



***University of Bergen
Faculty of Medicine and Dentistry***

WELCOME

**Department of Public Health and Primary Health
Care**



WELCOME FOLDER

General information:

- About the department
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 - It-support
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Welcome to the Department of Public Health and Primary Health Care.

We welcome you to our department and will provide the following information about some practices with us.

- **About the department:** The institutes' homepage contains useful information: www.uib.no/isf. At the UiB Intranet you find information about our department and about the UiB: intranett.uib.no, this is also the main page when opening the web browser for all PC's in the UiB network. You may also address the Head of Administration or the other administrative staff.
- **How to access the UiB computer system:** Visit the page: <https://sebra.uib.no/sebra/?lang=english> and *apply* for a user account through the internet. Usually this account will be approved within a short time; you can then *create* an account from the same page. This also generates an e-mail address associated with the department. This account gives you access to various server services at UiB. All employees must create an account to have a standardized e-mail address used when sending / receiving information. With your personal username and password you can log onto any PC in the UiB computer network and get access to your e-mail and personal documents.
- **IT-support:** Contact Silje Karin Amundsen in the reception, phone. 86100 or the IT-support line - BRITA, phone 84700. The problem can also be reported with the "Issue Tracker": <https://bs.uib.no/>. For more information please visit the IT support website: https://it.uib.no/en/Main_Page?kerberos_ithelp_done=1. For purchase of IT products please contact Ove Eriksen, Ove.Eriksen@uib.no, phone 88519, room 163a.
- **Key and access card:** In the reception you get the key for your office. Entrance card (for entering the building) you receive by filling out a form (in this folder) and deliver it to the Card Centre at the "Studentsenteret" down town. They take your picture and issue the card. About one week later you get the card by mail. Remember to get a signature at the form from the responsible at the department before going to the Card Centre.
- **E-mail lists:** The institute has e-mail lists for shared information to all employees, and different groups. This kind of mail has to be sent via the administration.
Some of the research clusters also have e-mail list. For more information about these, please contact the Head of the Research cluster to send this kind of e-mail.
- **Presentation of you at the institutes homepage:** Contact web editor Kjell Rune Sæle, kjell.sale@isf.uib.no
- **Mail/Phone/fax:** Employees have their own mailbox in the room next to the reception. The UiB have an internal phone number system. All UiB phone numbers starts with 5558. When you want to make an internal phone call, you use only the last 5 numbers; the first of these five numbers is always 8. So if you

want to call 55 58 61 00 internally you dial 8 6100. Haukeland University Hospital: dial 21 + 5 last numbers. If you want to call "The Norwegian Institute of Public Health" or the Register of Birth: call 11 + 4 last numbers.

- **Booking of Conference Room etc:** Contact the reception, phone: 55 58 61 00, or Silje at Silje.Amundsen@isf.uib.no.
- **Absence:** Absence shall be noted in the absence book in the reception. By absence through illness you call the reception and notice them (phone: 55 58 61 00). Please fill out and hand in self-notification form\ sick note as soon as possible if you have been ill. You find a copy of the sick leave note in this folder. Employees who have been employed for at least two months can use the self-notification form when the absence through illness is for up to 8 calendar days in a 16 day period. The self-declaration can be used for up to 24 days during a 12 month period.
If absence through illness in a 16 day period exceeds a total of 8 days a doctor's certificate (sick note) must be produced for the part of the absence in excess of 8 days.
In order to qualify for sick pay, the employee must have commenced work in his/her position.
- **Counseling salary - and personal related cases:** Head of Administration and vice chairman answers question if this matter. General information can be found in the University's Laws and Regulations at http://regler.uib.no/regler_en. Questions also can be directed to the faculty or the department of salary and economy, phone: 82100. All executive work normally handles by the institute. If you need to apply for leave of absence for maternity leave, please hand in the application minimum three months in advance. If the application will result in practical consequences for the section / research group you are associated (eg. In relation to teaching) the application should go via Head of Research group before it is delivered to administration.
- **Supplies** are handed out in the reception.
- **Furniture:** Ask Head of Administration.
- **Canteen:** The canteen in the 2 Floor is staffed between 10.30 and 13.30.
- **Fire instructions:** In this folder you find fire information. On each floor there is a person who is responsible for routines and escape routes on that particular floor. A list over the managers you find in this folder.

CONTACTS AT THE DEPARTMENT:

Question	Contact person	Phone/e-mail
Administrative issues, wages, holiday, illness, leave of absence, personnel issues, external projects - applications and contracts.	Alette Gilhus Mykkeltvedt Eldbjørg Sanden Søvik	86127 alette.mykkeltvedt@isf.uib.no 86142 Eldbjorg.sovik@isf.uib.no
Finance / accounts (internal funds and external projects)	Kjell Rune Sæle Elin Hoshovde	86120 kjell.sale2@isf.uib.no 86122 Elin.Hoshovde@isf.uib.no
Supplies, mail, copying, fax, loans of AV-equipment, expedition.	Silje K. Amundsen	86100 Silje.Amundsen@isf.uib.no
Safety deputy	Kirsti Nordstrand Vara: Elin Hoshovde Signe Tønsaker (Uni) Anne Grethe Sleire (FHI)	88513 Kirsti.nordstrand@isf.uib.no 86122 Elin.Hoshovde@isf.uib.no 86500 signe.tonsaker@isf.uib.no 53204003 Anne-grethe.sleire@fhi.no
Studies and teaching, research courses	Randi May Oen Erlend Nåmdal Kirsti Nordstrand	86199 randi.oen@isf.uib.no 86326 erlend.namdal@isf.uib.no 88513 kirsti.nordstrand@isf.uib.no
Research education, regulations, PhD and Dr. philos.	Eldbjørg Sanden Søvik	86142 eldbjorg.sovik@isf.uib.no
IT equipment	Ove Eriksen	88519 Ove.eriksen@smis.uib.no
Caretaker	Tom Opheim	88537 / 917 15 393 tom.opheim@entraeiendom.no

MANAGEMENT, ORGANIZATION AND DISTRIBUTION OF LIABILITY FOR RESEARCH

- The department consists of five disciplines of study, 11 research groups, and an administration.
- The department is headed by a temporary Head of the Department that is responsible for all aspects of the business, which has the formal responsibility for all personnel employed by the department.
- The administration is headed by the Head of Administration and is responsible for all administrative functions and can ensure delegated tasks on behalf of the department. Deputy works in the administration manager's absence.
- Deputy Director for research is head of the department's research committee and Research School. Deputy leader for teaching heads the program committee for the health sciences. Deputy Directors, Head of Administration and Head of Department are in the department's management team. The management group as such has no formal position or authority in the organization, but serves as a support department in the daily operations of the department.
- Institute's highest authority is the Department council. Head of Department is the leader of the council. The Department Council has formal authority in all important matters.
- The Research Committee and the Program Committee maintains some ongoing tasks related to research and teaching, and can also perform the assessment tasks or provide advice to the department's research and teaching cases. The program Committee administrates our master's program in health sciences.
- The research groups are led by a research group leader, chosen within the group. The leaders have no formal authority in the organization, but the institute has delegated a number of important functions, including:
 - Planning of group teaching
 - distribution of tasks (teaching) between the group's employees
 - budget

The research group leaders are, in practice, the academic leaders individual employees relates to on a daily basis, and is thus very important to the institute's activities. In practice it will often be natural to relate to the research group as the nearest HR. Formally, however, it is the Head of the Department that has this feature, and everyone has the opportunity to contact the him/her or the Head of Administration, about personnel issues.

Administrative Leaders

	Name	Phone/e-mail
Head of Department	Rolv Terje Lie	88533, rolv.lie@isf.uib.no
Head of Administration	Alette Gilhus Mykkeltvedt	86127 Alette.mykkeltvedt@isf.uib.no
Head of Research School of Public Health and Primary Health Care	Anne Kjersti Daltveit	88529, anne.daltveit@isf.uib.no
Deputy Manager for teaching	Anders Bærheim	86140, Anders.barheim@isf.uib.no
Head Master's program committee in Health	Målfrid Råheim	86169, malfrid.raheim@isf.uib.no
Research Group Leaders		
Research Unit for General Practice	Esperanza Diaz	86134, Esperanza.diaz@isf.uib.no
Research group in physical therapy	Liv Inger Strand	86123, liv.strand@isf.uib.no
Research group in social epidemiology	Sturla Gjesdal	86150, sturla.gjesdal@isf.uib.no
Research group in praxeology	Karin Anna Petersen	86160 Karin.petersen@isf.uib.no
Research group in quality of life	Gerd Karin Natvig	86188, gerd.natvig@isf.uib.no
Research Group for Occupational and Environmental Medicine	Bente E. Moen	86112, bente.moen@isf.uib.no
Research group in global health	Astrid Blystad	86161, astrid.blystad@isf.uib.no
Research group in register-based studies of familial risk	Rolv Skjærven	88534, Rolv.skjarven@isf.uib.no
Research group in lifestyle epidemiology	Trond Riise	886113, trond.riise@isf.uib.no
Research group in genetic counseling	Karin Nordin	86164, Karin.nordin@isf.uib.no
Research group in pharmacy practice	Lone Holst	86152 Lone.holst@isf.uib.no
Research group in genetic epidemiology	Tone Bjørge	88530, Tone.bjorge@isf.uib.no

MOTTATT NØKKEL / RECEIVED KEY

Jeg bekrefter med dette at jeg har mottatt 1 nøkkel (K3) til Kalfarveien 31/paviljongen.
I hereby confirm having received a key (K3) for access to Kalfarveien 31/paviljongen.

Navn / name:

Stilling / position :

Tidsrom / from date to date:

Kontor / office no:

Telefon / phone :

Dato og underskrift / date and signatur:

Nøkkelen skal leveres tilbake / signeres for etter endt utlånsperiode.

Please note that the key has to be returned immediately after the end of the above mentioned period.

Registration for ID-card/key card at UiB

Kind of card (mark):

Employee

Special card/visitors card with picture -

(Recommended for temporal employees, working for more than 1\2 year, and firms \ suppliers with a regular connection to the UiB)

Family name: _____

First name: _____

Place of employment:

Department of Public Health and Primary Health Care 135700

Indication of locality (6 digits)

Information for the ID-card centre:

Need for access to the following building:

Kalfarveien 31 / pavilion

Key responsible

Name /internal phone number:

Note: It is necessary to display ID papers at the Card centre.

Card number: (tagged by the ID card centre before distribution)

FIRE MANAGERS

THE MAIN BUILDING AND THE PAVILION

Area Directors for the local emergency plan:

Fire Manager: Tom Opheim, ENTRA, phone: 55 58 85 37/91 71 53 93.

Vice: Anne-Grethe Sleire, Folkehelseinstituttet, phone: 53 20 40 03.

MAIN BUILDING

User Coordinator, main building: Alette Gilhus Mykkeltvedt. Phone: 55 58 61 27

Head of checkpoint main building: Elin Hoshovde (room 150C) phone: 55 58 61 22

Deputy: Randy May Oen (room 150 d) phone: 55 58 61 99

Space Manager 2 floor Main building: Kari Juul (room 244) phone: 55 58 85 27

Deputy: Jannike Igland (room 224) phone: 55 58 85 28

Space Manager 1 floor/basement south (incl desk): Eldbjørg S. Søvik (room 263A) phone: 55 58 81 42

Deputy: Erlend Nåmdal (room 150A) phone: 55 58 63 26

Space Manager 1 floor/basement north: Kirsti Nordstrand, phone: 55 58 85 13

Deputy: Silje Katrin Amundsen (Expedition) phone: 55 58 61 00

Meeting point for the main building is in front of the main entrance.

People in the basement shall meet at the back of the building.

PAVILION

User Coordinator, the pavilion: Signe Tønsaker. Phone: 55 58 65 00

Head of checkpoint pavilion: Eldbjørg Gunnarson (room 55) phone: 55 85 61 35

Deputy: Ingvild Saxvig, phone: 55 58 60 64

Space Manager pavilion south: Signe Tønsaker (room 17b) phone: 55 58 65 00

Deputy: Erik Zakariassen (room 13a) phone: 55 58 85 09

Space Manager pavilion north (incl Spissøen): Ingrid Johansen, phone: 55 58 65 03

Deputy: Bård Bogen, phone: 55 58 61 00

Meeting point (arena) for the pavilion is outside the entrance to the south (General Practice).

Space Manager

If the alarm goes off, the Space Manager shall ensure that his/her part of the house is empty, and notify the head of checkpoint. Take on a yellow vest, go through your part of the building and check that all rooms are empty. Make sure that everybody gets out of the building! Responsible for the basement must notify the head of check point at the front of the building.

Head of checkpoint

If the alarm goes off, the head of checkpoint shall be informed by the space manger when he/she has gone through his/her share of the building and verify that it is empty. Then the head of checkpoint shall inform the fire brigade. Remember to take on an orange vest.

Meeting point (arena) for the pavilion is outside the entrance to the south (General Practice).

Meeting point for the main building is in front of the main entrance.

People staying in the basement shall meet at the back of the building.

PURCHASE

By ordering goods, books etc. Please note the following.

According to financial regulations all ordering of goods and services must be done in writing, and approved by the employee with budgetary authority. To facilitate the implementation of the written order, the university has an electronic ordering system. Ordering by use of this system is mandatory, see committee issue meeting 48/07. As a state institution, the university is required to implement competition in all procurement to ensure optimum utilization of resources. For purchases exceeding NOK 100,000 there are strict requirements for the implementation and documentation. The purchasing department will assist in all purchases over 100,000 if an agreement with a supplier does not exist.

A common framework agreement based on competition and provides access for all departments to easily make unlimited individual purchase unlimited regardless of the contracting vendor. For products that can be purchased through the established framework agreements, the department is obliged to use the agreement. For more information see <http://innkjop.uib.no>

For questions contact the financial consultants Kjell Rune Sæle and Elin Hoshovde.

Parking at the Department of Public Health and Primary Health Care - Kalfarveien 31.

Parking procedures are partly regulated by the Tenancy Agreement between ENTRA and UiB (rental of parking spaces), and partly founded on the decision from Husrådet (rental of permanent parking spaces). The practical procedures are established in consultation with the department.

General

- ENTRA owns all the parking lots and it is ENTRA who owns the right to take action at illegal parking.
- Parking spaces are rented primarily to individuals (employees). The department and "Folkehelseinstituttet" rent a small number of places for guest parking. The department has no right towards the other parking spaces.
- ENTRA rent out parking spaces to other users. Illegal parking is therefore not just an internal matter, but will also affect others (and mostly individuals).

Rental parking spaces

- It is possible to rent a permanent parking space (if there are available places), usually for a minimum of 4 months. The price is kr 5760 per year, there may be adjustments. For reservations contact Elin Hoshovde.
- You will receive a sticker to be placed in the windshield of the vehicle.

Guest

- The Department has two places for the use of guest parking.
- If the guest car park is full, the guest must use public parking.
- Use of guest parking has to be clarified with the expedition in advance.
- To park you must have a guest parking note in the windshield. Vehicles without a valid guest parking note or wafer for permanent parking may be towed.
- Users of the guest parking (staff) pays kr 80, - for one day parking, or kr 40, - for short-term. You will receive an invoice once or twice a year.
- Invited guests \ external lecturers park for free as long as we have available guest parking spaces.
- It is possible to pre-book guest parking. Contact the expedition to get a guest parking note to put in the route.
- Students are not given access to the guest car park.

- It is of course possible to make private agreements on borrowing space from employees with a permanent parking space. You must still get a guest parking note in the expedition for the relevant period.
- Questions about parking, should be addressed to the administration.

Department of Public Health and Primary Health Care

Information on how to create a notion of absence.

It is necessary for us to know if you are at work when people call, to provide good service. Therefore we kindly ask you to use the answering machine system at UiB.

Please remember the following:

1. How to create a notion of absence:

Activate: *23*, Cause of absence * return:
time/date,

- *ttmm*: time/minutes(4 digits)
- *ddmm*: day/month (4 digits)

Cancel : #23#

For example.: holiday 14.07.-13.08.
*23*8*1308#

Cause of absence	Return
0: Cours	dato (ddmm)
1: Fieldwork	dag (ddmm)
2: Home	dato (ddmm)
3: Meeting	tid (ttmm)
4: Lunch	tid (ttmm)
5: Out	tid (ttmm)
6: Ill	dato (ttmm)
7: Travel	dato (ddmm)
8: Holiday	dato (ddmm)
9: Lecture	tid (ddmm)

2. Information about absence on e-mail.

Outlook is a good tool to inform about days of absence (tools/*absenceassistant*).

3. Also register days of absence and contact information on the holiday/absence list.

(in the reception)

Parking at the Department of Public Health and Primary Health Care - Kalfarveien 31 .

Parking procedures are partly regulated by the Tenancy Agreement between ENTRA and UiB (rental of parking spaces), and partly founded on the decision from Husrådet (rental of permanent parking spaces). The practical procedures are established in consultation with the department.



UNIVERSITETET I BERGEN

Agreement
Transferring vacation to the following year. Or
take out an advance on one`s holiday.

Name.....

INST./DEP.....

Transferring:

Number s of days	Reason:	Reason: Illness during holiday

(numbers of days) Holiday year
20___ transferred to 20___. (Limit
14 days)

Advance on one`s holiday (Numbers of days, 5 workdays a week):

Number s of days	
	(Numbers of days) holiday in 20___ is taken out on advance in 20___. (Its not possible to use more days than already earned holiday allowance for the following year.)

For more information about transferring of holiday or holiday in advance please see "Feriellovens" §§ 7.3 og 9.1 and "Hovedtariffavtalen i Staten" 2006-2008 pkt. 6 (as per agreement).

_____	_____	_____
Date	Employee`s signature	Employers signature Head of dep.

Midway evaluation – what is it and how to organize it?

At Department of Public Health and Primary Health Care, the midway seminar is used as a progress seminar in the organized training of PhD candidates. The intention with this seminar is for the Department to have a stronger academic follow up of the candidates. To do a Midway evaluation is compulsory for all PhD candidates admitted to the doctoral education programme after July 2009 at the Faculty of Medicine and Dentistry. Candidates admitted before this date, can also do a Midway evaluation on request from candidate and/or supervisor.

The midway seminar for the candidates has the following goals:

- to find status regarding the progression and development of the project
- to give the candidate the possibility to present the whole project for a committee on a seminar and get feed-back

Midway evaluation should be organized by the research group the candidate is affiliated with. The presentation includes finished papers, manuscripts in the work, courses taken and presentations made.

The midway seminar:

The midway seminar is arranged as a seminar where the candidates will have to present status for all work so far in relations to scientific method, goals and results. The midway seminar committee will be appointed from the members of the research group. The committee is to submit a report to the student and the Department after every seminar has taken place.

The candidates will have to present status for all work so far in relations to scientific method, goals and results in a presentation for the committee (20 minutes + 5 minutes questions). This part of the seminar is open to all interested parties and will be announced at the Department.

The committee will thereafter evaluate the candidates work in relations to the requirements to a dissertation. The committee will also evaluate whether the ethical guidelines are taken care of in the project. The time frame for the committee's evaluation is 35 minutes. The midway seminar will be in English when the candidate or one of the members of the committee is English speaking.

The midway seminar is an academic seminar of the candidate's research project and will be accredited with 1 ECTS credit points if approved. The seminar might find that a candidate should be supervised to end the organized training of researchers due to lack of progress in the candidate's project.

The midway seminar method is to be flexible and might be carried out in a different order than a joint seminar. In cases where the supervising team and the candidate wish to arrange the midway seminar after a different model they will have to report this to the department administration.

Midway evaluation - Guidance to the committee

The goals of the midway seminars are to determine the status and progress of the PhD project in terms of expected completion, and to give the candidates the possibility of presenting their projects to an open audience and to a “mini-committee.”

Evaluation criteria:

The committee is asked to evaluate the general progress of the candidate's work. Specifically the evaluation should contain:

- * Number of credits taken so far, and if necessary, guide the candidate to complete missing courses within a given dead line.
- * Articles published, submitted or drafted. The evaluation committee should evaluate the quantitative progress (minimum three articles are required to defend a PhD), and also the quality of the research.

The supervisors' role in the project.

- * Ethical challenges related to the project, research collaboration and publishing practice.
- * The writing process and publishing practice
- * Affiliation to the research group/researcher school

Report:

The written evaluation should be divided into the following sections:

Committee, project title, basis for evaluation, period of financing, progress, committee's comment and conclusion, ethical challenges, training component, and conclusion. The evaluation should be one to two pages, and should cover:

Midway evaluation, Faculty of Medicine and Dentistry

Department:	
Name of candidate:	Start PhD period:
Supervisor:	End PhD period:
Co-supervisor(-s)	

PROGRESSION PUBLICATIONS			
Very good	Satisfactory	Worrying	Comments
SCIENTIFIC ACTIVITY - RESULTS			
Very good	Satisfactory	Worrying	Comments
PROGRESSION TRAINING COMPONENT (30 ECTS)			
Very good	Satisfactory	Worrying	Comments
PLAN FOR COMPLETION			
Very good	Satisfactory	Worrying	Comments

Summary (use other side if necessary):

THIS MIDWAY EVALUATION IS APPROVED FOR ONE (1) ECTS CREDIT POINT IN THE TRAINING COMPONENT FOR THE PHD PROGRAMME AT THE FACULTY OF MEDICINE AND DENTISTRY.	Yes	No
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Date	Name committee member:	Sign.
Date	Name committee member:	Sign.

Plan for work duties

Department of Public Health and Primary Health Care,

Faculty of Medicine and Dentistry

PhD candidate:

Supervisors:

Period of PhD :

Distribution of work hours during the period of the PhD period by year:

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We do not recommend work duties during the last three months of the scholarship period. This is to secure that the candidate gets to concentrate fully on his/her PhD work.

Detailed overview of tasks and working hours for each year follows below.

The plan is set up in collaboration between student, supervisor and co-supervisor.

Semester	Subject/task	Teaching /work hours	Factor	Total hours
Total	Work duties this year:			

Semester	Subject/task	Teaching /work hours	Factor	Total hours
Total	Work duties this year:			

Semester	Subject/task	Teaching /work hours	Factor	Total hours
Total	Work duties this year:			

Semester	Subject/task	Teaching /work hours	Factor	Total hours
Total	Work duties this year:			

NB: There is no pay for teaching-related tasks; even though the number of hours worked exceeds the work duties. It is the responsibility of supervisors, in collaboration with the scholar, to ensure that he / she does not work beyond the teaching obligation.

Date:

.....
PhD candidate

.....
main supervisor

.....
co supervisor

.....
Department head

Department of Public Health and Primary Health Care

Name:

Activity	Date	Signature
Handed out and rewied welcome file; <ul style="list-style-type: none">• practical rutines by the department• contact• parking• absence report• keys• entrance card		
Guided tour; <ul style="list-style-type: none">• fire responsible• fire instructions• emergency exit• post/copy/reception• cafeteria		
If possible, meet the; <ul style="list-style-type: none">• members of staff• Head of Administration• Head of Department• Head of Research School		