Supplementary regulations concerning terms and conditions of employment for the positions of postdoktor (post-doctoral research fellow), stipendiat (research fellow) and vitenskapelig assistent (research assistant) at the University of Tromsø

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Replaces: Supplementary regulations concerning terms and conditions of employment to research fellowships at the University of Tromsø of 17.12.98 with amendments of 10.6.99

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Pursuant to/References:
Civil Service Act
Appurtenant regulations to the Civil Service Act
Act relating to Universities and University Colleges
Regulations concerning terms and conditions of employment to the posts of postdoktor (post-doctoral research fellow), stipendiat (research fellow), vitenskapelig assistent (research assistant) and spesialistkandidat (resident)
Public Administration Act
Regulations for the degree of Philosophiae Doctor (PhD) at the University of Tromsø
Personalreglement (Personnel regulations)
Tilpasningsavtalen (Adaptation agreement)

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1. Definitions

In these regulations the term unit is understood to mean faculties or units under the University Board. As of 1.2.11 such units are Tromsø University Museum, the University Library of Tromsø, The University’s Centre for Flexible Education U-VETT, the Centre for Sami Studies, the Centre for Women’s and Gender Research and the Barents Institute.

Post-doctoral research fellow is a fixed-term position after completion of a doctoral degree. The main objective of appointment as a post-doctoral research fellow is to qualify for work in senior academic position.

Research fellow is a fixed-term position attached to a PhD programme. The objective of appointment as a research fellow is completion of research training to the level of a doctoral degree. The objective of research fellowships as part of the Norwegian Artistic Research Fellowship Programme is expertise as associate professor.

Research assistant is a fixed-term position for up to two years. Employment as a research assistant shall provide the opportunity for insight into research work and method.
2. Announcement of positions (Sections 3, 4 and 12 of the Personnel regulations)

2.1 Announcement/detailed description
Vacant positions shall be announced in accordance with the provisions of the Personnel regulations.

The position announcement shall be formulated in a broad manner and in such a way that it is attractive for both genders to apply.

Academic positions may not be announced only for the underrepresented gender\(^1\).

The University of Tromsø has drawn up templates for the announcement/detailed description of positions, which must be used.

2.2 Moderate gender quota
Applicable only for post-doctoral research fellow positions, cf. Section 21 (Equal opportunity) of the Adaptation agreement.

The following paragraph shall always be included when the proportion of females in the relevant position category at the unit in question is under represented:

The University of Tromsø wishes to increase the proportion of females in research positions. In the event that two or more applicants are found to be approximately equally qualified, female applicants will be given priority.

2.3 Admission requirements for the PhD programme
The following standard paragraph shall always be included in the announcement of research fellow positions:

Admission to a PhD programme is a prerequisite for employment in a PhD position; cf. Section 6 of the Regulations for the degree of Philosophiae Doctor (PhD) at the University of Tromsø. The plan for the PhD programme must be approved and the contract signed no later than three months after the starting date. In connection with this, the person who is appointed can receive a period of up to two month in which to submit a draft of their project description/reworked project description and a proposal of courses for the instruction component. In the event that the PhD contract is not completed within the stipulated deadline, the employer may annul the contract; cf. Section 1-3(8) of the Regulations concerning terms and conditions of employment to the posts of postdoktor (post-doctoral research fellow), stipendiat (research fellow), vitenskapelig assistent (research assistant) and spesialistkandidat (resident)

Admission by the steering committee for the Norwegian Artistic Research Fellowship Programme is a condition for employment as a research fellow within the research fellowship programme in an artistic education.

\(^{1}\) In a judgement of January 24, 2003 the EFTA Court ruled that reserving academic positions for women was at variance with the EEA Agreement and the directive of 76/207/EEA (Equal opportunity directive).
2.4 Approval of announcement/detailed description for the position

At units under the University Board, the detailed description/announcement text is approved by the University Board's appointment committee.

At faculties, the detailed description/announcement text is determined by the faculty boards or a separate appointment committee, where such a committee has been decided by the university board.

3. The application

All information and all written material to be taken into consideration during the assessment must be available by the application deadline. Any references must be stipulated. The application for the position of research fellow is also an application for admission to the PhD programme.

The application shall contain the following details:

- biographical data
- education and examination results
- previous positions/professional practice
- other academic activity
- teaching qualifications
- dissemination and popularization activity
- academic policy and administrative activity
- any other qualifying activity stipulated in the detailed description
- any other activity to which the applicant attaches significance
- project description (see supplementary information below)

In addition, the applicant must prepare a list of all his/her academic works. The list of works shall contain the following information about each work:

- author(s), the work’s title
- for articles: the journal's name and volume, the first and last page of the article, year of publication
- for books or other independent publications, the publisher, printer, year of publication and number of pages

Alt. 1: The works (published or unpublished) the applicant wishes to be taken into consideration during the assessment process must be submitted in three copies arranged as three complete sets.

Alt. 2: The applicant may submit up to 10 works that are central to his/her production. The applicant’s doctoral thesis is regarded in this context as one work. The works must be submitted in three copies arranged as three complete sets. In addition, applicants may submit one copy of the additional listed works.

In the event that more than three experts are appointed, up to two additional sets may be required over and above the three obligatory sets.

Project description – research fellowship:

It is up to the unit in question whether a proposal for the PhD project shall be required in the application or whether the project proposal can be available without
being a requirement. If such a requirement is stipulated in the detailed
description/announcement, the application must contain a proposal for the PhD
project with sound academic reasoning. In such cases, the project proposal will form
part of the basis of assessment. In all cases, it will be perceived as positive if the
applicant presents a proposal for his/her PhD project.

Project description – post-doctoral research fellowship:
When applying for a post-doctoral research fellowship, the applicant shall submit a
project proposal for the qualifying work. This proposal shall include a progress plan. It
is required that the applicant will be able to complete the project during the period of
appointment.

As part of the application for a post-doctoral research fellowship, the applicant shall provide a description of his/her scientific production stating which works he/she considers the most important and shall therefore be the main emphasis of the assessment. A brief description of the other listed works shall also be included to demonstrate depth of production. These descriptions shall be an attachment to the application.

For appointments to a post-doctoral research fellowship of more than two years, the applicant must complete the form for documentation of teaching qualifications. This form shall be an attachment to the application. (For further information about the requirements for teaching qualifications, see the website about Teacher training courses in higher education.)

The application must be submitted electronically via the application form available on www.jobbnorge.no.

In addition, the applicant shall sent four copies of the letter of application with CV, certified copies of diplomas and references, form documenting teaching qualifications (applicable for appointments to post-doctoral research fellowships of more than two years), list of any works and a description of these, cf. above.

The application and appendices shall be sent by the application deadline directly to:

   (Name and address of the unit, name of the department if relevant, to which
the works shall be sent)

The unit, or the underlying level, may assess whether the works may be submitted electronically. If this solution is relevant, the detailed description must be worded in accordance with this.

The unit, or the underlying level, may require that the works to be assessed are submitted in a certain language, e.g. a Scandinavian language or English. If there is a requirement relating to language, this must be reflected in the detailed description.
4. Assessment (Section 5 of the Personnel regulations)

4.1 Appointment of expert committee
An expert committee shall be appointed for all positions by the faculty boards, or a separate appointment committee, where such a committee has been decided by the university board, and the boards of the units under the university board. The faculty boards may delegate this authority to the nominating authority.

The composition of the committee must be handled in a manner that prevents objections concerning impartiality from being raised, cf. Section 6 of the Public Administration Act. A committee member should not have had substantial cooperation with any of the applicants. Relevant assessment criteria in this context will be whether the person in question has been a supervisor for the applicant or had extensive publications together with the applicant.

The applicants shall be informed about who has been appointed and about the deadlines which are applicable.

In the event that there is only one application for the position and the person concerned has been assessed and found to be competent for an equivalent position within the past six years, this assessment may form the basis for appointment. In such cases, a fresh assessment is not deemed necessary.

4.2 Composition of the committee

4.2.1 Post-doctoral research fellow
The committee shall comprise a minimum two members, all of whom hold senior research positions within the position’s subject area. A minimum of one committee member must be employed at an educational and research institution with responsibility for a PhD programme in the subject area in question. Only one member of the committee may be from the University of Tromsø. Both genders shall be represented to the extent possible. In the event that this is not possible, a special account of the grounds must be given.

The term senior research position means professor, dosent (professor), researcher code 1183, and additional position at the same level.

4.2.2 Research fellow
The committee shall comprise a minimum two members, all of whom have a minimum of førsteamanuensis (associate professor) competence. To the extent possible, the members of the committee should have supervision experience at PhD level. Both genders shall be represented to the extent possible. In the event that this is not possible, a special account of the grounds must be given.

4.2.3 Research assistant
The committee shall comprise a minimum two members, all of whom have a minimum of associate professor competence. Both genders shall be represented to
the extent possible. In the event that this is not possible, a special account of the grounds must be given.

The term associate professor competence means that the person in question is employed as førsteamanuensis (associate professor), førstelektor (associate professor), researcher code 1109 and 1110, and additional position at the same level.

4.2.4. Leadership of the committee

One of the members of the committee shall be appointed as chairperson. In addition to participating in the assessment, the chairperson shall coordinate the committee’s work and ensure the work progresses. A separate administrator may also be appointed for the committee. Such a position does not participate in the assessment. The chairperson/administrator shall normally be attached to the University of Tromsø.

4.2.5 Specialist expert

The assessment committee may ask for a specialist expert to be appointed to provide their opinion on aspects of the applicants’ production, including the applicants’ teaching qualifications.

4.3 The committee’s mandate

The committee’s mandate is to undertake an assessment of the applicants’ qualifications based on the written material presented by the applicants, and the detailed description drawn up for the position. cf. Section 6-3 subsection 3 of the Act relating to universities and university colleges.

The committee shall not provide an opinion on questions relating to equal opportunity, right of preference and personal suitability or similar.

4.3.1 Description and assessment of the applicants

Post-doctoral research fellow: The assessment shall provide an overview of the individual applicant’s education, work experience, dissemination and popularization activities, academic policy and administrative activities and any other qualifying activity. A description and assessment shall also be provided of the applicant’s academic works (on an individual and group basis).

In the event the position is announced for a period of two years or more, the assessment shall also contain a review of the applicant’s teaching qualifications.

Research fellow: The assessment shall provide an overview of the individual applicant’s education, work experience, teaching qualifications and any other qualifying activity. The applicant’s Master’s thesis/thesis at second degree level and any other works shall be described and the grade assessed. Any other meritorious activity may also be discussed. The applicant’s proposed project shall be discussed in accordance with the requirements of the detailed description/announcement. An assessment shall be made of whether adequate supervision can be offered.
Research assistant: The assessment shall provide an overview of the individual applicant’s education, work experience, teaching qualifications and any other qualifying activity.

For further description of the qualification requirements for the various position categories, refer to point 4.4.

4.3.2 Ranking of applicants

If there are several qualified applicants for the position, three applicants shall normally be ranked in the order in which they should be considered. In the event that two or more applicants are found to be approximately equally qualified, these applicants shall be ranked equally. “Approximately equally qualified” in this context shall be given a broad interpretation.

When ranking the applicants, consideration shall be given to other qualifying activity in addition to academic qualifications.

The detailed description for the individual position shall state specifically which requirements apply and what emphasis is attached to these.

Consideration shall also be given to how the applicant’s overall competence corresponds with the university’s requirements and interests as described in the detailed description.

In cases of doubt about competence or the order of recommendations, the committee may request to be sent further works to assess.

The grounds shall be stated for any dissent in the committee, and this shall accompany the assessment in the ongoing administrative procedure.

4.3.3 Deadline for the committee’s work

The assessment should be available within two months from the time the committee received the material that shall form the basis of the assessment. If it is not possible to meet this deadline, the committee’s leader shall provide a special account of the reasons for this, and the applicants shall be advised of the delay.

4.3.4 Comments on the assessment

The applicants shall be given an opportunity to comment on the assessment within a fixed deadline, normally 14 days after sending. Any comments from the applicants are presented to the committee for its opinion before a decision is made.

4.4 Qualification requirements

4.4.1 Qualification requirements for the position of Post-doctoral research fellow
For appointment as Post-doctoral research fellow, the applicant requires a Norwegian doctoral degree in the subject area concerned or a corresponding foreign doctoral degree recognised as equivalent to a Norwegian doctoral degree.

In the assessment the main emphasis will be attached to the submitted works and the project proposal for the qualifying work. Emphasis shall also be attached to experience from popularization/dissemination and academic policy and administrative activity.

In the event that the position is advertised for two years or more, and teaching duties or equivalent work is attached to the position, emphasis will also be attached to teaching qualifications.

Emphasis shall also be attached to personal suitability. (The committee shall not express an opinion on this.)

The detailed description for the individual position shall state specifically which requirements apply and what emphasis is attached to these.

4.4.2 Qualification requirements for the position of Research fellow

The successful applicant must fulfil the requirements for admission to the PhD programme as stipulated in Section 6 of the Regulations for the degree of Philosophiae Doctor (PhD) at the University of Tromsø.

In order to be admitted to a doctoral degree program, the applicant must either have completed an integrated Master’s degree (300 credits), a Master’s degree (120 credits) and Bachelor’s degree (180 credits) or the equivalent education as approved by the faculty responsible for the specific programme.

Experience-based Master’s degrees (120 credits) may suffice as basis for admission to the PhD programmes. Before the admissions committee can consider an application for admission based on an experience-based master’s degree to a PhD programme, the faculty must see to in advance that the quality of the master’s thesis in question has been externally evaluated as adequate for admission to the doctoral degree programme from an academic, methodical and philosophy of science perspective. The external evaluation must be carried out by at least one professor/associate professor from a relevant subject area at another university. The admissions committee should put decisive weight on this external evaluation.

Applicants must document proficiency in English that satisfies the Norwegian Higher Education Entrance Qualification. The faculty can in special circumstances grant dispensation from this requirement on the basis that the applicant is proficient in Norwegian.

The respective faculty may adopt minimum academic requirements for admission to doctoral degree programmes.
One of the admission requirements is adequate financing, which as is general rule is income at the level of a Research Fellow position. For part-time students, a requirement is that a minimum of 50% of the student’s working time may be spent on the doctoral degree programme.

For appointments to research fellowships, age shall not form grounds for disqualification. Age may form the basis of one of several assessment criteria.

During this assessment process, emphasis will be attached to the applicant’s potential for research as shown by:
- Master’s thesis or equivalent
- any other academic works, and
- project description (if any).

In addition, consideration may be given to work experience or other activities of significance for the implementation of the PhD studies, and to any teaching qualifications. This includes teaching education, teaching experience, experience from popularizing and experience/education from other types of dissemination.

Emphasis shall also be attached to personal suitability. (The committee shall not express an opinion on this.)

The detailed description for the individual position shall state specifically which requirements apply and what emphasis is attached to these.

4.4.3 Qualification requirements for the position of Research assistant

1019 Research assistant: Bachelor’s degree or the equivalent.
1020 Research assistant: Master’s degree or equivalent, cf. qualification requirements for appointment as a research fellow.

In addition, consideration may be given to work experience and other activities of significance for the position, including teaching qualifications (applicable for both position codes).

The position may not be filled by people who have previously been employed in a research fellowship or who have attained equivalent competence.

5. Interview/trial lecture (Section 5 of the Personnel regulations)

5.1 Interview
The applicants assessed as the best qualified will be called to an interview. The interview shall among other things aim to clarify the applicant’s personal suitability for the position, motivation and development potential for the various tasks attached to the position. The applicants’ interest and motivation for participating in the ongoing development of the university as a whole also needs to be clarified. The result of the interviews shall be recorded in writing, and shall accompany the case in the ongoing appointment process.
The unit shall decide who participates in the interview committee. Both genders should be represented.

Where practical, the unit may decide that these decisions may be taken at a lower level.

5.2 Trial lecture
Based on a suggestion from the assessment committee, or on its own initiative, the unit may decide that a trial lecture will be held. The unit shall decide who will be present at the trial lecture.

The result of the trial lecture shall be recorded in writing, and shall accompany the case in the ongoing appointment process.

Where practical, the unit may decide that these decisions may be taken at a lower level.

5.3 Applicants with immigrant background
In the event that there are qualified applicants with immigrant background, all state institutions are obliged to call at least one such applicant to an interview (PM 12/2004). If there are applicants with an immigrant background and none are called, this must be explained in the report.

5.4 Disabled/occupationally disabled applicants
If among the qualified applicants for a position, one or more have stated that they are disabled/occupationally disabled, and are or about to become unemployed, at least one such applicant shall be called to an interview. Such applicants may be appointed even though other applicants for the position are better qualified, cf. Section 9 of the Civil Service Act.

6. Recommendation (Sections 5, 6 and 7 of the Personnel regulations)

6.1 Recommending authority
The department boards make a recommendation for teaching and research positions. At departments that do not have their own board, the Head of Department is the recommending authority. At departments under the university board, the unit’s board is the recommending authority. The university board may decide to grant dispensation from these provisions.

6.2 Mandate of the recommending authority

6.2.1. The recommending body’s relation to the assessment committee’s assessments
The recommending body is responsible for controlling that the expert assessment is adequate and reasonable. The assessment shall be in accordance with the criteria that are formulated in the position description, and with usual practice with respect to qualification requirement and the emphasis attached to various qualifications.
In the event that the recommending body is in doubt about whether the expert committee’s assessments fulfil the requirements, it must clarify and rectify such discrepancies. This may occur by requesting a supplementary statement from the expert committee, appointing a committee to undertake a review of the actual assessment to assess whether it is based on the correct assessment norms, or appoint more experts or a new expert committee.

The recommending authority shall not limit its assessments to the conditions that have been evaluated by the expert committee. The recommending body shall also carry out an assessment of the applicants’ other relevant qualifications.

The recommending body may make a decision with a different conclusion than that reached by the expert committee, without being reheard by the committee. This may only occur in situations where the recommending body can build on the committee’s professional assessments of the applicants as appears from the assessment, but where:

- The recommending body does not agree with the assessment norm that has been applied or the emphasis attached to various qualifications on which the assessment is based,

  and/or

- the recommending body attaches emphasis to qualifications other than those the assessment committee has evaluated. This may be on the basis of interview, trial lecture and assessments of personal suitability and other non-academic assessments that are regarded as relevant for the position.

In the event that the recommending committee alters the ranking that the expert committee has advised, special grounds are required. An explanation of these grounds shall accompany the case to the appointing body.

6.2.3 Applicants with right of preference, occupationally disabled applicants or applicants with immigrant background

There may be instances where applicants have a right of preference to a position because they have been made redundant from another Civil Service position, cf. Section 13 of the Civil Service Act. Such applicants must make precise mention in their application that they are asserting their right of preference. If such an applicant is assessed as qualified then the person in question shall be appointed, even though other applicants may be better qualified.

If the appointing body does not find in favour of appointing the redundant applicant, the matter will be settled by a special central agency for redundant civil servants, cf. Section 5 no. 4 of the Civil Service Act and Section 8 of the appurtenant regulations. This agency has the authority to appoint the applicant in the event that the person in question is assessed as qualified.

The recommending body must ensure that interviews have been conducted with any qualified applicants with immigrant background, cf. point 5.3 of these regulations.
The recommending body must also assess whether any qualified occupationally disabled applicant, who is either unemployed or about to become unemployed, shall be recommended ahead of better qualified applicants, cf. point 5.4 of these regulations.

The above-mentioned conditions must be clarified before the recommending body makes its recommendation.

6.2.4 Recommendation and ranking

After an overall assessment of the applications, assessment, interviews and any trial lectures, the recommending body shall submit a written recommendation stating the grounds to the appointing body.

In the event that there are several qualified applicants for a position, three applicants shall normally be recommended in the order they should be considered.

The recommending body assesses whether a trial period shall be recommended, cf. point 7.5 of these regulations, which deals with trial periods.

The recommending body must decide whether any of the applicants shall be recommended with a requirement to undergo certain training within a specific time limit. Pursuant to Section 1-1 (1) of the Regulations relating to appointment and promotion to teaching and research posts, the appointing authority may make a requirement that the appointee shall undertake to undergo specific training within a specific time limit. This may, for instance, be to acquire special knowledge relating to language.

6.2.5 Joint recommendation

Any minority within the appointing authority shall provide his/her written recommendation stating the grounds.

7. Appointment (Section 8 of the Personnel regulations)

7.1 Appointing authority

The faculty boards, or an appointment committee in accordance with the university board’s provisions, undertake appointments at the faculties.

The university board’s appointment committee undertakes appointments at units under the university board.

7.2 Mandate of the appointing authority

The appointing body’s relation to the assessment committee’s assessments will be the same as for the recommending body, cf. point 6.2.1 of these regulations.

The appointment body shall apply a moderate gender quota, cf. point 2.5 of these regulations.

The appointing body must ensure that the following conditions have been clarified:
• whether there are applicants with the right of preference, cf. point 6.2.3 of these regulations
• whether any qualified applicants of immigrant background have been called to an interview, cf. points 5.3 and 6.2.3 of these regulations
• whether any qualified occupationally disabled applicant, who is either unemployed or about to become unemployed, shall be recommended ahead of better qualified applicants, cf. point 5.4 and 6.2.3 of these regulations
• whether any of the applicants shall be appointed with a requirement to undergo certain training within a specific time limit, cf. point 6.2.4 of these regulations. The type of training must be specified.
• trial period, cf. point 7.5 of these regulations.

7.3 Cases of disagreement between the recommending and appointing authority

Pursuant to Section 4 no. 5 of the Civil Service Act, the appointing authority’s options are limited for appointment of the formal recommendation. The appointing body may only appoint people who have been recommended. All applicants who have been recommended by a minority or majority of the recommending authority are regarded as having been recommended.

In the event that the appointing authority wishes to appoint an applicant who has not been recommended, the appointment committee shall request that an opinion about the person concerned be submitted in writing by the recommending body. If however the recommending body refuses to recommend the person concerned and the appointment committee upholds its view, the case shall be decided by the body stipulated in Section 11 of the Personnel regulations. The higher body may then appoint one of those who have been recommended or the person the appointing body wants to appoint.

7.4 Cases of disagreement in the appointing body (dissent and minority appeal)

Pursuant to Section 5 no. 3 of the Civil Service Act, any member of the appointing authority may, in cases where agreement is not reached about an appointment, may demand that the case be referred to the body stipulated in Section 11 of the Personnel regulation. The higher body may then choose between the applicants that any of the appointing authority’s members will appoint.

7.5 Trial period

The main rule is that employees starting in the Civil Service have a trial period (also known as a probationary period) of six months, cf. Section 8 of the Civil Service Act:

During the first six months, the officer serves a probationary period.

Further, Section 8 subsection 1.2 of the Act states:

The appointment committee may decide that such a probationary period shall apply even if the officer is transferred directly from another Civil Service post.

It is the consecutive period of service in the Civil Service that forms the basis with respect to the provisions for a trial period. As such, the fixing of a new trial periods
(over and above six months) for civil servants who are being recruited directly from another position in the Civil Service requires a special decision from the appointing body. A condition for imposing a new trial period on a civil servant is that the work in the new Civil Service position must be of another nature. A trial period shall not normally be imposed when an employee move positions internally at the university.

It is up to the appointing body to make a decision about a trial period, with each appointment to be assessed on a case by case basis.

8 Terms and conditions of employment etc.
Special conditions of employment are regulated in the Regulations concerning terms and conditions of employment to the posts of postdoktor (post-doctoral research fellow), stipendiat (research fellow), vitenskapelig assistent (research assistant) and spesialistkandidat (resident)

8.1 Post-doctoral research fellow
The fixed term of the appointment shall be from two to four years. In the case of an appointment for more than two years, the employer shall decide whether the employee shall be assigned compulsory duties in the form of teaching and similar work and the scope of any such compulsory duties.

The scope of any compulsory duties must be evident in the progress plan that shall be drawn up for the project.

Pursuant to Section 2-1 of the regulations, no one may be appointed to more than one fixed term period as a post-doctoral research fellow at the same institution. In light of this, in certain cases it may be practical to use the position code researcher instead of post-doctoral research fellow for appointments to externally funded positions.

For further information concerning terms and conditions of employment for post-doctoral research fellows, refer to Sections 1-2, 2-1 and 2-2 of the Regulations concerning terms and conditions of employment to the posts of postdoktor (post-doctoral research fellow), stipendiat (research fellow), vitenskapelig assistent (research assistant) and spesialistkandidat (resident).

Special regulations concerning leave of absence and extension of the period of employment are regulated in Section 2-3 of the above-mentioned regulations.

8.2 Research fellow
The normal period of employment is four years with an average of 25 % compulsory duties per year. The nominal length of the PhD programme is three years. For externally financed positions in which the contractor finances three years (the nominal length of the PhD programme), the applicant may be employed for three years without compulsory duties.

A three-year appointment for a university-financed research fellowship is not an option.
In special circumstances, a period of employment other than four years may be agreed with 25% compulsory duties, as well as completing the PhD programme in a part-time position. The period of employment shall cover three years devoted to the PhD programme. A shorter period of appointment may be decided when the research fellow has already completed parts of his/her research training programme or when the appointment is based on a previous qualifying position (research fellow, research assistant, or the like) in such a way that the total time used for research training amounts to three years. Agreements in accordance with this point shall be entered into during the appointment process, and must be approved by the appointing authority.

As many as possible should have the opportunity to undertake organised research training. Applicants who already hold a PhD or have equivalent competence shall therefore not be appointed to a research fellowship, even if the PhD is taken outside the research fellow’s discipline.

Compulsory duties are assigned in accordance with the Guidelines for Research fellows’ duties at the University of Tromsø.

PhD candidates who have a period of study abroad as part of their PhD programme will receive reduced duties in their fourth year. This is in light of the fact that the university wishes to make the necessary adaptations so PhD candidates can implement a period of study abroad.

Research fellows who take breastfeeding leave have the right to compensation in the form of an extension to the period of the research fellowship, if the total time of the breastfeeding leave exceeds 75 hours (maximum two hours per working day).

For further information concerning terms and conditions of employment for research fellows, refer to Sections 1-3, 2-1 and 2-2 of the Regulations concerning terms and conditions of employment to the posts of postdoktor (post-doctoral research fellow), stipendiat (research fellow), vitenskapelig assistent (research assistant) and spesialistkandidat (resident).

Special regulations concerning leave of absence and extension of the period of employment are regulated in Section 2-3 of the above-mentioned regulations. During leaves of absence and other vacancies for a limited time in research fellowships, a substitute is not appointed as a research fellow.

8.3 Research assistant
The period of employment is for up to two years. The total period of employment may not exceed two years.

For further information concerning terms and conditions of employment for research assistants, refer to Sections 1-4, 2-1 and 2-2 of the Regulations concerning terms and conditions of employment to the posts of postdoktor (post-doctoral research fellow), stipendiat (research fellow), vitenskapelig assistent (research assistant) and spesialistkandidat (resident).