the trial lecture the morning on the defense day. Remember that the trial lecture must be held in English. Due to the COVID-19 situation, the trial lecture usually have been recorded and sent to the committee in advance of the disputation. [See the faculty website on trial lecture and public defense.](#)

Defense

After your trial lecture, you will typically have a lunch break. After this the public defense can begin. Usually the defense starts with a short welcome speech and the committees announcement of the trial lecture from the chair of the defense. The chair of defense then makes an introduction of the PhD candidate, which gives a 30 minute presentation of the thesis. Afterwards, the first opponent will place the candidates work in an international, academic context. [See the faculty website on trial lecture and public defense.](#)

MANDATORY DUTIES

(FOR THOSE WITH 4 YEAR CONTRACTS)

If you have [mandatory duties](#), you have an extra year of contract in exchange for 1 year of work at UiO. If you don't have mandatory duties, as for example teaching in a course, but want them, tell the PhD advisor as soon as possible – you may apply for an extra year if the department is in need of teachers and has funding.

One year full teaching is 1690 hours, so your goal duty hours is about 1600 hours.

Your **goal** for every semester should be 200-250 hours. You are not required to do mandatory duties in your final semester so you can focus on finishing your thesis and submission.

Remember to keep track of your own hours! The hours are reported each year through an annual progress report, via web form. But of course mistakes can be made, so make sure to know how many hours you have spent on mandatory duties. In that way we can catch up any mistakes. 😊



OTHER INFRASTRUCTURE

Sadly, we don't have our own library at the department in Kjeller. But on campus, there's a lot! [The university library](#) is across the street from Kristine Bonnievies hus, and is open for everyone. If your office gets a little bit too social and you need a quiet place to work, they have lots of study rooms for you to use.

[The science library](#) is in Vilhelm Bjerknes hus, a little further down from the main library. They can lend you laptops, chargers, iPads, calculators and more. (You can get this at our department on Kjeller too!) UiO have access to thousands of journals, and all you have to do to get access is to be on UiO internet. To access them at home, you might have to use Remote Desktop or UiOs [Program Kiosk](#).



IMPORTANT LINKS

The MN faculty website for PhD researchers has a lot of important and practical information, such as:

- [PhD administration at ITS](#) on the internal ITS website: all internal regulations and routines for PhDs at ITS
- Link to the [Faculty web pages for PhDs](#), with all information, instructions, regulations and forms you need for all the different aspects of the PhD programme, from applying to the program to submitting your thesis
- We also have [internal PhD websites at ITS](#), with for example template for ITS project descriptions, this welcome brochure and so on.
- Information on [time management, stress management and project management](#). For example, there is a yearly course at UiO for PhD researchers on stress management. There are also lots of online resources on these topics listed on there websites too.
- Information on [3rd, 5th and 7th semester evaluations](#)
- Detailed information and instructions on [submitting your thesis](#)
- Tips for [where to look for jobs after your PhD](#)
- Employee benefits: <https://www.uio.no/for-ansatte/ansettelsesforhold/velferd/>

The faculty webpages also announces [key Faculty-wide events](#), social media, and other resources.



LEGAL INFO:

YOUR RIGHTS AS A UiO EMPLOYEE

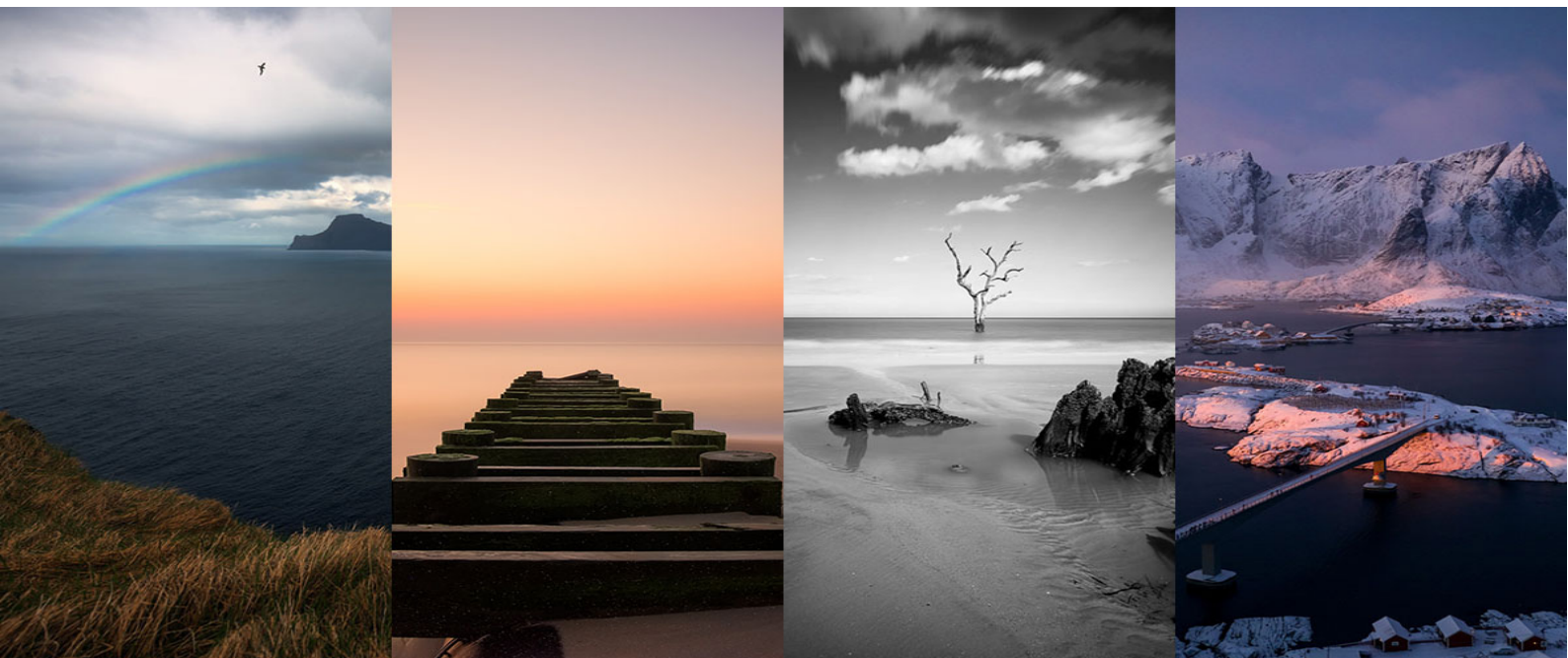


WORKING HOURS

Regulation of working hours for employees in scientific posts at the University of Oslo is different than it is for other government jobs in Norway. As research demands flexible hours, you do not have ordinary working hours mandated. PhD researchers should work 37,5 hours per week, but there are no regulations that state when those hours must be, other than that you can't exceed 13 hours of working time per 24 hours. PhD researchers as a "particular independent post" are also exempt from ordinary overtime as this is considered part of the flexible working time. It is up to you to make sure you don't work overtime if you choose not to. This is why it is recommended for you to keep track of your working hours in the self-service portal, because otherwise it can be hard to tell how much overtime you have been working, and therefore how much extra time off you should take in compensation (if you so choose).

It might seem that 37,5 hours a week is not enough to finish a PhD in three years, and it is true that many work overtime even though it's unpaid. However, making sure to take enough time off from working helps you to be mentally healthy and productive, which will pay off in the long run. If you work through evenings, weekends and vacations for a long period of time, you risk burning out, which will stop your progress entirely.

In case of circumstances beyond your control that have significantly hindered your progress, please come talk to the PhD advisor about whether you can get a short salary extension from the Faculty to enable you to finish your thesis.



UNIONS

There are several unions you can join as a PhD researcher in Norway. The biggest ones relevant to you are Forskerforbundet, Tekna, and Akademikerne, but there are many others as well. They may have offers on travel insurance, they offer free legal advice, and they also have courses you can take as a member. Some even offer homeowners loans with interest below what the banks can offer you. It can be very advantageous to join a union as a PhD researcher, especially if you are interested in improving the working conditions for all PhD researchers in Norway. The UiO webpage called "Trade unions and safety representatives" has more information.



HOLIDAYS

All employees have the right to AND obligation to take holidays provided you qualified for holiday pay.

The first year of your employment you will not qualify for full holiday pay from UiO, but you still have the right to take unpaid holidays if you want to. You are entitled to 35 days (5 weeks) of vacation per year. Most supervisors/sections are flexible on when you take your holidays, but you should register them in the self-service portal to avoid administrative problems down the line.

General and public holidays are work-free days in addition to holidays. The easiest way to find out which days are work-free each year, go to norskkalender.no – the weekdays in red are holiday days, where there will probably be almost no one at work.

Each and every employee at ITS must register their vacations in the self-service portal. The full rules and regulations are online, simply search “Holiday” on the Employee webpage.



SICK LEAVE

You are entitled to sick leave from the first day you start your work at UiO, that means that you are physically present.



If you have been on continuous sick leave for more than 2 weeks, you`re entitled to a corresponding extension of the PhD agreement.

- If you have employment at the MN faculty (UiO as an employer), your agreement will be extended automatically.
- If you have an external employer, you must send the documentation to the PhD advisor at ITS (idaery@uio.no) with information about your extension.

All forms for both extension of PhD period, description of special syllabus, change in supervision conditions, change of educational component can be downloaded [from this website](#).

PARENTAL LEAVE

You are entitled to parental leave if you have been working in Norway for at least 6 months before the leave is due to happen. Remember to send notice to the Parental Leave team by week 24 of your pregnancy (or 12 weeks before the start of your leave if you are going to be a father, co-mother, or are adopting a child). Everything you need to know is on the UiO webpage called "[Parental Leave](#)" ("Foreldrepermisjon") including checklists and descriptions of your rights and obligations.



- If you're employed at the MN faculty and UiO, your agreement will be extended automatically.
- If you have an external employer, you must make sure to send the PhD advisor (idaery@uio.no) a copy of the parental leave documents, so that it is registered at the MN Faculty.

EXTRA

Other types of leave:

There are other situations where you might be entitled to leave, such as Family Care leave, Educational leave, or Compassionate leave. More information about this: www.uio.no/english/for-employees/employment/working-hours-and-absence/leave-absence/

Hire electric UiO-cars:

If you need to use a car during work hours (for work) you can use an electric car for free! Check it out: www.uio.no/english/for-employees/operational/transport/move-about/

Health care information:

There is a lot of information [about health care for UiO employees](#) if you search for the page “Health services”. Anyone formally employed by a Norwegian employer automatically becomes a member of the Norwegian National Health Scheme on their first day of work (for more information see page 35). A lot of people find SiO Helse, the SiO health services, to be very convenient as the offices are on or close to campus.

[Dental Care](#) for adults is mainly private, ask your friends or colleagues to recommend a good, affordable dentist.

Employee benefits

are also detailed on a page called “employee benefits”. Some of the most useful are:

- UiO allows you to spend up to 1.5 hours per week of your work hours on physical exercise. In addition you can become a member of SIO Athletica for reduced rates, they have five fitness centers around Oslo including one on Blindern campus.
- [The University Kindergarten](#) offers 63 full-time places for children aged 0-6 years and has 18 employees. (in Norwegian: barnehage). Keep in mind the application period is 1 Feb - 1 March.
- [Blindern Barnestuer](#) (blindern.barnehoager.no) (Norwegian) offers 94 full-time places for children aged 0-6 years and has 31 employees. The kindergarten is located on campus at Moltke Moes vei, across from the Faculty of Social Sciences. Children who have been accepted are secured a place until they reach school age or until their parent(s)'s employment conditions no longer fulfil the criteria for admission.

UiO’s Committee for Cultural and Social Activities (KVU)

Organizes cultural and social events for UiO employees such as concerts and parties.

NOTES

FOR THOSE COMING
FROM ABROAD



REGISTERING

You will have to register with the Norwegian authorities if you are not a Norwegian citizen. How much work this is depends on whether you come from an EU/EEA country or not. If you do, it is quite straightforward. If not, there is more paperwork involved because you will need a visa, and you must apply for that from UDI, the department of immigration. The Service Center for Foreign Workers in downtown Oslo (see photo below) is a one-stop-shop where foreign workers can complete all official registration at a single office in a (somewhat) efficient and timely manner.

Go to the web page for the “**Service Center for Foreign Workers**” to find out exactly what you need to do based on your citizenship, and how to do it: www.sua.no/en

Special note on taxes: If you have moved to Norway for this job, you will need to apply for a **tax deduction card** (you can do this at the Service Center for Foreign Workers). Until the Norwegian Tax Administration has provided you with a tax card, you will be taxed at 50%. This will of course be paid back when your tax card is provided.

ISMO - The International Staff Mobility Office

[The International Staff Mobility Office](https://www.uio.no/english/about/jobs/ismo/) (ISMO) at the University of Oslo supports international staff, PhD candidates, guest researchers and their families in all practical relocation issues. ISMO has very useful support web pages regarding almost all practical issues when starting to work in Norway: <https://www.uio.no/english/about/jobs/ismo/>.

If you need further assistance, you contact ISMO by clicking the red “**Request assistance**”-button on this page: <https://www.uio.no/english/about/jobs/ismo/services/>. When you fill in this form they will have a better understanding of your situation and can direct your question straight to the person responsible for for example visa.



HOUSING

The department can help you out to find housing in the area around Lillestrøm and Kjeller (photo below). There`s a brand new [student city with dorms in Lillestrøm](#), who may have space for you on your arrival or soon after.

Many of our PhDs have their apartments and housing in Oslo. Oslo is unfortunately in a bit of a housing crisis as there are not enough accommodations for everyone who wants to live here. Still, most Norwegians buy rather than rent, so the rental market is not as cutthroat as you might imagine. There are a few places to look for apartments:

[Finn.no](#) and [Hybel.no](#) are the two main websites with listings of apartments for rent that you can search through. If you don`t speak Norwegian, use the Chrome browser`s built in google translate function, it works extremely well for translating Norwegian to English. You may also check out [www.airbnb.no](#) for renting an apartment.

Both Finn.no and Hybel.no have an option where you write a short biography of yourself and what you`re looking for, and people can come to you with offers of apartments. This tends to work extremely well for our PhD students because people prefer more responsible renters.

It can be hard to find an apartment in Oslo from abroad, but if you are worried about coming to Oslo and having nowhere to stay, try renting short-term accommodation for researchers through UiO, or using [overnatting.no](#) or [AirB&B](#) to rent a room for the first few weeks or month. Once you are in Oslo, it is possible to find an apartment quite quickly. Many of the apartments listed are available immediately.

Employees hired for at least one year can apply for a salary advance ([www.uio.no/english/foremployees/employment/welfare/loan/](#)) to cover the deposit for a private rental, which can be substantial.



GETTING TO WORK

The Department of Technology Systems is approximately 24 km from Oslo S, 35 km from Oslo Airport and 3 km from Lillestrøm.

Students and PhDs are offered [free bus transportation between Blindern and ITS](#). The bus will go as usual all work days according to the time table on our website.

From Blindern:

The bus stops at the parking lot in front of Ole Johan Dahls hus (IFI).

From ITS:

The bus stops in front of the building entrance.

Please note that the bus is corresponding with Oslo and Akershus University College (HiOA). Some of the routes will therefore stop at HiOA (at Pilestredet Park) as well. Because of a tight schedule passengers are kindly asked to arrive on time.

There`s also lots of public transportation that will take you to our department on Kjeller. The bus 340 Skedsmokorset and 100 Olavsgaard leaves the bus station in Lillestrøm every ten minutes. The direct train from Oslo S also leaves for Lillestrøm train station every ten minutes.

The easiest way to buy tickets is with your smart phone app called [RuterBillett](#), but they can also be bought at ticket machines, 7-Eleven or Narvesen.



BANK ACCOUNT

After you have your Norwegian personal number, you can open a bank account. You'll need your passport to open a bank account in Norway, and a residential address in Norway. They will also want to see your work contract and some banks also want a passport photo.

There are many choices, so if you are picky then do some googling, but the most popular are:

- [DnB](#): This is the most popular bank in Norway, but it takes a long time to open an account because you have to make an appointment at one of their physical locations, of which they only have a few. Make an appointment as far in advance as possible if you choose DnB. Online banking and their smart phone app are available in English, which makes them a popular choice with non-Norwegians.
- [Nordea](#) (nordea.no): This is Norway's largest and second most popular bank. Online banking is only in Norwegian, but the smart phone app is available in English.
- [S'banken](#) (sbanken.no): This is an online-only bank, so you can make an account online, meaning it is quite fast to get an account. Their online banking is however in Norwegian only.
- [Danske Bank](#) (danskebank.no): This bank is known to be the most helpful if you need to open a bank account don't yet have your Norwegian personal number, but they also only have internet banking in Norwegian.



DRIVERS LICENSE

Driver's licenses from EU/EEA countries are valid in Norway.

From non-EU/EEA countries, the rules vary by country. Some countries can exchange their license for a Norwegian one, but must do so within 12 months to avoid additional requirements. Keep in mind that it costs more than 20,000 NOK to complete the driver license in Norway if you miss this deadline and have to do it from scratch. To find out the rules for your country, check this page:

www.vegvesen.no/en/driving-licences/driving-licence-holders/foreign-driving-licences-in-norway



LANGUAGE COURSES

Your first semester/year in Norway is the best time to take Norwegian language classes! It will only get harder to make time as you get further into your PhD. Some sections/supervisors/ projects are willing to support your attendance by covering the fee, if they have extra funding available. Just ask them to see whether this might be possible for you. If not, the Department may cover the fees.

UiO offers a lot of different options, including a free online intro course, once a week courses for international researchers (NORIR courses), and more intensive courses that are meant to help you really master the language and which count for university credit (NORA courses). There is also an intensive summer course put on by [UiO's International Summer School](https://www.uio.no/english/studies/summerschool/courses/norwegian-courses.html). If you need advice for which to take, ask your colleagues or the PhD advisor for help, or read more here:

<https://www.uio.no/english/studies/summerschool/courses/norwegian-courses.html>

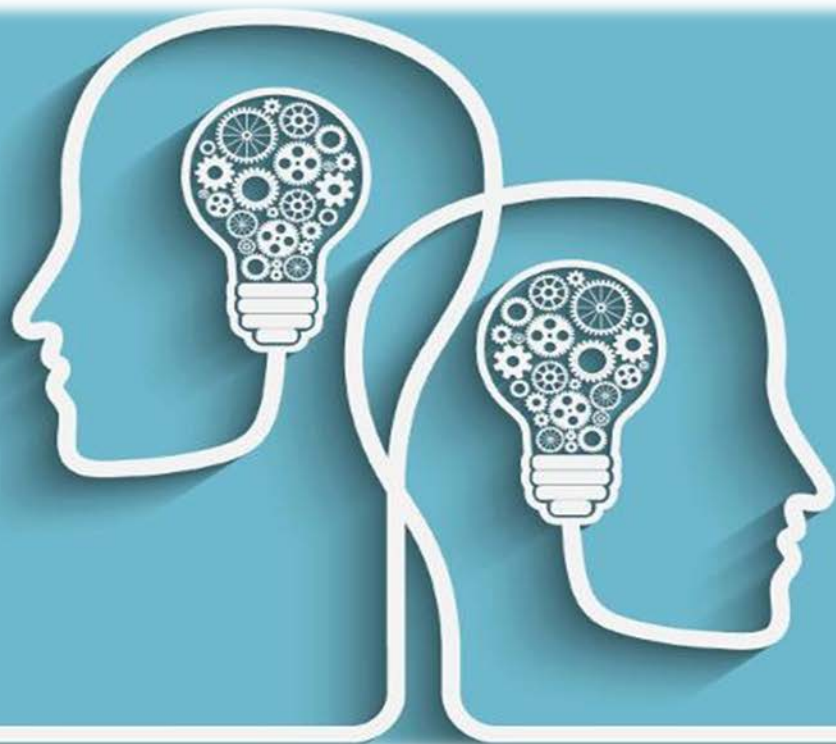
Learning Norwegian can help you to get more integrated in Norway. Additionally for those from outside the EU who are interested in staying in Norway longer than their 3-4 years as a PhD student, you need to have a certain level of Norwegian to be granted permanent residence, which would allow you to stay in Norway after your PhD contract is over, even if you do not find another job immediately.

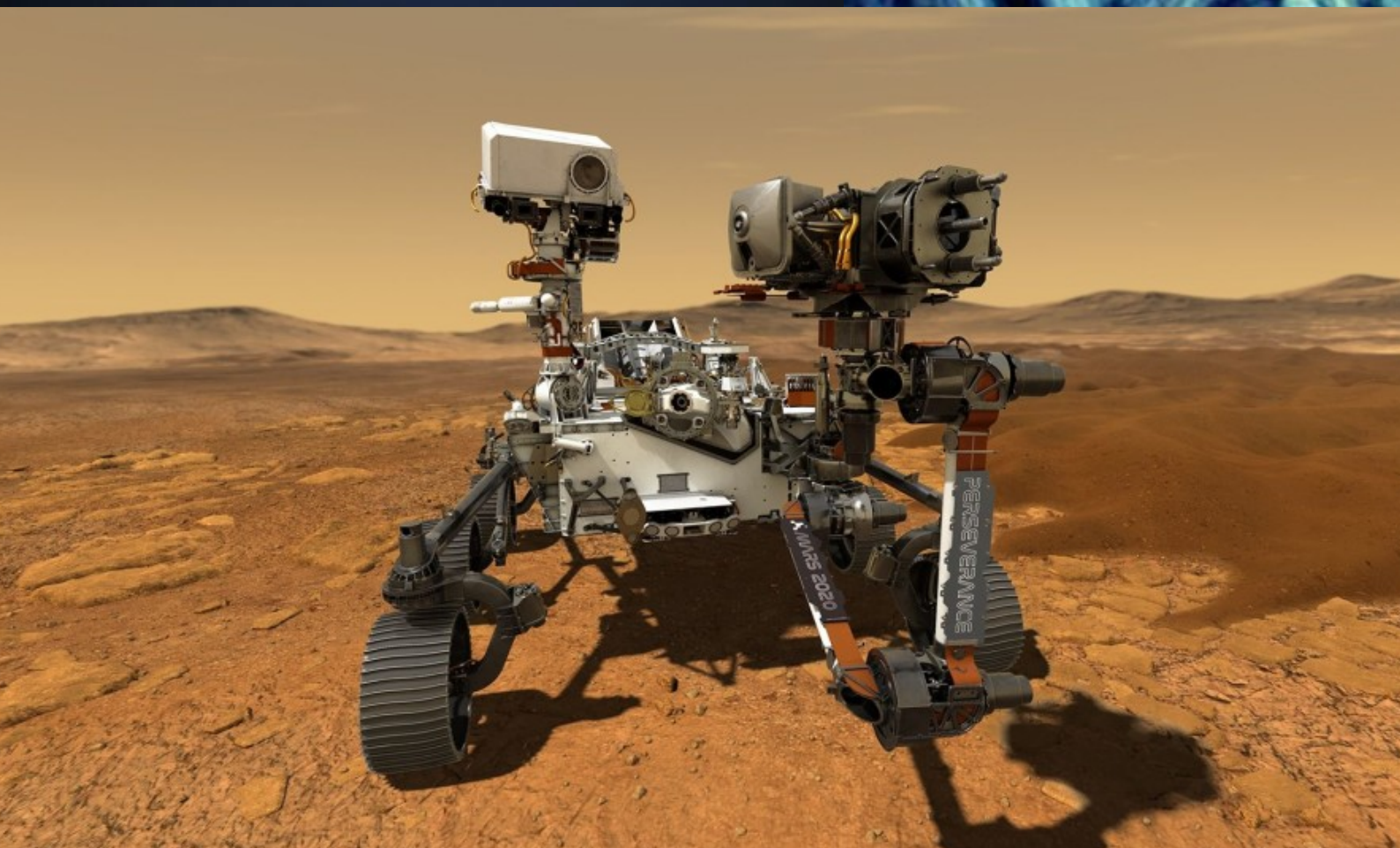
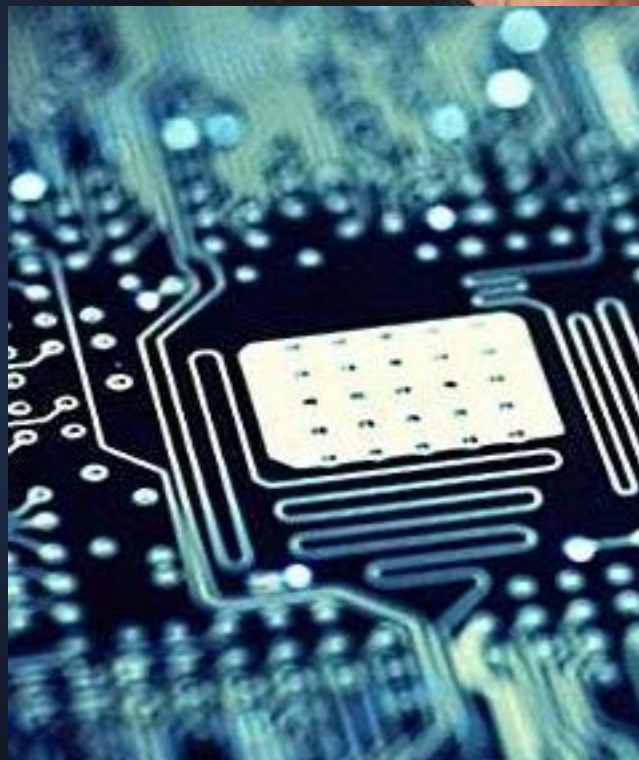


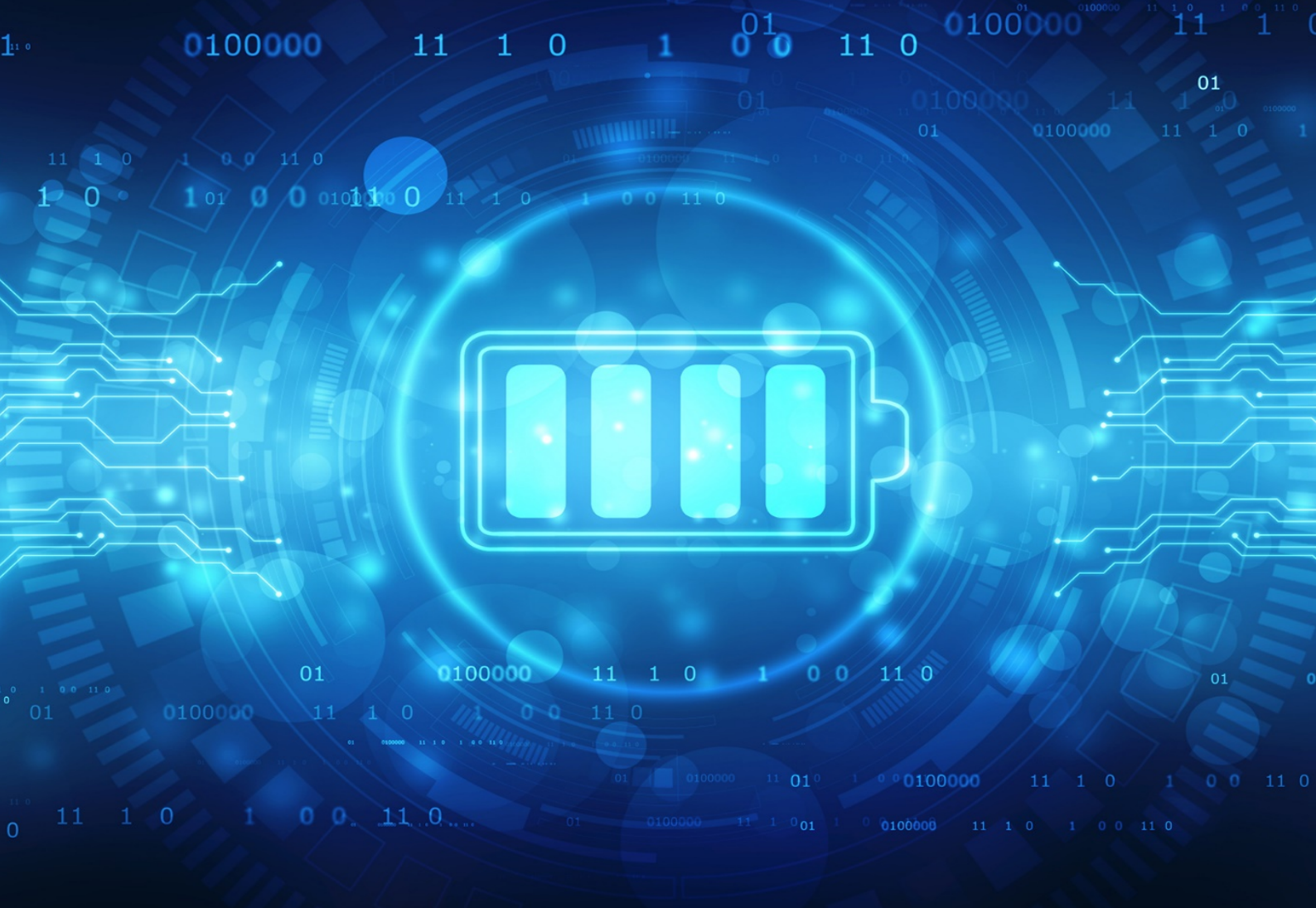
INSURANCE

You are automatically, as an employee, enrolled in [Norway's National Insurance Scheme](#) which is state-run health insurance. This insurance is great and very few in Norway buy private health insurance.

You should get separate [Traveler's insurance](#) for trips for leisure or business. Year-long travel insurance is very affordable in Norway, and covers you as soon as you step outside your front door. Most banks offer this, as do most unions.







THE ADMINISTRATION

WITH WORK AREAS AND CONTACT INFORMATION

Marit Tronstad, Head of office, marit.tronstad@its.uio.no

Management support to the Head of Department

Human resources, related to PhDs:

HR-matters: salary, taxes, sick leave, extensions/changing of contracts, approval of travel reimbursements and such

Department economy



Kaja Elisabeth Mosserud-Haavardsholm, Head of studies, kajaem@uio.no

ITS studies:

All matters related to studies and courses at ITS.

Programme coordinator for master studies is Cybernetics and Autonomous systems, and Space Systems



Ida Elisabeth Rydning, study and PhD administrator, idaery@uio.no

Master studies:

Matters related to studies at ITS. Programme coordinator for the master in Renewable Energy Systems.

PhD programme: Admission, progression, disputation.
Change of educational components, supervision group.

Regarding PhD employment and other HR-matters:

For internal candidates:

HR-matters, such as salary, taxes, sick leave, extensions/changing of contracts, is directed to Head of Office and HR. If extension to contracts the PhD study permit to the programme will be prolonged automatically.

For external candidates:

If you have an external employer, you must send the documentation to the PhD advisor at ITS in order to get the PhD study permit to the programme prolonged.



Ragnhild Johnsrud, research adviser, ragnhild.johnsrud@its.uio.no

Research administration:

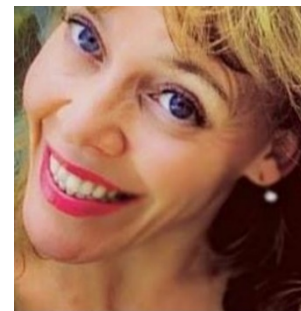
Support with grant applications, budgets, orders, recruitment, Cristin, project funds, fees for conferences, booking of travels.



Mette Johnsrud, communication adviser, mette.johnsrud@its.uio.no

Communication:

All matters related to communication and PR.
Web editor. Press contact.



Arild Hemstad, head of IT, arild.hemstad@its.uio.no

Orders:

Order of computers, software and other IT equipment.

Lecture rooms:

Managing the IT facilities in ITS class rooms.

Other:

Usernames, password and access to the ITS-building



Tuhta Ismailova, study consultant, tuthai@uio.no

Office Keys: You can get your office keys at Tuhtas office.

Orders: Remember to get approval from either Cecilie or Marit before ordering office furniture and foods for meetings.

Exam coordinator: Coordinating examinations at ITS. Exam dates and signed protocols is submitted to Tuhta. Explanations and appeals.

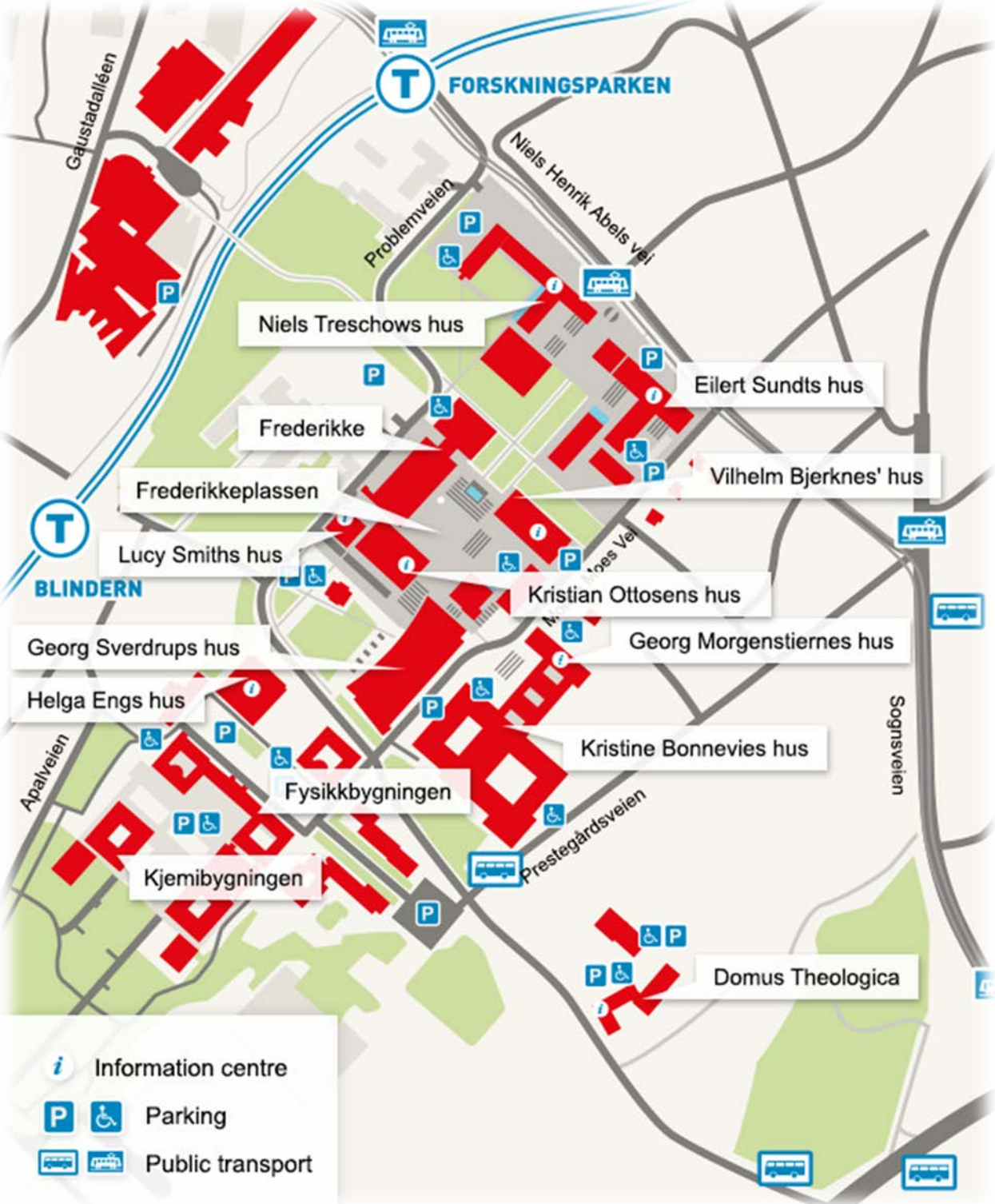


Keep in mind that non-scientific staff have regular working hours. For them, core hours are 9am-2:00pm. So if you need help from a technician or administrator, try to go between 9am and 2pm to make sure they will be in.*

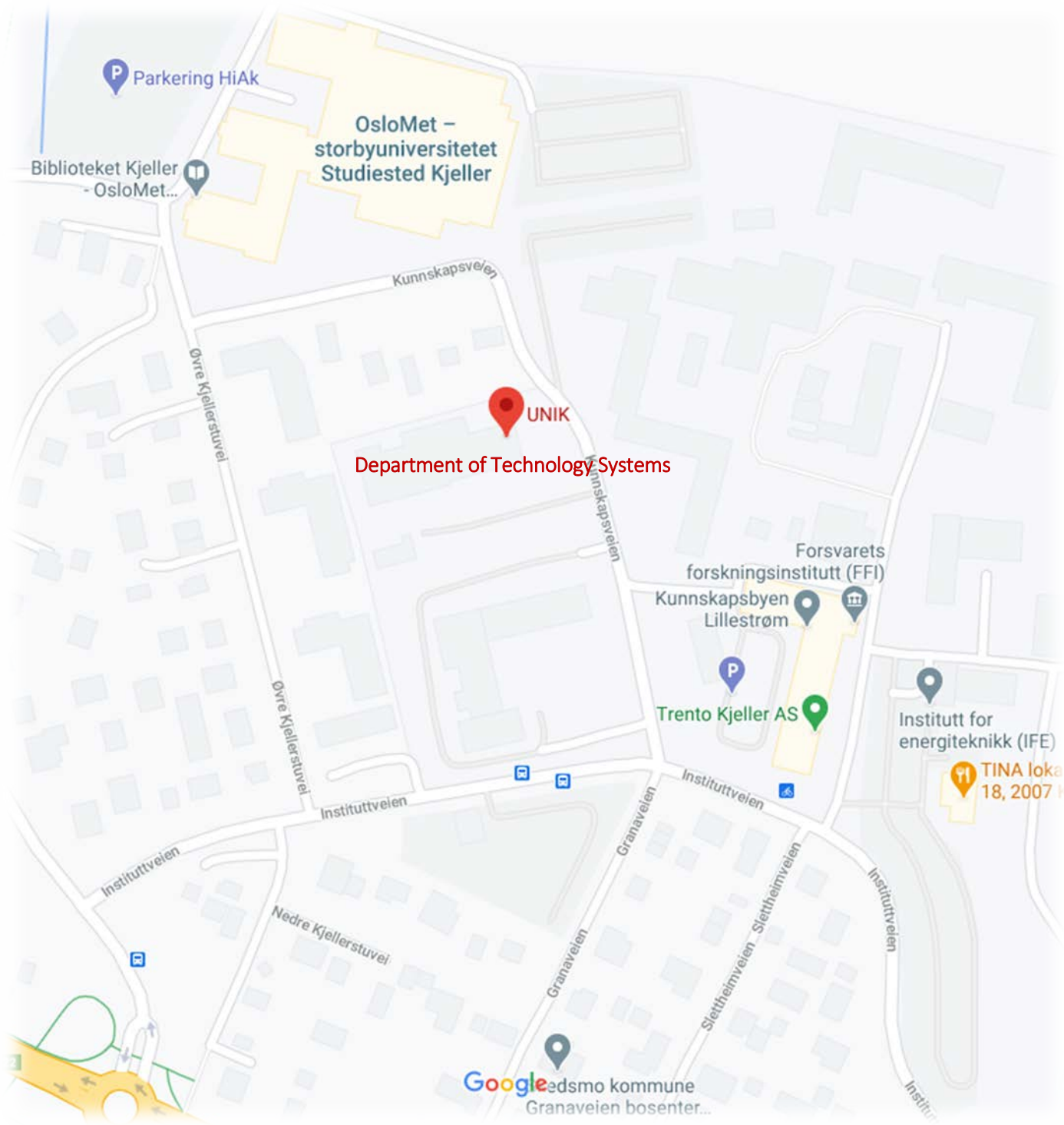
NOTES:

NOTES

MAP OF CAMPUS BLINDERN



MAP TO THE DEPARTMENT OF TECHNOLOGY SYSTEMS, KJELLER





Faculty PhD website:

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