Institutt for Geovitenskap – a short guide for new PhD candidates

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Starting a PhD at the Department of Geosciences (*Institutt for Geovitenskap—IG*)

This guide is aimed towards new PhD students at the Department of Geosciences (*Institutt for Geovitenskap*) at UiT. It serves as a brief introduction to starting life and work in Tromsø, with references and links to resources which will hopefully make the transition into your work/project a bit easier. This document should be regularly updated, and if links no longer work, people are no longer employed at UiT, or any other information is no longer correct, please inform the distributor of this guide.

Getting started

Setting yourself up for life and work in Tromsø isn't always simple, and often requires multiple visits to the tax office, appointments with several banks, and several meetings with the police, amongst other 'life-admin' tasks. If you begin to grow frustrated, you can always find a friend amongst your peers and colleagues that will understand and will be willing to help.

Registering with the police and receiving a residence card

When you are a non-Nordic or non-EU/EEA citizen arriving to Tromsø, you will need to apply for a residence visa/permit to work in Norway (this includes British citizens). All non-Norwegians (including those from EU/EEA) must attend an appointment with the police to register your move so that you can receive a national identity number. If you have come from outside the EU/EEA you will also apply for a residence card connected to your residence permit(visa). If you are applying for a work visa, you cannot book an appointment with the police until the visa has been approved. Book an appointment with the police in the UDI application portal (https://www.udi.no/en/) as soon as possible. The wait times for receiving an appointment with the police can be up to three months, and the consequences for not having your residence card and national ID number can be quite frustrating.

For further information on receiving a residence card, see the UDI page *Residence cards* at:

https://www.udi.no/en/word-definitions/-residence-cards/

Further information can be found at the UiT web page *Registration with the police and residence card (after arrival)*:

https://en.uit.no/education/studentportal/new/art?p_document_id=638842

National Identity Number

The National Identity Number/ fødselsnummer (a.k.a. Norwegian identity number, National ID, etc.) is a temporary (D-number) or permanent identification number for Norwegian citizens

and anyone with a Norwegian residence permit. If staying in Norway for more than 6 months you will receive the permanent Norwegian identify number/fødselsnummer, and if less than 6 months the D number. Depending on nationality you may need to meet with the Tax Administration (*Skatteetaten)* after you have registered with the police to receive your identity number, or it may come in the post after the police meeting – check when you meet with them. For more information visit the UDI page *National identity number* (https://www.udi.no/en/word-definitions/national-identity-number/):

It is important to register with the police as soon as possible, as you will need a national ID number before you can apply for many other important things.

Tax Deduction Card

You will need a tax deduction card if you are working and paying tax in Norway. The following description is from the page *What is a tax deduction card?* On the official Norwegian Tax Administration (*Skatteetaten) website*:

A tax deduction card is an electronic document that shows how much tax your employer must deduct before they pay your salary. The amount that your employer deducts is known as a "tax deduction", "withholding tax" or "advance tax payment".

Practically, the tax deduction card allows your employer (UiT) to know how much tax to deduct from your salary. Until you get this card you will be taxed at a rate of 50%. You will automatically receive the extra taxed amount back at a later date once you have your tax card. You automatically receive a tax deduction card after receiving your identity number which is visible on your profile with Skatteetaten.

For more information, go to the Norwegian Tax Administration Website:

https://www.skatteetaten.no/en/person/taxes/tax-deduction-card-and-advance-tax/i-am-a-foreign-employee/tax-card/

Getting paid

You will receive your salary from UiT in Norwegian Kroner, and for this you will want a Norwegian bank account. However, you will likely not be able to open an account at a Norwegian bank before you get a national ID number. For your first few salary payments, you can:

- Receive direct deposits into a pre-existing (foreign) account – *this will most likely incur conversion and transaction fees, but is the simplest option.*
- Receive salary cheques into a prepaid Visa card.

Opening a Norwegian Bank Account

When you first start at UiT you will likely not have a Norwegian bank account. To open a Norwegian bank account, you will need:

- National identity number (permanent) or D-number (temporary). *Note: some banks will not accept D-numbers*
- Passport
- Passport photo (in some cases)
- Employment contract
- Housing contract (in some cases)

Some popular Norwegian banks with branches in Tromsø are: Handelsbanken, Sparebank 1, DNB, Nordea, Danske Bank, S banken (online only)

You will often have to book an appointment in advance, and some banks have a waiting time. Its easy to switch banks once you have an account open.

Working at UiT: Rights and Obligations

When starting at UiT, the first thing you should do is familiarise yourself with the Employee Handbook (*medarbeiderhandbok)*:

https://cp.compendia.no/uit/employee-handbook/#all-content

The handbook contains information about your rights and obligations as an employee at UiT. However, *only parts of the handbook are available in English*, and much of it is written in dense and difficult to understand *legalese*. The handbook thoroughly outlines many formal requirements of employees at UiT, but often skips over the practicalities (for example you can find information on *when* you may take holidays, and *how many days* you are eligible to take off, but not *how* to apply). If you have any doubts or further questions about something in the handbook, make sure to contact your immediate supervisor, the Head of Administration, or – even better – the central university administration sending an e-mail to personal@uit.no.

The second thing you should do is follow and complete all the tasks on the attached document ***Guidance routines for new employees*** with your supervisor. Together with this guide, the transition to work at UiT will be smooth as silk.

Duty work (pliktarbeid)

If you have a four-year contract as a PhD candidate at UiT, you will also have compulsory duty work of 25% of the total working time (a total of 1695 hours). Duty work is work for the department (IG) and often also benefits the PhD candidate's education, experience, and resume.

Tasks that can be counted as duty work can include teaching (lectures, lab, cruise/field work), marking reports and exams, supervision of students, assisting the IG-lab, outreach (e.g., school activities, social media, museum activities, Geology-Day, etc.), and other various tasks (e.g., organizing events such as conferences, meetings, PhD-Day).

A plan for duty work has to be included in the PhD project description.

Duty work is allocated by IG in consultation with the PhD candidate and supervisors. All duty work has to be approved in advance by Anders (contact details below).

The duty work is commonly set to 25% per year, however it is possible to complete it sooner. If this is of interest the PhD candidate and supervisor can discuss this with Anders during early stage of the PhD project. There is no guarantee for completing the duty work prior to the final year of the PhD; in agreement with the conditions given in the employment contract.

Counting of hours and weighting:

Hours of teaching are weighted to account for preparation. You should therefore not register teaching preparation separately. In some cases (e.g., to update the teaching content) it will be necessary to spend extra time on preparation. This can be counted separately after agreement with Anders.

Weighting applies to lectures (4 hours per teaching hour) and colloquia/labs (3 hours per teaching hour).

For all other tasks time is counted hour by hour (no weighting) and any extra preparation work that is agreed upon in advance is counted separately.

During stays abroad, the PhD candidate will not be required to complete duty work. During stays longer than 3 months the PhD candidate will be compensated with up to 210 hours per semester (35 h/month) of duty hours.

At the end of every semester, the PhD candidate is required to submit a form detailing

the duty hours completed that semester for the hours to be registered. The form must be submitted to John Arne prior to the given deadline. Contact John Arne (see details below) to receive an updated cumulative number of completed duty hours.

For questions regarding duty work at IG do not hesitate to contact Anders Schomacker (anders.schomacker@uit.no). You can also contact Matthias and John Arne (details at the end of the document).

Regulations can be found here:

- Retningslinjer for stipendiatar sine arbeidsoppgåver ved UiT Norges arktiske universitet (2020/8047)
- Retningslinjer for fordeling av arbeidstid for ansatte i undervisnings- og forskerstillinger (2014/889)

Working hours and leave

General working hours in the public sector are 37.5 hours per week. Working hours vary during the summer and winter:

- 15 May to 14 September, 08.00-15.00
- 15 September to 14 May, 08.00-15.45

See General working hours in the Employee Handbook:
https://cp.compendia.no/uit/employee-handbook/209978

During certain holiday seasons, work hours differ. During Christmas and Easter the hours are as follows (if not weekend):

- 24 Dec: kl. 8.00-12.00
- 27-30 Dec: kl. 10.00-14.00
- 31 Dec: kl. 8.00-12.00
- 25, 26 Dec and 1st Jan are public holidays.
- Easter weekend, including Thursday, Friday and Monday are public holidays. The Wednesday prior to easter is a half day (work hours 8.00-12.00).

In addition, you can choose to have either Christmas eve (24/12) of New Years eve (31/12) off and one day of choice between 27-30 December.

You have the right to 5 weeks of paid annual leave where you have the right to 3 weeks consecutively between 1st June and 30th September.

Employee interview

Every employee has the right to be offered an "career interview" (*karrieresamtale*) once per year. The purpose of this interview is to focus on the working conditions of the individual colleague. Topics addressed include the working environment, work results, leadership and any other topics. The Head of Department or your nearest team leader, or somebody who this task has been delegated to by the Head of Department, should approach you each year to offer this interview. It is not compulsory but is an important opportunity to let your voice be heard. You can find more information about "karrieresamtaler" here: https://en.uit.no/career.

The faculty

The Department of Geosciences belongs to the Faculty of Science and Technology (*Fakultet for Naturvitenskap og Teknologi,* also known as *NT-fak*)

https://uit.no/enhet/ntfak

The faculty is responsible for approving final admission to the PhD program, courses you want to take, granting travel grants, etc.

Read more here: PhD at UiT The Arctic University of Norway | UiT

The contact person for doctoral students is Gabriela Sirbu (gabriela.sirbu@uit.no).

Hemis – health service at UiT

Hemis offers services for companies to create a health-promoting work environment. UiT has an agreement with Hemis, which means that employees at UiT are entitled to, among other things, physiotherapy for up to 2 hours in acute

conditions and support and follow-up interviews for up to 5 hours per employee, as well as advice and assistance with ergonomic matters and possible follow-ups.

Overview of employees at Hemis:

https://hemis.no/ansatte

Contact by email at: tromso@hemis.no

IT

IT services

IT at UiT has compiled a list of services which new employees should become familiar with:

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

The official IT support service at UiT is Orakelet, which has offices at Teorifagbygget house 2 (near the Mix kiosk). For IT support, contact orakel@uit.no, phone 77644544, or go to:

https://en.uit.no/om/orakelet

For more information:

https://en.uit.no/om/orakelet/frag?p_document_id=486406

IT-user accounts

Employee accounts are created upon arrival to UiT—contact IG's *studiekonsulent* (Margrethe Lindquist) to organise this.

Once an employee account is created, an IT-user account is automatically created—contact Orakelet for the username and password.

IT-user accounts grant access to a wide range of services, including WiFi, E-mail, Feide-login, SAP and so on. For more information see:

https://en.uit.no/om/orakelet/frag?p_document_id=319392

File Services and storage

You have access to 1TB storage in the cloud (OneDrive). More information can be found at:

https://uit.no/om/orakelet/frag?p_document_id=551332

UiT Intranet

The UiT intranet coexists with the UiT internet pages, and contains a lot of helpful information for new PhD students and employees at UiT. The intranet is predominantly in Norwegian, but some information can be found in English. Log in using your username and password at https://intranett.uit.no/, and make use of the search function.

DFØ (SAP)

DFO (SAP) is a personnel portal where employees can register absence and holidays, apply for leave, register travel expenses and overtime, etc. To access SAP:

1. Go to http://login.dfo.no
2. Log in with your username and password

FEIDE

FEIDE (Felles Elektronisk Identitet) is an identity management service used by the Norwegian education sector to store user information for simple identification via a common login. Most IT services at UiT use FEIDE as a means of identification, so it is important to set up an account. You can read more at:

https://www.feide.no/om-feide

Studentweb

Studentweb is a service used to manage personal information as a student. Here you will be able to apply for courses, access your study plan, and submit a yearly progress report.

https://fsweb.no/studentweb/

Topdesk

You can get support with and order necessary IT equipment for work such as laptops, headsets, tablets, etc. through Topdesk: Login (topdesk.net)

PhD Progress

PhD Progress Report

All PhD students must submit a yearly progress report. The report consists of brief answers to questions about the current state of your project/studies. If you do not submit your progress report, you could potentially lose your right to study. You will be reminded each year to complete the progress report, which is done through email.

Midway evaluation

All PhD students must undergo an evaluation midway through their project. The purpose of the evaluation is to assess the status and progress of the project. The evaluation will be assessed by a committee, which will aim to help motivate PhD students towards completion of their projects. For more information, see:

https://uit.no/Content/675456/version=1/cache=1585597411000/Retningslinjer+for+midtveisevaluering+NT-fak+Realfag+-+engelsk+%28003%29.pdf

Going abroad

Travel grants are available for PhD students that are employed by UiT, and students who are financed from sources without the possibility of travel grants. These grants are for research stays abroad of duration between 2 to 6 months. For more information on the rules and regulations of the grant see:

https://uit.no/Content/520820/cache=20173105114003/Ny%20orientering%20om%20utenlandsopphold_engelsk.pdf

The deadline for application is on the 1st of October every year, so it is important to organise travel abroad early in your PhD to make sure not to miss out. For more information on grants at UiT, visit:

https://uit.no/phd-en#v-pills-675452

Annuum

Every new PhD candidate not funded by an external project receives a yearly sum of money to cover expenses related to your work, referred to as an *annum*. The *annum* is tied to a project number, which you can get from the IG finance consultant (Andre Pedersen). The amount of money left in your *annum* can be seen by following this link and logging in:

https://okonomi.uit.no/

Booking a room for teaching or meetings

If you need to book a room for teaching, you must contact Margrethe Lindquist at IG, or Anne Marit at the Naturfag Faculty.

Further information (in Norwegian only) on room reservation at UiT can be found at the UiT web page *Romreservasjon*:

https://uit.no/om/orakelet/frag?p_document_id=419149#dropdown1

You can book meeting rooms using the Outlook calendar function (through the process of making a meeting), although not all rooms (particularly teaching rooms) will be available for booking using this method. The step-by-step instructions can be found at:

https://en.uit.no/om/orakelet/frag?p_document_id=382930.

In brief: in Outlook, go to New Items > Meeting, to create a meeting invitation. In the right hand panel in the new window, you choose the room list for the building you wish to book a room in, and then select the desired room.

Campus Map

You can find a detailed map of UiT campus at:

https://uit.no/campustromso

Fieldwork and work related travel

Before and after you embark on fieldwork or work related travel, there are a few tasks you need to complete.

Fieldwork code of conduct

The JEDI-group (read more below) at IG has developed a Fieldwork Code of Conduct. Everyone doing fieldwork/cruises should familiarize themselves with this document in addition to other routines surrounding fieldwork. Fieldwork Code of Conduct | UiT

Work insurance

To be fully insured through UiT for work related travel, you must notify administration and submit the *Registration of work related travels for employees* form before you leave for fieldwork or a stay abroad. The form can be found at the following link:

https://uit.no/Content/571560/cache=20180904231744/Travel-form.pdf

Safety courses

You will have to complete relevant safety courses before you are allowed to do fieldwork. There are different courses for different types of fieldwork, so make sure to contact your supervisor and/or administration at UiT to make sure you have completed all appropriate safety courses. For more information, including the list of mandatory courses, see the page *Sikkerhetskurs – Safety training* on the UiT intranet (got to https://intranett.uit.no/, login with your UiT username and password, and search for *Sikkerhetskurs – Safety training*).

Compensation

Any costs associated with fieldwork can be reimbursed. For travel within 15 km of UiT (fuel, bus ticket etc.), you can use this form:

https://en.uit.no/intranett/vis-skjema?p_document_id=450729

For any other travel costs, you must register a travel claim in SAP.

When buying work related flight tickets, it should be done through Berg Hansen travel agency: Startside jobbreiser - Berg-Hansen (berg-hansen.no). For that, personal profile needs to be created first. See: https://cp.compendia.no/uit/medarbeiderhandbok/208686

For more info or help you can contact @Margrethe Lindquist.

Lab work

You will also need to complete safety training for lab work at UiT. The compulsory courses are listed together with fieldwork and cruise safety training at the page *Sikkerhetskurs – Safety training* on the UiT intranet. In addition, each lab will have its own specific hazards and safety regulations, so you must contact the particular lab manager to organise safety training for the lab you plan to work in.

For more information about IGs lab, see:

https://uit.no/infrastruktur/enhet?p_document_id=675771

Marine Cruises / Seagoing Expeditions

Before going on board a Norwegian vessel, you need a valid medical certificate (Sjømannsattest). The certificate is valid for two years. Approved seafarer's doctors who can issue the certificate can be found here:

https://www.sdir.no/sjofart/sjofolk/godkjente-sjomannsleger/

Before embarking on a seagoing expedition on RV Kronprins Haakon, you should take a survival suit/personal rescue techniques course. Let your supervisor/institution administration know that you are interested so they can sign you up. Courses are organized from time to time every year by *Arcticus*. On RV Helmer Hanssen there will be an introduction to using survival equipment upon boarding the ship.

Use of lab/storage/cruise/fieldwork after defending

Your student status ends when your diploma is awarded, thus meaning you are no longer insured should an accident occur while working, for example, at the lab/storage, on a cruise, in the field etc, after the defence. In some cases however there will still be a need to continue work in these locations after the final defence, such as finalising a publication. Permission to continue working in these locations can be granted via three different ways:

1. Extension of student status. The candidate must apply to the faculty before the official end date of the original student status. In other words, there must not be a break between the original student status and the extension. This is the simplest solution.
2. Should the previous not be possible, the candidate should apply to take a single PhD short course. The normal application deadline for single courses is the 1st June for the Autumn term or the 1st December for the Spring term. It can take several months between application and acceptance on the course.
3. A final option is for the applicant to have a valid employment contract with the university, which covers the time the candidate will be working at the aforementioned locations.

Sending Post

For sending mail within UiT, brown envelopes are used, and are placed in the local drop-off point for "internpost" at Modulbygget.

For sending mail nationally and internationally, white university envelopes are used. They must also be sent through the university mail system, as the postage cost needs to be validated. (i.e. don't use an official mailbox in town).

Parcels are placed at the local mail pick up point, and must be marked clearly with the name of the sender and receiver.

More information can be found here.

For sending parcels abroad (for example instruments for repair) a "proforma invoice" must be included in a plastic envelope. More information can be found at www.bring.no

Mail is forwarded internally and externally twice a day at 9:00 and 13:00.

Life in Tromsø

Turbo

If you are a resident of Tromsø you can borrow outdoors and sports equipment for free at *Turbo*. To borrow equipment, you must create a loan profile (*låneprofil*) at http://bua.io. For step by step directions (in Norwegian), follow the link below:

https://www.tromso.kommune.no/laan-av-fritidsutstyr-turbo.346724.no.html

The available equipment includes skiis, tents, bikes, snow shoes and more. *Turbo* is run by the municipality (*Tromsø Kommune*) and local Red Cross (*Tromsø Røde Kors*). The opening hours are usually Tuesday—Thursday 14:00—19:00, however changes can occur so make sure to check the above link before you plan to visit.

Turbo is located in the city between Aurora kino Focus (Tromsø's main cinema) and the library, in the town hall building (*Tromsø Rådhuset*).

TODOS

TODOS is an organisation centred around the general welfare of PhD students and postdocs at UiT. TODOS acts as a link between university administration and permanent staff, and the PhDs and postdocs at UiT. If you have any issues, concerns or questions related to your life and work at UIT, you can contact TODOS at:

todos@uit.no

or:

https://todos.uit.no/?page_id=553

And you can find more information about TODOS at: https://todos.uit.no

Where you can find information about monthly social events. TODOS also provide information for new PhDs and postdocs at:

https://todos.uit.no/?page_id=256

And provide useful information about life in Tromsø at:

https://todos.uit.no/?page_id=1497

GReAT

GReAT (Geoscience Research Academy of Tromsø) is the research school of the department. It offers courses, cruises and workshops in the broad field of geosciences, and guides PhD students through preparations for their future scientific or industrial career.

You can find more information about GReAT at: https://en.uit.no/project/great

You can also directly contact members of the GReAT steering committee:

Prof. Sabina Strmic Palinkas

Prof. Tine Lander Rasmussen

Assoc. Prof. Mohamed M. Ezat

PhD Candidate Freya Sykes

PhD Candidate Adele Westgård

PhD Candidate Adele Westgård

PhD Candidate Maria Telmon

PhD Candidate Colin Sinclair

Unions

Being a member of a trade union comes with many advantages including support with salary and contract negations and deals on e.g., insurances. Relevant unions are Forskerforbundet, Akademikerne, and Tekna.

Contact/Support

You can find support and resources through the following:

Contact details for key IG staff are listed below.

GReAT research school at IG (see info above).

JEDI: The Justice equity diversity and inclusion group at IG is an ECR discussion group working to improve and increase knowledge on JEDI topics within IG and UiT. The JEDI website lists numerous resources and information on the topics. Justice, Equity, Diversity, and Inclusion (JEDI) | UiT

Faculty PhD educational committee PhD at UiT The Arctic University of Norway | UiT

Si ifra! Is UiT's page for information and reporting of e.g., bullying, harassment, and other similar situations. Si ifra! | UiT

The Department of Geosciences

Matthias Forwick
Instituttleder (Head of Department)



Matthias is the Head of Department at IG. He has the overall responsibility for the department, and he is happy to listen to and discuss thoughts and ideas of everybody affiliated to IG.
matthias.forwick@uit.no

Anders Schomacker

Nestleder (Deputy Head of Department)



Anders is the Deputy Head of Department at IG, the leader of "Programstyret" and responsible for education and duty work.

anders.schomacker@uit.no

John Arne Opheim
Kontorsjef (Head of Administration)

Contact details verneombud/ safety representative at IG: https://cp.compendia.no/uit/hms-handbok/209448



John Arne is responsible for tasks related to the administration and operation of IG. If you are ever unsure who to contact when you have an administrative inquiry, John Arne can help.
john.arne.opheim@uit.no

Cecilie Rikstad
Seniorkonsultent økonomi (Senior Executive Officer)



Cecilie is working with the finances at IG, and can help with work related payments and reimbursements.
cecilie.h.rikstad@uit.no

Margrethe Lindquist
Ekspedisjon og studiekonsulent (Higher Executive Officer)



Margrethe is responsible for many administrative tasks, including organising guest cards and access, scheduling for teaching, booking transport for field trips, and organising equipment for field trips.
margrethe.lindquist@uit.no

Kai Mortensen
Rådgiver (Adviser)



Kai is responsible for study-related case processing for Bachelor's and Master's students at IG, as well as the maintenance of the IG webpage, IG social media, photography, and other communication-related tasks.
kai.mortensen@uit.no

Bjørn Runar Olsen
Senior ingeniør (Senior Engineer)



Bjørn Runar leads the group of cruise engineers that is responsible for cruise technical operations and marine geology/geophysics equipment, as well as other technical challenges. His offices are at Naturfagbygget), as well as on Stakkevollveien 1 (harbour storage), respectively.
bjorn.olsen@uit.no

Ingvild Hald



Senioringeniør, laboratorieleder (Senior Engineer)

Ingvild leads the group of laboratory engineers who are responsible for operating all laboratory equipment and for supporting laboratory work. The Geo-laboratory is located on the 1st and 2nd floors of Naturfagbygget, with the engineers' offices on the 1st floor..

ingvild.hald@uit.no

Fabio Sarti
Avdelingsingeniør (Engineer)



Fabio is responsible for the Fløya core repository, and developing and maintaining the core databank at IG. He can also help out with questions related to the literature registration system Cristin.
fabio.sarti@uit.no

INSTITUTT/ENHET
FAKULTET FOR NATURVITENSKAP OG TEKNOLOGI

Guidance routines new employees

(Hand out printed copy of form is given to the new employee and also sent by e-mail)

Name	First working day
Workplace	Nearest leader
Position	Mentor

Task completed before first working day

Tasks	Responsible	Done
Agree on first working day, where and when to meet Give orientation with relevant information with reference to; • UiT's website and organization • UiT's values and ethics • Research and development at UiT • Personnel management at UiT • Website for employees • Campus map	supervisor	
• Inform the staff about the new employee and when her/his starts • Check that pay role and personnel information is registered in SAP, and that tax card is forwarded to "lønnsseksjonen". This is necessary to ensure computer software accesses	supervisor	
Facilitate workplace: • Ensure accesses to administrative programs/software at UiT • Key Card//ID • Need for special needs at workplace contact building-(BEA) and/or computer department (ITA)	supervisor	
• Find mentor for the new employee. Mentor helps with information about work-related, technical and administrative topics • Mentor has a particular responsibility for social inclusion in the working environment. • When welcoming not Norwegian employee's international advisor at POA /Uadm can be contacted. • How to welcome the new is considered. Flowers, cake, lunch could be examples. Is welcoming at the airport an alternative, tour on campus etc.	Supervisor Advisor at POA Elisabeth G Nilsen.	

Special preparasjons Foreign employees

Preparations	Responsible	Done
• Routines for residence and work permit - UDI • Information new in Norway «Ny i norge» • UiT web site Internationalization • søknadsportalen - UDI • Sjekklister UDI • Lønn utenlandske arbeidstakere • Servicekontoret/Arriving Staff	supervisor	
• Taxes and social security number - skatteetatens sider • Information on UiT's nettsider.	supervisor	
• Housing and kinder garden - see UiT's website	supervisor	
• Tromsø kommune		

Tasks first work weeks

Task	Responsible	Done
Welcome – presentation and tour on our unit Give necessary information about: • Unit organization, plans and tasks • Responsibility's and working tasks – duties and rights • SAP - administrativ system • HR portalen – information platform for employee's • Ethical guideline in government services • Values at UiT • Duty of confidentiality • Health, environment and safety at UiT • HSE at NT-fak • HSE-training • Labor unions • Hovedavtalen i Staten (Basic agreement in government services) • Hovedtariffavtalen i staten • Inkluderende arbeidsliv • Absence due to sickness • Holidays Act • Flexible working hours	supervisor /fadder	
Mentor helps/participates in process of informing about practical, technical and social aspects of the work environment • IT-user support for employees • Keycard/ID	Fadder	

• Personal card – web page with information about the employee, part of it is editable • Parking • Booking of classrooms • Booking of meeting rooms is done in Outlook parallel with the planning of meetings • Canteens on campus - Tromsø • Company/employees' health • Safety deputy service • UiT internal courses • Break-/lunch rooms, locker room • First aid equipment and fire safety • Welfare arrangements/services • UiT arrangement on training during work hours • Practical information to new employees		

Tasks in probationary period (6 month)

Task	Responsible	Done
Continues introduction and training in work tasks, routines, information and competency development.	supervisor	
Follow up/supervisor meetings/dialog in probationary period minimum after two, four and six month employment. Intention of dialog is to clarify mutual expectations conserning work relations and results. Short signed minutes are made from the meetings. See more on probationary period in Statens personalhåndbok 2.4.11	supervisor	