

UiT

THE ARCTIC  
UNIVERSITY  
OF NORWAY

Tromsø Doctoral Students  
at the University of Tromsø

# PHD CANDIDATE GUIDE

Information for new PhD candidates



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# Dear PhD candidates,



It is a great pleasure for me to welcome you as new PhD candidates at the University of Tromsø – The Arctic University of Norway. For those of you who come to our university from other Norwegian or international institutions, it is also a pleasure for me to welcome you to Northern Norway.

You are now at the beginning of an exciting journey. During the years ahead, your research project will make you an expert in your field of science.

However, I believe the competence you will acquire during your PhD in understanding the scientific method and in learning how to address and solve problems that have not yet been solved will be equally important qualifications. These are also transversal skills that will also prepare you for challenges outside your own field of research. Never forget these skills, even though they at times perhaps do not feel tangible.

In a rapidly changing world, where acquiring and using new knowledge will be key elements to success, the competence you will acquire during your PhD studies will not only be central to your development as a person, but also to the development of society at large.

By combining the specialized skills, acquired from your research project, with transferable skills, provided for instance by the High-North Academy and engagement in extracurricular activities such as TODOS, you will have gained a competence that will be of great value and in high demand.

As PhD candidates, you are also very important to our University. Not only will you be important in producing new knowledge through

and disseminating this knowledge, but, through your research and by actively questioning what we already know, you may also shape the future research at UiT and elsewhere.

I believe UiT can offer you a good environment for your PhD studies. Nevertheless, we can always do better and we want to improve. I strongly encourage you tell us what we can do better, either by talking to your supervisors, your department chair, your dean, to me or to the Board members of TODOS.

It is important to also look outside your own field of research and our own institution. I encourage you to engage with fellow PhD candidates and with the members and students at your own department, as well as across department and faculty borders, during your PhD. Interact with scientists visiting UiT and use the opportunities offered as part of your PhD studies to travel and broaden your scientific and personal horizons.

I wish you the best of luck with your PhD work!

**Kenneth Ruud**

Pro-rector for Research and Development

# Dear new PhD candidates,

The **Tromsø Doctoral Students (TODOS)** Board welcomes you to UiT – The Arctic University of Norway. We hope that you will have an eventful and interesting time in Tromsø and a successful time working on your PhD.

TODOS is an **interest organization** that works to improve the general welfare of ALL PhD candidates at UiT. We focus on the two important aspects of being a successful PhD candidate: a good **academic** working environment and a thriving **social** life. We are currently seven PhDs on the board and we are here to **help, assist, guide and educate you throughout your PhD journey.**

We organize breakfast seminars, talks and courses to fit the special needs of PhDs and for you to advance your skill set.

We are also here to **protect your rights,** and keep you updated on your **obligations** and offer some assistance if it is needed.

Sometimes the PhD journey can consist of a bit of ups and downs. We can also help you with the little troubles and refer you to the right people, regarding whatever might come up.

We want you to have an amazing time here at UiT and to **meet and mingle** with other PhDs. So prepare for some fun times with TODOS as we have annual **BBQs, movie and quiz nights and a big Christmas Party!** And it's all **for FREE** for you!

DON'T MISS OUT -follow us on Facebook, Twitter and our website!



[Todos.uit.no](http://Todos.uit.no)

[Facebook.com/TodosUiT](https://Facebook.com/TodosUiT)

[@TodosUiT](https://Twitter.com/TodosUiT)

Sincerely yours,

## The 2016 **TODOS Board:**



Left to right:

Bilal Babar, Theodora Sam, Charlotte Weber, Javier Sánchez Romano, Jonathan Hira, Runa Borgund Barnung, Anna Wirsing

Chair of the Board:

**Charlotte Weber** (BFE)

Vice-Chair:

**Anna Wirsing** (MH)

Chair of Social Affairs:

**Bilal Babar** (IFT)

Chair of Academic Affairs:

**Jonathan Hira** (NFH)

Accountant:

**Javier Sánchez Romano** (AMB)

Member:

**Theodora Sam** (BFE)

Member:

**Runa Borgund Barnung** (MH)



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## The city of Tromsø

**Living in Norway:** info and brochure available from [www.nyinorge.no](http://www.nyinorge.no).

**Tromsø** received its city status in 1794. It has been historically nicknamed “**the Paris of the North**” and “**the Gateway to the Arctic**”, because of its cosmopolitan atmosphere and because it has been the starting point for many arctic expeditions. Tromsø is known for a **vibrant social life** and **cultural activities**, which contrast with, and complement, the **spectacular nature** surrounding the city (a source of many summer and winter activities). In addition, Tromsø is the center of polar research in Norway. More information about the city can be found at [www.tromso.kommune.no](http://www.tromso.kommune.no) and [www.visittromso.no](http://www.visittromso.no).

Tromsø is an **international city**, with people from more than **100 nations** residing here. The municipality (*kommune*) and the City Hall (*Rådhuset*) make an active effort for new residents to feel more comfortable here – you can read more about the incorporation of immigrants through culture and sports at [www.tromso.kommune.no/integreringstiltak](http://www.tromso.kommune.no/integreringstiltak).



Tromsø: nature and culture  
Photo: UIT

# Fun facts about Tromsø

- Tromsø is the largest city in Northern Norway and the 7<sup>th</sup> largest in Norway;
- at almost **70° North**, it is almost 400 km above the Polar Circle;
- it has the **world's northernmost**: university (UiT), botanical garden, symphony orchestra, Protestant cathedral, glass blower's workshop, brewery, ski resort, top-division football club, and Burger King restaurant;
- around **70 000 people** live here today – in 1794 it had only around 80 inhabitants;
- **midnight sun**: 21 May – 23 July;
- **polar nights**: 25 November – 21 January;
- heat record (1972): 30.2 °C; cold record (1966): -18.4 °C;
- **snow record** (April 1997): 240 cm;
- there is no railway going all the way to Tromsø; the train station (*Jernbanestasjon*) in town is, in fact, a pub;
- every year, there is a midnight sun **marathon**, and a **reindeer race** in the winter.

## Map of Tromsø



# UiT - The Arctic University of Norway



On August 1<sup>st</sup> 2013, the **University of Tromsø** (established in **1968**) merged with the University College of Finnmark, and became **UiT – The Arctic University of Norway** (*UiT – Norges Arktiske Universitet*). On January 1<sup>st</sup> 2016 the Narvik University College and Harstad University College also merged into **UiT – The Arctic University of Norway**. UiT has now six campuses: Tromsø, Alta, Hammerfest, Harstad, Narvik and Kirkenes, and is the **northernmost university** in the world. The **arctic dimension** is central in research, studies and teaching. That is not to say that the **global perspective** is not important, as both have great importance in indigenous studies, peace studies, natural and earth sciences, fisheries management, community research and community medicine.



Currently, UiT has **9 faculties**, **33 institutes** and 9 administrative departments. The **University Library** (*Universitetsbiblioteket*) and **Tromsø Museum** (*Universitetsmuseet*) are also affiliated to UiT. The complete organizational chart of the university can be found here: [tinyurl.com/fakulteter](http://tinyurl.com/fakulteter).

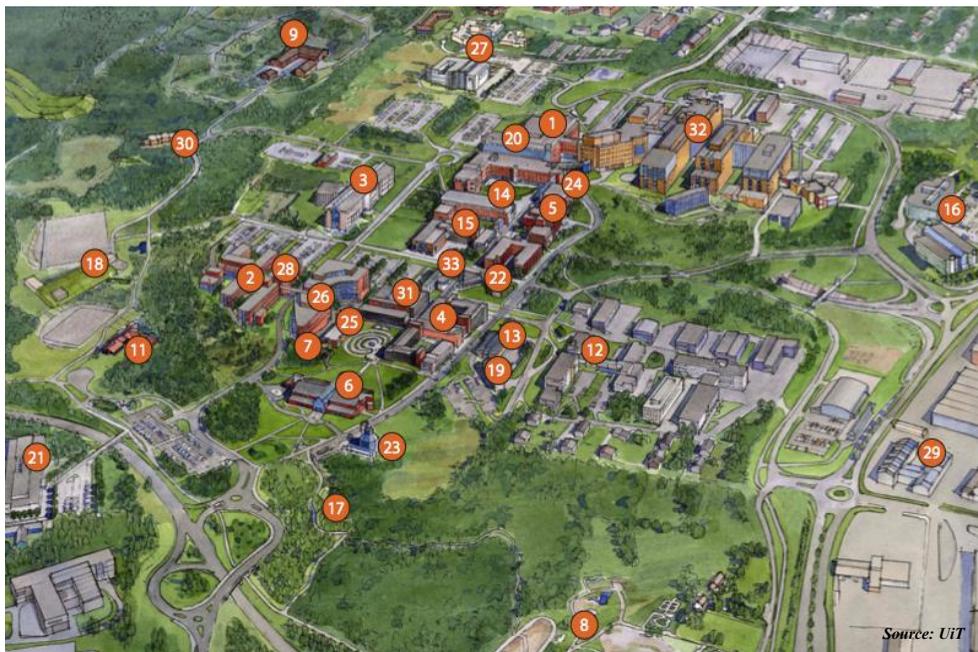
The university's highest body is the **University Board**, which consists of the rector and ten members. The **Rector** is the university's highest elected representative, and is helped by the **Vice Rector for Education** and the **Vice Rector for Research and Development**. The **University Director** is the highest manager of the university's joint administration.



The **faculties** administrate the programs of study. Each faculty is governed by a **faculty board**, headed by a **dean**, elected by the academic staff. The faculty **director** is the faculty board secretary and head of the faculty administration. The nine faculties of UiT are:

- Faculty of Health Sciences (*Det helsevitenskapelige fakultet*)
- Faculty of Science and Technology (*Fakultetet for naturvitenskap og teknologi* - NT)
- Faculty of Humanities, Social Sciences and Education (*Fakultet for humaniora, samfunnsvitenskap og lærerutdanning* - HSL)
- Faculty of Biosciences, Fisheries and Economics (*Fakultatet for biovitenskap, fiskeri og økonomi* - BFE)
- Faculty of Fine Arts (*Det kunstfaglige fakultet*)
- Faculty of Law (*Det juridiske fakultet*)
- Faculty of Sports, Tourism and Social Work (*Fakultet for idrett, reiseliv og sosialfag*)
- Faculty of Engineering Science and Technology (*Fakultet for ingeniørvitenskap og teknolog*- IVT)
- Social Education (*Vernepleie*)

## Campus map



**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; **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 (*Studentsamskipnaden*); **27** Dental Building; **28** Non-experimental Sciences building (*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 **bigger up to date map**, see [uit.no/inenglish/map](http://uit.no/inenglish/map).

# The University Library (UB)

The **University Library** (*Universitetsbiblioteket*) is where you can find scientific literature to support your research, and also different related services. For after-work relaxation, you can also borrow different fiction books, music and movies.

## Several libraries

There are 11 libraries at UiT- The Arctic University of Norway. More about the different libraries at the university can be found here: [tinyurl.com/uitlibraries](http://tinyurl.com/uitlibraries).

**Website:** [uit.no/ub](http://uit.no/ub)

**E-mail:** [postmottak@ub.uit.no](mailto:postmottak@ub.uit.no)

## Study/reading facilities

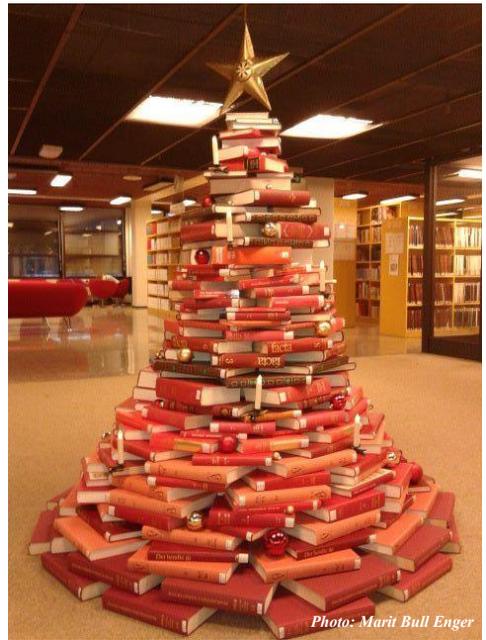
All the main libraries have designated areas for reading/studying. Some of the study carrels are reserved, but you may use any unreserved carrel. Please, do not leave any valuables lying around unattended!

## Databases

The Library subscribes to several academic databases (*e.g.:* Cambridge Journals, Oxford Journals, MIT Press Journals, JSTOR, ProQuest, Project Muse *etc.*), which are freely accessible for all students and staff from the terminals in the library and from all computers on campus. To access the databases from home, you need VPN connection ([vpn.uit.no](http://vpn.uit.no) – see page 17 of this Guide). Your access might vary, depending on your faculty and department.



Photo: Margrete Augestad



**Digital journals:** A large number of journals are available electronically, through library subscriptions. Printing or ordering articles is free of charge.

**Bibsys** ([ask.bibsys.no](http://ask.bibsys.no)) 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, but you cannot search for individual articles. You can also access your library membership account (and renew loans!) on the same page.

**Munin** ([munin.uit.no](http://munin.uit.no)) is an open research archive, where you can browse past UiT dissertation. Your thesis, too, will one day be available here! **Fun fact:** The name comes from the mythological Muninn, one of the two ravens of the god Odin. The name meant “memory” in Old Norse. Muninn and his brother Huginn (“thought”) are represented in the logo of UiT.



**Septentrio** ([septentrio.uit.no](http://septentrio.uit.no)) is an academic publishing service offered by UB. A few of UiT’s open access electronic journals are hosted here.

**LibraryPressDisplay** ([library.pressdisplay.com](http://library.pressdisplay.com)) is a database for international newspapers that UiT subscribes to. You can access and read (from campus computers or through VPN) over 2200 full-text newspapers, from 97 countries and in 54 languages.

**PhD on Track** ([phdontrack.net](http://phdontrack.net)) is a resource where PhD candidates can learn about the tools, techniques and methods available for using scientific literature for their research, as well as about publishing, Open Access and evaluation and ranking in the Norwegian academic system.

**Subject librarians:** most subjects have a subject librarian. If you have suggestions for book purchases or questions concerning literature searches, 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.

# The PhD program

Useful information about the PhD training at UiT can be found on this page: [www.uit.no/researchers/phd](http://www.uit.no/researchers/phd).

## Admission

Application procedures can vary slightly between faculties and research groups. Generally, when you start your work at the university, you have to apply for admission to the PhD program at your faculty. You have to fill in both the application for admission and an agreement in two parts. Those who are not employed by the university (externally or self-funded) also have to fill in a third form. You can find them all here: [tinyurl.com/opptakphdruit](http://tinyurl.com/opptakphdruit) (Norwegian) and here: [tinyurl.com/engphdruit](http://tinyurl.com/engphdruit) (English). The application for admission must contain an individual plan for training (educational component or coursework) to be completed as part of the PhD, a project proposal, a funding plan, documentation of educational background qualifying for admission *etc.* For a full list, see the rules (links can be found below, under "Rules and regulations/Rights and duties").

## Supervision

All PhD candidates at UiT have the right to have at least one co-supervisor, in addition to the main supervisor. And yes, you can also change supervisors. How to do this depends on which faculty you belong to. If you need help, you can contact the head of your department. You can find the university's ethical guidelines about supervision here: [tinyurl.com/ethicssupervision](http://tinyurl.com/ethicssupervision)

## Annum

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

If you manage your own annum, you can go to <https://okonomi.uit.no/> to see how much you have spent and how much is left (click on the first choice – page only available on campus or through VPN). You need to know the *Prosjektnummer/Project number* assigned to your annum.

## Forsknings(utdannings)utvalget

Each faculty has a special committee that deals with PhD training. The name varies from faculty to faculty, but it usually includes the word *forskning* ("research"). Among others, they approve the application for admission to the PhD program and the training component of PhD candidates. Also, if you want to substitute a course for "special curriculum" (*spesialpensum*), they have to approve this. PhD candidates at each faculty have a representative in this committee.

## Rules and regulations / Rights and duties

The general rules for the PhD training at UiT can be found here: [tinyurl.com/reglernorsk](http://tinyurl.com/reglernorsk) (Norwegian only). Documents about PhD regulations are also available here: [tinyurl.com/phd-regulations](http://tinyurl.com/phd-regulations) (both Norwegian and English). In addition, each faculty may have 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 external funds; see [stipendbasen.no](http://stipendbasen.no) to find out what scholarships you can apply for.

# PhD courses and transferable skills courses

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

Courses included in the training component should normally be at doctoral level (8000 code), and the curriculum includes mandatory training in science theory, philosophy and ethics. Some faculties allow master level courses (3000 code) in their training component under special circumstances. If courses of particular importance are not arranged by UiT, you are allowed to take them at other Norwegian institutions or abroad (if approved by the same special committee).

In order to register for a PhD course at UiT, you have to log into Studentweb and apply for courses there: <https://fsweb.no/studentweb/>. The deadlines for applying for courses are September 1<sup>st</sup> (autumn semester) or February 1<sup>st</sup> (spring semester).

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



Photo: Bjørn Kåre Iversen

# Work place

## Are you a student or an employee?

PhD candidates whose main employer is the University are considered **temporary employees** and thus have the same rights as other temporary staff regarding issues as voting at UiT, being elected in UiT boards, 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. In Norwegian the term used is still “PhD student” (hence the TODOS name: Tromsø Doktorgradstuderenter), but our double status is reflected in the other term used to describe PhD candidates, *stipendiat*.

### 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 page <https://www.uit.no/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.

### Sick leave

If you get sick and cannot come to work, you can call in sick without seeing a doctor first. This is an *egenmelding* (“self-certification”) and can be used up to 8 contiguous days and for a maximum of 24 work days a year. Full regulations at: [tinyurl.com/sickuit](http://tinyurl.com/sickuit).

### 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.*: [uit.bluegarden.net](http://uit.bluegarden.net).

### Cristin ([www.cristin.no](http://www.cristin.no))

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 here. In your *personkort* (see page 17 of this Guide) there is also a link to your publicly accessible profile in this database.

### Traveling

All information regarding travel as part of your work is listed here: [tinyurl.com/traveluit](http://tinyurl.com/traveluit). It is common practice to receive reimbursement for travel expenses after you have returned from your travels. Usually, you pay for the costs yourself beforehand. To reclaim your expenditures use PagaWeb (mentioned above). You can also apply for payment in advance of the travel costs. Your local head of administration knows the procedure for this in your department.

## Competences catalogue

To quickly find a contact person, UiT is compiling a catalog of the special competency of its employees. This includes PhD candidates, too. You find this catalogue here: [uit.no/ekspertliste](http://uit.no/ekspertliste). 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 (EndNote, Fronter, Wordpress etc.) for its employees. Some are in English, some in Norwegian. PhD candidates can join these courses if they want to. You can find them at <https://www.uit.no/ansatte/internekurs>.

## Tavla

Tavla ("the billboard") 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: [uit.no/tavla](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 <https://www.uit.no/nyheter/rss>.

## Medarbeidersamtale

According to the law, you have the right to an annual conversation with your administrative superior, regarding work 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 this position. Your *kontorsjef* is the person to contact with any administrative issue. See your Faculty's / Department's webpage to find out who is the local Head of Administration.

## Health, security and environment (HSE)

The website for Health, Safety and Environment (in Norwegian "HMS") at UiT aims to inform about work safety and support functions. Read more at [tinyurl.com/hseuit](http://tinyurl.com/hseuit).

## Car parking

You can use an app to pay for car parking at the UiT campus. For more information, see <https://uit.no/parkering>

## Room booking

If you want to book a meeting room, you have to use the Calendar function of your Outlook university e-mail. Classrooms are booked on [rombestilling.uit.no](http://rombestilling.uit.no).

## Counseling

If you need help with improving your work environment physically or psychologically, UiT offers different services. Have a look at [tinyurl.com/uitworkenvironment](http://tinyurl.com/uitworkenvironment).

## Reimbursement

All expenses connected to your PhD position should be reimbursed. For expenses where there is no specific form to use, use the one called *Refusjon av utlegg* (available at [tinyurl.com/uit-money-back](http://tinyurl.com/uit-money-back) or from your department administration).



Photo: Ute Vogel

# Teaching duties (Pliktarbeid)

Some PhD candidates have a certain amount of duty work/teaching duties (*pliktarbeid*) as part of their work contract. Usually, these candidates are employed for four years and the teaching duties amount to 25% of the working time. Each faculty has its own rules regarding the teaching duties. These norms refer, for example, to how many hours should one count for each hour of teaching, or when, during the employment, should the teaching duties be fulfilled. Each PhD candidate has to fill in a form documenting his/her teaching duties. It can be requested from the administration of each faculty. Note that this *pliktarbeid* does not necessarily have to be teaching, but can consist of outreach activities or administrative work as well. Ask your department for alternative work if you prefer this.

PhD candidates who wish to develop their **teaching skills** may take the course **Teaching in Higher Education** (*Kurs i universitetspedagogikk for stipendiater*). This course is organized by RESULT (*Ressurssenter for undervisning, læring og teknologi / Resource Center for Teaching, Learning and Technology*) and it is usually offered in English, during the spring semester, and in Norwegian, during the autumn semester; for more information, see [result.uit.no](http://result.uit.no). RESULT also offers a short online course about **plagiarism**, where you can learn how to implement practices that help to deter this practice among students. You can find the course here: [result.uit.no/plagiat](http://result.uit.no/plagiat) (available both in Norwegian and English).

All PhD candidates with teaching duties are strongly encouraged to ask the person responsible for the course they are teaching in (*kursansvarlig*) about disciplinary, pedagogical or practical issues that may come up before, during or after teaching.



Photo: Ola Røe

# IT possibilities

An overview of the IT services for employees is compiled here: [tinyurl.com/itservicesuit](http://tinyurl.com/itservicesuit)

## Orakel and IT service

Your first stop for IT service is Orakel. Contact them for questions about your account, username, password, e-mail account and how to use the local file servers. They also issue an employee identification card that serves as a keycard to many buildings at the Brevika Campus. Not all buildings at the University have the same keycard system, so you might need different keys to access your office building. If you have any technical problems (with your work computer for example), you should first contact Orakel by e-mail. Orakel will be forwarding your request to the appropriate department at your faculty and somebody from this department will contact you.

**Website:** [orakel.uit.no](http://orakel.uit.no)

**Tel:** 776 44544

**E-mail:** [orakel@uit.no](mailto:orakel@uit.no)

**Location:** Teorifagbygget, H2, room 2.212



**Eduroam** is an international secure roaming service for wireless networks for users at institutes of higher education. Connect to the network with the SSID "eduroam" and use your university account "abc123@uit.no" as the username, and the accompanying password. More information it is available see here: [www.eduroam.org](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 [vpn.uit.no](http://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 on the UiT website. To modify it, log in by using the *logg-in* link in the lower left corner of the homepage.

## Homepages

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

## Printing a poster

For different printouts, you can ask the graphic design service at you faculty, or use the services of a private company such as Bokstavhuset or TromsProdukt.

## Graphic profile/visual identity

When preparing documents which are intended to represent the university, UiT recommends to use the graphical profile you can find at [uit.no/profil](http://uit.no/profil). On the same page you can find the logo of the university and useful documents, with English and Sámi translations of the education terminology and institutions at UiT.

## Business cards

You can order your personal business card at [tinyurl.com/uitbcard](http://tinyurl.com/uitbcard).

# Other issues

## Boards and representation

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



## Norwegian language courses

UiT offers Norwegian language courses for international students and university employees. For more information, see: [tinyurl.com/Norskursene](http://tinyurl.com/Norskursene).

## Labyrint

The Department for Communication and Public Relations under the Central Administration edits the scientific magazine *Labyrint*, featuring research conducted at UiT. If you are interested in reading this magazine, check it out at [uit.no/labyrint](http://uit.no/labyrint). If you want to communicate your own science through this magazine, contact the editors.

## Finding UiT employees

You have two possibilities: use either the internal search engine from the UiT homepage, or the database connected to your Outlook service.

**Childcare centers** at UiT are administrated by the Student Welfare Organization ([samskipnaden.no](http://samskipnaden.no)). See also page 20.

## Chaplain

The (Lutheran) Church of Norway employs two chaplains to work with and among students and employees at UiT. They offer individual consultations, arrange masses, seminars, and also take care of the Silent Room (*Stille Rom*) in *Teorifagbygget*, a place dedicated to prayer, meditation and self-reflection. To reach a chaplain, go to [tinyurl.com/stille-rom](http://tinyurl.com/stille-rom).

# Relevant entities at UiT

## TODOS – Tromsø Doctoral Students

Created in 2011, TODOS (Tromsø Doctoral Students at the University of Tromsø) is an **interest organization** that works to improve the general welfare of PhD candidates registered at UiT. Our perspective is twofold, both **academic** and **social**.

TODOS works to improve the **supervision** of PhD candidates, the quality of **PhD courses** offered at the University and the **quality of teaching** done by the PhD candidates. In addition, we work to increase the number of **transferable skill courses** offered and provide interesting **talks** and **seminars**. We collaborate closely with the administration, the research community, and other entities at UiT. Furthermore, the TODOS Board members **represent** PhD candidates in different boards at UiT, such as the Research Strategy Committee.

TODOS is also concerned with the **social life** of PhD candidates at UiT, and organizes social events so that PhD candidates can expand their **network**, meet peers and make **friends** outside their field of study. In the past we have organized concerts, movie-nights, barbeques, Christmas parties, bowling events and **information meetings** for newly-enrolled PhD candidates. We will continue this work, so stay tuned for updates on social events.

TODOS is a member of the **Association of Doctoral Organizations in Norway** (SiN) and of the **European Council of Doctoral Candidates and Junior Researchers** (Eurodoc).

The organization is lead by the **Board**, which oversees all activities. The Board is elected every year during an **Annual General Meeting**, 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** is in charge of social events and public relations. These committees are made up of volunteers. Anybody can be a **volunteer**, not only PhD candidates.

TODOS has no official **membership**, as all persons registered in a PhD program are automatically members of TODOS. Private individuals can notify the TODOS Board 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, and is a **neutral organization**. Moreover, as an interest organization, TODOS is different from a trade union.



### CONTACT:

**Web:** [todos.uit.no](http://todos.uit.no)

**Facebook:** [facebook.com/TodosUiT](https://facebook.com/TodosUiT)

**Facebook group:** [tinyurl.com/TodosGroup](https://tinyurl.com/TodosGroup)

**Newsletter:** send an email with the subject "subscribe todos-news" to [sympa@list.uit.no](mailto:sympa@list.uit.no)

**E-mail:** [todos@uit.no](mailto:todos@uit.no)

## 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 current and future researchers and build their competences, by developing and coordinating research training courses in transferable and quantitative skills, organized for all PhD candidates at UiT. Check their schedule of transferable skills courses at [www.highnorthacademy.com](http://www.highnorthacademy.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, economic life in the region, and special competence in issues of the High North. AFU cooperates closely with other departments, faculties and units (including TODOS), in particular in the areas of external financing, applied research, commercialization, international cooperation, the management of PhD programs and the dissemination of research. Details here: [tinyurl.com/AFUUiT](http://tinyurl.com/AFUUiT).

## UiT Karriereservice



For the transition from University into the business life, the *Karriereservice* (Career Center) aids not only all students UiT, but also the PhD candidates. They offer courses in writing job applications and CVs, and organize the annual *Arbeidslivsdagen*, a large job fair. More about *arbeidslivsdagen* here: [tinyurl.com/arbeidslivsdagen](http://tinyurl.com/arbeidslivsdagen).

## Samskipnaden

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



## SIN

*Stipendiatorganisasjonene i Norge* (**Association of Doctoral Organizations in Norway**), is a network consisting of the PhD organizations in Norway.



TODOS is a member of SiN. Read more at [www.stipendiat.no](http://www.stipendiat.no).

## EURODOC

The European Council of Doctoral Candidates and Junior Researchers is an international federation of 34 national organizations of PhD candidates, and, more generally, of young researchers. Through SiN, TODOS is a member of EURODOC. See [www.eurodoc.net](http://www.eurodoc.net).



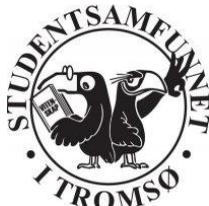
## Unions

There are several **trade unions** represented at UiT. As these unions may help you with issues related to salary, gender equality, working conditions *etc.*, we encourage you to ask your fellow colleagues about what unions you could join. More here: [tinyurl.com/uitunions](http://tinyurl.com/uitunions)

## Student organizations

Although, as a PhD candidate, you are an employee and not a student (see page 14), you may occasionally want to take part in some activities organized by students' associations.

There are two active student organizations in Tromsø: the International Students' Union (**ISU** – [isutromso.no](http://isutromso.no)) and the Tromsø Student Society (**Studentsamfunnet i Tromsø driv.no**). Both organize different social, cultural and artistic events. In addition, the Tromsø Student Society also runs **Café Bodega** (*Teorifagbygget*), where you can have cheap coffee and waffles in a friendly atmosphere.



### Student and Culture House *driv*

Tromsø's student and culture 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. Activities at *Driv* span from an impressive concert program to theme parties, quiz nights and games. More information: [www.driv.no](http://www.driv.no).

### Kraft

The Kraft Student Sports Hall accommodates a climbing wall, weights and toning department, an aerobics room, a cycling room and 900 m<sup>2</sup> of hard flooring for various indoor activities. In addition it also has locker rooms, a self service café, solariums and a reception. You can also rent skis in the winter. More information can be found at [samskipnaden.no/en/sports](http://samskipnaden.no/en/sports).

### The Student Sports Club (TSI)

TSI (*Tromsøstudentenes Idrettslag*) offers many different individual and team sport activities, like floorball, handball, futsal, volleyball, badminton, various martial arts, mountain skiing, mountain hiking, golf, surfing, kayaking, diving, swimming, polo and various dancing opportunities (through **Dansademika**). Check out their website at [www.tsidrett.no](http://www.tsidrett.no).



### Swimming

There are two public swimming pools in Tromsø, the **Alfheim** Swimming Hall and the **Stakkevollan** Swimming Hall. Addresses, opening hours, prices and other information can be found at [tinyurl.com/svoemme](http://tinyurl.com/svoemme).



# Practical information

## Transport

Sea and land transport in Tromsø and the surrounding area is coordinated through *Tromskortet* (the Troms card). Bus services are operated by Troms fylkestrafikk (TFT), which also issues the travel card. Most long distance bus transport and boat transport leave from Protneset in the centre of town. This is also where you can find the ticket office.

Travel information is most easily found online (also available on your mobile). *Ruteplanlegger* ("travel planner") is found at [www.tromskortet.no](http://www.tromskortet.no). There you can specify time, departure and destination, and get your travel options.



## Public holidays

Here is a list of the main holidays observed in Norway. Be aware that during holidays shops and offices are usually closed or with limited opening hours!



**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.

**1 January** – New Year's Day

**1 May** – Labour day

**17 May** – Constitution day – National holiday in Norway; public parades.

**Easter holidays** - specific dates each year.

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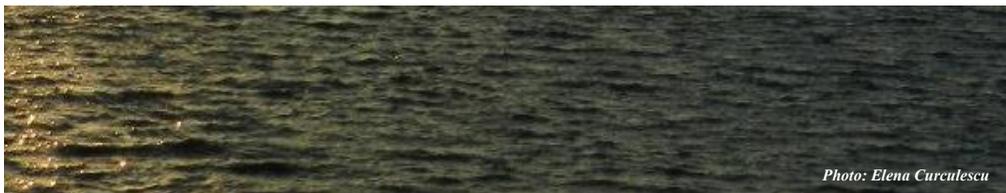


Photo: Elena Curculescu



The **TODOS** Board hopes that you will have an eventful and interesting time doing your PhD at **UiT The Arctic University of Norway**. Do not forget to get in contact with us:

- visit our **website**: [todos.uit.no](http://todos.uit.no)
- sign up for our **newsletter** by sending an email to [sympa@list.uit.no](mailto:sympa@list.uit.no) with the subject "subscribe to todos-news"
- like our page on **Facebook**: [www.facebook.com/TodosUiT](http://www.facebook.com/TodosUiT)
- join our Facebook **group**: [tinyurl.com/TodosGroup](http://tinyurl.com/TodosGroup)
- or send us an **e-mail** at [todos@uit.no](mailto:todos@uit.no).

## Tromsø Doctoral Students

at the University of Tromsø