

24 November 2023

/møå

Welcome to the Department of Private Law!

Please find enclosed a local guide for new employees, guest researchers and visitors. The guide presents a brief overview of practical information about the department.

The main information source at the The University of Oslo is the [web page created for employees](#). You can access this webpage as soon as your personal IT account at the University of Oslo have been activated. Under “All content” (below your name in the left top corner) you will find an index which may help you find the information you are looking for.

Should you have trouble accessing these pages, please contact the [local IT support](#).



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INTRODUCTION

This guide lists the most important information if you are new to the department. The University of Oslo webpages for employees are ment to give you all relevant information. Please use the following webpages:

- [The UiO homepage for employees](#)
- [The UiO homepage for new employees](#)
- [The UiO homepage for international employees](#)
- [The Law Faculty homepage for PhD students](#)
- [The UiO homepage – Joining and leaving UiO](#)

If you have further questions concerning routines or practical matters, please contact the reception.

DEPARTMENT OF PRIVATE LAW ADMINISTRATION AND FACULTY SECRETARIAT - WHO IS WHO?

Administration

Head of department	Margrethe Buskerud Christoffersen	
Deputy head	Eirik Østerud	
Adm. head of department	Eli Knotten	
Administrative manager	Bodil Silset / Randi Rørlien	Research administration, externally financed projects, budgeting and accounting

See all people at [IFPs administration](#)

Department of Private Law are located at Karl Johans gate 47 in two buildings:

- Domus Media
- Domus Academica (Norwegian Research Center for Computers and Law)

Faculty secretariat

Advisor	Birgit Abfalterer	Doctoral education
Advisor	Gro Tømmereek	Personnel and human resources tasks for Department of Privat Law and for PhD students
Senior Executive Officer	Hai Van Nguyen	Personal budget, ccounting, invoices, perchaiser

RECEPTION OPENING HOURS AND BUILDINGS

The reception on the 2nd floor in Domus Media (East wing) is open weekdays (Monday – Thursday) from 09.00-14.00. The phone number for the reception is 22 85 96 40.

Please note that all our University buildings will be locked between 11:00pm and 06:00am. We are not allowed to stay in the buildings these hours.

SECURITY OPERATION CENTER

The University of Oslos Security Operation Center is manned 24 hours a day, all year round. In case of accidents, being locked in buildings or problem with key card readers, lift malfunctions or adverse events – call the duty phone 22 85 50 07 or emergency phone 22 85 66 66. E-mail:

vaktalarm@admin.uio.no

KEYS/EMPLOYEE ID CARD

All employees receive a key to their office and a non-personal key card when they start.

You will need an employee ID card which functions both as ID, a key card and a library card. This card is needed to access UiO buildings. If you enter outside office hours (08.00 – 16.00 H), the card must be used in combination with your pin code. Your employee key card should be ordered and collected at the SiO Centre on Blindern campus as soon as possible after you start working at UiO.

[More information about the employee ID card and how/where/when to get it.](#)

THE PHONE SYSTEM

Employees have their own direct telephone line. Please record a personal message on the answering machine on your office telephone.

[More information on the phone system and realtime services.](#)

PAPER MAIL

Each employee has a pigeonhole by the lunch room in the West wing where mail is distributed. Mail is delivered and collected daily. We do not normally *use courier delivery*, but ask the reception if necessary. You must be prepared to pay for this yourself.

OFFICE SUPPLY

You find office supplies in cupboards located near the printers on the 2nd floor. If you need something outside of this, or if some supplies are running out, please inform [Ørnulf Kristiansen](#).

IT SERVICES

All employees have a personal user account with a username and password. Through the university network system, it is possible to get access to and print your documents on any computer at the university.

For questions related to IT, please contact 22850001 or it-hjelp@jus.uio.no.

[More information about IT services and printers.](#)

E-MAIL AND CALENDAR

UiO use the exchange mail system (Outlook) with integrated calendar. All administrative employees must use the calendar, and all researchers are strongly encouraged to do so.

[More information about e-mail and calendar.](#)

SELF-SERVICE PORTAL

The Self-service Portal is the UiO electronic personnel administration service. Employees can access their salary information, record working hours (for administration only), apply for holiday, register

sick leave and other types of absence, and file travel, reimbursement claims, etc. Log inn via your personalised web page.

[More information about the Self-service Portal and how it works.](#)

WORKING HOURS

The working week at UiO is 37.5 hours net per week for the administration and 40 hours per week for academic employees. Researchers do not register working hours but administrative staff must do so.

[More information about working hours.](#)

ABSENCE

All employees must apply for shorter absences in the Self-service portal (holidays etc.). For longer absences you need to apply through the administrative head of department or the staff advisor.

[Information on how you do this.](#)

ILLNESS

If you fall ill and are unable to attend work or if you need to stay home because of your childrens illness, you must notify your immediate superior as soon as possible and register the absence in Self-service Portal. Medical certificate will automatically appear in Self-service Portal.

[More information on the routines, rights and obligations that apply to sick leaves.](#)

HOLIDAY

All employees have the right and obligation to take holidays provided they have qualified for holiday pay, either with UiO or with a former employer. Your holiday entitlement may comprise paid or unpaid holiday, depending on the amount of holiday earned the previous year.

[More information on the regulations regarding holidays and the practicalities to remember before leaving for holiday.](#)

WELFARE

We take employee welfare seriously!

[Information on employee welfare and benefits.](#)

SALARY

Your salary will be paid on the 12th of the month except in July when payment is made on the 10th.

[More about salary.](#)

The University of Oslo is obliged by law to assess tax liability and deduct income tax from all payments. Tax information is collected from the Tax Authorities by UiO. If no tax information exists, 50% tax will be deducted.

[More information about taxes and deductions.](#)

PERSONAL OPERATIONAL BUDGETS AND CODES

Academic staff, post doctors and PhD students will every year be allocated a certain amount for their personal operational budget.

Anyone who disposes a personal budget has been given a separate code, “tiltakskode”, which must be used whenever making a purchase that is to be funded from that budget. The personal budget may be used to cover costs for academic courses, travels, research assistance, or book purchases. To some extent these budgets can also be used to buy laptops and/or tablets. Consult the administration if you wish to use your allocated funds on technical equipment. This equipment must be ordered by our IT staff. If you buy this yourself, UiO will not be able to refund the costs.

If you are unsure whether or not you have a personal budget, what your code is, or if you want an overview of your remaining funds, please contact someone in the [administration](#).

TRAVEL

Business travel must be approved by your immediate superior and carried out in an environmentally friendly and cost-effective way. Book through UiO's travel agency Berg-Hansen and use your UiO credit card.

UiO only provides advances in exceptional cases. Employees are encouraged to pay expenses using a UiO credit card or by being invoiced by the supplier.

Travel expenses must be registered electronically in the Self-service Portal. Travel claims are paid twice a month, except in July.

[More useful information before, during and after travels.](#)

INSURANCE/TRAVEL INSURANCE

UiO employees are covered by several insurance arrangements.

[Information about employee insurance.](#)

PURCHASES, PROCUREMENT

All goods and services must be ordered according to UiO routines. You must fill out an order form (e-rekvisisjonsskjema) and send it to bestilling@jus.uio.no whenever you want to order goods/services. This does not apply to literature and travel tickets, which may be ordered directly.

[The order form and information on procurement routines are available online.](#)

For further questions, please contact the Faculty procurement consultant: [Guro V. Lyshaug](#).

COMPETENCE BUILDING, TRAINING, COURSES

You have a right to continuous professional development and to attend courses during working

hours. UiO offers its employees a number of courses. Use the UiO course list to familiarize yourself with the courses that are offered. We try to allocate local budgetary means for competence building.

[More information on competence development.](#)

SAFETY REPRESENTATIVE

The Department has its own Safety representative who will ensure that complaints from employees regarding the working environment, health and security issues are brought to the leadership or administration. Currently, [Mona Østvang Ådum](#) holds this position.

SPEAK UP!

If you have discovered censurable conditions that may be detrimental to UiO or to individual persons at UiO, please tell us. Report adverse events, report needs related to cleaning, damages, defects etc. or speak up about the learning environment.

[See all information about Speak up!](#)

HARASSMENT

The working and student environment at the University of Oslo shall be safe and inclusive.

[See guidelines for UiO against harassment.](#)

IN CASE OF EMERGENCY – DAY OR NIGHT

In case of emergency at work, please contact the UiO security and alarm centre. Phone **22 85 66 66**.

[Emergency preparedness plan.](#)

LUNCH/CANTEEN

The staff at the Department of Private Law, Domus Media, generally meet for lunch in the lunch area located by the main entrance of the West wing at 12:00. All Wednesdays we will have lunch at “Kjerka”. All staff members are responsible for clearing the tables and counters, keeping the kitchen area clean, and placing dirty dishes in the dishwasher. Free coffee/tea is available.

The canteen is located in Domus Juridica. The canteen closes for Christmas, summer and Easter.

INTERNAL INFORMATION

UiO use the internal and external web, as well as e-mail as our main internal information channels. The UiO webpages “for employees” give you current news and events from UiO, as well as links to practical tools and services.

LIBRARY

The Private Law library is located within the Law Library in Domus Juridica.
Our Head Librarian is [Siri Vinger](#).

[Information on opening hours, collections, contact info etc.](#)

CURRENT RESEARCH DOCUMENTATION – CRISTIN

Individual researchers are responsible for ensuring that their publications are registered in Cristin.
[More information about Cristin.](#)

Please contact super user [Randi Rørlien](#) for guidance/assistance.

ADVISORY BOARD

The Advisory Board is the advisory organ of the Department, and it has several employee representatives. You may contact [your representative](#) for more information.