

EMPLOYMENT CONTRACT

The returned and signed employment contract is exempt from public disclosure. Freedom of Information Act [*Offentlighetsloven*] Section 13; Public Administration Act [*Forvaltningsloven*] Section 13.1 No. 1

1. Name:

National identity number (11 digits):
(to be filled in by the employee)

Address:

Citizenship:

has entered into the following employment contract with the Norwegian University of Science and Technology (NTNU):

2. The employment contract is subject to the terms and conditions stipulated in the collective agreement and regulations for NTNU.
3. Position: **PhD candidate**
Full-time equivalent: xx %
4. The place of work is currently at xx
5. According to the agreement with the department, the position starts on *(date)*. The employment period is *(4 years)*. The appointment then ends without prior notice.

The work tasks comprise *(3 years)* of organized research training and *(1 year)* of required duties. The required duties are related to *(specify work content)*.

The appointment is conditional on admission of the PhD candidate to *(insert name of doctoral programme)* within three months after commencement of the position and on submission and approval of the complete plan for the organized research training programme by the deadline applicable to the doctoral programme.

6. Holiday leave and holiday pay are granted in accordance with the Act relating to holidays [*Ferieloven*] and central special agreements.
7. Notice periods apply in accordance with sections 8, 9, 10 and 11 of the Civil Service Act [*Tjenestemannsloven*]. A trial period of 6 months is in effect; see Section 8 of the Civil Service Act. Grounds for dismissal are described in the accompanying guidelines from the Ministry of Education and Research.
8. The grade code for the position is *1017/1378*. The salary at commencement is according to salary grade xx in the State salary scale, NOK xx per year. A deduction of 2% is made as a statutory contribution to the Norwegian Public Service Pension Fund. The salary is paid into the account on the 12th of each month.

If an error in pay is made on a salary payment date, the parties agree that the salary payer can make the necessary adjustment on the next salary payment date, within the scope of Section 14-15 of the Working Environment Act.

The employee has a duty to check that the agreed salary matches the amount shown on the payslip, and must report any errors immediately.

9. The normal hours of work are in accordance with the collective pay agreement in force.
10. Collective agreements
The employment relationship is governed by the following agreements and policies in force at any time:
 - the Basic Collective Agreement for the civil service
 - the main agreement
 - relevant central special agreements
 - local special agreements
 - institutional pay policy
11. NTNU's employment regulations form part of this contract.
12. The employee must not hold additional positions, second jobs, board appointments or other paid assignments that might interfere with or delay her/his normal work unless specifically ordered or permitted to do so. Please see the *Guidelines for external work by NTNU staff*.
13. The appointment is made in accordance with the guidelines laid down by the Ministry of Education and Research for employment as a PhD candidate at universities and university colleges, with supplementary guidelines for NTNU (attached).

In other respects, the appointment is subject to the provisions of the Act relating to Civil Servants [*lov om statens tjenestemenn*], the Public Service Pension Fund Act [*lov om Statens pensjonskasse*], the Working Environment Act [*arbeidsmiljøloven*], and the Universities and Colleges Act [*lov om universiteter og høyskoler*]. Also see the regulations

- 31.01.2006 No.102: Regulations concerning terms and conditions of employment for the posts of *postdoktor* (post-doctoral research fellow), stipendiat (doctoral research fellow), vitenskapelig assistent (research assistant) and spesialkandidat (resident)
- 17.06.2009 No.959: Regulations for the required duties and employment conditions of doctoral research fellows at the Norwegian University of Science and Technology (NTNU)
- 23.01.2012 No.206: Regulations for the Philosophiae Doctor degree (PhD) at the Norwegian University of Science and Technology (NTNU)

