



Welcome to the Department of Chemistry

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Welcome

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Program for today

- Introduction and info by study advisor Eva Madland.
- Social gathering for students and staff with lunch
- “how to write a thesis”? By Karina Mathisen
- “The life of a master student” by Karsten Kirste
- Quiz
- Practical organization, registrations etc. by study advisor Eva Madland

Master studies



MSc in chemistry

- Organic chemistry
- Applied theoretical chemistry
- Structural chemistry

MSc in Environmental toxicology and chemistry

- Toxicology (Department of Biology)
- Environmental and Analytical chemistry

In addition, Department of Chemistry have master students majoring in chemistry from

- Chemical Engineering and Biotechnology
- Natural Science with Teacher Education

Introduction

- Name?
- Where are you from?
- Master program?



INTRODUCTIONS

Should always start with a handshake



Program week 34



Tuesday 23 August

All students (MSCHEM, MSENVITOX, MLREAL):

HSE course for master students. The course is mandatory for everyone. Meet on time and make sure that your participation is registered. Everyone shall also attend the first aid and the protection course, regardless of previous training.

NB! Compulsory!

08:00 Registration, outside auditorium

R2, Realfagsbygget

Program week 34



Wednesday 24 August

- HSE-course MTKJ, MIKJ - 08:00 Registration, R7
- 08:30-12:00 Visit to the police station for international students outside EU/EEA

(International students within EU/EEA will visit the police station 1 September.)

Program week 34



Thursday 25 August

All students:

- 09:00-10:15 “Scientific Authorship” by Professor Claus Bech, R2
- 10:30-12:00 Social gathering with lunch, Onsager (D3-114)
- **12:00-14:00 NB! Compulsory!**
HSE Laboratory lecture (for the Department of Chemistry specifically), including risk assessment, D3-114 (Onsager)
- **14:00-15:00 Lecture on MS, HPLC, GC and instrument booking, D3-114 (Onsager)**

Program week 34

Friday 24 August

All students:

- 09:15-13:00 Library course



Study start



- Week 34: Introductory course
IMPORTANT: HSE-course HMS0003
<https://www.ntnu.edu/studies/courses/HMS0003/2015>
- The lectures will in most cases start in week 35
- Time table for each course: Check the course description online
- Correct info can be found in It's learning
- IMPORTANT: Please check your email, It's Learning and Innsida every day!

What do you need to figure out?

- Courses and study plan

Which courses to include in you study

- **Compulsory** courses for each study program are given in you studyplan eg.:

<https://www.ntnu.edu/studies/mschem/components>

- Compulsory for everyone (except MLREAL): **Experts in team work (EIT)** <http://www.ntnu.no/eit/english>
- **Elective** courses: Decide which elective courses to include together with your supervisor

What do you need to figure out?

- Courses and study plan

Only for students starting 2-year master's in Chemical Engineering and Biotechnology:

- 1. year- only courses:
<https://www.ntnu.no/studier/studieplan#programmeCode=MIKJ&year=2016>
- 2.year
 - Fall 2017: courses + project assignment (more info spring '17)
 - Spring 2018: master's thesis

What do you need to figure out?

- Master's thesis

Find a project/master thesis

- Contact the academic staff
- It is possible to do your thesis in collaboration with an other department or with an external company or research institute
- The main supervisor must be an employee (Professor or Associate Professor) at the Department of Chemistry

Master's Agreement

MSCHEM, MSENVITOX, MLREAL

- The master's agreement must be completed and handed in to the Department by **Oct 15** (**Sept 15** for teacher students) together with a project description (see criterias given) and a risk assessment of the project.
- Information regarding the risk assessment and the relevant forms can be found on Innsida:

<https://innsida.ntnu.no/wiki/-/wiki/English/Masters+Thesis+at+the+Department+of+Chemistry>

DAIM



- Register in DAIM (Digital Archiving and Submitting (innlevering) of the Master thesis)
- <http://daim.idi.ntnu.no/>
- Fill in the information needed in DAIM, print the contract (agreement), list the courses to be included in your master's degree (by hand) and get signatures from your supervisor(s)
- Check the demo on how to register

Master's Agreement



- When the master degree agreement is approved by the Department, you will receive a confirmation by email
- This is a binding contract, and any changes (courses, deadline and/or project) must be applied for before you make any deviations

Your master's agreement must be approved before you start working on your project!

What do you need to figure out?

- Miscellaneous

- Get access to the Department's study room for 1. years master students: A1-142
(Bjørn Syvertsen)
- Get access to the lab you will be working on
(Your supervisor)
- Software: <https://innsida.ntnu.no/wiki/-/wiki/English/Microsoft+Office>

StudentWeb



- <https://studentweb.ntnu.no>
- Pay the semester fee (within August 31.) and confirm your study plan
- Deadline for **examination registration**:
Sept 15. (autumn semester) and Feb 1. (spring semester)

NB! Some courses have a special registration deadline – June 1. (autumn semester) and Dec 1. (spring semester)

Experts in Teamwork (EIT)



- Compulsory interdisciplinary course for all master students at NTNU
- 2. semester (spring)
 - Villages: a "class" of 20-30 students with different backgrounds (devided into smaller groups of 5 students)
 - A unique topic such as a real-life issue faced by the public or private sector
 - It is facilitated by a professor and two teaching assistants

Experts in Teamwork



Two types of villages:

1. Intensive village

- Teaching every weekday in a three-week period in January 2014

2. Semester-based village

- Teaching every Wednesday throughout the spring semester 2014

There will be a information meeting on EiT – check the webpages for announcement: www.ntnu.no/eit

Experts in Teamwork



Deadlines for registration, Autumn 2015

- **October 1st:** Deadline to apply for postponement of admission, a different type of village and exemption from the EiT course
- **November 1st:** Deadline for registration for the EiT course (submitting you list of village priorities in studweb)
- **December:** Which village you have been assigned to will be announced in Studweb

It's **your** responsibility to remember these deadlines!

For MSCHEM and MSENVITOX

Completion of the master study



- Deadline for submitting the master thesis:
May 15 2018
- All courses (except KJ3091) must be passed
- Information about completion of the master study can be found online:
<https://innsida.ntnu.no/wiki/-/wiki/English/Masters+Thesis+at+the+Department+of+Chemistry>
- After submitting the thesis: a final master's examination with an oral presentation and discussion of the thesis

Plagiarism



- NTNU has a very strict policy on the issue of plagiarism
→ be sure that you know the regulations.
- For information on use of sources, references etc:
<https://innsida.ntnu.no/oppgaveskriving>
<http://www.ntnu.no/viko/>
- If you are in doubt, check with your supervisor

Summary



- Find a project + supervisor
- Register and deliver your master's agreement to the department
- Check your student email often
- Make Innsida and It's Learning a part of your every day routine
- Visit our wiki:

<https://innsida.ntnu.no/wiki/-/wiki/English/Masters+Thesis+at+the+Department+of+Chemistry>