



For Doctoral Research Fellows in the
Faculty of Humanities

Rights and obligations of Doctoral Research Fellows in the Faculty of Humanities

Welcome as a Doctoral Research Fellow in the Faculty of Humanities. We experience that many new employees have questions related to their rights and obligations during their employment contract. In this letter we therefore provide an overview of your rights and obligations as a Doctoral Research Fellow at the Faculty. We ask that you keep this document and use it as a reference during your employment period. Detailed information about the different topics presented below will be available on the University's website (see the links).

Presence

As a Doctoral Research Fellow, you are required to be present at UiB during your fellowship period, and to follow the regular work hours of 40 hours per week. The fellowship is awarded on the prerequisite that you do not have another position/other paid work in the fellowship period. You cannot assume duties that go beyond the terms of employment for Doctoral Research Fellows.

Secondary employment

On application, the Faculty may in exceptional cases grant individuals permission to perform other paid work if this will clearly serve the interests of the candidate's project, cf. the employment contract. You can read more about secondary employment [here](#).

Required duties (only for four-year positions)

Doctoral Research Fellows employed in four-year positions, have required duties representing 25 per cent of their total workload. Doctoral Research Fellows are expected to have teaching-related work tasks for up to 60 per cent of their required duties. The rest of the time (minimum 40 per cent) shall be set aside for administrative and academic work. You can find more information about required duties [here](#)

Stays abroad

As part of the organised research training, all Doctoral Research Fellows can opt to be a visiting researcher at an international research institution. Contact the Division of Research Administration for further information about exchange and cooperation agreements. You can also find more information online [here](#).

The use of operating funds

Generally, Doctoral Research Fellows employed by UiB receive operating funds. The operating funds can be used for buying books or extra software, participate in courses and conferences, pay the cost of data collection and fieldwork, language editing, etc. At the Faculty of Humanities, the departments administer the operating funds.. Contact your department for more information.

Holidays

A full holiday entitlement is equivalent to 25 working days. All employees are required to take their statutory holidays every year, unless the employee has not accumulated sufficient holiday

entitlements pursuant to the Act relating to Holidays, section 6. Holiday pay is earned during the year before (the accrual year) the holiday is taken and paid instead of salary during periods of holiday absence.

Employees who take up their post before 30 September are entitled to full holiday leave. Employees who take up their post after 30 September are entitled to one week of holiday leave. Employees who took up their position during the current year are entitled to holiday, but without holiday pay.

On a general basis, all holiday entitlement is to be used by the end of the employment period. Prior to your last year of employment, contact your department to make an agreement on when to schedule your holiday leave. You can read more about holiday and holiday pay [here](#).

Sick leave

UiB is part of the Inclusive Workplace Agreement scheme (IA) committing the University to work to reduce sick leave. With regard to sick leave, we distinguish between sick leave based on self-certification and on medical certificates.

Sick leave based on self-certification

"Self-certification" means that you notify your employer in writing about your illness without presenting a medical certificate from a doctor. As a UiB employee, you can use up to 24 self-certification days in any 12-month period. Self-certification cannot be combined with graduated/partial sick leave. Self-certification cannot be used for more than eight days in a 16-day period. If you are sick for longer than this, you must submit a medical certificate from a doctor. It is important that you register self-certifications continuously in the HR-portal on the first day you return to work.

Sick leave based on medical certificate

Sick leave based on a medical certificate requires your doctor to issue a medical certificate. The sick leave can be paper-based or digital. In the event of absences lasting more than four weeks, you will have to attend a meeting with the purpose to develop a follow-up plan. The purpose of this is to give you the best follow-up possible, as well as any necessary adaptations to ensure that you can return to work quickly. If the absence lasts for more than seven weeks, you are obliged to attend to a dialogue meeting.

UiB advances your pay during your sick leave and receives a refund from NAV based on documented absences. You can find more information about follow-up during sick leave [here](#).

Leaves of absence

Leaves of absence mean that the employee is granted leave from work for a shorter or longer period.

Period of leave to perform other work

The Faculty seldom grants Doctoral Research Fellows permission to take a leave of absence to perform other work. The exception may be short periods of leave without pay (up to six months) when the work to be performed during the leave will directly support the Doctoral Research Fellow's research project. The faculty can grant absence to perform other work based on an application from the employee and recommendation from the employee's department .

Parental leave

State employees are entitled to paid leave, if they are eligible for parental benefits from the National Insurance Scheme. You can read more about parental leave [here](#).

The application for parental leave must be submitted to both NAV and the Faculty. The application to the Faculty must be registered in the HR-portal at the latest two months before the start of the parental leave. A confirmation of the due-date and a copy of NAV's decision must be sent in hard copy to the Faculty. Please remember to inform your department of any holiday leave that you use during your parental leave. The period of parental leave can be extended by 21 days, equivalent to the statutory holiday (21 days). It is important that you inform the Faculty of any changes that will affect the parental leave.

In addition to the paternity leave, father is entitled to two weeks of paid leave in association with the birth, as stipulated by the Basic Collective Agreement. The father must register an application in the HR-portal (form for absences, code 440) no later than the first day of the leave.

Paid care leave - absences due to children's illness

An employee with custody of a child aged up to and including 12 years, is entitled to 10 days (15 days if they have three or more children) paid leave every calendar year when the child is ill. If the employee has sole custody of the child, they are entitled to up to 20 days (30 days if they have three or more children). Notify your immediate supervisor immediately when you self-certify, and register self-certifications in the HR-portal on the first day you return to work (form for absences, code 470). You can read more about absences related to children's illness [here](#).

Other leaves

You can find a complete overview of possible leaves of absence [here](#).

Extension of employment contract

Documented sick leave (medical certificates, self-certified sickness) and leaves of absence, can entitle Doctoral Research Fellows to an extension of their contract; cf. the Equal Opportunities Action Plan. Applications for contract extensions must be sent to the Institute annually and at the latest two months before the end of the employment contract. The Faculty will calculate the combined leaves of absence and consider giving an extension to the contract equivalent to the duration of the absence.

Pay increase upon completion of doctoral degree

Candidates, who submit their doctoral dissertation prior to the end of their employment contract, including extensions, are granted a pay raise. The pay increase is contingent on the approval of the dissertation.

If you have any questions on this or other HR matters, please do not hesitate to contact the Faculty's HR section.

Yours sincerely,

Human Resources
Faculty of Humanities