WELCOME TO THE
FACULTY OF MEDICINE

Practical Information for New Master’s Students
2012

NTNU – Trondheim
Norwegian University of Science and Technology
DEAR MASTER’S STUDENTS

We are delighted that you have chosen study at the Faculty of Medicine, NTNU and we hope that the next two years will be fruitful for you – both academically and socially.

This brochure will give you some brief practical information. For more, go to:  
www.ntnu.edu/dmf/studies/master (in English)  
www.ntnu.no/dmf/studier/master (in Norwegian)

Please do not hesitate to contact one of the student advisers or the programme coordinators if you have any questions. Contact information is given on the back page of this brochure.

Neuro Centre

ABOUT THE FACULTY OF MEDICINE

The Faculty of Medicine (DMF) is a research and teaching institution in health sciences, medicine and medical technology. The faculty is closely integrated with St Olav’s University Hospital and the faculties of engineering and technology at NTNU. This is a good foundation for research translating new knowledge, from basic science and new technology, into new clinical practice. We have approximately 1100 employees, 180 master’s students, 720 medical students, and more than 1000 attending other courses and further education programmes.

The Faculty of Medicine comprises five departments:

- Department of Cancer Research and Molecular Medicine (IKM)
- Department of Circulation and Medical Imaging (ISB)
- Department of Laboratory Medicine, Children’s and Women’s Health (LBK)
- Department of Neuroscience (INM)
- Department of Public Health and General Practice (ISM)
STUDENT DEMOCRACY

The Student Council is the topmost democratic governing body at the Faculty of Medicine. The council holds a general assembly once a month. Here you will get information about important issues, and you have the right to vote. The election assembly will be held the 6 September at 12:15 in LA21.

Each master’s programme has its own advisory board with two student representatives, elected by fellow students in the autumn semester. There are also professors and external representatives in the boards. The programme board discusses relevant issues and gives advice to the Dean about the content of the programme, guidelines for the master’s thesis, compulsory and elective courses in the programme, admission requirements and regulations, and student recruitment. The board is also responsible for evaluating the programme and suggesting improvements. The mandates and members of the programme boards are available here: www.ntnu.edu/dmf/studies/programme_board

In addition, each department at DMF has a department board with student representatives. These are elected in the election assembly (see above).

You are encouraged to be active in student politics, both by showing up to open meetings and running for elections. For more information, see separate information leaflet.

SOMA

Soma is an academic and social student organization for master’s students at the Faculty of Medicine. The purpose of the organization is to create communication between students at the various master’s programmes, and organize social events. Soma runs a buddy program in August for all new master’s students at the Faculty of Medicine.

Webpage: http://somantnu.blogspot.com/
Email: soma.ntnu@hotmail.com
You can also look for them on Facebook!

SOCIAL MEDIA

You can follow the Faculty of Medicine on Facebook and Twitter. Search for ‘Medicine NTNU’
WORTH KNOWING

SEMESTER FEE
There is no tuition fee at NTNU, but all students have to pay a small semester fee each semester. The semester fee is financing student welfare services, and the deadlines for payment are 1 September (autumn semester) and 1 February (spring semester). If you do not pay the semester fee by the deadline, your admission may be withdrawn. Payment information is available on StudentWeb (http://studweb.ntnu.no/).

STUDENT IDENTIFICATION CARDS
As a student at DMF you need two identification cards:

- The NTNU card is issued at Gløshaugen campus (‘Stripa’ in Sentralbygget). You can get it a few days after you have paid the semester fee. This card shows that you are a student at NTNU, and it must be brought to all written examinations. The card is also your library card, and it will give you a student discount on railways, buses and several other services in Norway.

- The St Olav card gives you access to the NTNU areas in the university hospital, and you must be wearing this at all times in our buildings. This card is issued to you at the ground floor in the Supply Centre (‘Forsyningscenteret’) from Tuesday 21 August. Bring a photo ID. When you have got your St Olav card, you must activate it at the internal post office in the MTFS Building. Please note that you must pay the semester fee before you can get the ID card, and it may take up to one week before the payment is registered.

COMPUTER ACCESS
You must activate your user account by the end of September. This will give you access to Innsida (intranet), NTNU’s web-based email, and the e-learning system it’s learning. The activation procedure is described here: http://infoweb.ntnu.no/newbie/getting+started/activate_user_account.html

We offer free wireless access to the internet in all NTNU buildings and in most of the city centre. The name of the network is “eduroam”. Log on with your username and password.

You can connect to NTNU at home through a VPN client. More information about VPN can be found here: www.ntnu.no/itinfo/network+connection/vpn/

If you have any question you can contact “Orakeltjenesten”, which is the IT helpdesk available for students at NTNU. Phone: 73 59 15 00 / Email: orakel@ntnu.no

NON-DISCLOSURE AGREEMENT
All students at DMF have to sign a non-disclosure agreement protocol. By signing this protocol, you promise to take all reasonable precautions to ensure that personal data relating to patients or sensitive research data will be kept confidential. You have to sign this protocol in the reception desk in the MTFS Building no later than 15 September 2011.
INDIVIDUAL EDUCATION PLAN / EXAMINATION REGISTRATION

When you have decided which courses you want to take this semester, you must register for examinations. This is done by accepting/updating your individual education plan on StudentWeb. You must update your education plan each semester, and the deadlines are 15 September (autumn semester) and 15 February (spring semester). If you need help with the registration, please visit one of the student advisers, or send an email to studie@medisin.ntnu.no. Please do not register for more courses than you actually intend to follow. The deadlines for cancellation of exam registrations are 15 November (autumn semester) and 30 April (spring semester).

CHEATING AND ACADEMIC MISCONDUCT

NTNU regards cheating as a serious matter with grave consequences when a student is even suspected of cheating. NTNU defines cheating as actions that are in conflict with the examination regulations that lead to the results being more favourably judged than would otherwise be the case. This is a broad definition that includes gross negligence. More information is available at www.ntnu.edu/studies/examinations/cheating

LANGUAGE OF TEACHING AND EXAMINATIONS

Clinical Health Science: The language of teaching is Norwegian or English. You can answer examination questions and write the master’s thesis in Norwegian, Swedish, Danish or English.

Exercise Physiology/Sport Sciences, Molecular Medicine and Neuroscience: The language of teaching and examinations is English. This means that you must answer examination questions and write your master’s thesis in English, even if you know Norwegian and the examination questions are given in both English and Norwegian. You are allowed to bring a bilingual dictionary to the examination hall.

SPECIAL NEEDS?

NTNU aims at securing access to the university for all students. The Disability Office is responsible for advising students that need adaption of studies and examinations at NTNU. They also give students information about matters such as public services and needs assessment. More information about accessibility: www.ntnu.edu/studies/accessibility/

MEDICAL LIBRARY

The Medical Library is a part of the NTNU Library, and provides library support to research and teaching for NTNU students and employees. You can find the library at the fourth and fifth floors in the Supply Centre (‘Forsyningssenteret’). Here you also find a reading area, a computer room and four group rooms.
All master’s students in Exercise Physiology/Sport Sciences, Molecular Medicine and Neuroscience are welcome, and encouraged to attend, an information meeting at the library on **31 August** at 11.30.

**READING ROOMS/WORK SPACES**
For up to date information on where to find a reading room, have a look at http://www.ntnu.edu/dmf/studies/readingrooms

**BOOKSHOP**
You can buy your books at Tapir, which is the student-owned bookshop. Their main shop is at Campus Gløshaugen, but from the **13 August** there will also be a bookshop in Øya Helsehus selling some text books and stationary.

**COURSEWEEK**
In **week 42**, most regular lectures are cancelled and replaced by a large number of interesting and relevant lectures and practical courses organized by the students at the Faculty of Medicine. You are encouraged to take part in the CourseWeek. The CourseWeek programme will be available in late September/early October.

**EXPERTS IN TEAMWORK**
The course ‘Experts in Teamwork’ (EiT) is compulsory for master’s students in Exercise Physiology/Sport Sciences, Molecular Medicine and Neuroscience. The course is taught intensively in the second semester (January 2013). You will be invited to an information meeting about the course in September or October. Read more about EiT at www.ntnu.no/eit

**MASTER’S THESIS**
A supervisor and topic for the master’s thesis must be selected during the first academic year.

The final thesis should normally be submitted at the end of the fourth semester (June 2014). If you submit the thesis after June 2014, **this is to be taken into account in an overall assessment when the grade is determined.** Documented delays (for example due to authorized leave of absence, authorized reduction in the progress of the studies, or problems in data collection/laboratory work) are to be deducted, and are not to affect the determination of the grade.

The absolute deadline for submission of the master’s thesis is 15 June 2016. If this deadline is missed, your admission to the master’s programme will be terminated. More information is available at www.ntnu.edu/dmf/studies/master/thesis

**ALUMNI**
All master’s students can register at NTNU Alumni. More information is available at www.ntnu.no/alumni
### TIME AND PLACE OF THE FIRST LECTURES

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
<th>Time</th>
<th>Room</th>
</tr>
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<tbody>
<tr>
<td>KLH3000</td>
<td>Introduction to Health Economics</td>
<td>20 August – 09:00</td>
<td>BS51</td>
</tr>
<tr>
<td>KLH3002</td>
<td>Epidemiology I</td>
<td>22 August – 08:15</td>
<td>ØHA11</td>
</tr>
<tr>
<td>KLH3005</td>
<td>Applied Clinical Research</td>
<td>21 August – 08:00</td>
<td>BS51</td>
</tr>
<tr>
<td>KLH3100</td>
<td>Introduction to Medical Statistics</td>
<td>24 August – 09:00</td>
<td>LS21</td>
</tr>
<tr>
<td>MFEL3010</td>
<td>Medicine for students of Natural Science and Technology</td>
<td>5 September – 12:15</td>
<td>F1*</td>
</tr>
<tr>
<td>MOL3000</td>
<td>Introduction to Molecular Medicine</td>
<td>27 August – 10:15</td>
<td>LS41</td>
</tr>
<tr>
<td>MOL3003</td>
<td>Molecular Medical Microbiology</td>
<td>27 August – 14:15</td>
<td>LS42</td>
</tr>
<tr>
<td>MOL3005</td>
<td>Immunology</td>
<td>24 August – 09:15</td>
<td>02S21</td>
</tr>
<tr>
<td>MOL3009</td>
<td>Biobanking</td>
<td>23 August – 12:15</td>
<td>LS42</td>
</tr>
<tr>
<td>MOL3014</td>
<td>Nanomedicine I - Bioanalysis</td>
<td>27 August – 12:15</td>
<td>LS42</td>
</tr>
<tr>
<td>MOL8002</td>
<td>Molecular Mechanisms of Host Defence</td>
<td>12 November – 09:00</td>
<td>MTS11</td>
</tr>
<tr>
<td>NEVR3001</td>
<td>Basic Neuroscience</td>
<td>21 August – 08:15</td>
<td>NSU2</td>
</tr>
<tr>
<td>NEVR3002</td>
<td>Systems Neuroscience</td>
<td>15 October – 8:15</td>
<td>NSU2</td>
</tr>
<tr>
<td>NEVR8003</td>
<td>Laboratory Animal Science for Researchers</td>
<td>19 November – 09:00</td>
<td>KBA</td>
</tr>
<tr>
<td>SPO3020</td>
<td>Training Circulation and Oxygen Consumption</td>
<td>23 August – 10:15</td>
<td>AHM34</td>
</tr>
<tr>
<td>SPO3030</td>
<td>Training Muscle and Force Production</td>
<td>28 August – 10:15</td>
<td>AHM36</td>
</tr>
<tr>
<td>SPO3055</td>
<td>Research Methods in Exercise Physiology</td>
<td>6 September – 12:00</td>
<td>AHM36</td>
</tr>
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*Campus Glosøhaugen

Complete timetables for the courses at the Faulty of Medicine are available at [http://timeplan.medisin.ntnu.no/timetable_show.php](http://timeplan.medisin.ntnu.no/timetable_show.php) (Choose “Velg semester/emne”), and then pick your course.

Timetables for courses at other NTNU faculties: [www.ntnu.no/studieinformasjon/timeplan](http://www.ntnu.no/studieinformasjon/timeplan)

### TEACHING ROOMS

The teaching is usually held at Campus Øya. Each teaching room has a room number. The first letter(s) indicates the building in which the room is located. The buildings have the following abbreviations:

- **AH** - Emergency Wing/Heart and Lung Centre (“Akutten/Hjerte- og lungecenteret”)
- **B** – Mobility Centre (“Bevegelsessenteret”)
- **G** – Gastro Centre (“Gastrocenteret”)
- **KB** – Women’s and Children’s Centre (“Kvinne-barn-senteret”)
- **L** – Laboratory Centre (“Laboratoriersenteret”)
- **MT** – Medical Technical Research Centre (“Medisinsk teknisk forskningssenter”)  
- **N** – Neuro Centre (“Nevrosenteret”)
- **ØH** – Øya Helsehus
- **02** – 1902 Building (“1902-bygget”)

Example: LS41 is a seminar room which is located in the Laboratory Centre, 4<sup>th</sup> floor.
STUDENT COUNSELLING

You are welcome to contact one of our student advisers if you have any questions about courses and programmes of study, or if you need guidance on personal issues that may affect your studies.

Student Advisers of Individual Master Programmes

**Klinisk Helsevitenskap – Anvendt Klinisk Forskning**

**Borgny Hedvig Wold**
Department of Public Health and General Practice (ISM)
Phone: +47 73 59 88 82 / Email: borgny.h.wold@ntnu.no

**Klinisk Helsevitenskap – Fedme og Helse**

**Anni Bjerkhagen**
Department of Cancer Research and Molecular Medicine (IKM)
Phone: +47 72 82 52 63 / Email: anni.bjerkhagen@ntnu.no

**Camilla Finneide**
Department of Cancer Research and Molecular Medicine (IKM)
Phone: +47 72 82 85 31 / Email: camilla.finneide@ntnu.no

**Molecular Medicine**

**Marit Barstad**
Department of Laboratory Medicine, Children’s and Women’s Health (LBK)
Phone: +47 72 57 43 85 / Email: marit.barstad@ntnu.no

**Neuroscience**

**Turid Beitland**
Department of Neuroscience (INM)
Phone: +47 72 57 17 08 / Email: turid.beitland@ntnu.no

**Exercise Physiology and Sport Sciences**

**Inger L. Skogen**
Department of Circulation and Medical Imaging (ISB)
Phone: +47 72 82 80 87 / Email: inger.l.skogen@ntnu.no

Student Advisers at the Section for Student and Academic Affairs

Phone: +47 73 55 04 00 / Email: studie@medisin.ntnu.no
Visiting address: MTFS Building, ground floor (entrance from the backyard)

**Ingrid Ofstad Dahl**
Faculty Administration, The Faculty of Medicine
Phone: +47 73 59 89 12 / Email: Ingrid.o.dahl@ntnu.no

**Lars Grønflaten**
Phone: +47 73 59 01 40 / Email: lars.gronflaten@ntnu.no