



CanCell

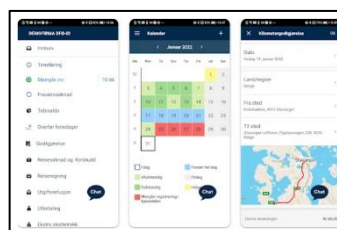
UiO orders at KlinMed

➔ **Request Tracker (RT)** Bestilling-kit-kre@klinmed.uio.no

Travel - Leave of absence - Reimbursement

Register at DFØ self service

- Web <https://selvbetjening.dfo.no/>
- App [AppStore](#) (iPhone)
[Google Play](#) (android phones)



Other enquiries

Senior Executive Officer - CanCell

Shakoor Khan, Bestilling-kit-kre@klinmed.uio.no

Senior Executive Officer - KRE
Backup for CanCell

Lady Nina Karlsrud, Bestilling-kit-kre@klinmed.uio.no

Centre Manager

Nagham Theres Asp, n.t.asp@medisin.uio.no



Shakoor
Office K05.066



Nina
Office K05.066



Nagham
Office K05.051



Reporting Absence, Holidays and Working Hours

Holidays: Rights and Obligations

UiO employees have the right and obligation to take holidays. Please familiarise yourself with UiO's rules on holiday rights and obligations:

- [Holidays for UiO employees](#)
- [General and public holidays](#)

For academic staff, UiO pre-registers a suggestion that accrued annual leave be taken in July. If you prefer to take your main holiday at another time, you may delete this suggestion and submit a holiday application for a different period.

Registering Holidays and Absence

UiO employees are **obliged** to apply for **holidays** and register approved absence. Applications must be approved by your group leader / delegate (CanCell: **Nagham Theres Asp**) and submitted via:

- **DFØ Self-Service Portal:** <https://selvbetjening.dfo.no/>
- **DFØ App** (recommended)

Log in using **Feide**, selecting the affiliation **University of Oslo**.

Working Hours and Absence

All technical and administrative staff are required to register their working hours. Scientific staff are exempt from this requirement.

For more information, see [Working hours and absence](#)

Leave During Christmas

UiO employees with positions exceeding 50% are granted paid leave on **24 and 31 December**, as well as **one elective day** between 24 and 31 December. This absence must be registered using the category "*Other absence, paid*".

Requests must be submitted personally and cannot be delegated.

Personal Information in DFØ

Employees are responsible for providing and keeping personal information up to date in DFØ, including:

- Phone number
- Address
- Next of kin
- Children and other relevant information



HR and staff administration

- **HR and HSE Section – KlinMed**

Inquiries for the HR Section, contact personal@klinmed.uio.no and CC your group leader and CanCell coordinator Nagham Theres Asp.

More info: [Human Resources Section - KlinMed](#)

Health, safety and environment (HSE)

- UiO employees working at **OUS locations** follows **local HSE-regulations**.
- UiO have **local HSE-officer** with HSE responsibilities beyond local regulations (ie. psychosocial environment, work issues, harassment etc.):
Shakoor Khan
abdushakoor.khan@medisin.uio.no
Office K05.066
- All sites will have an **HSE-visit annually**.



Shakoor

UiO Employee benefits

UiO offers a wide range of employee benefits, including:

- Exercise during work hours
- Cultural offers
- Free access to museums
- Kindergarten
- UiO's corporate sports team

More info: [UiO Employee benefits](#)

New employees at Institute of Clinical Medicine

Relevant information to you as a new employee at the Institute of Clinical Medicine

More info: [Welcome to the Institute of Clinical Medicine \(Klinmed\)](#)



Travel and reimbursement

Travel approval before booking

You need to have the following **before** you book your travel:

1. must have **approval** and **cost allocation** from your leader prior ordering
2. register a **travel request** in the **DFØ** self-service portal with **estimated costs**
<https://dfo.no/en/register-travel-requests-and-advances>

Travel and reimbursement questions

Contact bestilling-kit-kre@klinmed.uio.no

Reimbursement

1. Requests for reimbursements are performed in **DFØ** self-service portal or App.
2. All expenses/reimbursements must be documented and uploaded in the application.
3. Ensure that the **cost allocation** is correct and **change accordingly if not**.
4. Employees must ask for reimbursements **within three months** after the **trip** or **expense**.

Outlay Reimbursement

<https://www.uio.no/english/for-employees/employment/payments/outlay-reimbursements/index.html>

Travel expense claim

<https://www.uio.no/english/for-employees/employment/travel/travelexpenses.html>





Orders

Regular orders for MCB members shall go through BOS

- BOS login: <https://cancell.no/bos/login.php>
- lab equipment, solutions, others
- contact person: Chema - Jose Maria Bassols Usano j.m.bassolsusano@medisin.uio.no

Other UiO orders: including IT-equipment, licenses, courses, other offers etc

All orders shall be sent to: bestilling-kit-kre@klinmed.uio.no

Include the following:

- Your request in details.
- UiO payment account approved by your leader: **stedkode (8 digits) + subproject number (9 digits)**
- Your uio username if you are ordering IT-equipment, licenses, courses

Booking travel + hotel accommodation

UiO has an agreement with the travel agency Berg-Hansen. You can book business trips through Berg-Hansen's travel portal or app.

More info: [Book a trip](#)

Procurement above 100 000 NOK excl. VAT.

There are **specific guidelines** for purchases above 100 000 NOK excl. VAT.

Contact bestilling-kit-kre@klinmed.uio.no

More info: [Procurement process](#)





Restaurant orders: order 7 days prior event

UiO employees

Step 1

- Make a reservation at restaurants that accepts to issue **EHF invoice** to UiO.
- Select a menu and agree on a total price (food + drinks) within [UiO hosting rates](#).

Step 2

Complete the following order form:

- [Restaurant order with External guests](#)
- [Restaurant order with NO External guests](#)

External (non-UiO) employees

Step 1

- Make a reservation at restaurants that accepts to issue **EHF invoice** to UiO.
- Select a menu and agree on a total price (food + drinks) within [UiO hosting rates](#).

Step 2

Contact bestilling-kit-kre@klinmed.uio.no and enclose the following:

1. A copy of your restaurant reservation.
2. Participant list: full name, diet restrictions, affiliation (UiO, OUS, other).
3. Date and time of event
4. Copy of event program or event invitation letter/email.
5. Your contact details: name and mobile phone no.
6. Account number (koststed and delprosjekt no.) approved by your leader.
7. When using representation rates, enclose the following form signed by CanCell BDM ([Nagham Theres Asp](#)): [Preliminary approval of the use of representation rates \(word\)](#).





Ordering Refreshments: **order 7 days prior event**

UiO employees

UiO employees must use the central order forms when ordering food and beverages.

[Click here for: Ordering food and beverages](#)

External (non-UiO) employees

Contact **7 days** in advance bestilling-kit-kre@klinmed.uio.no and enclose the following:

1. List of food, beverages, disposable items (plates/cups/napkins etc.)
2. Participant list: full name, diet restrictions, affiliation (UiO, OUS, other)
3. Your contact details: name and mobile phone no.
4. Account number (koststed and delprosjekt no.) approved by your leader
5. Date and time of event
6. Copy of event program or event invitation letter/email.
7. Full delivery address, Meeting room number





PhD Thesis, evaluation and public defence

Implementation of public defence at the Institute of Clinical Medicine (Klinmed)

<https://www.med.uio.no/english/research/phd/thesis-evaluation/trial-lecture-defence/public-defence-at-institute-of-clinical-medicine/>

- The candidate's tasks
- The committee's tasks
- The institute's tasks
- Contact persons

Public defence at Faculty of Medicine (MedFak)

<https://www.med.uio.no/english/research/phd/thesis-evaluation/index.html>

- Thesis requirements
- Submission and printing
- Evaluation
- Trial lecture and public defence
- Doctoral dinner and conferral of the PhD degree
- Information for the chair of the defence
- Diploma and ceremonial diploma
- Information for the evaluation committee

CanCell web pages

- **Group web page**

The **group leader** has the main responsibility to keep the web pages updated, supported by CanCell IT and Website Manager [Chema - Jose Maria Bassols Usano](#).

- **Profiles and portfolios**

UiO employees are responsible to update personal profile page at UiO.

Read more: [How to edit your profile page](#)

- You may use the following photo services at UiO or OUS to ensure **updates profiles** and **portfolios**:

- Read more: [UiO Medical Photography and Illustration Service](#)
fotovideo@klinmed.uio.no
+47 23 07 28 20

- **OUS Pasientfoto & Grafisk**
Oslo universitetssykehus HF - Norwegian Radium Hospital
Contact Per Marius Didriksen (photographer)
pdidriks@ous-hf.no
Office +47 22 93 56 60
Mob +47 48 14 00 70



For project leaders at UiO KlinMed

Publications

- Credit University of Oslo**

All UiO-employees **shall** credit **University of Oslo** in their publication as affiliated institution, in addition to their OUS-affiliation, as following:

<your department/institute>, Division for Cancer Medicine, Institute of Clinical Medicine, Medical Faculty, University of Oslo, Norway.

- Norwegian Research Information Repository (NVA)**

You are required to register the following publications in [Norwegian Research Information Repository \(NVA\)](#):

- Scientific articles (include reviews i periodicals, series and websites (ISSN-titles)).
- Monographs
- Anthologies

For questions about **NVA** contact bestilling-kit-kre@klinmed.uio.no

Project economy

- Financial reports**

are sent out every four months from the Finance Section at KlinMed.

Contact: klinmed-ok@klinmed.uio.no

- Project financial reports/balance**

You may check your project reports/balance using **Tableau / Nettbank**:

<https://www.uio.no/for-ansatte/arbeidsstotte/tableau/>. Shakoor or Nagham can provide updated information and/or supply a link to your project. For gaining access to Tableau / Nettbank at KlinMed, please contact **Willemijn Solheim** willemijn.solheim@medisin.uio.no



Willemijn
tableau/nettbank

Financial Advisors at KlinMed Finance Section	Project Financial Support - Funding Source
Oksana Takhirova oksana.takhirova@medisin.uio.no 	• EU • NFR (including CanCell)
Ayza Hussain ayza.hussain@medisin.uio.no	• Cancer Society • Externally Funded Operating Funds (Eksternfinansierte driftsmidler/XFDM): -Allocations from UNIFOR, the Blix Family Fund, legacies and scholarships.
Willemijn Solheim willemijn.solheim@medisin.uio.no 	• Internal project funding from UiO (BEV, bevilgningsøkonomi) including projects of: operating funds (driftsmidler), life science, research program, innovation funds, IT infrastructure funds etc. • Academic positions



For project leaders at UiO KlinMed

Managers with staff responsibility at UiO KlinMed

Guidelines and tasks of responsibilities for managers with personnel responsibility:

<https://www.uio.no/for-ansatte/arbeidsstotte/personal/personaloppfolging/enheter/med/klinmed/>

- *Support Functions: Where to Get Help*
- *Working Conditions: Start and Termination of employment at UiO*
- *Self-Service Portal*
- *Follow-Up on Sick Leave*
- *Recruitments*
- *Salary and Promotions*
- *Holidays and Leaves*
- *Manager- and Employee one to one work dialogue*
- *Laws and Regulations*

