

BOOKING AND TESTING FOR STUDENTS AT NEXT MOVE

TO BOOK LABORATORIES AND EQUIPMENT AND PERFORM TESTING ON YOUR OWN, YOU NEED COMPLETE THE FOLLOWING STEPS:

1. Obtain your **Master Thesis Approval**.
2. **Log into Bookitlab with Feide** – You will automatically be registered, after the first-time login. Activating your account in Bookitlab, is mandatory for most of the following steps.
3. **Receive a project number containing your student funds**, for subsequent booking in Bookitlab. Send an email to the economy controller at the department you belong to (ask your supervisor for reference). Inform the controller about what master program you are on and that you need a project number for booking laboratories and equipment.
4. **Contact technicians at NeXt Move if your project requires laboratory work and you need teaching**, as soon as possible. The technicians will arrange practice groups of 5-6 individuals (refer to a technician or your supervisor for details).
 - Observe the required amount of testing and other procedures, for the laboratory and equipment that you are planning to use.
 - Perform the required amount of testing under supervision by a technician. When the teaching is completed, you will receive a laboratory certificate and are able to book laboratories and equipment on your own.
 - Practice makes perfect – Practice your project protocol before you perform project testing.
5. Contact Arnt Erik Tjønnå (Daily manager at Next Move core facilities). He will set you up on a **subscription for student access in Bookitlab**, where you receive a package of 15 000,- NOK and are able to book with separate student prices in the one of the four nodes (specific to your project).

NB! It is only allowed to use your master subscription package for your own project, not other activities/projects in the laboratories.