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Dear PhD candidates!

Welcome to the University of Tromsø, and welcome to one of the most exciting stages in your development as researchers. You are now working towards the highest degree that academia offers. And as you do that, you play an exceptionally important role in the development of UiT as a world-class research institution. The expectations you express to your advisors (have more than one!) and your departments are an important driver in moving research forward.

We want you to tell us your hopes and dreams for your time as a PhD candidate, and we are motivated to work towards fulfilling them. Some of what we do for PhD candidates is in my opinion excellent; some of what we do could be better. We want your input and your feedback as we work to offer you the best PhD training we can.

PhD education in Norway is in a time of transition; there is a greater emphasis than before on creating graduate schools and offering more courses. Tell us how we’re doing, tell us what you’d like to see.

Some of you will complete your PhDs and continue to work in academia. A few of you may continue at the University of Tromsø, but most of you will find work elsewhere. And that’s a good thing! Science advances through cross-pollination. You need exposure to other research groups to become the best researcher you can. And you can start that work already now, by planning to spend a semester abroad during your PhD time.

Others of you will find your post-PhD work in research institutes, private industry or even in the public sector. A PhD opens the door to many exciting careers and we also are working to help prepare you for that.

When you have suggestions about what you need or what could be different, I hope you’ll accept the responsibility of giving feedback. You can talk to your supervisor, your department chair, even your dean or me. And you also have excellent resources available through TODOS, whose emergence has dramatically enhanced communication between the leadership of the university and the PhD candidates.

Best wishes, and good luck!

Curt Rice, PhD, Professor
Pro Rector for Research & Development
Dear new PhD candidates,

Tromsø Doctoral Students (TODOS) welcomes you at the University of Tromsø (UiT). We hope that you will have an eventful and interesting time in Tromsø and a successful time working on your PhD.

As we represent doctoral candidates at UiT and we are PhD candidates ourselves, we understand that informing new members of this community about their duties, rights and obligations or just about how things go around at UiT is crucial for a successful time while working on one’s dissertation. We therefore have compiled some information (this brochure) that we hope will give you a good start. As it addresses both to Norwegian and international PhD candidates, we decided to use English as the main communication language, in order to avoid extra expenses in printing it in two languages. Nevertheless, the information we compiled was sometimes available only in Norwegian, and sometimes both in Norwegian and English, therefore Norglish might be actually considered the official language of this brochure and we believe that this only adds to its charm.

As this document was put together by different people, the style might change from one chapter to the other. We hope that this will not distract you from the message this brochure tries to transmit. If the tinyurl does not function properly, try again by pasting it in Google Search and access the first hint.

A little bit about TODOS: we were founded in March 2011, as an interest organization that works to improve the general welfare of all the PhD candidates registered at UiT. We try to do this by adopting a double-folded perspective on the PhD candidates’ activity: their academic working environment and their social life. In order to achieve our goals we try to collaborate with the UiT administration at all levels, with the other members of the scientific staff and with other entities whose work is related to PhD program matters (High North Academy, Career Centre, trade unions etc.). Together with other eight similar organizations, we are a part of the Association of doctoral organizations in Norway (SiN), which is a member of the European Council of Doctoral Candidates and Junior Researchers (Eurodoc).

Besides working hard towards improving PhD supervision, the PhD courses offer at UiT or the teaching duties performance, we are also organizing social activities for PhD students, like barbeques and bowling evenings.

For more information, please visit our website at todosuit.webs.com or ask us directly at todos@list.uit.no.

We hope that your stay at University of Tromsø will significantly contribute to your personal development and we wish you good luck!

Sincerely yours,

The TODOS Board:
Melania Borit (BFE) - Chair of the Board,
Konstantin Zaikov (HSL) - Chair of the Academic Committee,
Lina Stangvaltaite (Health Sciences) - Chair of the Social Committee,
Ranjan Parajuli (Health Sciences) – Accountant,
Annfrid Sivertsen (NT) – Member,
Konstantinos Antypas (Health Sciences) - Member

September 2012.
Tromsø was given city status in 1794, and among its historical nicknames are "Paris of the North" and "the Gateway to the Arctic", due to the city’s cosmopolitan atmosphere and to being the starting point for many arctic expeditions. Today, people from more than 100 nations live in Tromsø. The city is the centre of polar research in Norway. Tromsø offers cultural activities and a vibrant social life – as well as spectacular opportunities for outdoor sports both in summer and winter.

You will find official information from the city at www.tromso.kommune.no.

The city also runs Interinfo - Intercultural information and service centre. Its goals are to promote integration and well-being for immigrants, refugees, and others who have recently arrived in Tromsø.

Read more about Interinfo at www.tromsointerinfo.no
Tel: 77 79 11 60 / 77 79 11 61
E-mail: interinfo@tromso.kommune.no

LIVING IN NORWAY

The government of Norway has a publication and website called New in Norway, intended for immigrants to Norway. It is available online at www.nyinorge.no and a hard-copy can be ordered to your address in Norway free of charge.

Subjects in the publication:
• Moving to Norway
• Work
• Children & Schools
• Health and Recreational activities
• Transport and services
• Useful information
The University of Tromsø is the northernmost university in the world. The northern and arctic dimension is central in research, studies and teaching, but the global perspective is of equal importance in most areas, especially in indigenous and peace studies, natural and earth system sciences, fishery management, community research and studies in community medicine.

The university’s highest body is the University Board. The board consists of the rector and ten members made up as follows: three representatives for scientific staff (including the temporary staff – that’s us, the PhD candidates), one representative for technical/administrative personnel, two student representatives and four external representatives.

The rector (Jarle Aarbakke) is the university’s highest elected representative. He heads the university’s administration and he is helped in his work by the pro-rector for education (Britt Vigdis Ekelid) and the pro-rector for research and development (Curt Rice). The university director (Lasse Lønnum) is the highest manager of the university’s joint administration, within the framework determined by the university board.

The Central Administration is the main service center of the University of Tromsø. It provides services to students and staff as well as the public, external partners, media and guests. The Central Administration consists of seven departments and the Office of the Rector and University Director.

**FACULTIES**

The faculties administrate the programs of study. Each faculty is governed by a Faculty Board headed by a Dean elected among the academic staff of the faculty.

The Faculty Director is the faculty board’s secretary and, as a representative of the University Director, head of the faculty administration.

The basic organizational units under the faculties are the departments. Each department is governed by a Departmental Board. The Head of Department is elected among the department’s academic staff.

Other organizational units at UiT are placed under the direct control of the University Board.

- Faculty of Health Sciences  
  *Det helsevitenskapelige fakultet - Helsefak*  
  *(seven departments and one centre)*
- Faculty of Science and Technology  
  *Fakultet for naturvitenskap og teknologi – NT-fak*  
  *(six departments)*
- Faculty of Humanities, Social Sciences and Education  
  *Fakultet for humaniora, samfunnsvitenskap og lærerutdanning – HSL-fak*  
  *(seven departments and two centers)*
- Faculty of Biosciences, Fisheries and Economics  
  *Fakultet for biovitenskap, fiskeri og økonomi – BFE-fak*  
  *(three departments)*
- Faculty of Fine Arts  
  *Det kunstfaglige fakultet - Kunstfak*  
  *(two departments)*
- Faculty of Law  
  *Det juridiske fakultet - Jurfak*
Information
For more information about the library, please contact the library staff or visit the library website:
E-mail: postmottak@ub.uit.no
Web: http://uit.no/ub/english

Three main libraries:
• KS-Library = Humanities and Social Sciences Library
• NH-Library = Science and Health Library
• PJ-Library = Psychology and Law Library

Other libraries:
• Biology and Geology Library
• Physics Library
• Engineering and Contemporary Art Library
• Teacher Education Library
• Museum Library
• Music Library

Book loans:
• Your employee card is also your library card. Your library number is written on the back.
• The loan period is four weeks for books and two weeks for periodicals. Loans may be renewed at the library or via Bibsys Ask (My page).
• NB: Loan regulations may vary from library to library.

Copying
• There are copy machines at most libraries.
• Copying is free of charge for all our users.

Study/reading facilities
• All the main libraries have designated areas for reading/studying.
• Some of the study carrels are reserved, in which case there will be a name tag on them, but you may use any unreserved carrel.
• Don’t leave valuables (iPods, phones etc) lying around unattended.

Digital journals
• A large number of journals are available electronically, i.e. on the internet, through library subscriptions.
• Printing or ordering articles is free of charge.

Databases
• The Library subscribes to several academic databases, which are freely accessible for all students and staff.
• The library computer terminals should be used for academic purposes (not playing games etc.).
• To access the databases from home, you need VPN connection. Ask Orakelet for help or visit: http://tinyurl.com/vpntromso

Ofelaś
• Ofelaś is the name of the library portal. Via Ofelaś you can access all our databases and electronic journals.

Bibsys
• BIBSYS is the shared library catalogue for all Norwegian university libraries, the National Library and a number of other research libraries.
• The database is free for all to search, wherever you are in the world, with no password required.
• Most of the books and journals at the University Library of Tromsø are registered in Bibsys.
• NB! You CANNOT search for articles in Bibsys.

Subject librarians
• Most subjects have a subject librarian.
• If you have suggestions for book purchases or questions concerning literature searches etc, you may contact the subject librarian via e-mail, telephone or visit his/her office.
• The subject librarians also give user instruction courses in Bibsys and other databases.
**MUNIN**

- MUNIN is a digital publishing project, where you can publish your Master’s thesis.
- Through MUNIN, your thesis can be read worldwide.
- Contact the student adviser at your institute/faculty for more information.

**Academic honesty**

- Using other people’s material without giving proper credit is plagiarism.
- All the sources you use, be it a printed article or a web page, must be documented.

Photo: Margrete Augestad
MAP OF CAMPUS BREIVIKA

1 Faculty of Health Sciences
2 Faculty of Law
3 Faculty of Biosciences, Fisheries and Economics
4 Faculty of Humanities, Social Sciences and Education
5 Faculty of Science and Technology
6 Central Administration building
7 Árdna and the Sámi Turf Hut
8 Arctic-alpine Botanic garden
9 Arctic Biology
10 Breivangveien 23
11 Breivika kindergarten
12 Breiviklia
13 Technical services building - Driftssentralen
14 Pharmacy building
15 Nofima
16 The Research Park in Tromsø
17 The Geology Walk
18 The Students Sports Center Kraft
19 The reading house
20 Medicine and Health Studies building
21 Natural Science building
22 Lower Pavilion - Nedre lysthus
23 Northern Lights Planetarium - Nordnorsk vitensenter
24 Science building - Realfagbygget
25 State Archives
26 The student welfare organisation (house 2) - Studentsamskipnaden SiTo
27 Dental Building
28 Non-Experimental Sciences building (house 1-6) - Teorifagbygget
29 Terminalgata 38
30 Universet kindergarten
31 University Library
32 The University Hospital of Northern Norway - UNN
33 Upper Pavilion - Øvre lysthus

For a more detailed map see uit.no/inenglismap
1 Campus Breivika
2 The University Hospital of Northern Norway - UNN
3 Tromsø Geophysical Observatory - Nordlysobservatoriet
4 Engineering and art education
5 Teacher education
6 Department of Music, Dance and Drama
7 Tromsø University Museum
8 Tromsø Airport Langnes

a Prestvannet student hostel
b Storskogen student hostel
c Øvre Breivang student hostel
d Forhåpningen student hostel
e Ørndalen student hostel
f Storelva student hostel
g Mortensnes student hostel
h Stakkevollan student hostel
i Åsgårdveien student hostel
j Elverhøy student hostel
A lot of useful information about the PhD education at UiT can be found on this page: http://tinyurl.com/phdoverview (English).

**Supervision**
All PhD students at UiT have the right to have at least one co-supervisor, in addition to the main supervisor. And yes, you can change supervisor. How to do this depends on which faculty you belong to. If you need help, you can contact the head of your department (who is formally your boss and therefore responsible for your welfare at work and obliged to care about your problems).

You can find the universities ethical guidelines about supervision here: http://tinyurl.com/supervisionethics

**Application**
You have to apply for admission to the PhD program at the university. You have to fill in both the application for admission and an agreement in two parts (parts A and B). Those who are not employed by the university (externally or self-funded) also have to fill in a third form (part C). You can find them all here: http://tinyurl.com/phduit (Norwegian) http://tinyurl.com/phduit-eng (English). The application for admission has to contain an individual plan for the coursework to be completed as part of the PhD, a project plan, a funding plan, documentation of educational background qualifying for admission etc. For a full list, see the rules (links can be found below, under “Rules and regulations/Rights and duties”).

**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 and for others it is managed by the research group. The annum is spent on expenses such as equipment, traveling, conference fees etc. which are related to your research work. If you manage your own annum you can go to http://tinyurl.com/uitannum to see how much you have spent and how much is left. You need to know the Prosjektnummer/Project number assigned to your annum.

**Forskningsutvalget/Forskningsutdanningsutvalget**
Each faculty has a special committee that deals with the PhD education. The name of this committee varies from faculty to faculty, but it is usually called something with “Forskning” (as in the headline). Among other things they approve the application for admission to the PhD program and the coursework that is part of the PhD education. Also, if you want to substitute a course for “special curriculum” (spesialpensum), they have to approve this curriculum. The PhD candidates at the faculty have a representative in this committee.

**Rules and regulations / Rights and duties**
The general rules for the PhD education at UiT can be found here: http://tinyurl.com/rules-norw (Norwegian) http://tinyurl.com/rules-eng (English). In addition, each faculty has its own rules.

**Going abroad**
Many PhD candidates go abroad to visit another university for a few months, 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 funds external; see http://stipendbasen.no to find out what scholarships you can apply for.
According to the UiT rules, each PhD program includes an educational component of 30 ECTS. Be aware that each faculty has its own supplementary rules related to the PhD program, including the educational component. The courses that form the PhD component have to be mentioned in the PhD project description, but they can be changed during the program, if the supervisor(s) and the committee that deals with PhD education (see PhD Program section in this brochure) approve this change.

Courses included in the educational component should normally be at doctoral level (8000 code) and the curriculum includes mandatory training in science theory and ethics. Some faculties allow the PhD candidates to include master level courses (3000 code) in their educational component under special circumstances. If courses of particular importance are not arranged by UiT, you are allowed to take them at other Norwegian institutions or abroad. However, these courses have to be approved by the same special committee that deals with PhD education at each faculty before the candidate submits the dissertation. Usually, funding for taking course at another Norwegian institution or abroad are provided by the PhD project, through the annum (see the PhD Program section in this brochure). Some faculties have special funds for this activity.

In order to register for a PhD course at UiT, you have to fill in and submit a form until September 1st, for the Autumn semester, and February 1st, for the Spring semester, if not otherwise specified in the course description, to the person in charge with PhD courses registration at each faculty/department.

PhD candidates who want to develop their transferable skills (e.g. communication, leadership, poster making) can take transferable skills courses. Such courses are offered by UiT, different faculties, the High North Academy at UiT and the Career Center. In order to be included in the educational component, these courses have to be approved by the (main) supervisor.

**Useful links:**

- UiT regulations for the PhD degree: [http://tinyurl.com/UiT-regulations-PhD](http://tinyurl.com/UiT-regulations-PhD)
- Issues about PhD at UiT, including the educational component: [http://tinyurl.com/UiT-PhD](http://tinyurl.com/UiT-PhD)
- 8000-level courses registration form: [http://tinyurl.com/8000-level-registration-form](http://tinyurl.com/8000-level-registration-form)
- BFE PhD page: [http://tinyurl.com/BFE-PhD](http://tinyurl.com/BFE-PhD)
- Law PhD page: [http://tinyurl.com/Law-PhD-UiT](http://tinyurl.com/Law-PhD-UiT)
Examinations

Deadlines for exam registration are the same as for general registration (as mentioned above).

These dates are also deadlines for applications concerning special arrangements during examinations. If you need to use a dictionary during your examinations, you will have to make a separate application. Please contact the staff at the Examination Office for further information.

If you want to change your exam registration, please contact the Department of Academic Affairs. The deadlines are the same as those mentioned above. You are only allowed to register three times for the same examination during your entire study period.

A student who becomes ill during an examination must submit a medical attest if he/she wants to re-sit the examination. Special arrangements can be made on certain conditions, such as dyslexia or pregnancy.

Plagiarism

Please note that the examination regulations are very strict when it comes to plagiarism, referencing and cheating. Due to the increasing number of cases concerning plagiarism, UiT feels obliged to inform all new students about the possible consequences. The copying or rewriting of other peoples’ work, academic books and articles or earlier exam papers with no references made to the sources is unacceptable and will be considered as cheating. The student risks being expelled from the University and having his/her Student Residence Permit annulled, if he/she is an international PhD candidate. In addition, a letter with this information is distributed to all the Norwegian higher education institutions. Consequently, the candidate is prohibited from sitting any examinations in Norway.
Are you a student or an employee?
PhD candidates whose main employer is the University are considered temporary employe-es and thus have the same rights as other temporary staff regarding issues as voting at UiT, being elected in UiT boards, vacation, maternity/paternity leave, pay during sickness absence 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.

Contract
Before beginning your employment situation 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.

Information for new employees
You find information for new employees on the Universities internet pages:

http://www2.uit.no/ikbViewer/page/ansatte/nyansatte. This includes information about the history of the University, its organization, health services at the workplace, sport teams etc.

Holidays
As a temporary employee, you have the right to 25 days of paid vacation annually. Of these, 3 weeks may be a contiguous block in the holiday season from June 1st to September 30th. You have also the right to unpaid vacation. For more information about your rights as an employee, see http://www.norge.no/temaside/tema.asp?id=100.

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 and can be used up to 8 contiguous days and for a maximum of 24 days a year. These are calendar days, not workdays. So if you are sick on a Friday and on the following Monday, this counts as four days. The full regulations for absence due to sickness are on the Universities internet page: http://tinyurl.com/uitsick

Cristin and PagaWeb
The electronic portal for employees is PagaWeb. Here you can manage most administrative business you have with the University, as book vacation days, obtain an overview of your salary, change your address etc.: http://uit.bluegarden.net.

The joint database for research results in Norway is called Cristin. It is a rule that all research results, documentation of research activity and scientific results are to be published in this database:

http://www.cristin.no/. In your Personkort (see the “IT” chapter in this brochure) at the University internet pages is also a link to your publicly accessible profile in this database.

Travelling
All information regarding travel as part of your work are is listed here: http://tinyurl.com/uittravel.

Note that the University has a discount agreement with Norwegian and SAS, which gives you a 10% discount on flight tickets. It is common practice to receive reimbursement for travel expenses after you have returned from your travels. Usually you pay for the costs yourself in forehand. To reclaim your expenditures use PagaWeb (mentioned above) or fill in a travel budget form online: https://skjema.reiseregningen.no/. You can also apply for payment in
advance of the travel costs. Your local head of administration knows the procedure how to apply for this in your department.

**Competences Catalogue**

For finding quickly a contact person when external organizations want to contact a researcher, the University is compiling a catalog of the special competency of its employees. This includes PhD candidates, too. You find this catalogue here: http://tinyurl.com/uitcatalog. In order to be listed in the catalogue, you have to have expertise in a specific domain and inform the head of your research group/supervisor about your wish to be listed there.

**Internal courses**

From time to time, UiT arranges different courses (e.g. EndNote, Fronter, Wordpress etc.) for its employees. PhD students can join these courses if they want to. You can find these courses at http://tinyurl.com/internal-courses.

**Tavla**

Tavla is the place where you can find all kind of announcements related to UiT: arrangements (PhD defenses, seminars, workshops, courses etc.), jobs, funds and even a market place. You can find Tavla here: http://uit.no/tavla

**Announcements (Kunngjøringer)**

Different institutions at UiT have their own newsletters. If you want to keep yourself updated, you are encouraged to subscribe to these at http://tinyurl.com/newsletters-UiT.

**Medarbeidersamtale (your annual talk to your administrative boss)**

According to the law, you have the right to an annual conversation with your administrative boss regarding the working conditions. If he/she does not call you in for a talk after one year of employment, you have the right to ask for a meeting.

**Head of Administration/Kontorsjef**

All departments have a Head of Administration/Kontorsjef. This is the person to contact with any administrative issue. See your Faculty’s/Department’s webpage to find out who is the Head of Administration at your local workplace.

**Health, security and environment (HSE)**

The website for Health, Safety and Environment (in Norwegian “HMS”) at the University of Tromsø aims to inform about safety work and support functions within Health, Safety and Environment work at the University of Tromsø. See http://tinyurl.com/uithms (Norwegian) and http://tinyurl.com/uithse (English).

**Car parking**

Students and employees at the UiT can apply online for free car parking at the UiT campus via the following website: https://parkering.uit.no/. For more information, see http://tinyurl.com/uitparkering (Norwegian) and http://tinyurl.com/uitparking (English).

**Roombooking**

If you need to book a room, use http://rombestilling.uit.no/ A user’s guide can be found at http://tinyurl.com/uitrom (Norwegian only).

**Counselling**

If you need help with improving your working environment physically or psychologically, the University of Tromsø offers different services. Have a look at http://tinyurl.com/uitpsa (Norwegian only).

**Reimbursement**

All expenses connected to your PhD position should be reimbursed. For expenses where there is no specific form to use, use “refusjon av utlegg”. Download it at http://preview.tinyurl.com/uitrau, or ask for it at the administration of your department.
Some UiT PhD candidates have a certain amount of 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. These candidates should be aware of that each faculty has its own rules regarding the teaching duties. These norms refer, for example, to how many hours should one count for each hour of teaching or when during the employment should the teaching duties be fulfilled. Each PhD candidate has to fill in a form documenting their teaching duties. It can be requested from the administration of each faculty. Note that teaching duties/pliktarbeid does not necessarily have to be teaching, but can consist of outreach activities or administrative work as well. Ask at your department for alternative work if you prefer this.

PhD candidates who wish to develop their teaching skills may take courses offered by UnivPed. In connection with these courses you can submit a teaching portfolio. If this portfolio is approved, you receive a diploma that acknowledges your pedagogical competency (basis pedagogisk kompetanse diploma). This diploma is useful especially if you wish to continue your career at a Norwegian academic institution.

Another possibility to prepare for teaching duties is to follow a basic teaching skills course.

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. In addition, the PhD candidate should be aware of the UiT rules regarding plagiarism and students with disabilities.

Useful links:
Teaching duties rules: http://tinyurl.com/pliktarbeid-BFE
(at the bottom of the page)

UnivPed and the teaching portfolio: http://tinyurl.com/UnivPed

Adapted education: http://tinyurl.com/adapted-education

Special teaching course for PhD candidates, Spring semester 2013: http://tinyurl.com/teachingPhD
An overview of the IT services for employees is compiled here: 
http://www2.uit.no/ikkViewer/Content/257809/AnsattIT_english.pdf.

Orakel

Your first stop for IT service is Orakel: http://uit.no/orakel. Contact them for questions about your account, username, password, e-mail account and how to use the local file servers. They also issue your an employee identification card that serves as a keycard to many buildings at the Breivika Campus. Not all buildings at the University have the same keycard system, so you might need different keys to access your office building.

Eduroam

For wireless internet on the campus, connect to the network with the SSID “eduroam”. Use your university account “abc123@uit.no” as the username and the accompanying password. Eduroam is an international secure roaming service for wireless networks for users at institutes of higher education. For more information about Eduroam and at which institutions it is available see here: http://www.eduroam.org/.

VPN

You can connect your computer to UiT’s network when connected to the internet from outside the university. This allows you to access for example journal sides that require a subscription. For information on how to use VPN, see https://vpn.uit.no.

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 of the University’s internet pages. To modify it, log in to the university internet pages by clicking the “logg-in” link in the upper right corner of the homepage.

Homepages

For online publication at the University, see this web page: http://site.uit.no. You can also create a personal blog: http://blogg.uit.no.

IT service

All faculties have their own IT department. However, you have to know that for any issues related to your work computer you have to contact Orakel first, and they will contact the IT department for you.

Computers and internet

Support for all computer services is provided by UiT’s IT support service, Orakelet. Website: http://orakel.uit.no
Tel: 776 44544
E-mail: orakel@uit.no

Location: Non-experimental Sciences Building (Teorifagbygget), House 2, room 2.212.
OTHER ISSUES

Boards & representation
The highest organ of the University is the University Board, consisting of the rector, one representative for the permanent scientific staff, two representatives for the temporary scientific staff, one representative for technical/administrative staff, two student representatives and four external members. Ask the administration at your department who is the temporary employees'/PhD 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 program.

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.

Norwegian language courses
The university offers Norwegian language courses for international students and university employees. The courses take place in the evenings. For more information: http://tinyurl.com/norw-course-uit.

Printing a poster
Jan Petter Holm, who is an engineer at the Geology department (Naturfagbygget), can print your poster. It costs 500 NOK to print an A0 poster on regular paper and 800 NOK on shiny paper. You can pick it up or have it sent to you in a cardboard container (an extra 20 NOK). You will get a bill to pay for the printing. For different print outs you can also ask trykkeriet@hsl.uit.no or use the services of a private companies such as Bokstavhuset or TromsProdukt.

Labyrinth
The Department for Communication and Public Relations under the Central Administration is edits the scientific magazine Labyrinth (four issues per year), featuring research conducted at UiT. If you are interested in reading this magazine, check it out at http://tinyurl.com/labyrinth-UiT. If you want to communicate your own science through this magazine, contact Asbjørn Bartnes, the director of the Department.

Graphical profile
When preparing documents which are intended to represent the university, UiT recommends to use the graphical profile you can find at http://uit.no/profil. On the same page you can find the logo of the university and useful documents with translation in Sami and English of the education terminology and institutions at UiT.

Finding UiT employees
You have two possibilities to find out information like phone number or office address of the UiT employees: either use the internal search engine from the UiT homepage, or use the database connected to your Outlook service.

Business cards
To obtain your personal business cards, you can do this at http://tinyurl.com/business-card-UiT.

Child care centers
UiT’s child care centers are administrated by the Student Welfare Organization in Tromsø (alongside with the canteens and the student housing). You can find them at http://www.sito.no
**Tromsø Doctoral Students (TODOS)**

**Webpage and Facebook**


**About us**

TODOS (Tromsø Doctoral Students) is an interest organization that works to improve the general welfare of PhD students registered at UiT. TODOS tries to do this by adopting a double-folded perspective on the PhD students’ activity at UiT: their academic working environment and their social life. TODOS has no official membership, but strives to represent the interests of all registered PhD students at UiT. Private individuals can notify TODOS that they do not want to be represented by the organization. TODOS is not linked to any particular political opinion, union organization or religious belief, but is a neutral organization.

The Board is the head of the organization, it works with relations to the University and oversees the course of what happens. The board is elected every year during an Annual General Meeting of and any person enrolled in a PhD program can candidate for any of the positions in the Board. All PhD candidates at UiT have the right to vote during these elections. The Academic Committee works to continually improve the PhD education at UiT and handles academic questions. The Social Committee works on the social aspects, such as lunches, social gatherings etc. These committees are made up of volunteers. Anybody can be a volunteer, not only PhD candidates.

**Forum**

We have a forum on our webpages, http://todosuit.webs.com/apps/forums/

Here you can discuss anything you want regarding the PhD education and social life at UiT.

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**Newsletter**

To sign up for our newsletter, send an email to sympa@list.uit.no with the subject “subscribe todos-news”.

**High North Academy (HNA)**

Originally an initiative of Faculty of Biosciences, Fisheries and Economics, the High North Academy (HNA) is an entity whose objectives are to educate future researchers and build the competence of current and future researchers. HNA aims to achieve this by developing and coordinating research training courses in transferable and quantitative skills organized for all PhD students at UiT. Check their schedule of transferable skills courses at http://www.hignorthacademy.com/.

**The UiT Department for Research and Development (AFU)**

AFU is responsible for strategic and administrative issues within research and artistic development at the university. In particular there is need for development within researcher exchange, external financing, relations to affiliated institutions and economic life in the region and on special competence in issues of the High North. AFU co-operates closely with other departments, faculties and units (including TODOS), in particular in the areas of external financing, applied research, commercialisation, international co-operation, the management of PhD-studies and on the dissemination of research. Details: http://tinyurl.com/AFUUiT.

**Karrieresenter**

For the transition from University into the business life, the Karrieresenter aids all students at the University. They offer courses in writing job applications and organize the annual arbeidslivdagene, a job fair, among others. Find their homepages here: http://www2.uit.
**SiTø**

SiTø is the Student Welfare Organization in Tromsø. They also offer services for PhD Students, and have deal with issues like housing, sports, cafeterias, student child care and student counseling. See http://www.sito.no/.

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**SiN**

Stipendiatorganisasjonene i Norge (The Association of doctoral organizations in Norway), is a network consisting of the PhD organizations in Norway. See http://www.stipendiat.no/.

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**Eurodoc**

Eurodoc is the European Council of Doctoral Candidates and Junior Researchers. It is an international federation of 34 national organizations of PhD candidates and more generally of young researchers from 33 countries of the European Union and the Council of Europe. See http://www.eurodoc.net/.

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**Unions**

There are several workers’ 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.

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**International Students’ Union**

The International Students’ Union (ISU Tromsø) represents all international students at the University of Tromsø in the university democracy. Foreign students registered at the University are automatically members of the ISU, and are thus eligible to vote in the ISU election. The ISU works with issues concerning international students, and organises a wide variety of social events.

The ISU office is in the “Teorifagbygget” house 2, first floor, room 2.120.

Tel: 77 64 53 26
E-mail: sutromso@gmail.com

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**Tromsø Student Society**

… puts the life into student life!

Tromsø Student Society (Studentsamfunnet i Tromsø) is an umbrella organization for many artistic, cultural and social student organizations in Tromsø, as well as an organization in its own right. The Student Society is run by students, for students. Like the ever popular Café Bodega, which in addition to serving cheap coffee and tea and the best waffle cakes on campus, also gives volunteers and visitors a rich social experience and many new friends.

The Student Society arranges parties and events, some open and some by invitation only, both on campus and in downtown Tromsø. We cooperate with the International Student Union (ISU) in arranging events, and also with Tromsø’s student house Driv. By showing your “magic” membership-card you receive several benefits:

- free hot beverage while buying waffles at Café Bodega
- free entrance at Disco-Saturdays at Driv, free access to the cloak room whenever open
- reduced prices for events of the Student Society
- at least one free ticket for concerts at Driv
- invitation to join our member groups and the great “members only” party at Circus Maximus without any additional membership costs
Currently the membership fees are NOK 100,- for one semester or NOK 150,- for two. Our member groups promote social activities for students, both current and former, on campus as well as other places in Tromsø. Below are some examples of the groups you might join (and who would be delighted if you did!):

For more information about us and our member groups, or if you want to join (and why wouldn’t you?), please visit our website or come see us at our office!

You find us at “Teorifagsbygget” house 2, first floor, room 2.136 (behind Café Bodega).

www.studentsamfunnet.org
Tel: 776 46228
E-mail: post@studentsamfunnet.org

SPORTS AND OTHER ACTIVITIES

Kraft
The Kraft Student Sports Hall accommodates a climbing wall, weights and toning department, aerobics room, cycling room and 900 m2 of hard flooring for various indoor activities. In addition it also has locker rooms, a self service café, solariums and a reception.

Tel: 77 64 90 60.
More information can be found at www.sito.no/english/sports

The Student Sports Club (TSI)
TSI offers many different individual and team sports activities. Becoming active in one of their groups is a good way to get to know Norwegian students. Some of the activities are Floorball, handball, futsal, volleyball, badminton, various martial arts, mountain skiing, mountain hiking, golf, surfing, kayaking, diving, swimming, underwater rugby and various dancing opportunities (through Dansademika). Check our the website at www.uit.no/tsi or step by the office behind Bodega in Teorifagbygget. Office hours Monday 10-12 and Wednesday 12-14.

E-mail: tsi.post@gmail.com

Ski Rentals
The Student Counselling Centre has a number of cross-country skis for international students to rent. They may be rented from Kraft from January 2012.

Swimming
There are two public swimming pools in Tromsø.

Alfheim Swimming Hall is located in Alfheimveien 23 (across from the football stadium, up the hill from the town centre).

Tel: 77605198

Stakkevollan Swimming Hall is located north of the University at Stakkevollan Borettslag. Telephone: 77672770).

Student discounts are offered and a student membership card for 3, 6, or 12 months may also be purchased. Multiple swim cards and membership cards may be used at both swimming pools, regardless of where you purchased your card. The InterInfo office in town can also inform about special days and hours where swimming is free of charge in Stakkevollan Swimming Hall.

Tromsø Turlag
Tromsø Turlag arranges hikes and ski trips for its members. Stop by their office downtown at Grønnegata 32, or call 77685175 for more information.
STUDENT AND CULTURE HOUSE

 driv

Tromsø’s student house is owned by the Student Welfare Organisation, but it is run by student volunteers and is open 6 days a week. driv is a café, bar and concert arena with no less than 100 volunteers. Volunteering gives you a look into how a concert arena is run and many other benefits. driv has become a second home for many a student before you.

For more information: www.driv.no or write to frivillig@driv.no to volunteer.

CHAPLAIN

The student chaplains, Tor Stranda and Leif Bremer are employed by the (lutheran) Church of Norway to work with and among students at the University of Tromsø. They offer individual consultations, arrange masses, seminars and meetings concerning students - society and religion.

Office: Øvre Lysthus (Beneath the U-library)

Tor Stranda
Tel: + 47 77 64 40 97
Mobil: 91 34 20 23
tor.stranda@uit.no

Leif Bremer
Tel: + 47 77623332
Mobil: 97007193
leif.bremer@uit.no
PRACTICAL INFORMATION

PUBLIC HOLIDAYS
And other important days 2012/2013. Be aware that during holidays shops and offices are usually closed or with limited opening hours:

- 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.

- 1st January 2013 – New Year’s Day.

- 31 March – Daylight saving time starts. Clock is set forward one hour (from 2am to 3am)

- 28, 29, 31 March, 1 April – Easter holidays. Many offices will have shorter hours from 2 to 10 April.

- 1 May – Labour day


- 19-20 May – Whitsun/Pentecost Holidays.

TRANSPORT AND COMMUNICATIONS
Sea and land transport in Tromsø and the surrounding area is coordinated through Tromskortet (the Troms card). Bus services are operated by Nobina which also issues the travel card.

Most long distance bus transport and boat transport leave from Prostneset in the centre of town. This is also where you can find the ticket office.

Travel information is most easily found in the online (also available on your mobile) “Ruteplanlegger” (travel planner) found at www.tromskortet.no. There you can specify time, departure and destination and get your travel options.

See the page for more information from Nobina.

Photo: Bård Løken
PhD candidate guide