Information for new employees at the Department of XXX

Your first working day at the Department of XXX is fast approaching.

We would like to have an initial meeting with you on this day, where we will show you your office space, provide you with keys, an ID card, username and password, PC, and other practical items.

Your user account at UiO must be activated before you can schedule a time to pick up your PC. This will happen at the earliest on the same day as your start, but in most cases, it will occur after a couple of days. Therefore, the first day will be used to initiate these processes and show you around.

You will also be invited to an orientation meeting with (Head of Department XX / Head of Research XX). In this meeting, we aim to familiarize you with the department, clarify mutual expectations, and get to know you better. During your time employed here, you will also be called for annual one-to-one work dialogues with (Head of Department XX / Head of Research XX).

Below is some useful information that may be helpful to have from your first day. This is in addition to the information you have already received along with your employment agreement.

# Key personnel:

Head of Department: name and link

Head of Administration: name and link

Head of Research: name and link

PhD Coordinator: name and link

Research Advisors: names and links

Management Advisors: names and links

Safety Representative: name and link

Procurement Officer: name and link

Any others: names and links

# Useful links:

Ordering/Purchasing: [Procurements - For employees - University of Oslo (uio.no)](https://www.uio.no/english/for-employees/support/purchase-management/)

Information Security at UiO: [Information security - University of Oslo (uio.no)](https://www.uio.no/english/services/it/security/index.html)

Procedures for research involving personal data: [Routines for processing personal data in research projects - For employees - University of Oslo (uio.no)](https://www.uio.no/english/for-employees/support/privacy-dataprotection/personal-data-in-research.html)

Internal department website for the Department of XXX

Property Services: [Estate Services - University of Oslo (uio.no)](https://www.uio.no/english/services/estate/)

# Introduction to abbreviations and jargon

## Unit names:

HF = Faculty of Humanities   
IAKH = Department of Archaeology, Conservation, and History   
IFIKK = Department of Philosophy, Classics, History of Art, and Ideas   
ILN = Department of Linguistics and Scandinavian Studies   
ILOS = Department of Literature, Area Studies, and European Languages   
IMK = Department of Media and Communication   
IMV = Department of Musicology   
MultiLing = Center for Multilingualism   
RITMO = Center for Interdisciplinary Studies in Rhythm, Time, and Motion   
DNIR = Norwegian Institute in Rome   
DNUP = Norwegian University Centre in Paris   
LOS = UiO: Leadership and Support Units   
USIT = University Center for Information Technology   
EA = Property Services at UiO   
LINK = Center for Learning and Education. Offers courses in university pedagogy for permanent and temporary academic staff.   
ISS = International Summer School

## Research:

NFR = Research Council of Norway   
SFF = Centre of Excellence   
SFI = Centre for Research-Based Innovation   
SFU = Centre for Excellence in Education   
FRIPRO - FRIHUMSAM = Open project funding in the humanities and social sciences, research program under the auspices of the Research Council of Norway   
ERC = European Research Council   
MSCA = Marie Skłodowska-Curie Actions, scholarships funded by the EU's research program Horizon 2020

## Boards/Committees:

FS = Faculty Board   
TUV = Appointments Committee for Academic Positions   
AR = Appointments Committee for Technical/Administrative Positions   
LAMU = Local Working Environment Committee   
AMU = Central Working Environment Committee   
HFSU = Student Board for the Faculty of Humanities

## Annet:

GDPR = General Data Protection Regulation   
HMS = HSE (Health, Safety, and Environment)