

Good to know – IIK Trondheim

Document describing things that are good to know when working at IIK
Trondheim





CONTENTS

IIK TRONDHEIM – FOUR UNITS, ONE ADMINISTRATION.....	3
FIRST DAY.....	3
DEPARTMENTAL ROUTINES.....	4
ADMINISTRATIVE AND TECHNICAL STAFF	5
THE SELF-SERVICE PORTAL	10
NTNU INTERNAL	12
PURCHASING	13
LABS	13
NTNU HJELP / NTNU HELP	13
EVAKTMESTER	13
IT SUPPORT	14
NTNU PROFILE	14
TOOLS FOR INTERACTION AND COLLABORATION	14
PERSONAL.....	15
GOOD TO KNOW	15

IIK TRONDHEIM – FOUR UNITS, ONE ADMINISTRATION

Department of Information Security and Communication Technology (IIK) is one of the 8 departments at the [Faculty of Information Technology and Electrical Engineering](#) (IE).

IIK is located in two campuses, Gjøvik and Trondheim. IIK-Gjøvik in A-building first floor. The IIK-Trondheim offices are located in block A and B of the Electro building.

FIRST DAY

WELCOME

As a new employee, you will be meeting your designated contact person, who will be responsible for assisting you during your initial stage. If you are joining our organization as a PhD/Postdoc fellow, your supervisor will personally meet with you to provide guidance and support. Similarly, as a new permanent staff member, you will be meeting with the Head/Deputy Head of the Department. During this meeting, you will receive a brief overview of our organization and be introduced to your work assignments. Additionally, you will be provided with practical information and be given an access card for your office space. For our PhD fellows, we have a designated mentor, called a "fadder," who will ensure a smooth transition by introducing you to your colleagues and giving you a tour of the department and campus.

[Look at the page, New at NTNU, for an overview for new employees.](#)

It is not possible to obtain an NTNU user account unless you are officially registered in the NTNU register (refer to your NTNU Access Card) or the student database. Once you receive an NTNU username and password, you will have [access to various software](#) via the NTNU software farm.

NTNU ACCESS CARD

To obtain a permanent employee NTNU access card, you must first be registered in our systems. This registration is typically done before you arrive. During your initial days, you will be accompanied to the access control office where you can acquire the card.

The access cards allow you to enter the A building (Gjøvik) and Electro building (Trondheim) at any time, as well as access to other areas designated for IIK. Your email account will be created once you have been properly registered in our systems. You will need to activate the account yourself, but if you need assistance, Linda (Gjøvik) or Pål (Trondheim) can help you with this. Instructions on how to activate your account will be sent to you via email.

DEPARTMENTAL ROUTINES

LUNCH

Our lunch room is situated on the second floor in “Savannen”, room B212. The designated lunch break is from 12:15 to 12:45. Additionally, on some Fridays at 12:15 we hold a complimentary Friday Colloquium lunch where pizza will be served.

The employees' mailboxes are located in the lunchroom.

The nearest canteen is located on the ground floor of the Electro-building which is open from 07:30-15:00 (Monday-Thursday) and 07:30-14:00 on Fridays.

WORKING HOURS

The standard working hours at NTNU for a full-time position amount to 37.5 hours per week, which translates to approximately 7.5 hours per day. [Find more information about work hours for employees at NTNU.](#)

Academic employees do not adhere to a standard work schedule and are not eligible for overtime compensation. The typical workday is governed by the main tariff agreement.

The standard workday for administrative and technical employees consists of these working hours:

- 15th of September – 14th of May: 8.00-15.45
- 15th of May – 14th of September: 8.00-15.00

The designated working hours for all employees throughout the year are from 09:00 to 14:30, forming the so-called *core time*. Unless there are exceptional circumstances, employees are expected to be present at their designated place of work during these hours. However, if there are valid reasons for work to be conducted elsewhere, such as traveling, your Head of Office/Discipline Leader must be informed, and their consent obtained. This should be done in compliance with the established rules concerning absence. It is important to record any planned or unplanned absences in the department calendar.

PHYSICAL ACTIVITY

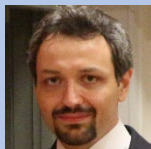
[Employees at NTNU have the opportunity to allocate one hour per week of their regular working hours for engaging in physical activities.](#)

SOCIAL ACTIVITIES

We organize around one to two social activities per semester for employees at IIK. These activities may include informal gatherings over drinks (salary-beer), bowling outings, events in conjunction with strategy days, theatre or concert outings, and similar experiences.

ADMINISTRATIVE AND TECHNICAL STAFF

MANAGEMENT



Basel Katt

Head of Department, Gjøvik
basel.katt@ntnu.no



Jo-Are Nordli Eriksen

Head of Office, Gjøvik
jo-are.eriksen@ntnu.no



Lars Aalberg

Senior Adviser, Trondheim
lars.aalberg@ntnu.no

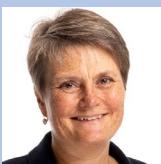
INNOVATION



Peggy Lill Sandbekken

Innovation Manager Digital Security
peggy.sandbekken@ntnu.no

HR



Katrine Rennan

Senior Executive Officer, Gjøvik
katrine.rennan@ntnu.no



Julie Lindland

Senior Executive Officer, Trondheim
50% HR
julie.lindland@ntnu.no

TECHNICAL



Md Mujahid Islam Peal

Senior Engineer, Gjøvik

md.m.i.peal@ntnu.no



Lars Erik Pedersen

Senior Engineer, Gjøvik

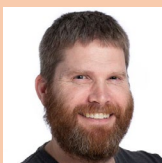
lars.e.pedersen@ntnu.no



Pål Sturla Sæther

Senior Engineer, Trondheim

pal.sather@ntnu.no



Espen Torseth

Senior Adviser, Gjøvik

espen.torseth@ntnu.no

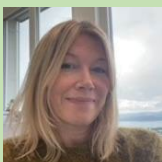
STUDIES



Hilde Bakke

Adviser, Gjøvik

hilde.bakke@ntnu.no



Marianne Øgaard

Adviser, Gjøvik

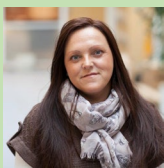
marianne.ogaard@ntnu.no



Laurent Paquereau

Adviser, Trondheim

laurent.paquereau@ntnu.no



Liv Karen Stubberud

Senior Executive Officer, Trondheim

liv.k.stubberud@ntnu.no



Maria Sofie Sortvik Barosen

Adviser, Trondheim

maria.barosen@ntnu.no

RESEARCH



Mona Nordaune

PhD Coordinator, Trondheim

mona.nordaune@ntnu.no



Teresa Kristina Hoel

Senior Executive Officer, Gjøvik

CRESCENDO

teresa.k.hoel@ntnu.no



Åse Ringlund

Consultant, Gjøvik

BRUA

ase.ringlund@ntnu.no



Julie Lindland

Senior Executive Officer, Trondheim

50% BRUA

julie.lindland@ntnu.no

ADMINISTRATIVE SERVICES



Linda Derawi

Higher Executive Office, Gjøvik

linda.derawi@ntnu.no

WEB & COMMUNICATION



Maria Sofie Sortvik Barosen

Adviser, Trondheim

maria.barosen@ntnu.no

FINANCES



Karianne Orderdalen

Controller, Gjøvik

karianne.orderdalen@ntnu.no



Anne Hilde Ruen Nymoen

Senior Adviser, Gjøvik

anne.nymoen@ntnu.no



Jingjing Yang

Senior Executive Officer, Gjøvik

jingjing.yang2@ntnu.no

CENTRE



Hanne Mari Solhaug Djupdal

Centre Coordinator at SFI Norwegian
Centre for Cybersecurity in Critical Sectors
(NORCICS), Gjøvik

hanne.m.s.djupdal@ntnu.no



Anne Skeidsvoll Granli

Administrative Coordinator at Centre for
Cyber and Information Security (NTNU
CCIS), Gjøvik

anne.s.granli@ntnu.no

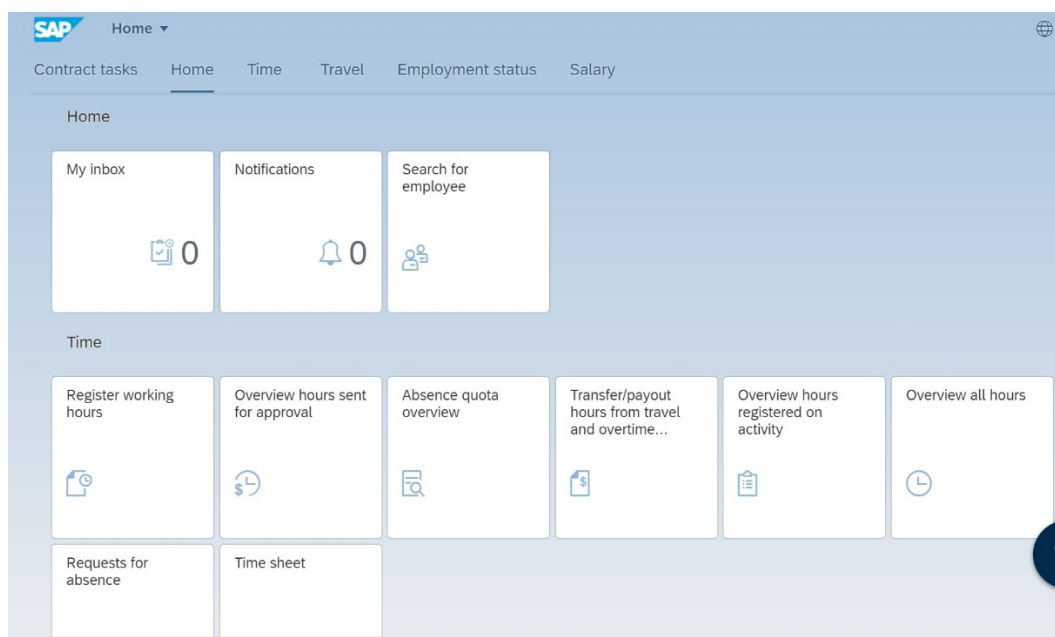


THE SELF-SERVICE PORTAL

In the Self-service portal you can, among other things, register working hours and absence, submit travel requests and reimbursement claims or apply for expense reimbursements, in addition to keeping track of your salary payments.

[Direct link to DFØ – Self-service Portal](#)

[Read more about how to use the Self-service Portal on Innsida.](#)



SALARY

The fixed wage is paid *on the 12th each month*. Payment for travel funds, salary advances, and other payments are made two times a month. The wages office at NTNU is responsible for all payments. In order to receive your salary, you need to have a bank account in Norway. (see Banking). Citizens from EU (IBAN zone) may receive their salary to a bank account in their home country until a Norwegian bank account is established.

TIME OFF FROM WORK/OVERTIME

Administrative and technical staff should register their working hours. Academic employees do not have the same duty to register their working hours. Overtime pay is normally not paid out. However, if the overtime is required by the management, the employee might also be eligible for overtime pay. For more information, please contact your Head of Office/Discipline Leader.

VACATION

The normal is 25 days a year. [Holiday guidelines at NTNU is available at Innsida](#). Summer holidays are usually taken during the period May - September. Employees over 60 have a right to 5 extra days of vacation per year. Notify the Head of Office/Discipline Leader when you plan to take vacation and

register the dates in the Self-Service Portal prior to the vacation. For the summer holidays the registration deadline is 1st of May. [An overview of public holidays is available at TimeAndDate.com.](#)

BUSINESS TRAVELS

Travel expenses for attending conferences can be reimbursed. Apply for travel approval by handing in a travel request in DFØ (The Self-service portal) before ordering any tickets. Discuss the budget with the Head of Office/Discipline Leader before applying for travel approval. PhD's must also discuss their budget with their supervisor before confirming with the Discipline leader.

NTNU recommends using credit card to pay travel expenses. NTNU has agreements with EuroCard. Paying at least 50 % of the travel with one of these cards ensures that you have a travel insurance. [Read more about the benefits of using it, how to order one, and what it means that we have a credit card with corporate liability.](#)

Use Berg-Hansen when ordering your accommodation and transportation tickets. [NTNU has certain rules for business travels and a travel guide for employees available.](#)

After your travel, register the travel expenses in the Self-Service portal, and include the confirmation on the budget from travel request approval.

ILLNESS AND SICK LEAVE

Always notify the nearest leader as soon as possible if you get ill and are absent from work (called "egenmelding"). When you get back to work, you must register your absence in the Self-Service portal. [For more information, see overview and guidance on illness and sick leave.](#)

[Read more about the social welfare system and health care.](#)

It is highly recommended that you use the free Hjelp App for your smartphone. It will allow you to directly contact public services in cases of emergency.

Download the app:

[Google Store \(Android\)](#)

[App Store \(Apple\)](#)

FIRE SAFETY

[Information about fire safety on Innsida](#)

GENERAL FIRE INSTRUCTIONS

Familiarize yourself with

- The escape routes

- Nearest fire alarm button (red box)
- Extinguisher's location and how to use it

If fire occurs

- Try to extinguish the fire
- Trigger manual fire alarm
- Call the fire department by dialing 110

When the fire alarm goes off

- Close doors and windows
- Close the gas taps and bottle valves
- Leave the building
- Go to the meeting place
- Notify if you know the cause of fire alarm
- In the event of fire alarm, do not use lift!

NTNU INTERNAL

NORWEGIAN COURSE

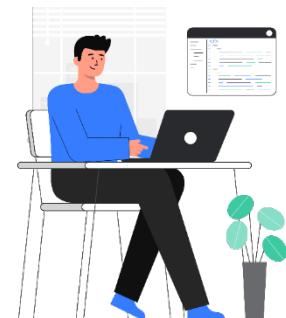
In Trondheim, we are pleased to provide comprehensive teaching opportunities for short courses and stage 1-4 during both the autumn and spring semesters of every academic year. Each level encompasses total of 6 hours of teaching, conducted twice a week, culminating in a sum of 78 hours in total.

Furthermore, we prioritize our scientific staff, such as PhDs, Postdocs, Researchers, and other international employees. As part of our commitment to fostering a conducive academic environment, we ensure that those staying at least 1 year are guaranteed a place within our teaching program.

Please contact your local HR to take "Norwegian Course"

[Read more about the admission information.](#)

[Course content - Norwegian for Foreigners - NTNU.](#)



EXAM REGISTRATION AND BLACKBOARD

The deadlines for registration to the NTNU courses are *15th of September* for the Autumn term and *1st of February* for the Spring term. [The courses should be registered on Studentweb.](#)

[Registration for courses gives you access to Blackboard, NTNU's learning management system, 1 digital classroom per course.](#)

[For all scientific staff with teaching duties, helpful information can be at IIK education guide.](#)

PURCHASING

In Trondheim books can be bought from the Akademika bookstore on the 2nd floor above the Hangar in Central Building 1. You can also order from an international bookstore via the Internet. Then you must first pay for the book with your own/NTNU credit card and get it reimbursed later.

You can get a requisition from Pål Sæther to take to the store when you pick up the book.

[Read more about guidelines for purchasing.](#)

LABS

Pål Sturla Sæther is our lab engineer. He has responsibility for the labs. If you need some special equipment or other issues related to the labs, please contact him.

[For booking of the labs.](#)

Contact person for labs:



Pål Sturla Sæther

Senior Engineer, Trondheim

pal.sather@ntnu.no

NTNU HJELP / NTNU HELP

[NTNU Hjelp is a self-help portal for students and employees.](#)

As an employee or student, you will not have to look for who to contact when you need help. You can submit a contact form via NTNU Help, and the system routes your inquiry to the right unit.

You also avoid having to wait in a telephone queue or for a response from, for example, the Oracle Service, since many of the answers to your questions will be found in NTNU Help.

NTNU Hjelp was put into operation on 30th of September 2019 for the IT department. Since then, many units have been added, and we aim for all administrative case processing that is not of a sensitive nature and thus goes to the archive system, to take place in NTNU Hjelp. You can find which units at any time process cases in NTNU Hjelp in [knowledge article K01247](#).

EVAKTMESTER

If you encounter any issues with the building such as temperature being too warm or too cold, ventilation not functioning properly, problems with doors, or any other related matters, [please report](#)

[them to the facility manager.](#)

IT SUPPORT

Orakel provides IT support and is located in Central building 1, room 127.

[For additional information about Orakel, you can visit the innsida page.](#)

[For inquiries or assistance, please visit the contact page or call 735 91 500.](#)

NTNU PROFILE

All employees have a profile page. [Go to innsida and click “my profile” at the top.](#) Everyone is encouraged to update their profile, providing at least keywords about your work tasks.

HEALTH, SAFETY AND ENVIRONMENT REPRESENTATIVE

IHK has a safety representative whose job is to look after employee interests related to working environment issues. If you experience any problems related to the working environment, you should first try to solve it with the Head of Office/Discipline Leader, and then alternatively contact the safety representative.

Safety representative IHK-Trondheim in 2024: Mona Nordaune

INNSIDA

[At NTNU, we use Innsida as our information portal.](#)

[Look at the page, New at NTNU, for an overview for new employees.](#) From the Grid menu at the start page you will find the Self-service portal where you register your absence, vacation and travel expenses. You will also find Office365, Webmail and other useful links.

TOOLS FOR INTERACTION AND COLLABORATION

There are now several online services with storage, sharing and collaboration capabilities. These tools can help increase collaboration skills and digital understanding. NTNU offers many different online storage and sharing solutions, but you don't have to use all of them. Try different solutions out and see which one suits your needs best.

NB!

- You must use NTNU's selected systems that have a data processing agreement.
- Never store confidential or sensitive data in the cloud.
- You must reflect over what personal data, research data and copyrighted data you might be saving in the cloud.
- You may be held responsible for sharing copyrighted content.

[Read more about the different tools for interaction and collaboration on Innsida.](#)

NTNU has an agreement to use OneDrive and Box for sharing files/online storage.

PERSONAL

IHK-Trondheim cooperate with the [International Researcher Support \(NIRS\)](#). NIRS offers counselling services for administrative staff and academics working at or visiting NTNU. [Contact information for NIRS.](#)

TAX RETURNS

For questions concerning taxes etc. employees should contact the Norwegian Tax Authority ([Skatteetaten](#)) directly.

Phone: 800 80 000

INSURANCE

[NTNU provides occupational injury insurance for all employees.](#)

This insurance covers occupational injuries and illnesses and provides compensation regardless of whether or not anyone is to blame for the injury.

BANKING

To open a bank account, you need a Norwegian national identity number. All salary payments are typically deposited directly in your bank account so that if you have to wait any length of time to get an ID number, you will have to make certain that you have enough cash on hand to pay your bills. Alternatively, you can be registered in the NTNU system without a Norwegian national identity number until you get one, and either get the salary deposited to a bank account in your home country provided it is located in the EURO zone, or you can receive a check or a cash card from the NTNU finance department. In both cases, 50 % tax will be deducted from your salary until a tax card is ready, but this will be adjusted for the next salaries.

GOOD TO KNOW

STORES ON HOLIDAYS

In Norway, stores are often closed on holidays due to legal regulations and cultural practices. Public holidays like Christmas, Easter, and Constitution Day are times for family and relaxation, and the law reflects this by limiting store opening hours. It's a way to respect cultural traditions and ensure everyone has the opportunity to celebrate.

However, there are some grocery stores that have limited opening hours on Sundays. You can search for your nearest grocery store on Google and find information about its opening hours.

OTHER LINKS

[Universitetsavisa \(internetbased newspaper for NTNU\).](#)

[Intranet.](#)

[DION, NTNU's interest organization for PhDs, post-docs, and other temporary scientific employees, which promotes interests of these groups at NTNU.](#)

[Innsida, new employees.](#)

[If you want to know what you can do in your spare time in Trondheim, VisitTrondheim.no has some suggestions.](#)

- The main newspapers in Trondheim are [Adressa](#) and [Nidaros](#).
- [Information about NTNU Trondheim.](#)
- Shopping centers: in Trondheim we have several shopping centers. Here are some of them:
 - Trondheim Torg
 - Solsiden
 - City Lade
 - Sirkus Shopping
- IKEA: The nearest IKEA is located at IKEA Leangen.
 - You can take a bus to Leangen or Gartnerhallen, followed by a 5–10-minute walk to IKEA.
- Bus: [AtB manages public transportation in Trøndelag.](#)
 - Download the “AtB” app (grey icon) on your mobile device.
 - Here you will find travel suggestions for how to reach your planned destination. Tickets can also be purchased directly in the app.
- Bike: If you plan to buy a bicycle, there are various retailers in the city. For example: Sport 1, Intersport, Anton Sport, etc. [You can also rent city bikes daily through Trondheimbysykel.](#)

Scan For More information!

