

Introductory Dialog between Newly Accepted PhD-candidates and the Administration

Suggestion for the content of the conversation

Duties, benefits and regulations connected to the employment

1. Information about the office space and the use of the printers, computers, office supplies and alike. The most of the questions related to this topic are addressed in the [New at the Department of Mathematics](#).
2. Information about the residence duty, deviations of residence duty and application for the research leave of absence (if teaching duties).
3. Inform about work hours, vacation, sick- and maternity/paternity leaves and alike.
4. For those with the teaching duties: talk about the work load and the tasks. Inform about teaching seminars organized by the Faculty.

Copyright policy/publishing and financing

1. Discuss the copyrights, inform about UiO-regulations connected to those.
2. Discuss other related issues to copyrights, especially if the candidate is employed and sponsored by another party.
3. Inform about the publishing practices at the Department.
4. Inform about the sources of financing and if some special relations exist depending on the source of financing.
5. Inform about the ways to apply for funding related to stays abroad, conferences and alike.

The aim and goals of a PhD and aftermath

- Inform the candidate about the career guidance initiatives at the faculty- and department-level.

Extras:

Discuss with the candidate if the following is important and why:

1. Taking part in the department/institution's common scientific work (seminars/meetings etc.).
2. Mingling with other PhD candidates and researchers at the department/institution.
3. Taking part in the common social activities in the department/institution (coffee breaks, discussions, parties etc.).
4. Inform about the social activities organized by and for PhD-candidates.