

# Welcome to Dragvoll!

A guide for international students  
at The Faculty of Humanities and The  
Faculty of Social Sciences  
and Technology Management



# Welcome to our international students!



Welcome to our two faculties at Dragvoll campus: the Faculty of Social Sciences and Technology Management and the Faculty of Humanities.

Our faculties offer a complete range of studies, starting with courses for exchange students at the BA level, progressing to international master's programmes, doctoral programmes and research opportunities that cover a wide range of disciplines.

Both faculties have strong international connections and master students from different parts of the world study here. An international orientation is one of the declared aims of both faculties, and we are proud to attract a diversified student body from a variety of countries and cultures.



You now belong to an academic environment where new ideas are advanced and enduring knowledge promoted. You are expected to participate, to take the opportunity to gather new knowledge and engage in discussions and debates. Your fellow students also invite you to participate in a wide range of student activities.

We hope you will find time to get to know Trondheim and the environment, and enjoy your stay here. You are most welcome.

Sincerely,  
Jan Morten Dyrstad  
Dean  
Faculty of Social Science and Technology Management

Kathrine Skretting  
Dean  
Faculty of Humanities

# Welcome to Dragvoll

This folder is intended as a supplement to the information you will receive at the Office of International Relations and will give you some practical information about the Dragvoll campus such as addresses, telephone numbers, opening hours and who to contact for assistance.

During the next two weeks you will meet student advisors in "Gata" at the Dragvoll campus who will be happy to answer any questions you may have regarding your studies and semester start at NTNU.

We would also like to provide you with information regarding your studies so that your start as a student at NTNU can be as smooth as possible.

We strongly advise you to consult our web pages for more detailed information regarding your studies. Please consult them regularly throughout your stay at NTNU.

The Faculty of Social Science and Technology Management:

[www.ntnu.edu/svt](http://www.ntnu.edu/svt)

The Faculty of Humanities:

[www.ntnu.edu/hf](http://www.ntnu.edu/hf)

We wish you welcome – and good luck with your studies!

## Orientation meetings

In addition to the Orientation Week which is arranged by the Office of International Relations, orientation meetings for exchange students and international master programme students will be held at the Dragvoll campus. Please see our website for more information about the time and place for these meetings:

English web pages

General information: [www.ntnu.edu/studies](http://www.ntnu.edu/studies)

Exchange students: [www.ntnu.edu/svt/exchange\\_students](http://www.ntnu.edu/svt/exchange_students)

Programme students: [www.ntnu.edu/svt/international\\_master](http://www.ntnu.edu/svt/international_master)

# Course information in English

The English Course Catalogue is presented in English and contains course descriptions of the courses on offer at NTNU. The catalogue can be accessed at [www.ntnu.edu/studies/courses](http://www.ntnu.edu/studies/courses). This course catalogue is especially relevant for exchange students. Most of the course descriptions contain information about language of instruction.

## Timetable

for each course contains information on the time and location for lectures, seminars and group sessions:

[www.ntnu.no/studieinformasjon/timeplan/](http://www.ntnu.no/studieinformasjon/timeplan/)

## Examinations

Information about examinations at NTNU is available on [www.ntnu.edu/studies/grading\\_credits\\_exams](http://www.ntnu.edu/studies/grading_credits_exams). Please make sure that you read the information about regulations, instructions for exam candidates, information about handling of cases of cheating or misconduct and about complaints about grades and examinations.

Exchange students must note that they should check the exam dates for their courses before registering for the exams as it is not possible to sit for two written exams on the same day.

## Reading lists

are available at TAPIR bookshop (hard copies) or they can be accessed here:

[www.ntnu.no/svt/pensumlister](http://www.ntnu.no/svt/pensumlister)

# Course registration

## Exchange students

NTNU offers a wide range of courses taught in English from which visiting and exchange students can choose. The list of courses includes courses from all faculties and covers a broad spectrum of disciplines. Once you have arrived in Trondheim you must register for the course and exam on-line using studentweb:

[www.ntnu.edu/studies/international/registration](http://www.ntnu.edu/studies/international/registration)

The deadlines for registration are 15. September and 15. February. Please note that registrering for courses and exams are compulsory, even if you have been pre-approved for your courses before arriving in Trondheim.

It is possible to change your plan of study after arriving. Contact the International Office for information about how to do this, or consult the following website: [www.ntnu.edu/studies/international/registration](http://www.ntnu.edu/studies/international/registration)

## International master programme students

Students who are admitted to an international master programme (not exchange students) must register their individual education plan at studentweb [www.ntnu.edu/studies/studentweb](http://www.ntnu.edu/studies/studentweb). The individual education plan is a contract between you and NTNU and indicates when you plan to take the courses that are part of your selected study programme.

The education plan is also used to register for your exams. The individual education plan must be updated every semester and deadline for registration is 15. September (spring) and 15. February (autumn).

If you need help with your education plan, please contact [utdanningsplaner@svt.ntnu.no](mailto:utdanningsplaner@svt.ntnu.no)

Students at the Faculty of Humanities can contact their department, or send an e-mail to [international@hf.ntnu.no](mailto:international@hf.ntnu.no).

# Practical information

## Finding your way around Dragvoll campus

The Dragvoll campus is divided into twelve buildings:

- “bygg” (building) 1 to 12
- three pavilions (A to C)
- the Sports Centre and Låven (“The Barn”) at Dragvoll gård.
- The twelve buildings are divided in five levels (“nivå”), where level 3 corresponds to the ground floor or street level for most of the entrances. Tapir bookstore, the caretaker’s office and the Student Service Office are located at level 3. The administration of the Faculty of Social Sciences and technology Management is located in Building 1, level 4. After that you will find us in Building 1, level 4. Please consult the map at the back of this folder for more information.

## Opening hours

During term, university buildings are open Monday–Friday 07.00–20.00 (7 am to 8 pm) and Saturdays 08.00–13.00 (8 am to 1 pm). Sundays closed.

Students with activated ID-/key cards have access to the buildings at all hours, seven days a week.

Student ID-/key cards can be activated at the caretaker’s office, “Fellestjenesten” (building 6, level 3, Dragvoll, or at “Fellestjenesten” in Sentralbygg 1, Gløshagen).

## Library

In addition to relevant literature for your courses, you will find international newspapers and magazines in the library. You can also borrow books from all libraries within the university network.

The library at the Dragvoll campus is located in Building 8, level 5, and at the Gløshaugen campus at the main building (Hovedbygget).

You will also find several reading rooms located both at Dragvoll and Gløshaugen. These are accessible with your ID-card after opening hours.

## Computers and Internet access

As a student you will get your own e-mail account and free access to computers, to the intranet (<https://innsida.ntnu.no>), to the e-learning system "It's learning" and to the Internet. You can activate your account on <https://bas.ntnu.no/activation>.

There are several computer labs available to students at Dragvoll and Gløshaugen and a list is found on [www.ntnu.no/international/computerlabs](http://www.ntnu.no/international/computerlabs)

If you have questions regarding the use of the computers and software you may contact Orakeltjenesten which is a support group staffed by students.

Helpdesk Dragvoll at Building 10, level 4, Dragvoll.

Opening hours: 09:00–17:30

E-mail: [dragvollorakel@ntnu.no](mailto:dragvollorakel@ntnu.no)

Telephone: 73 59 18 10

Web: [www.ntnu.edu/adm/it/helpdesk](http://www.ntnu.edu/adm/it/helpdesk)

Brukerstøtte Gløshaugen at Sentralbygg II, 2nd floor, room 202.

Opening hours: 10:15–15:00.

E-mail: [dragvollorakel@ntnu.no](mailto:dragvollorakel@ntnu.no)

## Sports Centres

If you join NTNUI (the NTNU sports club) you will have access to the sports facilities at Dragvoll and Gløshaugen. Membership costs approx. NOK 500 per year or NOK 300 per semester. The sports centres have fitness studios, weight lifting halls, squash courts, climbing walls and several other facilities. See [www.sit.no/sports](http://www.sit.no/sports) for more information.

Opening hours Dragvoll:

Monday–Friday: 08.00–22.00

Saturday: 10.00–20.00 and Sunday: 10.00–22.00.

Opening hours Gløshaugen:

Monday–Friday: 07.30–23.00

Saturday: 10.00–20.00 and Sunday: 10.00–22.00.

## Living in Trondheim

For information about Trondheim, student organizations, health services and accommodation – please consult:

[www.ntnu.edu/livingintrh](http://www.ntnu.edu/livingintrh)

# Contact information

## International contacts at the Faculty of Social Sciences and Technology Management

Department	Location	Telephone	Student adviser
Department of Education	Pavilion C, room 221	73 59 19 50	Kari Flatås <a href="mailto:Kari.flatas@svt.ntnu.no">Kari.flatas@svt.ntnu.no</a>
Department of Geography	Building 7, level 4, room 7420	73 59 19 10	Bodil Wold <a href="mailto:Bodil.wold@svt.ntnu.no">Bodil.wold@svt.ntnu.no</a>
Department of Human Movement Science	Sports Centre, Dragvoll, 3. floor, room A323	73 59 17 80	Harald Hamre <a href="mailto:haraldh@svt.ntnu.no">haraldh@svt.ntnu.no</a>
Norwegian Centre for Child Research	Pavilion C, ground floor, room 102	73 59 62 40	Line Hellem <a href="mailto:Line.hellem@svt.ntnu.no">Line.hellem@svt.ntnu.no</a>
Department of Psychology	Building 12, level 5, room 12545	73 59 19 60	Unni Chr.Skrede Koen <a href="mailto:unni.skrede@svt.ntnu.no">unni.skrede@svt.ntnu.no</a>
Programme for Teacher Education		73 59 19 90	Sissel Kjøøl Berg <a href="mailto:sissel.kjol.berg@plu.ntnu.no">sissel.kjol.berg@plu.ntnu.no</a>
Department of Sociology and Political Science	Building 9, level 5, room 9538	73 59 17 04	Stig Arve Sæther <a href="mailto:Stig.arve.sather@svt.ntnu.no">Stig.arve.sather@svt.ntnu.no</a>
Department of Economics	Building 7, level 5, room 7558	73 59 19 40	Anne Larsen Viken <a href="mailto:annelars@svt.ntnu.no">annelars@svt.ntnu.no</a>
Department of Social Anthropology	Building 7, level 4, room 7457	73 59 65 52	Siv Mora <a href="mailto:Siv.mora@svt.ntnu.no">Siv.mora@svt.ntnu.no</a>
Department of Social Work and Health Science	Building 12, level 5, room 513	73 59 19 30	Hallgerd Hoff Helgetun <a href="mailto:hallgerd.hoff.helgetun@svt.ntnu.no">hallgerd.hoff.helgetun@svt.ntnu.no</a>
Department of Industrial Economics and technology Management	Gløshaugen campus, sentralbyg 1, 12th floor, room 1249. (student's information, room 247, 2nd floor, sentralbygg 1)	73 59 35 11	Siri Natvig <a href="mailto:siri.natvig@iot.ntnu.no">siri.natvig@iot.ntnu.no</a>
Department of Adult Learning and Counselling	Pavilion B, 1. floor, room 187	73 59 28 00	Are Skjelstad <a href="mailto:are.skjelstad@svt.ntnu.no">are.skjelstad@svt.ntnu.no</a>
Faculty Administration	Dragvoll, building 1, level 4	73 59 19 00	Merete Knudtzon Strømsland <a href="mailto:Merete.knudtzon.sromsland@svt.ntnu.no">Merete.knudtzon.sromsland@svt.ntnu.no</a>

# Contact information

## International contacts at the Faculty of Humanities

Department	Location	Telephone	Student adviser
Department of Archaeology and Religious Studies	Gunnerushuset, Kalvskinnet, Building 5, level 5	73 59 65 80	Birgitte Moe Rolandsen <a href="mailto:birgitte.moe.rolandsen@ntnu.no">birgitte.moe.rolandsen@ntnu.no</a>
Department of Art and Media Studies	Building 8, level 3	73 59 18 20	<a href="mailto:ikm-studier@hf.ntnu.no">ikm-studier@hf.ntnu.no</a>
Department of History and Classical Studies	Building 6, level 4	73 59 64 40	<a href="mailto:hi@hf.ntnu.no">hi@hf.ntnu.no</a>
Department for Interdisciplinary Studies of Culture	Building 6, level 4	73 59 17 88	Jan Grande <a href="mailto:jan.grande@ntnu.no">jan.grande@ntnu.no</a>
Department of Language and Communication Studies	Building 4, level 5	73 59 65 29	<a href="mailto:studieveiledning-isk@hf.ntnu.no">studieveiledning-isk@hf.ntnu.no</a>
Department of Modern Foreign Languages	Building 5, level 5	73 59 68 03	<a href="mailto:studieveiledning-ifs@hf.ntnu.no">studieveiledning-ifs@hf.ntnu.no</a>
Department of Music	Fjordgata 1/ Olavskvartalet/ Krambugata 14 Dragvoll Sports Centre Building 2, level 4	73 59 73 00 73 59 65 77"	<a href="mailto:musikk@hf.ntnu.no">musikk@hf.ntnu.no</a>
Department of Philosophy	Building 7, level 5 Pavilion A	73 59 64 68 73 59 16 18	Rune Hansen <a href="mailto:rune.kristian.hansen@hf.ntnu.no">rune.kristian.hansen@hf.ntnu.no</a>
Department of Scandinavian Studies and Comparative Literature	Building 3, level 5	73 59 64 25	<a href="mailto:studieveiledning-inl@hf.ntnu.no">studieveiledning-inl@hf.ntnu.no</a>
Faculty administration	Building 2, level 5	73 59 65 95	<a href="mailto:international@hf.ntnu.no">international@hf.ntnu.no</a>

## Student advisers (practical or administrative matters)

If you have any inquiries regarding practical matters, please consult the Office of International Relations.

You may also contact a student adviser at the Student Service at Dragvoll:

Place:	Dragvoll, building 1, level 3
Time:	Monday–Friday 09:00–15:00
Telephone:	73 59 67 00
E-mail:	<a href="mailto:veiledning@svt.ntnu.no">veiledning@svt.ntnu.no</a>

You may also contact a student adviser at the Student Service at Gløshaugen:

Place:	Gamle Kjemi, Kolbjørn Hejesveg 4
Time:	10.00–15.00
Telephone:	73 59 52 00

## Services for students with disabilities

If you for some reason need assistance during your studies or during your exam, due to disabilities, you should contact one of the advisers who work full-time ensuring accessibility to buildings and studies for students with disabilities. Please note that certain deadlines apply.

Contact information

E-mail: [tilrettelegging@adm.ntnu.no](mailto:tilrettelegging@adm.ntnu.no)

Telephone: 73 55 06 80

## Student priests

The student priests Gyrid Gunnes and Beate Lerdal are available if you need to talk to someone, receive spiritual guidance or simply share your doubts and frustrations. They are bound to secrecy.

You will find the student priests opposite Café Sito (building 2, level 3)

Tuesday–Friday 10.00–14.00.

Telephone: 73 59 19 80/73 59 81 60

Mobile: 900 25 571

E-mail: [gyrid.gunnes@ntnu.no](mailto:gyrid.gunnes@ntnu.no) / [beate.i.lerdahl@ntnu.no](mailto:beate.i.lerdahl@ntnu.no)

# Campus Dragvoll



