

PhD Emergency Procedures at IFI

These PhD Emergency Procedures are based on experience and what are well-known emergencies for PhD candidates at IFI. You will probably not experience these emergencies. But you should still be prepared to see them if they come and know the procedures to deal with them. These procedures are in many ways similar to emergency procedures in aviation - a pilot needs to know what to do if the engine fails, even if the risk of it happening is minimal. And in case the engine fails, following the procedures immediately will likely lead to recovery and avoid a crash.

PhD candidates will experience both ups and downs during their project. Of the many downs, few are emergencies. They are rather minor hurdles resolved by the candidate. An emergency occurs when PhD candidates find themselves in a challenging situation they cannot resolve on their own. Emergencies can be triggered by the PhD project, the supervisor-candidate relation, the research environment or external factors such as family situation and their mental health in general.

The procedures focus on who to seek support from in an emergency. At IFI, the Faculty of Mathematics and Natural Sciences, and UiO, we have a range of mechanisms and relevant teams and people ready to help you to get back on track. They will treat any inquiry and request from you confidentially.

In general, PhD candidates in an emergency are advised to seek support immediately. The emergencies described here do not go away by themselves. They rather get worse over time.

It is recommended that PhD candidates in an emergency first seek support from the principal supervisor before raising the issue to the next level (the head of the research group and so on). However, in an emergency, candidates may struggle to approach their principal supervisor (maybe they contribute to the emergency). PhD candidates are free to seek support at the level they find appropriate.

If you are satisfied with your PhD-project, you don't need to spend much time on this emergency procedure. Still, you are advised to understand potential emergencies and the ways in which you can address them.

1. Unethical research conduct

You experience unethical research behavior by other researchers.

Examples: Plagiarism, theft of data, ghost authors related to your publications or other's.

Procedure:

1. Confront the one acting unethically
2. Discuss with your supervisor
3. Discuss with head of your research group
4. Get in touch with the PhD-team
5. Get in touch with Science Ombud at UiO
6. Report to research ethics committee at UiO

2. Unacceptable behavior

You experience unacceptable behavior by others which is harmful to individual persons at UiO (employees or students) or UiO as such.

Examples: Harassment, including acts, omissions or utterances that have the purpose or effect of being offensive, frightening, hostile, degrading or humiliating, regarding yourself or others.

Procedure:

1. Interfere and confront the one misbehaving
2. Discuss with your supervisor
3. Discuss with head of your research group
4. Discuss with your head of section
5. Get in touch with HR
6. Report through Speak up!

3. Non-conductive work environment

You experience a non-conductive work environment in your research group, section or at IFI that hinders your researcher education or others' researcher education, studies or work.

Examples: Certain groups are not involved in relevant activities, limited space for open discussions, feedback is too harsh and counterproductive.

Procedure:

1. Discuss with your fellow PhD candidates
2. Discuss with your supervisor
3. Discuss with your head of research group
4. Discuss with your head of your section

5. Get in touch with HR
6. Get in touch with the safety representatives (verneombud)

4. Supervision not meeting expectations

You experience supervision not meeting your expectations.

Examples: Supervisor not meeting expectations related to meeting frequency, quality and type of feedback, balance between freedom and independence etc.

Procedure:

1. Tell your principal supervisor and use the “induction conversation template” to re-align expectations
2. Involve co-supervisor(s)
3. Discuss with head of research group
4. Get in touch with the PhD team

5. Dysfunctional candidate – supervisor relation

You experience a dysfunctional candidate–supervisor relation with your principal supervisor.

Examples: Misalignment of expectations, lack of dialogue, unresolvable disagreements.

Procedure

1. Tell your principal supervisor and try to find a way out
2. Discuss with co-supervisor(s)
2. Discuss with head of research group
3. Get in touch with the PhD team

6. Lack of ability to perform

You experience a lack of ability to perform and thus progress as planned.

Examples: Conflict with supervisors or others, lack of support, unmanageable stress, family issues, mental health challenges.

Procedure

1. Discuss with your supervisor
2. Get in touch with the PhD team
3. Get in touch with ForVei
4. Get in touch with Occupational Health Services
5. Consider SiO Health services

Contact information:

Who	Potential role in addressing emergencies
Principal Supervisor	Primary contact point and support person
Co-supervisor(s)	Support and help to address issues not resolved together with the principal supervisor
Head of Research Group	Support and help to address issues not resolved together with the supervisor team
Head of Section	Support and help to address issues not resolved together with the supervisor team and the head of the research group
HR	Sick leaves and other personnel administrative issues. Senior Adviser Helene Beate Jansen (heleneja@ifi.uio.no)
Speak up!	Notify censurable conditions https://www.uio.no/english/about/hse/speak-up/
PhD Team	Discuss any matter in confidentiality https://www.mn.uio.no/ifi/english/about/organisation/phd-committee/index.html
Safety representatives	Discuss any matter in confidentiality https://www.mn.uio.no/ifi/om/hms/
ForVei	If you need someone to talk to (in confidentiality). Life as a student may be more challenging than before https://www.mn.uio.no/english/studies/forvei/index.html
Occupational Health Service	Supports in confidentiality the staff in creating safe and sound working conditions https://www.uio.no/english/for-employees/employment/hse/ohsu/
SiO Health Services	Explore self-help resources, access free courses, or connect with counsellors and psychologists who specialize in student health and life challenges https://www.sio.no/en/health/mental-health-and-counselling
Science Ombud	Independent and impartial authority for issues and disputes concerning good scientific practice, research integrity and research ethics

	https://www.uio.no/english/about/organisation/science-ombud/
Research ethics committee	UiO's Committee for the Investigation of research misconduct https://www.uio.no/english/about/organisation/committees/research-ethics-committee/