2017 / 2018
Information for teaching staff and supervisors.
ST Studies Administration
Who does what?

Department of Chemistry
Chairman of the Degree Programme Committee:
Frank Jensen

Responsible for education at Chemistry:
Frank Jensen, frj@chem.au.dk

Responsible for education at Medical Chemistry:
Henrik Helligsø Jensen, 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
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And

Assignments and information outside ST Education
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You will also find this brochure in an electronic version:
1. Bachelor’s projects

Three important items:

- Submitted in Digital Exam module

- 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.

  The supervisor will find a co-examiner on her/his own.

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, plougmann@au.dk

- There is no oral defence of the Bachelor's projects.

- Submission deadlines
  Beginning January 15th equals delivery date no later than 31st of January
  Beginning June 15th equals delivery date no later than 31st of June

- Protocol: results entered in the digital exam system.
2. Chemistry Project Module

- Submitted in Digital Exam module
- There are no requirements for number of pages in the project. This must be agreed with the supervisor
- It is important that you email name on internal co-examiner to Malene Plougmann plougmann@au.dk so co-examiner can be created in DE
- Protocol: results entered in the digital exam system.

Examination dates:

**Summer**: Submission at the latest on the last day of the examination period in June with grading before the end of August. (July is considered a vacation period)

**Winter**: Submission at the latest on the last day of the examination period in January with grading before the end of February.

Normally a Chemistry Project Module (5,10,15,20 ECTS) must be settled during one semester, but with basis in professional reasons, it is possible to be granted dispensation to run over two semesters.

3. Co-examiner

An external Co-examiner may not be employed or have been employed within the past 2 years at the University, where he/she must act as co-examiner. It is stated in § 53 of the Executive Order.

3. Contract generator

The student fills out the bachelor's and master's contract through the contract generator. [http://studerende.au.dk/en/studies/subject-portals/chemistry/teaching/study-contracts/](http://studerende.au.dk/en/studies/subject-portals/chemistry/teaching/study-contracts/)
4. Exam schedule

The exam schedule is announced 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, [plougmann@au.dk](mailto:plougmann@au.dk)

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. 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).
  Please note that as of 1st January 2018, Master’s thesis must be submitted via DE

- 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/en/for-teachers/the-external-examiner-portal-
st/

Please also remember:

- The student submit registration for the Master's thesis via the self-service facility just like other course registration

- Before and no later than September 1st /February 1st the thesis contract must be elaborated. The contract 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/en/studies/subject-portals/chemistry/teaching/study-contracts/

- 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 exam must be held within four weeks after the submission of the thesis.

➢ Should the student require any help finding a room for the defense, please contact chem@au.dk. The student must remember to state your full name, the name of your supervisor, date and time for defense.

➢ The student is responsibility to announce the defense in the institute calendar. This is done by making an enquiry to the Secretariat on Chemestry, chem@au.dk. Remember to state your full name, the name of your supervisor, date and time for defense.

➢ 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.
9. Programme evaluation:

All BSc and MSc programmes are evaluated via Bb. Contact person: Malene Plougmann.

10. Programme websites

A programme website will be made for all programmes at Chemistry. The programme websites will be created in BLACKBOARD by the Instructor. The Instructor 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.

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

**Bachelor project:** Via DE

**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).

From the 1st January 2018 via DE:

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 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.

The students can sign up for a programme in the following periods:

1\(^{st}\) semester programmes: 1-5 May
2\(^{nd}\) semester programmes: 1-5 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 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/
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.
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 two week before the start of the semester.
Assignments and information outside ST Education:

**Blackboard:**

LOGIN: [https://bb.au.dk/](https://bb.au.dk/)

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


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

**Books for teaching**

Books for teaching can be ordered through Karin at the bookshop Stakbogladen, naturfag@stakbogladen.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, lconley@chem.au.dk.

**Printing of exam tasks**

Exam tasks should be submitted to Marianne Sommer, 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.


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

**PhD instructor**

Responsible: Lene Conley, lconley@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 2017/2018

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction for new students</td>
<td>Wednesday 23 August - Friday 25 August</td>
</tr>
<tr>
<td><strong>1st semester</strong></td>
<td></td>
</tr>
<tr>
<td>Exam period:</td>
<td>Tuesday 2 January - Saturday 27 January</td>
</tr>
<tr>
<td><em>Only for Molecular Medicine:</em> Exam period:</td>
<td>Monday 18 December - Saturday 27 January</td>
</tr>
<tr>
<td>Lecture-free period:</td>
<td>Monday 16 October - Saturday 21 October</td>
</tr>
<tr>
<td><strong>2nd semester</strong></td>
<td></td>
</tr>
<tr>
<td>Exam period:</td>
<td>Friday 1 June - Saturday 30 June</td>
</tr>
<tr>
<td>Lecture-free period:</td>
<td>Monday 26 March - Saturday 31 March</td>
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</tbody>
</table>

Teaching can take place outside the periods mentioned, e.g. field courses and courses planned as intensive programmes. The lecture-free periods are not holidays, but they are reserved for other course activities, e.g. field courses. Reexams can take place in the lecture-free period in spring, i.e. Monday-Wednesday before Easter and Saturday 31 March. Exams can be scheduled in weekends as well.

This folder is prepared by:

Program coordinator Malene Plougmann
ST Education
Tel.: +45 8715 6149 / +45 2118 4158
E-mail: Plougmann@au.dk

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