



Assessment form: Ordering services from self-employed persons

Your name (case officer):	
Your email address:	
The service will be provided by:	
Their organisation number:	

Is the person performing the work already employed by NTNU?	
Yes	NTNU's employees cannot be hired to perform tasks that closely align with their area of expertise. In such cases, the government's regulations regarding working hours/overtime apply.
No	You can continue filling out this assessment form.
Will the individual be performing a task related to teaching, such as serving as an external examiner or supervisor?	
Yes	Order the assignment through Time-limited contracts (TOA) .
No	Make assessments and continue filling out this form.
Is the assignment in line with the type of business indicated in the key information from the Register of Business Enterprises?	
Yes	Make assessments and continue filling out this form.
No	Order the assignment through Time-limited contracts (TOA) .

Other checkpoints		Assignment (TOA)	Business (invoice)
1	Will the assignment be carried out at the self-employed individual's expense and risk? You can read more about this on Skatteetaten.no (in Norwegian).	No	Yes
2	Does the individual have to perform the service themselves, or can they delegate all or part of the assignment to others?	Only the contractor themselves	Can also send others
3	Does the individual regularly perform similar assignments and on a larger scale? You can read more about this on altinn.no.	No	Yes

Checkpoints 1-3 must be considered in relation to one another. None of the criteria are definitive on their own. A collective assessment must be made that best aligns with the evaluations above.

Overall assessment	Contractor (TOA)	Business activity (invoice)
Brief description of the service:		

If the overall assessment concludes that the service is a contract assignment: The person performing the service cannot send an invoice to NTNU. [Proceed to order the contract for the assignment.](#)

If the overall assessment concludes that the service assignment is a business activity: The self-employed person can send an invoice to NTNU. [Please follow the procedure for ordering.](#)