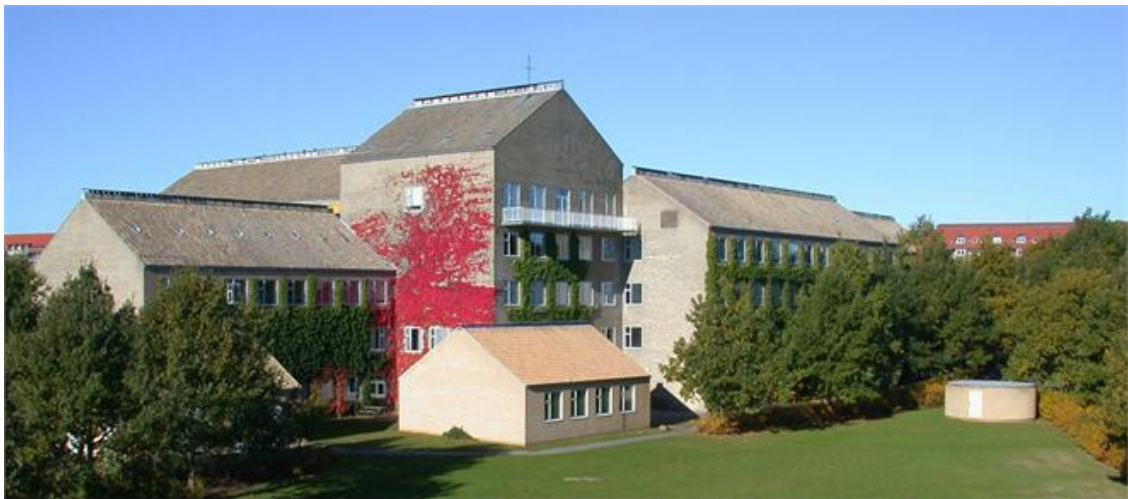


# Department of Chemistry

2016 / 2017



## ST Studies Administration

Who does what?

**Chairman of the Degree Programme Committee:**

Frank Jensen

**Responsible for education at Chemistry:**

Frank Jensen, [frj@chem.au.dk](mailto:frj@chem.au.dk)

**Responsible for education at Medical Chemistry:**

Henrik Helligsø Jensen, [hhj@chem.au.dk](mailto:hhj@chem.au.dk)

In this brochure you can read more about:

1. Bachelor`s projects
2. Chemical project work
3. Contract generator
4. Exam schedule
5. Foreign students
6. Master`s thesis
7. Programme catalogue
8. Programme evaluation
9. Programme descriptions
10. Programme websites
11. Protocols
12. Registration for programmes
13. Students` portal
14. Timetable planning

And

Assignments and information outside ST Education  
Academic calendar 2016-2017

# 1. Bachelor's projects

## Three important items:

- S16: be held as a digital exam
  - Bachelor's projects are carried out with an external co-examiner (ministerial order on examinations, part four). This means that the co-examiner must not be employed at the same department as the supervisor.
  - Co-examiner must be specified on the list of co-examiners:  
<http://scitech.medarbejdere.au.dk/for-undervisere/censorkorps/>  
Or he/she is approved ad hoc by the chairman of the body of external co-examiners, Ole Hammerich, from Department of Chemistry at University of Copenhagen. The supervisor will find a co-examiner on her/his own.
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## Please also remember:

- The student submit registration for the BSc project via the self-service facility just like other course registration.
- All registered students will receive an individual e-mail where name of the supervisor and project title have to be filled out. This e-mail must be filled out no later than two weeks prior to submission date
- Malene Plougmann should be notified the name of the co-examiner
- The cover of the Bachelor's project: In case of doubt, it should be mentioned that the student must add:
  - Name and student registration number
  - Name of the supervisor
  - A specification that this is a Bachelor's project
  - Title in Danish and in English
- There is no oral defence of the Bachelor's projects.

By agreement with the supervisor, the students can go together to write their Bachelor's project. However, it should clearly appear from the introduction who has written the individual text parts. If the students choose to submit as a group, the individual student must be examined orally.

- The marking must be available  
The deadline for submission 15<sup>st</sup> June 2016: 30<sup>st</sup> June 2016
- Protocol: results entered in the digital exam system.

## 2. Chemical project work

Protocol:

<http://studerende.au.dk/studier/fagportaler/kemi/bachelorprojekt-og-speciale/kemisk-projektarbejde/>

## 3. Contract generator

The student fills out the bachelor's and master's contract through the contract generator

## 4. Exam schedule

The exam schedule is announced four times a year on the students' portal.  
[Http://studerende.au.dk/studier/fagportaler/kemi](http://studerende.au.dk/studier/fagportaler/kemi) (under *my exam schedule*)

### Bachelor programmes

The exam schedules for the bachelor programmes are planned by [eksamen@science.au.dk](mailto:eksamen@science.au.dk).

In case there are dates on which you do not have the possibility to hold exam, please notify this to the office as soon you know this. The examination office will do what they can to respect your wish.

## Candidate programmes

Proposals for examination dates can be given by Malene Plougmann.

The teacher is also welcome to agree on a specific exam date together with the students of the programme. The exam date must be notified Malene before the exam schedule is published, since the dates should appear from the exam schedules on the students' portal, and it has to be ensured that there is no overlap with other programmes.

## 5. Foreign students

The programmes might have enrolments from foreign students - primarily for the MSc programmes.

### International coordinator at Department of Chemistry:

Jeppe Olsen, [jeppe@chem.au.dk](mailto:jeppe@chem.au.dk).

### International coordinator at ST:

Mette Glerup Thomsen, [mgt@au.dk](mailto:mgt@au.dk)

Malene Plougmann is responsible for the registration of foreign students after the normal deadline. The programmes will be available in eStads. In case of changes to the programmes, the university of the person's home country and Jeppe Olsen will have to approve the changes.

## 6. Master's thesis

### Three important items:

- The student must submit three copies to Malene Plougmann (to the supervisor, the co-examiner and to our library; four copies, if there is an external co-examiner)
- Master's thesis always have an external co-examiner.

(ministerial order on examinations, part four). This means that the co-examiner must not be employed at the same department as the supervisor.

- The co-examiner must be specified on the list  
<http://scitech.medarbejdere.au.dk/for-undervisere/censorkorps/>
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Please also remember:

- The student submit registration for the Master's thesis via the self-service facility just like other course registration
- Immediately after the beginning of the Master's thesis, a thesis contract must be elaborated which also functions as a registration for exams of the Master's thesis.  
The thesis contract can be found in the students' portal:  
[Http://studerende.au.dk/fileadmin/www.chem.au.dk/specialekontrakt\\_-\\_kemi\\_juli\\_2013.pdf](Http://studerende.au.dk/fileadmin/www.chem.au.dk/specialekontrakt_-_kemi_juli_2013.pdf)
- The contract must be approved and signed by the supervisor. Then the thesis contract must be submitted to Malene Plougmann who will go through the contract. Afterwards, it should be approved by Frank Jensen, before it is delivered to the board of studies for registration. As some point in 2016 the Master's thesis contract is made in the contract generator.
- The supervisor has to choose a co-examiner from the co-examiner list
- Malene Plougmann should be notified the name of the co-examiner
- If agreed, Malene will be of assistance when forwarding the Master's thesis to the co-examiner, including co-examiner's package
- The cover of the Master's thesis. In case of doubt, it should be mentioned that the student must add:
  - Name and student registration number
  - Name of the supervisor
  - A specification that this is a Master's thesis
  - Title in Danish and in English
- There is an oral defence in connection with the Master's thesis.

The supervisor, the co-examiner and the student will decide a date together. The date of the oral defence will be notified Jens Wejby Clausen, [jclausen@chem.au.dk](mailto:jclausen@chem.au.dk), which also may help to find an examination room at the Department of Chemistry. The student has the responsibility of adding the defence to the department's calendar. This can be done by contacting the Information desk on Chemistry or send an email to [chem@au.dk](mailto:chem@au.dk)

- The exam must be held within four weeks after the submission of the thesis.
- The register for the thesis will be made by Malene Plougmann

## 7. Programme catalogue

All programme descriptions are shown in the programme catalogue, <http://kursuskatalog.au.dk/en/>.

In case of changes to the programmes, please contact Malene Plougmann.

## 8. Programme descriptions

The programme descriptions are invited twice a year - in January/February and in August/September. You will receive an e-mail about this from Malene.

New programmes and essential changes must be approved by the board of studies before they are visible in the programme catalogue. The programme descriptions will be incorporated in the programme catalogue by Malene who also subsequently updates with textbooks, names of new teachers, etc.

### **All BSc and MSc programmes:**

Contact person: Office Administrator Malene Plougmann, [plougmann@au.dk](mailto:plougmann@au.dk).

## 9. Programme evaluation:

All BSc and MSc programmes are evaluated by the end of each quarter.

Contact person: Malene Plougmann. From the S16 evaluation will take place via Bb.

## 10. Programme websites

A programme website will be made for all programmes at Chemistry. The programme websites will be created in BLACKBOARD by the teachers. The teachers have the responsibility of keeping the programme website updated.

<https://bb.au.dk/webapps/portal/frameset.jsp>

## 11. Protocols

The protocols are prepared by the following:

### **BSc programmes:**

All registers for the BSc programmes are prepared at the examination office:  
[eksamen.st@au.dk](mailto:eksamen.st@au.dk).

### **MSc programmes:**

All registers for the MSc programmes are prepared by Malene Plougmann.

### **Master's thesis:**

All registers for the Master's thesis are prepared by Malene Plougmann who also registers the English and Danish titles in Stads (for evidence).

In case of doubt: please contact Malene Plougmann.

*REMEMBER that all completed registers must be submitted to Malene Plougmann who enters the results in Stads afterwards.*

### **Stads-Vip:**

Stads-Vip is an online system which is used for direct registration of marks. As soon as the examiner and the co-examiner have registered and saved the mark in Stads-Vip, the students can see their mark in the self-service system. Mette Glasius/Dorte Asserbo make the Stads-Vip registers for the BSc programmes.

Malene Plougmann makes the Stads-Vip registers for the MSc programmes.



AU employees log on with their password and non-employees log on with NemID. Forgot your password? A new password can be ordered at <https://mit.au.dk/>.

Read more about Stads-Vip here:

<http://medarbejdere.au.dk/en/administration/au-studies-administration/student-administrative-systems/stads-eddi-support/stads-vip/>

## 12. Registration for programmes

The students can sign up for the programmes twice a year. Registration for the programmes takes place via self-service: [www.my.au.dk](http://www.my.au.dk).

You can sign up for a programme in the following periods:

1<sup>st</sup> and 2<sup>nd</sup> quarter programmes: 1-10 May

3<sup>rd</sup> and 4<sup>th</sup> quarter programmes: 1-10 November

When the time is approaching for the sign up of the programmes, the students will receive an e-mail from the Studies Administration. The deadline for registration will also be announced on Facebook.

There will be an information meeting at the Department of Chemistry in January. For the second year class your student adviser a short information meeting in October regarding elective subjects.

### **Registration after the normal deadline**

According to study progress reform students must comply with the registration deadlines.

The students can apply for exemption to their choice. Application takes place via [mit.au.dk](http://mit.au.dk) - exemption. The courses must be approved by the responsible for education at the Department of Chemistry in the programmes.

As regards the timetables, no regard will be paid to students who sign up after the normal deadline.

There may be programmes which cannot be created.

## 13. Students' portal

Students' portal for Chemistry:

[Http://studerende.au.dk/studier/fagportaler/kemi/](http://studerende.au.dk/studier/fagportaler/kemi/)

Here, you will find many relevant things, e.g. the programme catalogue, teaching calendar, exam schedule, etc.

## 14. Timetable planning

The programmes are planned twice a year. They are issued in January and in August.

### **BSc programmes:**

All BSc programmes at Chemistry and Medical Chemistry are scheduled by Charlotte Godrum-Overgaard, [undervisning.st@au.dk](mailto:undervisning.st@au.dk).

Most BSc programmes at Chemistry are very large; and generally speaking, when such programmes have been scheduled, the teaching hours cannot be changed. As far as it is possible, the programmes will have the same timetables year by year. It is not possible to come up with wishes for the timetables of the BSc programmes.

### **MSc programmes:**

All MSc programmes at Chemistry and Medical Chemistry are scheduled by Malene Plougmann.

It is possible to come up with wishes for the planning of timetables of the MSc programmes. Malene will make efforts to meet the wishes for teaching hours, but the students' binding to other programmes will have first priority.

The programmes will be scheduled in the time span between 8 a.m. and 6 p.m.

When all teaching hours for the BSc and the MSc programmes have been scheduled, they will be available in the programme catalogue:

<http://studerende.au.dk/en/studies/subject-portals/kemi/teaching/curriculum/>.

They are typically available one week before the start of the semester.

## Assignments and information outside ST Education:

### Blackboard:

LOGIN: <https://bb.au.dk/>

<http://bbsupport.au.dk/medarbejdere/vejledningfrahovedomraaderne/arts/videoer-om-blackboard/>

<http://bbsupport.au.dk/medarbejdere/vejledningfrahovedomraaderne/science-and-technology/videoer/>

SUPPORT: [www.bbsupport.au.dk](http://www.bbsupport.au.dk)

### Books for teaching

Books for teaching can be ordered through Karin at the bookshop Stakbogladden, [naturfag@stakbogladden.com](mailto:naturfag@stakbogladden.com). Karin sends out a mail twice a year.

### Printing of course material

Lecture notes, laboratory manual, task booklets and practice guidelines must be submitted to Lene Conley, [iconley@chem.au.dk](mailto:iconley@chem.au.dk).

### Printing of exam tasks

Exam tasks should be submitted to Marianne Sommer, [sommer@chem.au.dk](mailto:sommer@chem.au.dk), who provides for the printing and sending of the tasks to the examination office. The examination office need to have the exam tasks eight days before the actual exam, so please submit your exam tasks when they are ready for printing.

<http://chem.medarbejdere.au.dk/en/useful-information/printing-at-sun-tryk/>

Deadlines: Please ask for a calendar at the information desk at Chemistry.

### PhD instructor

Responsible: Lene Conley, [iconley@chem.au.dk](mailto:iconley@chem.au.dk).

The PhD instructors are divided between the theoretical exercises' classes twice a year, in May and in November, respectively, and you will receive an e-mail about this from Lene. Please contact Lene, if you have any questions or changes.

# Academic calendar 2016/2017

Introduction for new students	Wednesday 24 August - Friday 26 August	week 34
<b>1st Quarter</b>	Monday 29 August - Friday 14 October	week 35-41
Examination period	Wednesday 19 October - Wednesday 2 November	week 42-44
Re-examination period	Thursday 29 December - Friday 20 January	week 52-3
<b>2nd Quarter</b>	Thursday 3 November - Wednesday 21 December	week 44-51
Examination period	Thursday 29 December - Friday 20 January	week 52-3
Re-examination period	Wednesday 15 March - Wednesday 29 March	week 11-13
<b>3rd Quarter</b>	Monday 23 January - Friday 10 March	week 3-10
Examination period	Wednesday 15 March - Wednesday 29 March	week 11-13
Re-examination period	Friday 2 June - Friday 30 June	week 22-26
<b>4th Quarter</b>	Thursday 30 March - Friday 26 May	week 13-21
Examination period	Friday 2 June - Friday 30 June	week 22-26
Re-examination period	Tuesday 1 August - Tuesday 22 August	week 31-34

Teaching can take place outside the periods mentioned, e.g. field courses and courses planned as intensive programmes. In addition to the usual public holidays, there is no teaching on the Wednesday before and the Tuesday after Easter.

Exams can be scheduled in weekends as well.

March 2016

This folder is prepared by:

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