

# Guidence for PhD students using Studentweb 3

## Stage 1: Log in to Studentweb



 **Studentweb**  
UIT Norges arktiske universitet

Pålogging

**Logg inn med fødselsnummer og PIN-kode**

Fødselsnummer (11 siffer):

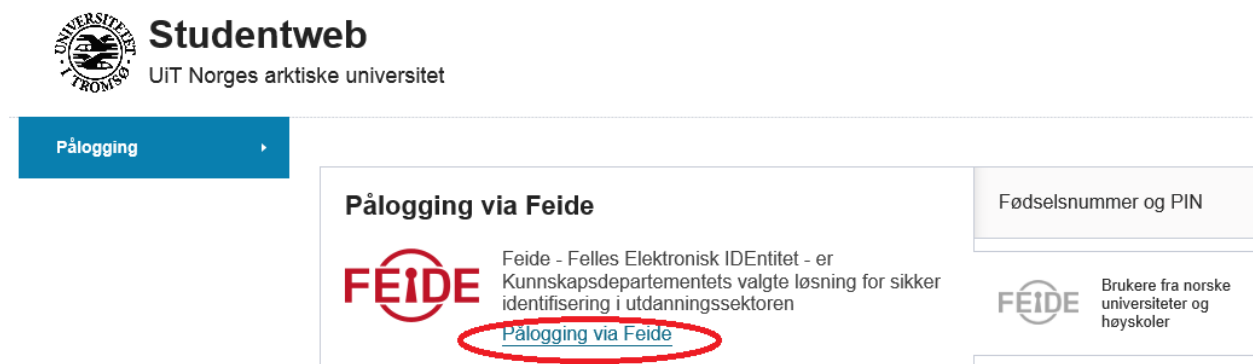
PIN-kode (4 siffer):


**Logg inn** [Få tilsendt PIN-koden på e-post](#)

Fødselsnummer og PIN

 Brukere fra norske universiteter og høyskoler


Log in with your 11-digit ID number and PIN-code, or



 **Studentweb**  
UIT Norges arktiske universitet


Pålogging

**Pålogging via Feide**

 Feide - Felles Elektronisk IDEntitet - er Kunnskapsdepartementets valgte løsning for sikker identifisering i utdanningssektoren

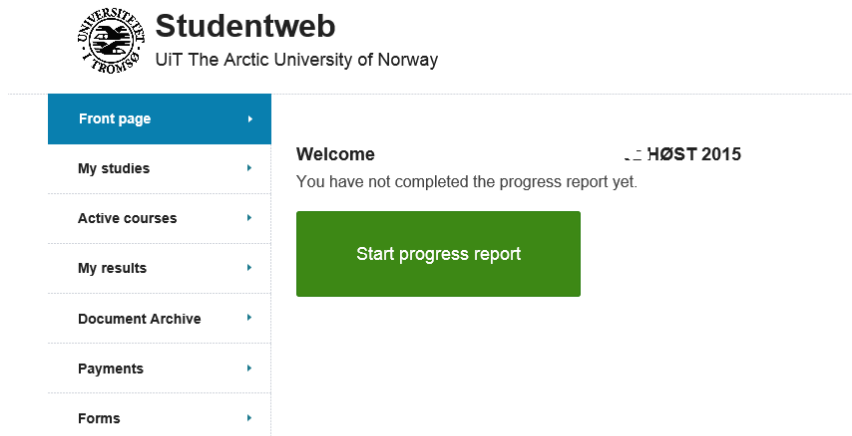
[Pålogging via Feide](#)

Fødselsnummer og PIN

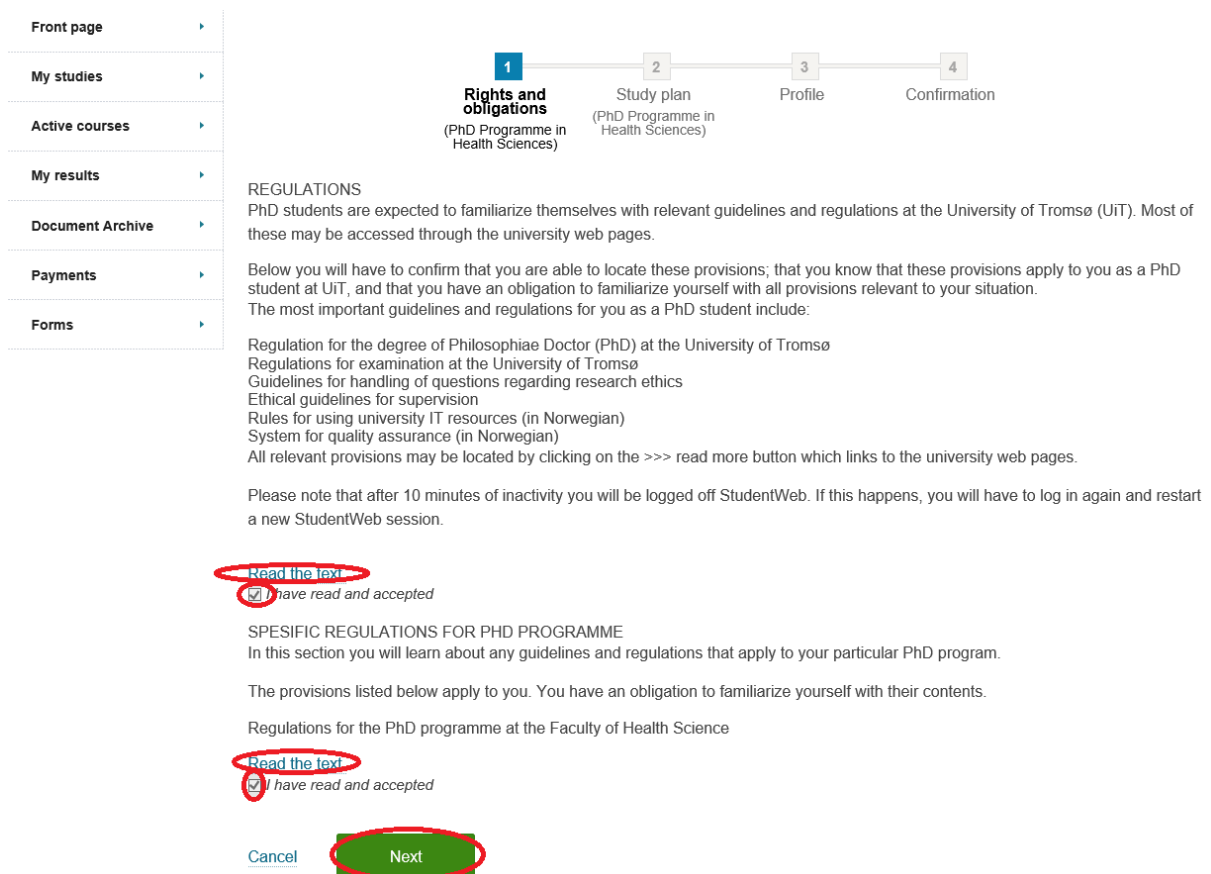
 Brukere fra norske universiteter og høyskoler

with your Feide-account.

## Stage 2: Start progress report (confirming your education plan)



### Accepting rights and obligations as a ph.d.-student



REGULATIONS

PhD students are expected to familiarize themselves with relevant guidelines and regulations at the University of Tromsø (UIT). Most of these may be accessed through the university web pages.

Below you will have to confirm that you are able to locate these provisions; that you know that these provisions apply to you as a PhD student at UIT, and that you have an obligation to familiarize yourself with all provisions relevant to your situation.

The most important guidelines and regulations for you as a PhD student include:

- Regulation for the degree of Philosophiae Doctor (PhD) at the University of Tromsø
- Regulations for examination at the University of Tromsø
- Guidelines for handling of questions regarding research ethics
- Ethical guidelines for supervision
- Rules for using university IT resources (in Norwegian)
- System for quality assurance (in Norwegian)

All relevant provisions may be located by clicking on the >>> read more button which links to the university web pages.

Please note that after 10 minutes of inactivity you will be logged off StudentWeb. If this happens, you will have to log in again and restart a new StudentWeb session.

[Read the text](#)

I have read and accepted

SPECIFIC REGULATIONS FOR PHD PROGRAMME

In this section you will learn about any guidelines and regulations that apply to your particular PhD program.

The provisions listed below apply to you. You have an obligation to familiarize yourself with their contents.

Regulations for the PhD programme at the Faculty of Health Science

[Read the text](#)

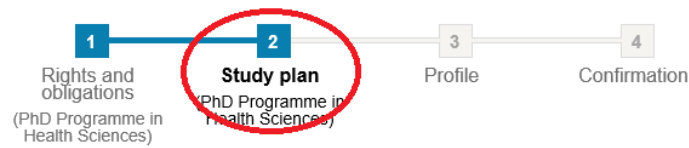
I have read and accepted

[Cancel](#) [Next](#)

Read the regulations and accept them.

Click Next

## Study plan – Detailed education plan



Education plan   Status and overview   Ph.d.

### Detailed education plan

#### Your study path

You have chosen: PH-program i helsevitenskap med pliktår

Show earlier semesters    Hide earlier semesters

› 2015 SPRING	0 sp
› 2015 AUTUMN	0 sp
› 2016 SPRING	9 sp
› 2016 AUTUMN	0 sp
› 2017 SPRING	0 sp
› 2017 AUTUMN	0 sp
› 2018 SPRING	0 sp
› 2018 AUTUMN	0 sp
› 2019 SPRING	0 sp
› 2019 AUTUMN	0 sp
› 2020 SPRING	0 sp
› 2020 AUTUMN	0 sp
› 2021 SPRING	150 sp

› 2020 SPRING 0 sp

› 2020 AUTUMN 0 sp

▼ 2021 SPRING 150 sp

	Course	Cr	Information about class and evaluation
PH-program i helsevitenskap med pliktår	HEL-8900 PhD Thesis, Health Sciences	150	<p><b>Class info:</b> It's not possible to register for class now.</p> <p><b>Exam registrations:</b></p> <p><a href="#">+ Sign up for evaluation</a></p>


[Cancel](#)

Previous

Next

Click Next

## Study plan – status and overview



1 Rights and obligations (PhD Programme in Health Sciences)

2 **Study plan** (PhD Programme in Health Sciences)

3 Profile

4 Confirmation

Education plan **Status and overview** Ph.d.

**Study overview**  
[Rights and obligations](#)

Specialty: PH-program i helsevitenskap med pliktår

Total credits: 159

**Earned credits**

You have no earned credits.

**Planned credits**

Semester			Cr
2016 VÅR	PH-program i helsevitenskap med pliktår	HEL-8004 General and Scientific Research Communication	3
2016 VÅR	PH-program i helsevitenskap med pliktår	HEL-8010 Research Ethics and Theory of Science	6
2018 HØST	PH-program i helsevitenskap med pliktår	HEL-8890 PhD Trial Lecture, Health Sciences	0
2021 VÅR	PH-program i helsevitenskap med pliktår	HEL-8900 PhD Thesis, Health Sciences	150

**Total earned and planned credits: 159**

[Cancel](#) [Previous](#) **Next**

This shows all the courses registered in your education plan so far.

Click Next

## Study plan – Ph.d.

1 Rights and obligations (PhD Programme in Health Sciences)

2 **Study plan** (PhD Programme in Health Sciences)

3 Profile

4 Confirmation

Education plan | Status and overview | **Ph.d.**

Place:  
Institutt for medisinsk biologi (IMB), Det helsevitenskapelige fakultet

Degree:  
PHILOSOPHIAE DOCTOR I HELSEVITENSKAP

Tittel in the original language:  
Legges inn senere

Tittel in English:  
Legges inn senere

Employment period:  
10.04.2015 - 09.04.2021


Type	Period	Percentage non-curricular activity
Arbeidsplikt for stipendiat	10.04.2015 - 09.04.2019	25%

Cancel Previous **Next**

This gives an overview of your PhD agreement

Click Next

## Study plan – Profile



1 Rights and obligations (PhD Programme in Health Sciences) 2 Study plan (PhD Programme in Health Sciences) 3 **Profile** 4 Confirmation

**Home address**

Address line 1:

Street address:

Post address:

Country:

**Semester address** (Use foreign format)

Address line 1:

Street address:

Post code:  TROMSØ

**Telephone**

Mobile number: (Use foreign format)

Home telephone number: (Use foreign format)

**Email**

Private email address:

Email address assigned by the institution:

**Language**

English

**Change the PIN code**

New PIN code:  New PIN code (repeat):

**Library**

**Voting place**

**Acceptance**

**Exchange of exam results with other institutions**

If you answer "Yes" to this question you will allow this institution to gather exam-information about you from other Norwegian institutions. [Klikk her for mer info om resultatutveksling](#)

Do you accept that this institution can fetch result information from other Norwegian institutions?

Yes  No

Choose your preferred library

Choose your voting place

Choose whether you accept that UiT can fetch result information from other Norwegian institutions.

Click Finalize

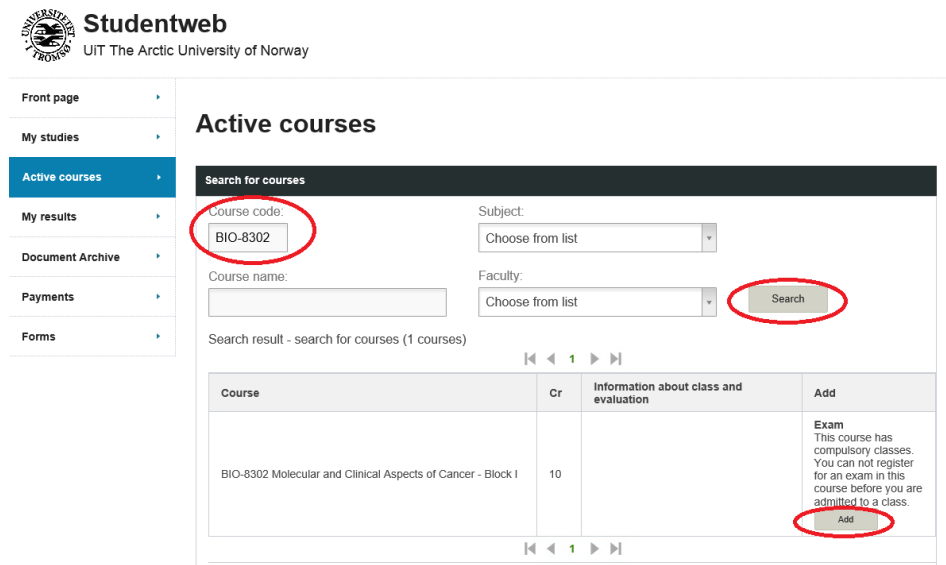
## Stage 3: Registering for classes and exams

### My studies



The screenshot shows the 'My studies' page on Studentweb. The left sidebar contains a menu with 'My studies' highlighted. The main content area shows 'My study programs' with details for the 'PhD Programme in Health Sciences'. A red circle highlights the 'My studies' menu item. Another red circle highlights a text box that says: 'If you wish to sign up for courses, you can do it on the page Active courses'.

### Active courses



The screenshot shows the 'Active courses' page on Studentweb. The left sidebar contains a menu with 'Active courses' highlighted. The main content area has a search form for courses. A red circle highlights the 'Course code' input field containing 'BIO-8302'. Another red circle highlights the 'Search' button. Below the search form, a table lists search results. A red circle highlights the 'Add' button in the 'Add' column of the table.

Course	Cr	Information about class and evaluation	Add
BIO-8302 Molecular and Clinical Aspects of Cancer - Block I	10		<b>Exam</b> This course has compulsory classes. You can not register for an exam in this course before you are admitted to a class. <b>Add</b>

Course code: Three letters – four digits (BIO-8302)

- Click Search
- Click Add

Then the box Sign up for class appears

## Sign up for class

**BIO-8302 - Sign up for class** ×

1 — 2 — 3  
Classes Exam Confirmation Done

Semester:  
Høst 2015 (01.06.2015 - 10.06.2015) ×

Signup period:  
01.06.2015 - 10.06.2015

[Cancel](#) [Next](#)

Click Next

## Edit exam

**BIO-8302 - Edit exam** ×

1 — 2 — 3  
Classes Exam Confirmation Done

Time and form:  
12 2015 - Two student presentations and an... ×

12 2015 - Two student presentations and an Essay

Language:  
engelsk

Parts:  
12 2015 - Lectures and seminars  
12 2015 - Presentation  
12 2015 - Presentation  
12 2015 - Essay

[Cancel](#) [Previous](#) [Finalize](#)

## Confirmation signing up for classes and exams

**BIO-8302** ×

1 — 2 — 3  
Classes Exam Confirmation Done

You are signed up for classes in **høst 2015**.  
You are signed up for exam in **12 2015**.  
A confirmation is being sent to **...**

[Close](#)



## Stage 4: Editing after registration for classes and exams

### Active courses

**Studentweb**  
UIT The Arctic University of Norway

Front page  
My studies  
**Active courses**  
My results  
Document Archive  
Payments  
Forms

### Active courses

▼ BIO-8302 Molecular and Clinical Aspects of Cancer - Block I 10 Cr

**Class info:**  
Høst 2015 - Admission granted  
Signup period: 01.06.2015 - 10.06.2015

**Exam registrations:**  
Autumn 2015 - Two student presentations and an Eessay - Signed up  
Deadline for signup: 10.06.2015  
Language: engelsk

Parts:  
**Mandatory:** Autumn 2015 - Lectures and seminars ✓  
Autumn 2015 - Presentation ✓  
Autumn 2015 - Presentation ✓  
Autumn 2015 - Essay ✓

**Buttons:** Edit, Withdraw from exam

### Edit

**BIO-8302 - Edit**

Time and form:  
Autumn 2015 - Two student presentations and an Eessay

Deadline for signup:  
10.06.2015

Language:  
engelsk

Cancel Save

Do alterations

Click save

Withdraw from exam

**Warning**

Are you sure that you want to withdraw from the exam?

Cancel OK

Click ok