

# The PROMAN Handbook 2022



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# Part I: The study program



## Introductory activities

Introductory activities are conducted to let you become acquainted with the study program, the university, and your fellow students. There are two types of introductory activities; those held by the study program or university, and those hosted by the older students.

Introductory activities hosted by the program/university:

### **Matriculation Ceremony**

It is one of the biggest ceremonies at NTNU. There will be a word of welcome from the NTNU Rector, and cultural performances by students (choirs etc). This event is your first step to get to know other students, even from other programs, as this is a formal ceremony for all of NTNU.

### **Get-Started Day**

On this day, there will be an information meeting from the Office of International Relations about course registration, exams, and practical NTNU matters. It is highly recommended to attend this meeting as the information given is very important and will help you "survive" throughout your stay.

### **Orientation week**

This week is usually held by the international office to introduce International students to the university, Trondheim, and Norwegian culture. It has not been held during the pandemic.

Introductory Activities hosted by older students:

### **Buddy Week**

In this week, there will be some activities organized by ProMan (Project Management Student Organization) to help fellow new students familiarize themselves with living in Norway and connect with the upper-classman students. Some of the activities are a Campus Tour and Toga Party, for instance. Information on more activities can be found on the ProMan Facebook group. There is also a sharing Q&A session with upper-classman students to help answer your questions.

## Engineering tracks

### **Project management in general**

As a basic foundation for the program, compulsory and elective courses for the first year include five mandatory courses common for all Project Management students (37.5 ECTS), two engineering track courses (15 ECTS), and Experts in Teamwork (EiT, 7.5 ECTS). In the third semester, the students have one engineering course (7.5 ECTS), an engineering specialization project (15 ECTS), and 7.5 ECTS of theoretical support courses. In the fourth semester, the students write their master's thesis (30 ECTS).

In general, project management programs focus on studying how the project is conceived, and its progress through completion. There are also topics about relation, and how a project is connected and integrated within companies and industry. While there is an emphasis on Project Management, the program is

nevertheless an engineering program. Therefore, you are required to choose one of three engineering tracks, which will determine the kinds of master's level engineering courses you will complete during your program. Regarding electives, we usually recommend engineering courses that are linked somewhat to project management, but you can also choose other master's level courses offered from the same department as alternatives to those that we have preselected (make sure that they fit with your timetable, that exam dates do not collide, and that they are taught in English if required). Your choice of engineering track also determines which of the three collaborating departments that will supervise you in the third and fourth semesters for your specialization project and master's thesis. The three engineering tracks are: Civil Engineering, Industrial Engineering and Production and Quality Engineering. As you need to choose your engineering track at the start of the program, this booklet aims to help you understand each track:

**Civil Engineering** (Department of Civil and Environmental Engineering):

Project Managers in Civil Engineering are responsible for constructing and maintaining infrastructure systems such as roads, bridges, clean water supply, sewers, energy supply, constructing homes, and developing the cityscape. Some examples are building safe bridges and tunnels to solve traffic challenges, building environmentally friendly buildings, and building water sewage systems in the city.

**Industrial Engineering** (Department of Industrial Economics and Technology Management):

Industrial Engineering focuses on operating and solving the problem between technology, business, and management. As a Project Manager in Industrial Engineering, you will manage complex challenges in interdisciplinary teams, especially the recent challenges within the Industrial sector and technology such as digitalization of supply chain, Project Management in Corporate Industry, and its role in helping transform Corporate Companies to be more effective in handling Projects.

**Production and Quality Engineering** (Department of Mechanical and Industrial Engineering):

This specialization is located with the Department of Mechanical and Industrial Engineering, a cross-disciplinary department working with construction, infrastructure, energy, ICT, and product/technology development projects. The project management group at the department runs Project Norway (Prosjekt Norge), an R&D-based center with approximately 35 of the largest and most influential project companies in Norway as partners. By working with researchers in the group and these companies, you can help make large and small projects more sustainable, innovative, nicer in which to work, etc.

**Courses**

In this table, there is a list of courses that need to be taken, or recommended, if you select one of the specialization programs. In the second year, everyone needs to take specialization courses and the master's thesis course that belongs to the specific department where the specialization resides.

Compulsory and Recommended Elective Courses:

1 <sup>st</sup> Year (Autumn)			
Code	Name	Credit	Status & Details
<b>TBA 5200</b>	Project Planning & Analysis	7.5	Compulsory for all specialization
<b>TIØ 5200</b>	Project Organizations	7.5	Compulsory for all specialization
<b>TPK 5100</b>	Applied Project Management	7.5	Compulsory for all specialization
<b>TBA 4315</b>	Economics of Transport Infrastructure	7.5	Compulsory for Civil Engineering

<b>TIØ 4265</b>	Strategic Management	7.5	Compulsory for Industrial Engineering
<b>TPK 4160</b>	Supply Chain Management	7.5	Compulsory for Production and Quality Engineering
<b>1<sup>st</sup> Year (Spring)</b>			
<b>Code</b>	<b>Name</b>	<b>Credit</b>	<b>Status &amp; Details</b>
<b>TDI 4127</b>	Programming and Numerics	7.5	Compulsory for all specialization
<b>TIØ 5210</b>	Programme & Portfolio Management	7.5	Compulsory for all specialization
<b>(Depend on Village/topics)</b>	Expert in Teamwork	7.5	Obligatory, but you can choose what village you will be part of
<b>TBA 4291</b>	Transport Analysis	7.5	Elective, Recommended for Civil Engineering
<b>TIØ 4175</b>	Purchasing and Logistic Management	7.5	Elective, Recommended for Industrial Engineering
<b>TPK 4110</b>	Quality and Performance Oriented Management	7.5	Elective, recommended for Production & Quality Engineering
<b>2<sup>nd</sup> Year (Autumn)</b>			
<b>Code</b>	<b>Name</b>	<b>Credit</b>	<b>Status &amp; Details</b>
<b>TBA 4128</b>	Project management, Advanced Course	7.5	Specialization Course for Civil Engineering
<b>TBA 4530</b>	Project Management and Construction	15	Specialization Course for Civil Engineering
<b>TPK 5115</b>	Risk management in Project	7.5	Elective for Civil Engineering
<b>TIØ 5225</b>	Project Management, Specialization Course	7.5	Specialization Course for Industrial Engineering
<b>TIØ 5230</b>	Project Management, Specialization Project	15	Specialization Course for Industrial Engineering
<b>TIØ 4345</b>	Management of Business Relationships and Networks	7.5	Elective for Industrial Engineering
<b>TPK 4420</b>	Project Flexibility	7.5	Specialization Course for Production and Quality Engineering
<b>TPK 4520</b>	Project and Quality Management, Specialization Project	15	Specialization Course for Production and Quality Engineering
<b>TPK 4200</b>	Creating Value & Sustainable Business Through Digital Transformation	7.5	Elective for Production and Quality Engineering
<b>2<sup>nd</sup> Year (Spring)</b>			
<b>Code</b>	<b>Name</b>	<b>Credit</b>	<b>Status &amp; Details</b>
<b>TBA 4910</b>	Project Management, Master's Thesis	30	Thesis Course for Civil Engineering
<b>TIØ 4920</b>	Project Management, Master's Thesis	30	Thesis Course for Industrial Engineering
<b>TPK 4920</b>	Project and Quality Management, Master's Thesis	30	Thesis Course for Production and Quality Engineering

*Note: Generally, you can take courses with English as its teaching language and also the one that has TIØ in the code for industrial engineering, TBA for Civil Engineering, and TPK for Production and Quality Engineering.*

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## Job Opportunities at a Glance

Contrary to popular belief, Job opportunities for Project Management students are not restricted to only Project Manager or Project Engineers. There are various paths and sectors where Project Management students can get a job, such as the following:

### **Corporate and Industrial**

Some possible positions include Supply Chain Engineer, Purchasing and Planning Engineer, Project & Tender Controlling, and many more. In general, Project Management graduates can find employment within the supply chain and project areas in the corporate and industrial sector.

### **Construction**

Within construction, some positions that might be familiar to project management students such as Project Engineer, contract engineer, and Project Manager are quite needed. However, there are also other opportunities such as procurement engineer or other types of jobs available.

### **Production**

In this sector, some of the jobs available are quality engineer and consulting engineer. Other kinds of jobs are also available in this sector.

### **Research & Consulting**

Project Management graduates are not limited to working in the industries. There are many positions for students who want to pursue research, such as pursuing a PhD or becoming a consultant with a consulting company. However, keep in mind that the available PhD vacancies are usually quite specific, so it might be a good idea to reach out to professors to express interest even when no vacancies are listed.

## Job Openings, part-time work, and student assistantship

### **Job Fair and Job Openings**

Generally, there will be a Job Fair at NTNU in early September, where many companies will open a stand. Students can drop off CVs or apply for vacancies. In Norway, job



openings are usually divided into three batches, which means there will be 3 phases of openings throughout the semester. The first batch is in August, then November, and the last one is usually in January. That is why everyone already knows the results of the job application even before they graduate.

### **Student Assistant**

All students at NTNU have a chance to become student assistants in a course after completing that course, including International students. Usually, the applications for student assistant positions open by early May for fall semester and around mid-October for spring semester (dates may vary). To apply for a student assistant position, you need to apply separately for each department course code, such as TBA, TIØ, or TPK. However, you can also apply for the courses from other faculties if you have the skills/knowledge that is needed.

<https://innsida.ntnu.no/wiki/-/wiki/Norsk/Ledige+stillinger+for+studenter>

### **Summer Job & Specialized Part-time**

Industry-related summer jobs and internships have application deadlines in December or January of the running year. For these, applications made during 1st year of studies do not require transcripts.

While entering the second year of studies, the winter and summer internships, along with graduate jobs and specially created part-time positions, have application deadlines around July and August.

Some well-known companies for internship and graduate jobs are Equinor, Aker solutions, Sintef and DnB. Take care to apply for the correct position (job title, position number etc.).

Major portals for job vacancies are LinkedIn, nav.no, jobbnorge.no and finn.no. Most companies also post their vacancies on their own website.

<https://www.ntnu.edu/vacancies/>

### **Casual Part-time Jobs**

Aside from the specialized Part-time jobs, students can also work at unskilled or casual part-time jobs such as waiter, cleaner, kitchen helper and other jobs that does not require any particular skills. You can find those jobs at nav.no and finn.no. Remember that you can put filters on the job search pages so you can find jobs that are quite tailored to you.

### **Some overall advice for job search**

If you wish to stay in Norway and find a permanent job, learning Norwegian is highly recommended; more information to follow in the last part. Any experience is valuable. Volunteering is common in Norway. Many Norwegians have done this at some point in their lives. It can be a good option for you to gain some experience, improve your language skills, experience the Norwegian working atmosphere, and make some contacts (obtain references). Networking is an important factor in your worklife. Try to expand your network and keep in contact. In Norwegian working culture, being a team player, trustworthy, and culturally fit to the position has high value beyond your qualifications. Try to improve these skills.

Keep in mind that you can also apply for any position related to your bachelor's field as well. Your bachelor's degree can be a good starting point.

## EiT and Thesis timeline

### Experts in Teamwork

- What is EiT
- EiT is a course that focuses on cross-disciplinary teamwork. It serves as a meeting ground and opportunity for cooperation between students from a variety of NTNU's master's programs. EiT is compulsory for all NTNU students at the second-degree level, and about 2,700 students complete the course each year.

- How it Works

The students are divided into classes called villages, each consisting of 25-30 students. Each village has its own theme as the starting point for its teamwork, usually drawn from relevant issues in civic and working life. In the villages, students are assigned to interdisciplinary teams of 5-6 people. Each team works with a project that it has defined within the theme of the village.

- Output and Focus

The unique feature of EiT is that students not only work on their project, but also evaluate the way they work together. They analyze their teamwork, and based on their understanding, they reflect on how they communicate, plan, make decisions, solve tasks, handle disagreements and relate to academic, social and personal differences. In this way, they learn from their own experiences and develop their teamwork skills.

At the end of the semester, each student team hands in two reports: A team process report and a project report. The process report contains the students' descriptions of specific situations from their own teamwork and their reflections on these afterwards. In the project report, the students describe and discuss the project (the problem formulation, methods and results). In addition, they consider the benefits of the project to society and discuss how it could be taken further. Together, the reports show how the students have developed interdisciplinary teamwork skills.

- When, How to Register, and Useful Links

Registration for EiT with village priority lists are open from 1 October – 1 November in Studentweb. After registration, students will be notified of their village assignment. Then, from the beginning of the spring semester in January, students need to register for both instruction and the exam for the assigned course on Studentweb, like any other course.

List of Villages (2021): <https://www.ntnu.edu/eit/villages#sml>

### Project and master thesis

- **Specialization Project and Master Thesis**

You will complete both the Specialization Project and Master's Thesis in your second year. The specialization project is a course where you need to choose a topic, and learn to research and explore that topic to create a report with a specific focus that interests you. This specialization project is usually called a "mini thesis" as it has many similarities in structure and approach with the Master's thesis. Topics and themes, however, are usually researched in more general terms in the specialization projects, and more in-depth in the master's thesis.

The master's thesis is a report where the student should acquire a specific and detailed understanding about a small set of advanced themes or problems within project management. Usually the theme is relevant to the topic chosen as part of the specialization project. The student should acquire general knowledge about the most important methodological challenges faced when conducting research, as well as a set of ways to handle these challenges. There are some competencies that students develop from both the specialization project and master's thesis, such as:

- Gaining proficiency in handling methodological questions, and applying methodological theory to his or her own research work.
- Developing his or her ability to discuss advanced theories within project management with colleagues
- Developing his or her ability to present scientific work done by others.

#### ▪ Specialization Project Step-by-step and Timeline

Dates	Activity	Details
May	Apply for topics	<p>List of topics are released in each department, and the students can apply for their preferences. Usually there is a little bit of difference in timing between the three departments. Just chill and wait for the email.</p> <p>After the topics have been published, students should identify their favorites, and apply in priority order. Contacting the related supervisor is helpful and highly recommended.</p>
June-August	Supervisor assigned and first meeting	<p>After applying, the applications are sent on to the supervisors, who assign topics.</p> <p>After informed of topic assignment and supervisor, students generally need to schedule a meeting with the supervisor to discuss the scope of the project and other details.</p>

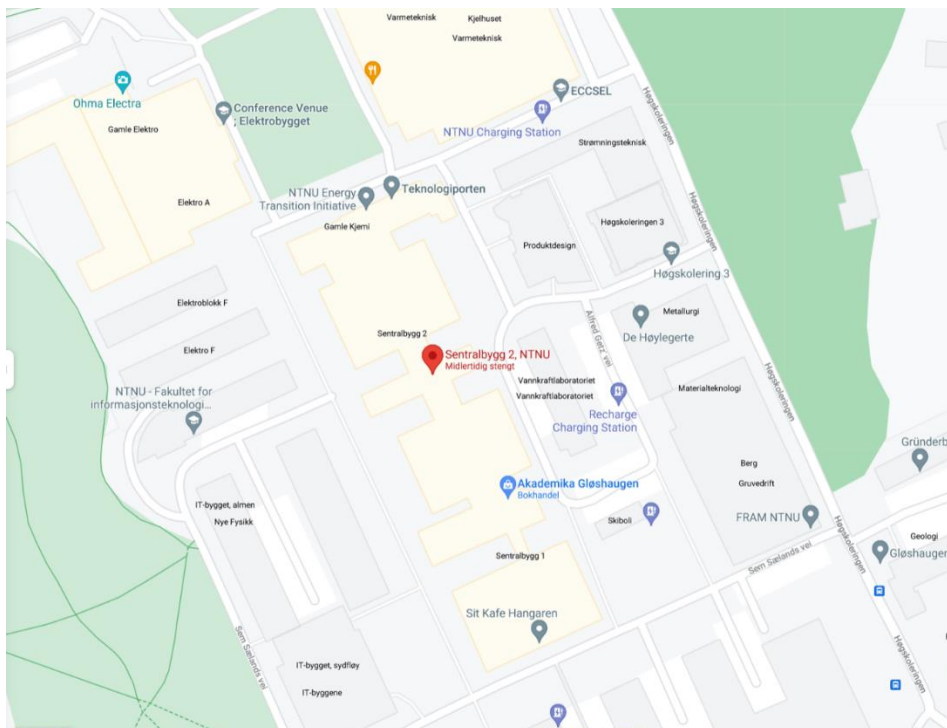
#### ▪ Master's Thesis

For the master's thesis, it is usually extended from your specialization project so they will be closely related. The master's thesis is a semester-long full-time project, but the timeline for specific tasks is highly flexible. As long as you are doing the work consistently, and having regular meetings with your supervisor, you can finish it on-time. One thing to note is to avoid comparing your progress with others, because everyone has their own timeline.

## Reading Halls and Extra-curricular Activities

## Reading Halls and Computer Labs

Reading halls and computer labs are common areas that can be used for students to study and gather for doing group assignments. The computer room and reading room are located in Sentralbygg 2, on the third floor. For the time being, as an infection control measure, there are yellow and blue seats in the reading halls where the yellow seats and blue seats can be used every other day. Reading rooms and computer labs are shown on the map below:



### Extracurricular Activities

- Project simulator, fall semester, first year

It is an activity where we use gamification of project management where we are able to use our knowledge and expertise acquired from our studies into a simulated situation. Essentially, the idea is to put our knowledge to a problem in a simulated "real-world" situation.

- Excursion, Easter second year

Project Management students will visit companies in hopes of learning and gaining firsthand experience on the real jobs landed by Project Management program graduates.

- Smaller excursions

There might be some smaller excursions depending on the situation and opportunity that presents itself.

- Other kinds of activities

Some of the activities that might be available, such as Winter School or a meeting with graduates where they can share from their experience, depend on the opportunities that arise in any given semester.





# Part II: The student organization (PROMAN)

ProMan is a group for current students of the MSc Project Management at the Norwegian University of Science and Technology (NTNU). It is a place to share interesting information, organize events, and communicate with other members. The purpose of the organization is to bridge NTNU project management students and various companies from different industries.

The organization is managed by students who are members of it. Membership has a fee (2021: 150 NOK one-year membership; and 250 NOK two years membership). By being a member of the organization, you are allowed to use its facilities. There are many gatherings and activities held by the organization. It is a good place for socializing with your fellow students, and since both first- and second-year students are members of it, it can be a place to share ideas and experiences. There is a Facebook group named ProMan, which all the events publish there.

## Officers and management

ProMan has a board consisting of students. There is an election every year to select the new board. For being eligible to be a candidate and vote, you need to be a member. Board members' rules are as below:

- President
- Vice president
- Financial coordinator
- Social coordinators (2)
- Business coordinators (2)

## Activities

There are many activities, both social- and education-wise, handle by the organization.

### **Social activities:**

- Fadderuka (Buddy week), welcoming program for the new coming students
- Halloween
- Julebord (Christmas party)
- Cabin trips
- Sightseeing in the city
- Hiking tours
- Skiing at Bymarka
- Occasional parties, depending on the situation

### **Educational activities:**

- Introducing tracks and help first year students to choose it
- Meetings before exams to help first year students to be more comfortable
- Meeting regarding choosing the project and master thesis

# Part III: Studying at NTNU



## Student Web

### **ID Number and Pin Code**

Few days before starting the semester, the students will receive two emails; one with an 11-digit ID number and one with a 4-digit pin. This information is highly confidential. This 11-digit ID number is generated by NTNU and cannot be used as an ID number outside the university. If any student has not received the codes by email, don't hesitate to get in touch with the Office of International Relations.

### **Register Your Semester Address**

Register your current address as your semester address in Studentweb. If required, remove the default address and the information from the c/o field. After your arrival in Norway, it should be changed to your Norwegian address.

### **Pay the Semester Fee**

Master's degree students and fee movers must pay the semester fee, even if you are not taking any courses. You will find the invoice on Studentweb. Pay through internet banking or take the invoice to your local bank. Make sure that the correct KID number is mentioned while making the payment. The deadlines for registration on studentweb and invoice payment are mentioned on Studentweb.

For the students who want to pay the semester fee from outside Norway, you can do the international money transfer from any bank to the bank account details mentioned on the invoice. Please note, the unique KID mentioned on the invoice should be mentioned in the comment while making the payment. This KID is the only way to track who has made the payment. (Note: The payment can be made from any person's bank account and not necessarily from the student's bank account since only KID is required to track the invoice)

For the students who are in Norway but do not have a bank account, you can ask any of your friends to make the payment to the bank account number mentioned on invoice but remember to mention the correct KID.

### **The Study Plan and Exam Registration**

Log on to Studentweb: <https://studentweb.ntnu.no>

Register both for classes and exams before the deadline. You will not be able to take an exam unless you have registered for both the class and the exam.

If you have any questions related to changing the course subjects, dropping the subjects, exemption from the subjects or taking more subjects, please contact the faculty.

### **Deadlines for courses and exam registration -**

Autumn semester: 15 September

Spring semester: 1 February

*Note: Mentioned deadlines are formal and could also be changed, so please check the deadlines directly on søknadsweb.*

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If you have a chronic illness, a disability or an injury, NTNU can provide accommodations for exams if needed:

<https://innsida.ntnu.no/en/tilrettelegging>

### **Deadline for exam cancellations**

Fourteen days before the examination date. You will find the exact date in Studentweb.

As a candidate, you can 1) withdraw yourself from the examination in the exam hall or 2) submit a blank answer sheet. In the first instance, you must sign to indicate that you have withdrawn yourself and nothing is sent for evaluation. In Studentweb, this will be updated as "withdrawal from the examination". In the second instance, the blank answer sheet will be sent for evaluation, and you will get an "F" grade on Studentweb. Both these instances are counted as attempts. In both cases, you are eligible to appear for the postponed examination in the course that has this possibility. Note that in the case of a digital examination, you will select the option "Submit Blank" (levere blank) on the screen if you would like to withdraw.

### **Retake of courses**

In case of unsatisfactory results/grades, you can retake the course in coming next semester when the same course will be taught, and exam will be held. To retake the course, log in to søknadsweb and click on the re-take option under the course name in your study plan.

I wish to improve my grades. Can I try to do that by appearing for a postponed/re-sit examination in the course? - No. The re-sit examination is only for candidates who have failed, withdrawn from the exam while writing it or have a legitimate leave of absence for an ordinary exam in the course. You can only improve your grade by giving a regular exam in the same course again.

I will be retaking an examination. Must I also repeat all the compulsory assignments, even though I have successfully completed them in the previous semester? - You don't need to resubmit the compulsory assignments if they have not been changed substantially since the last time you completed them. In order to make sure, please read the course description again and contact the student advisor in your department.

How many times can I retake an examination in the same course? - A maximum of three times. However, the Faculty can grant you a fourth chance. If you have special needs, the faculty may grant a fifth and final chance.

For more information related to examination and exam cancellations queries, please visit

<https://innsida.ntnu.no/en/eksamen>

### **IT Account**

To activate the student NTNU IT account (User Account), log on to <http://bas.ntnu.no>. This will give you access to all of NTNU's digital services such as email, internet, and your student ID app.

You will need the following information while activating the user account:



The 11-digit ID number send by email

The 4-digit pin code sent by email

Your 6-digit student number, which can be found on studentweb

Note: It can take a day or two to get your account activated and you can use it. Contact Orakel Support Services at [orakel@ntnu.no](mailto:orakel@ntnu.no) if you encounter any problems.

## Student ID

As a student at NTNU, you need both a Student Card and a Student ID app. The Student Card serves as both an access card for entry in campus buildings and as a printer/library card (Note – this card is not valid as a student ID), while the Student ID app shows that you have paid the semester fee. In general, you will need both your Student Card and the app in order to prove you are a student.

Student ID App – The Student ID app shows that you have paid the semester fee.

Download the "Studentbevis app" from the App Store or Google Play.

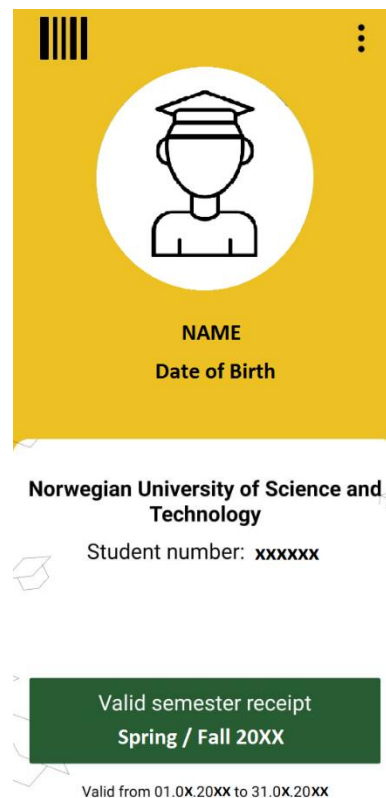
Log in to the app: Choose the affiliation NTNU and log in with your regular NTNU username and password.

The app will only require internet access when you download it, and on the first login. If you do not have a smartphone, you can order a paper version on Studentweb (semester receipt). If you are an exchange student from a partner institution, the app will work as if you have paid the semester fee.

Student Card (After Arrival in Norway) - The Student Card serves as both an access card and as a printer/library card. To get your card you need to take a photo in the photo booth in one of the locations in the link below. Also bring your student ID app and official ID such as your passport.

Your student card is not valid as a student ID. You will need the student ID app in addition.

Pickup-up locations and more info: <https://innsida.ntnu.no/en/studentkort>



## Student Visa

### Police Appointments

You will need to register at the Police Station to get a residence card or a registration certificate. In Trondheim, NTNU organizes group appointments, so do not book your own appointment. This also applies if your assigned appointment date is later than seven days after arrival.

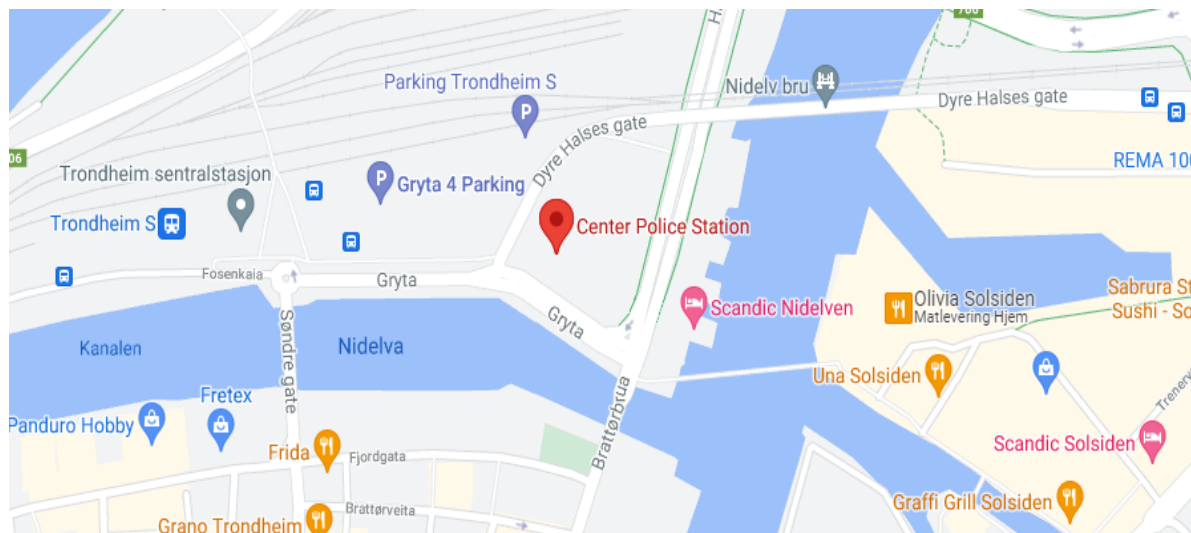
### Residence Card (NON-EU/NON-EEA)

To the appointment at the Police Station, you must bring:

- Passport (must be valid for the period you intended to stay in Norway)
- Other documents as stated in the checklist (example – University program offer letter, Accommodation contract, etc.)

You can only join the NTNU appointments if you have already been granted a residence permit to Norway. If you are a non-EU/non-EEA student and do not have a confirmation about the residence permit, please contact the Office of International Relations.

If you cannot make it to the group appointments, you will have to book your own appointment at the police station.



### Registration Certificate (EU/EEA CITIZENS)

If you are an EU/EEA citizen staying in Norway for more than three months, you will need to register as a part of the registration scheme for EU/EEA nationals.

1. Fill out an application at [www.udi.no](http://www.udi.no). You should do this after arriving in Norway, but at least 24 hours before you're meeting with the police.

2. Get your registration certificate:

**In Trondheim:** Join your NTNU group appointment at the police station – do not book your own appointment.

You will find your appointment time on the webpage: [www.ntnu.edu/lifeandhousing/trondheim/new-student](http://www.ntnu.edu/lifeandhousing/trondheim/new-student)

3. For the appointment at the Police Station, you must remember to bring:

- A printout of the NTNU admission letter or confirmation of student exchange at NTNU, which you receive by email.
- Passport/National ID (must be valid for the period you intend to stay in Norway)
- European Health Insurance Card or proof of private health insurance

You will receive the registration certificate at the police appointment.

- This does not apply to Nordic students. Students from Nordic countries do not need to register online or meet with the police.

**D – Number** (For students staying less than six months)

A D – Number is a temporary Norwegian identification number. A D – Number is not valid with all services in Norway, and is of limited use. Only consider getting a D – Number if you are here for less than six months and intend to work, or specifically need it for opening a bank account or similar.

**Norwegian ID Number** (For students staying more than six months)

A Norwegian ID - Number, also known as “fødselsnummer”, is a fully valid identification number that grants you access to all Norwegian services, including a primary doctor. It is only granted to persons living in Norway for a period of 6 months or more. Although this is not a legal requirement to stay in Norway, it is recommended to get a Norwegian ID – Number if the students are here for longer than six months.

- **Nordic students:** You can apply once you have arrived in Norway
- **EU/EEA students:** You can apply as soon as you have received your registration certificate
- **Non – EU/non-EEA students:** You will get an ID – number automatically if you are staying more than six months. You do not need to apply.

**Application for a national ID – number (EU/EEA/Nordic students)**

- Book appointment , and download the form “Report moving to Norway” at <https://skatteetaten.no/en/person/national-registry/moving/to-Norway>

To your scheduled appointment, you must bring:

- Passport
- Residence Card / Registration Certificate
- Your Student card and your Student ID app
- Housing contract, the duration must be at least 6 months
- The form "Notification to the Tax office of move to Norway from abroad": [www.skatteetaten.no/globalassets/skiema/alltid/rt-1401e.pdf](http://www.skatteetaten.no/globalassets/skiema/alltid/rt-1401e.pdf)

Use block letters and complete all the required fields. Say 'No' on the question "Are you a commuter from an EEA/EU country?"

### **Compulsory Health Check**

Immigration regulations require that citizens of some countries must be tested for tuberculosis if they are staying more than three months in Norway. The test is free.

If you are required to take the test but fail to do so, the police will be notified, and it may compromise your residence permit.

You can see who is required to take the test at the Norwegian Institute of Public Health:

<https://www.fhi.no/en/id/infectious-diseases/TB/countries-tuberculosis/>

### **Group appointments in Trondheim**

The Office of International Relations will arrange group appointments for all students required to take the test. You will be notified via email.

Students, who cannot take part in this appointment, must arrange an appointment themselves. To arrange your own appointment may take several weeks.

## Innsida & Courses

### **Innsida**

Innsida in NTNU's intranet. It is your gateway to important systems and helpful information about the university and services. The waffle icon in the upper left corner provides quick access to popular systems. Find articles via search or using the topic-link to the right of search. You can log in the day after your user account is active: <https://innsida.ntnu.no>

**Blackboard**

You will find messages from your lecture and course-related materials in Blackboard once your lecturer activates the course e-room: <https://innsida.ntnu.no/en/bb-student>

**Suggested Mobile Phone Apps**

There are couple of apps that are must for the students to download -

Blackboard - perhaps the most important and most used app as a student, this is the platform that NTNU uses for all the subjects you have as a student. Here you get information about different subjects you have as a student, checking if work requirements are approved and much more. This is really an app you must have as a student of NTNU.

Student ID - This is a digital student ID so you don't have to bring the physical with you everywhere you go, very good to have if you want a bus/train ticket, student discount on something etc.

MazeMap - This app is a map of all NTNU schools/buildings. In this app, you can easily navigate to different rooms and lecture halls at school.

Student Calendar - Here you will get various useful planning options that you can use as a student.

Zoom - This app is useful to attend the lectures digitally in case of failure of connecting with Laptop / Desktop.

Outlook - As a student, you get your own NTNU mail that can be nice to have on your phone to keep updated.

Books - Here used books are sold at cheaper price, which is perfect as a student. It's preferably former students who studied the same as you only in higher steps selling, then it's easy to meet at school for delivery too, so you don't have to ship. You can also sell the books here even when you are studying.

Akademika - This is the bookstore that sells all the curriculum books you need and they are located at school. If you want brand new books, this is where you can buy them.

**Exchanging courses**

All courses offered at NTNU towards a Master of Science in Project Management are fully compatible with the European Master's Project Management Agreement's (EuroMPM) requirements for university courses. NTNU offers the degree in cooperation with the University of the Basque Countries (Spain) and Dortmund University of Applied Sciences and Arts (Germany). This International academic partnership allows students



to experience a semester abroad at one of the partner universities, preferably in the second semester. Requests to attend other universities will be considered on a case-by-case basis.

Students interested in an exchange semester abroad should submit their applications before October in their first semester of study.

Previously approved applications:

- Dortmund University of Applied Sciences and Arts
- National University of Singapore

### What to do if you have taken a course before

If you have successfully completed the course before, then you can apply for the course exemption and take an alternate course (example – Programming and Numerics can be exempted if you have already completed this course in your previous studies) or if you have a work experience related to the course (example – experts in teamwork can be exempted if you have documented work experience from working in cross functional teams).

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*Note: The exemption from the course should be approved by faculty/Student advisor.*

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### Evaluation of courses

The academic year normally runs from mid-August to mid-June and lasts for 10 months. Courses are measured in "studiepoeng", considered equivalent to the European Credit Transfer System standard (ECTS credits). The full-time workload for one academic year is 1500 - 1800 hours of study / 60 "studiepoeng".

The Norwegian grading system consists of two grading scales: one scale with the grades pass or fail and one graded scale from A to E for pass and F for fail. The graded scale has the following qualitative descriptions:

<b>A</b>	<b>89–100 points</b>	<b>Excellent</b>	<b>An excellent performance, clearly outstanding. The candidate demonstrates excellent judgement and a very high degree of independent thinking.</b>
<b>B</b>	77–88 points	Very good	A very good performance. The candidate demonstrates sound judgement and a high degree of independent thinking.
<b>C</b>	65–76 points	Good	A good performance in most areas. The candidate demonstrates a reasonable degree of judgement and independent thinking in the most important areas.
<b>D</b>	53–64 points	Satisfactory	A satisfactory performance, but with significant shortcomings. The candidate demonstrates a limited degree of judgement and independent thinking.
<b>E</b>	41–52 points	Sufficient	A performance that meets the minimum criteria, but no more. The candidate demonstrates a very limited degree of judgement and independent thinking.
<b>F</b>	0–40 points	Fail	A performance that does not meet the minimum academic criteria. The candidate demonstrates an absence of both judgement and independent thinking.

### Calculation of average grade

To calculate average grades for Norwegian educations, replace each letter grade with the numerical equivalent, where A=5, B=4, C=3, D=2 and E=1. Multiply the numerical equivalent with the number of credits given for the course and add the values for each of the relevant courses. Divide the sum by the total number of credits for the relevant courses. The number is calculated with one decimal.

## Student democracy

We have a student government at NTNU. The student government is a way for students to help develop NTNU as a place of education and works to make students' voices heard in questions of academic quality, campus, facilitation, learning environment and similar issues.

Students elect class representatives and department representatives every year, usually early in the Fall. They may also elect representatives to the study program boards. These positions are official positions and are separate from the PROMAN student organization, which is the student's own volunteer organization.

### **What does the student government do at NTNU?**

- Through the student government, students are represented at all levels, from individual courses to the NTNU board.
- Students can share their opinions through the student representatives.
- Student representatives represent students' rights.
- The Student Parliament is the political head of the student government.
- The Student Parliament contributes to centrally developing NTNU as a place of education and aids student representatives at all levels. On the Student Parliaments website ([www.studenttinget.no](http://www.studenttinget.no)) (Norwegian only) you can read about their work.

### **Programme of study representatives (SPR)**

- are on the programme of study councils.
- represent students' interests at the programme of study level.
- are elected at open meetings for all students in the programme of study.

### **Department representatives (ITR)**

- are on all committees in the department that treat studies and learning environments.
- are on the department board, council or expanded leader meeting.
- work with the student council in the faculty.
- work with topics at department level.
- are generally elected at open meetings for all students at the department.

### **Faculty representatives (FTR)**

- are on all the committees in the faculty that treat studies and learning environment.
- are on the faculty board.
- lead the student council at the faculty.
- work with topics at the faculty level.

- are generally elected at open meetings for all the students at the faculty.

**Board representatives**

- are two of eleven members of the NTNU board.
- work partially in the Student Parliament as well as representing students on the NTNU board.
- help make overarching decisions about NTNU.
- are elected by all of NTNU's students through NTNU's web election.

## Student Welfare Society

**Student housing**

In Trondheim, the Office of International Relations is responsible for allocating student housing to international students. Do not book a room before you have received an email with a booking code from the Office of International Relations.

The majority of students will be placed at Steinan ([www.sit.no/en/housing/steinan-student-village](http://www.sit.no/en/housing/steinan-student-village)) or Moholt ([www.sit.no/en/housing/moholt-student-village](http://www.sit.no/en/housing/moholt-student-village)) student village, which are the only student villages that are furnished. You will be given a single room with a shared bathroom and kitchen. There is normally a long waiting list for family and couples' accommodation. The prices for rooms can be checked on the mentioned websites for Moholt and Steinan.

It is not necessary that you must select only Moholt or Steinan for housing. There are several more location options available; you can check it on [www.sit.no/en/housing](http://www.sit.no/en/housing). Rather than SIT, there are number of private housing options available which can be found on facebook, google advertisement pages, finn.no, hybel.no

**How to book a room**

You will receive housing information and a booking code from the Office of International Relations, which you will need to book a room at Sit. This information will be sent to you by email:

- Autumn semester: May/June
- Spring semester: November/December

**Housing deposit**

In order to reserve your room at the student village, you will need to pay a housing deposit of NOK 5000 to Sit's account as stated in the contract. If you do not pay the deposit, Sit will cancel your booking and the Office of International Relations will allocate the room to another student. If this happens, you will have to arrange for private housing. More information for private housing is available on [www.ntnu.edu/lifeandhousing/trondheim/private-housing](http://www.ntnu.edu/lifeandhousing/trondheim/private-housing)

**Housing contract and start date**

After you have received a booking code from the Office of International Relations and booked a room at Sit, you will receive a housing contract by email from Sit. All the essential housing information will be included in the contract. Please note that it might take some weeks before you receive this contract.

You will have to pay rent from the starting date stated in the contract. If your arrival is later than the starting date, you will still need to pay rent from this date. The housing contract for the autumn term usually starts in July/August. If you arrive before your housing contract starts, you should look into temporary housing [www.ntnu.edu/lifeandhousing/trondheim/temporary-housing](http://www.ntnu.edu/lifeandhousing/trondheim/temporary-housing)

### **Cantina and food**

If you feel hungry or need any snacks at campus, you can find different cantina's around. The food there is usually cheap, and you have options. During lunchtime, you can enjoy buffet. There are some vegetarian options, as well. You can also find coffee and some snacks during day. Just be sure to check their working hours. They are different from place to place. You can find them and their working time in below link:

[www.innsida.ntnu.no/en/kantine-og-butikk](http://www.innsida.ntnu.no/en/kantine-og-butikk)

### **Health and safety services (Health insurance and Fastlege)**

For students from EU/EEA countries - If you are a citizen of an EU/EEA country or Switzerland, you must bring either the European Health Insurance Card ([ec.europa.eu](http://ec.europa.eu)) or documentation of private health insurance when you enter Norway.

If you have private health insurance, please clarify with your insurance office whether your coverage applies to Norway.

For students from outside the EU/EEA - If the duration of your stay in Norway is more than one year, you will automatically become a member of the National Insurance Scheme when you register as a resident in Norway with the National Registry (Skatt Øst).

If you are staying in Norway between 3 and 12 months, you can apply for voluntary membership in the National Insurance Scheme. This will entitle you to social security coverage regarding health services in accordance with the National Insurance Scheme. Please note that students who do not apply for voluntary membership should have social security coverage from their home country.

For more information, visit [www.uio.no/english/studies/international-students/health-insurance.html](http://www.uio.no/english/studies/international-students/health-insurance.html)

### **Covid Situation**

If you have any symptoms related to Covid, you can have an appointment in Trondheim Community and test. The test is free and there are no consequences, so do not hesitate to test as soon as possible, if you have any symptoms.

Regarding vaccine, as soon as you get your ID-number, you will have the possibility to make an appointment in Trondheim Community and take the vaccine.

### **Family services (daycare, family health services)**

The family culture in Norway is also very strong, regarding this they also provide certain services to the people coming here with their families. These services include daycare centers as well as the addition in the national health insurance scheme.

### **Voluntary Student Organizations**

Joining a student organization presents many opportunities to learn more about yourself, your goals, and your strengths. You can learn from how other students handle certain situations and test your current knowledge. You can also find out what you're good at, whether that's multitasking, staying organized,

generating ideas, or serving others. This self-awareness will be beneficial in your future career. Also, volunteering in student organization helps to develop soft skills and you learn more about how to work in a team. Networking opportunity is also an incentive.

There's no arguing that organizations and activities look good on a resume. Showing employers that you participated in, or lead, a student organization, they'll know that you're hard-working and can handle multiple responsibilities.

Major Student Organizations in Trondheim are Studentersamfundet, SiT, ISFIT, NTNUI, UKA, PVV, TSS og TKS, Candiss, AIESEC, REVOLVE, Tekniske organisasjoner, IASTE, Dei Taktlause, TEKNA, Start NTNU



**Studentersamfundet**



**Sit**

isfit

**Isfit**



**NTNUI**

More information about the student organizations and joining procedures can be found on:

<https://www.ntnu.no/immatrikuleringen/trondheim>

## Student life

Following are the tips to get success in student life -



1. Keep studies as your priority - A good student never ignores his studies and keep their studies on the topmost priority list. Managing time for friends, relatives, and family is also important but not by ignoring your studies because what you have learned will remain lifelong with you. You should never neglect the time which is meant for your studies.
2. Time Management - Be punctual always. Time Management is a must in a students' life. The purpose of time management is to enable them to do more and better work in less time. Always remember successful students or the students who want to be successful in life manage their time so that they can easily have time to study as well as to play.
3. Study friendly part-time jobs - As a student, choose the part-time jobs that does not require much physical work so that you will have good amount of energy left for studies. Also, the job location is very important since it affects the time you will spend for travel.
4. Study in a group - Studying in groups help the students to learn more effectively. Educational psychologists have shown in their research that students working or learning together in a group of friend circle do much better as compared to those who study alone.
5. Stay Committed to Studies - Never quit and stay committed to your studies. Don't get panic even when you don't perform well. Always work hard & hard until you get success. If you are not good at something, don't just ignore it and try to focus on it. Always stay committed toward your studies & try to stay focused while you study. Successful students always focus on the tasks at hand.
6. Don't compare with others - Never do the comparison with others because everyone has their own abilities and capabilities. Good students succeed on their own capability. Don't copy what others do, follow your own way.
7. Learn from your Mistakes - It is good that you learn from your mistakes because the most important lessons in life can be learned by improving from our mistakes. A successful student learns from his own mistakes and tries to improve further.

# Part IV: Trondheim As a student Village



## House and furniture

The cheapest and the most convenient way of getting housing in Trondheim is through SiT housing. Other apartments can be found at hybel.no or Finn.no as well. Facebook marketplace could also be a good option to find places to live. As for the furniture best option for students is to get it free from Restore which is an organization helping in reusing the items from previous students. Besides that, IKEA is one of the cheapest and convenient places to buy furniture, one could also look into JYSK or Bohus. "Gis bort" give away is also very common. Just keep an eye for this on Facebook and in general you will be able to find lots of free stuff.



## Transportation

**Bus :** The AtoB meaning A to B was established in 2009 and it is responsible for the public transport in Trondheim. With buses it is quite easy to move around in the city as at most places near the city center one can find a bus every 10 minutes except for the summer holidays. The timings and maps are available both on the website and the mobile application. There is a flexibility to buy either a daily, monthly or six months pass but most students find the six months pass as most value for money.

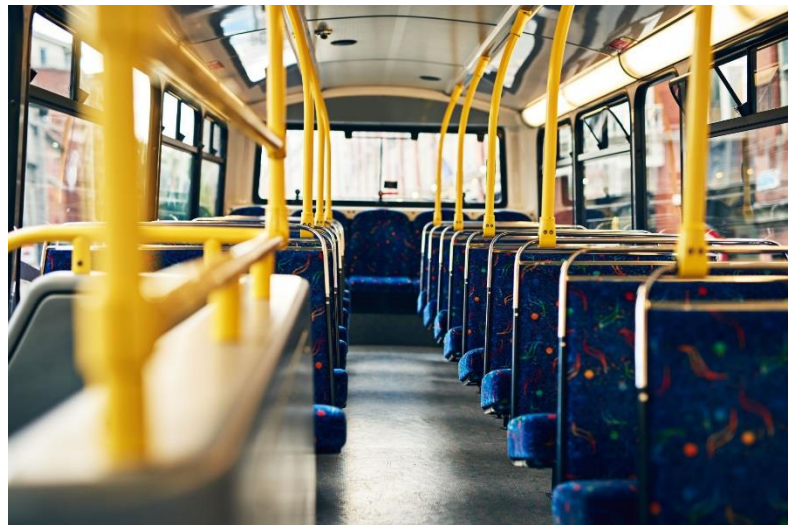
**Electric Scooters:** Another option to move around the city is the electric scooters. There are a number of companies offering scooters for rent including Ryde, Roi, Tier and Zipp.

**Bikes:** Similar to electric scooters you can also rent bikes around the city and use them to your ease.

**Bike and walking:** Trondheim is in general very cycle-friendly city except for some uphill parts if you are into biking investing in a good bike might be a good idea for you.

**Tram:** The tram runs from the city center through Byåsen to Lian. Taking the tram might be a good way to reach Bymarka quite popular for hiking and skiing.

**Taxi:** The most expensive option is to use a taxi but it is very useful in case of emergency.



## Food and food stores

Trying Norwegian food is a must if you are coming to Norway it consists of both traditional foods and globalization influenced dishes such as pasta, pizzas and tacos. Norway being a very large exporter of fish it is no secret that dishes such as smoked salmon, rakfisk, torsk and lukefisk are quite popular. Besides that lamb and mutton are also quite popular used in dishes such as fårikål, Pinnekjøtt and Lapskaus. For breakfast its common to eat bread, tube food and cheese especially brown cheese.

The most common food markets are Kiwi, Rema 1000, Bunnpris, 7-eleven and others. The cheapest products are first price items which can be found on most of these stores.

If you are searching for some particular food items not available in the supermarkets you might want to visit the Asian stores (You can find Halal meat there, as well). They are full of variety and there is a high possibility to find the same food item as the one in your home. Some popular Asian stores are as follows:

- Bamboo (Moholt)
- Annapurnagroup.no (Online)
- Melon Midtbyen (City Center)
- Middelhavets Marked AS (City Center)
- Euroasia AS (Heimdal)
- Eurocash (Heimdal)



Dumpster diving and free fridges is also a very interesting concept here. Food is usually thrown away a little bit before it expires because of the strict rules and many people put it in the free fridges available to everyone. There are also applications such as "too good to go" which provides cheap food which is near the expiry date.

## Other shopping

The best shopping area in Trondheim is at Midtbyen. The area is at the center of Trondheim it has plenty of shops and three shopping centers namely Byhaven, Trondheim Torg and Mercursenteret.

Besides that there is Sirkus shopping mall (Strindheim), StorM senter (Tiller), Tillertorget, City syd(Tiller), City Lade and IKEA Leangen. You can also visit Fretex store if you wish to buy used stuff and Facebook marketplace/Finn.no would also be a good place to visit as you can buy stuff cheaper there.

## Eating out, cafeterias and restaurants

Trondheim is full of cozy restaurants and bars whether you are a fan of Sushi, Pizza, burgers or kebabs it has got you covered. One must visit Solsiden as it is full of restaurants and bars where you are bound to find something you like. Besides that there are multiple restaurants and bars in close vicinity to the city center.

## Dancing and partying

Student Samfundet is the first place that comes to mind when thinking about partying and dancing. There are always some festivals happening which have some concert part as well. As for the partying culture, vorspiel is very common which is a German word translated to foreplay or you could call it a pre-party. Then comes the party at the end and also there is nachspiel which is known as post-party.



## Religious communities

Trondheim is a very diverse city in terms of religion as well. It used to be a leading religious pilgrimage destination in medieval times. Even though Norway is a secular country with a decreasing amount of religious people a number of churches can be seen all over the city. The city also has two mosques, a Hindu temple. There are different communities such as MSIT (Muslim students in Trondheim) and others.

## Sports and outdoors

NTNUI is the largest sports club in Trondheim. If you are interested in sports you must check out the website of NTNUI. Besides that, there are a lot of volleyball courts around the city. You can also get a skateboard and slide around the city. SiT also provides a number of opportunities when it comes to sports and outdoors such as fitness centers and other training activities. One can also try wall climbing (bouldering) at Dragvoll or at different bouldering centers situated in the city.

If you are either a beach person or a mountain person Trondheim got you covered. Korsvika and Djupvika are one of the most popular beaches and there are a number of good hiking trails as well; more information can be found at <https://www.trondheim.no/en/>.

For outdoor activities Bymarka is the go-to place. It is a forest area in the west of Trondheim. It is filled with a lot of hiking trails and beautiful lakes. It is also a very popular spot for skiing as well.

Going to a hytte is also one of the many popular activities to do in Norway. It's a place to get away from the busy life and take a break in the nature. Norwegians usually visit these cabins in the vacations or on weekends. There are a number of them in Bymarka area or easier option for students would be to use NTNUI Koiene which is a volunteer organization renting the cabins.

## Festivals and special occasions

- May 17<sup>th</sup>

Norwegians celebrate their National Day on May 17, dedicated to the Constitution of Norway. Many people wear bunad (traditional costumes) and most participate in or watch the Norwegian Constitution Day parade, consisting mostly of children, through the cities and towns. It is one of the most important celebrations in Norway. This day is one of the few days that Norwegians do wear formal dresses.

- Pride festival

Trondheim pride festival is an annual event that was first held in 1997. It includes concerts, social gatherings, parties, concerts and parades to celebrate the queer culture in Trøndelag. The events are usually arranged in the Pride House.

- Julaften (Christman Eve)

Like many other western countries, Norwegians celebrate Christman Eve. It is mostly a family celebration. People gather with their family and there are some traditional foods for this night, like Ribbe, Pinnekjøtt and Lutefisk. Giving and taking presents is also common on this night.

- Julebord

Julebord is the celebration of Christmas with colleagues. It is one of the celebrations that is a must for Norwegians. People at work choose one night, gather and party. It is mostly like a party, with lots of traditional foods and drinking. It is often usually 1 or 2 weeks before Christmas in order to make sure that everyone can attend, and there is no crash with family and vacation plans. This is one of the other ceremonies that Norwegian wear formal dresses.

- January 1<sup>st</sup>

Like many countries, new year is a celebration night in Norway. It is common to celebrate this night with friends. There are fireworks in the city centers which are held by commune, but people also do some fireworks individually.

- Påske (Easter Vacation)

Påske is an important holiday in Norway. It is common to go to cabin (hytte) with family and skiing. Since it is almost end of winter, it is assumed as the last skiing trip, and people enjoy it by going to the mountains and skiing.

## Excursions in the region

If you are coming to Norway then of course there is no charm in just limiting to Trondheim you can plan holidays to Lofoten islands where you can swim, climb, see the midnight sun or northern lights in winter.



Oppdal dates back to the Norwegian Iron age and it is one of the most popular destinations in the winter. You can go on both Alpine skiing or cross country skiing and there are four mountains to choose from; besides that there are a number of hiking trails as well.

Røros can take you back in time. It is filled with old wooden buildings, oldest in the whole Europe actually. It is a UNESCO world heritage site.

One can also just go to other cities such as Oslo is just an hour away by plane. Bergen is one of the most beautiful cities in Norway and a must-visit. The fun part is that air travel is quite cheap in comparison to other countries.





# Part V: Norwegian Culture

## Culture

Like any other nations, Norway has its own traditions and culture. It is almost like other Scandinavian countries with some uniqueness. According to some foreigners and people who have lived in different countries, Norway has the most challenging culture to be familiar with, but if you manage to pass the difficulties, it is the most interesting and nicest one. For both European and non-European nationalities, there are always some surprises regarding Norwegian culture.

The first rule is Trust. The whole system in Norway has been built based on trust. It is assumed that you are right and honest. It might be a surprise if you know that there are not many officers or polices in daily life to check if you do things right. It is assumed that you do it. For instance, you might live here for more than 5 years and never been stopped by police for checking your driving license or other documents. The most interesting part is that Norwegians love this trust-based system and try to take care of it. You will see that normal people are strict enough in their daily life to be sure that rules are executed. They also trust their governments and obey the rules.

Norwegians are nice, polite and humble. If you ask for help, most probably they will do it for you. However, it might be challenging to start a friendship with them. They are mostly reserved and so slow in progressing the relationship with new people. It is common for them to have their friends at high school and continue friendship with them. Like their families, their friendship group is also small, and they usually do not tend to expand it. If you are interested in communicating with them, be sure that it is you who should start the conversation.

Norwegians love nature. They spend most of their free time outside, regardless of the weather. They have a saying: *there is not the bad weather, it is just the bad clothing* (*Det er ikke dårlig vær, bare dårlig klær*). They have many different types of clothing suitable for each type of weather. Hiking or running in nature is a common activity. Moreover, skiing is a must for them. There is a proverb which says that: *Norwegians born with the skis on their feet* (*Nordmenn er født med ski på beina*). It is also a good hobby for dark winters. If you plan to stay in Norway, try to learn it as soon as possible.

One key principle in Norwegian culture is egalitarianism (that we are all equal). This is reflected in gender relations, age relations and how people address others. Norwegians always address people by their first names, even teachers and elders. There is an unwritten rule named Janteloven (Law of Jante) which emphasis on this issue. It has ten rules, but its summary is: *You are not to think you're anyone special, or that you're better than us*. Norwegians dress and act informally, and treat each other with the sense of equality, no matter differences in economic class, gender or status. Men and women are considered equal. That means it is expected that they do the same kind of jobs, work just as much, earn the same amount of money, have a shared responsibility in the house and have a shared responsibility for the upbringing of their children.

Norwegian families tend to be small. For most Norwegian parents, it's important that their children grow independent, and take responsibility for their own activities and actions. It is completely common that when children pass 18, they move out and start their own independent life. With the economic help they have from the government, this can be possible. However, it is quite common to have a part-time job besides studying.

The above-mentioned are just general things. For sure, in every aspect there are always exceptions, especially in cultural issues. If you are interested in knowing more about Norwegian culture, below book is recommended:

The social guidebook to Norway - an illustrated introduction; Julien S. Bourrelle

## Norwegian language

Norwegian (Norwegian: norsk) is a North Germanic language spoken mainly in Norway, where it is an official language. It has close similarities with the two most speaking Germanic languages, English and German, while neither is mutually intelligible with it. Today there are two official forms of written Norwegian, Bokmål (literally 'book tongue') and Nynorsk ('new Norwegian'), each with its own variants. Bokmål developed from the Dano-Norwegian language that replaced Middle Norwegian as the elite language after the union of Denmark–Norway in the 16th and 17th centuries and then evolved in Norway, while Nynorsk was developed based upon a collective of spoken Norwegian dialects.

Good to know that there are many dialects around the country, and there is no push on people to speak the normalized language. Dialects are in some cases so dissimilar as to be unintelligible to unfamiliar listeners. Many linguists note a trend toward regionalization of dialects that diminishes the differences at such local levels; there is, however, a renewed interest in preserving dialects.

All the Norwegians start to learn English at primary school and so on almost everyone can speak English. But like any other language speaker, they prefer to speak their mother tongue. Therefore, if you are planning to stay in Norway longer, or if you like to work here, learning Norwegian is a must. There are many companies in the country which English is the working language, but the communication language between colleagues is Norwegian. You need also to get used to different dialects. Norwegians will not be happy, if you ask them to speak Bokmål. Asking for slower speaking is often a better option.

NTNU has some programs which are one of the bests in the city. Students and their family can register for the courses. More information regarding deadlines and course plans can be found in the below link:

<https://www.ntnu.edu/norwegiancourse>

## University culture

University culture at NTNU is like most of the Scandinavian universities but has its own uniqueness. There is a flat relation between professors and students, such a way that students call their professors by their first names. The relation is mostly like a friendship and students can talk easily to professors. They usually try to have a good communication with each other to improve the quality of the program. Students raise their voice in case of any problem, and professors tend to listen to them. They often have good conversations and try to make the best out of it. Reference groups are an example of this. For each course, there should be a group of students (2-3) who represent others and have frequent meetings with the related professors during the semester to talk about students' point of view regarding course materials, pedagogical issues, or any other concerns that students have.

Attending in lectures is not compulsory and students can choose to do it or not (except EIT which has the compulsory minimum 80% attendance). All the materials should be available in Blackboard, so students can have access to them online.

Apart from educational part, NTNU puts a lot of emphasis on students' social life. There are often many amusing programs in the university to help students enjoy their study life. More information can be found in Part 3.

## Gender equality

Norway is considered to be one of the most gender equal countries in the world. Norwegian authorities put a lot of effort on this issue, and they have established that a non-discriminatory society is a premise for equality and equal opportunities.

Regarding the roles established by governments, gender equality has been to some extent a culture in Norway. There are absolutely the same rights for women and men, and the society looks at both genders as equal. For instance, if a man sees a lady carrying a heavy baggage, he cannot just go forward and carry it for her. The mindset is that she is as powerful as a man, and if she needs help, she will ask for it. Such a culture can be observed in many job positions, as well. There are so many women who work in construction fields, oil rigs, heavy equipment and any other area that are expected to be a "man-job". This can be seen in families, as well. Men and women have the same rights and duties as each other. No task in the household is reserved for each gender. Men also cook, and women also fix the garage door.

This can also be seen at universities. There are not any discriminations between men and women, and they have the same rights in every small aspect. There are same opportunities for women as for men. Even if in some majors, the number of men following it passes way higher than women, there will be more additional opportunities for women. This is done to have a gender balance in every area.

## Income equality

Norway has one of the most egalitarian economies in the world, thanks to both robust social safety nets and progressive taxation. There is not a big difference between salaries for various positions. Especially in public jobs, there are some predefined salary tables for each type of position that has a small variation. Things like gender, race, religion, nationality and so on cannot affect the salary amount.

There is not any categorizing between jobs regarding their class. One might be surprised to know how much the prime minister earns in Norway. It is not so different from professors' salaries at NTNU, and their salaries do not differ that much from a construction manager's. This is the reason that in Norway almost everyone is rich, and there are not big wealth inequalities.

One interesting thing in this case is that everything in the country is clear. You might find on the websites how much a parliament member earns. It is not recommended to do so, but this is just to know the level of clarity in every aspect.

## Unions and work life culture

Unions are one of the most important parts of work life in Norway. Almost all Norwegians are members of at least one union. Unions help people to know their rights at work and try to improve the roles and work life conditions for their members. When employed, it is so common to ask the unions to negotiate the salary. They try to ask for the highest possible salary from the employers. They also help employers in case of layout. They do their best to protect employees.



Unions are powerful in Norway. They have good connections with the government and protect their members' rights. In some cases, they even push the government to change or establish some roles for the benefit of the employees. If you are planning to stay in Norway and start working, being member of a union (depending on your area of interest) is highly recommended. TEKNA (The Norwegian Society of Graduate Technical and Scientific Professionals) is one of the most famous ones for graduated people from universities.

## The importance of democracy

Democracy plays a big role in Norway. In every small issue, you will see the footsteps of democracy. NTNU is not an exception. There are elections in the university in which students choose their representatives on the university board. Every big decision goes through the board's opinion, and of course there is again democracy on the board.

Democracy can be seen in families, as well. It is common to ask for the opinion of all family members for small and big decisions.

The bigger aspect of democracy is the political system in Norway which is parliamentary. Executive power is exercised by the Council of State, the cabinet, led by the Prime Minister. People vote for parliament.

## Political parties and system

Norway has a multi-party system with numerous political parties, in which no one party can easily gain a majority of the 169 legislative seats. Parties may cooperate to form coalition governments. As a foreigner one needs a minimum of 3 years residency in Norway to be eligible to vote for communal election and has citizenship to be able to vote for parliament.

The main parties and their orientations are as below:

- Arbeiderpartiet ; AP (Labour Party)

AP is a social-democratic party. It is officially committed to social democratic ideals. Its slogan since the 1930s has been "everyone shall take part" and the party traditionally seeks a strong welfare state, funded through taxes and duties.

- Høyre ; H (Conservative Party)

H is a liberal-conservative. The party is traditionally a pragmatic and moderately conservative party strongly associated with the traditional elites within the civil service and Norwegian business life.

- Fremskrittspartiet ; FrP (Progress Party)

FrP is positioned to the right of the Conservative Party and is considered the most right-wing party to be represented in parliament. It focuses on law and order, downsizing the bureaucracy and the public sector; the Progress Party self-identifies as an economic liberal party which competes with the left to represent the workers of Norway. The party has strict immigration policy.

- Senterpartiet ; Sp (Centre Party)

SV is an agrarian centrist political party. It has a focus on maintaining decentralized economic development and political decision-making. The Centre Party favors an economically protectionist policy to protect Norwegian farmers with toll tariffs and recently declared Norwegian nationalism to be a "positive force".

- Sosialistisk Venstreparti ; SV (Socialist Left Party)

SV is a democratic socialist party. It is a left-wing party which favors a welfare state and taxation of the wealthy. While currently having the official ideology of democratic socialism, the party also increasingly profiles itself as a supporter of feminism and environmentalism. It calls for a stronger public sector, more government involvement in the economy, and a strengthening of the social welfare net.

- Venstre ; V (Liberal Party)

V is a social liberal party. In the last few election campaigns, Venstre's main focus has been on environmental issues, education, small-business and social issues. Venstre advocates higher taxes on activities that damage the environment. Some other issues Venstre advocate are increased labor immigration, abolition of the Church of Norway as the state church, abolishing the wealth and inheritance taxes, and more power to local authorities (kommuner).

- Kristelig Folkeparti ; KrF (Christian Democratic Party)

KrF is a Christian-democratic party. The party follows its European counterparts in many ways, positioning itself as a family-friendly party. While founded on the basis of advocating moral-cultural Christian issues, the party has broadened its political profile over time, although Christian values remains its core distinction. It is considered an overall centrist party, combining socially conservative views with more left-leaning economic positions.

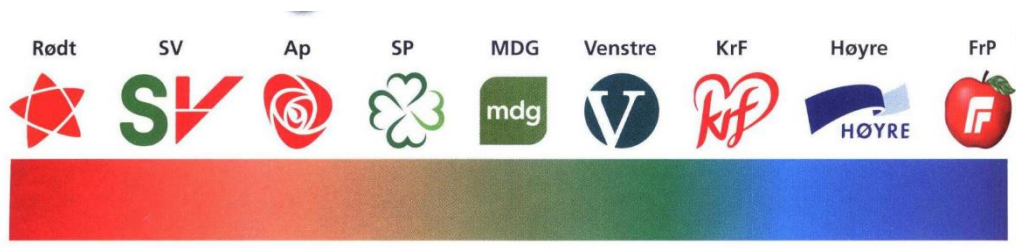
- Miljøpartiet de Grønne ; MdG (Green Party)

MdG is a green party. The Green Party advocates green politics and has been described as centre-left by academics and voters. The party itself claims distance to the two dominant right-wing and left-wing political blocks. The main focus of the party is environmental protection and ecological sustainability. The party seeks to introduce a tax on wasteful consumption, and to reorganize the food industry.

- Rødt ; R (Red Party)

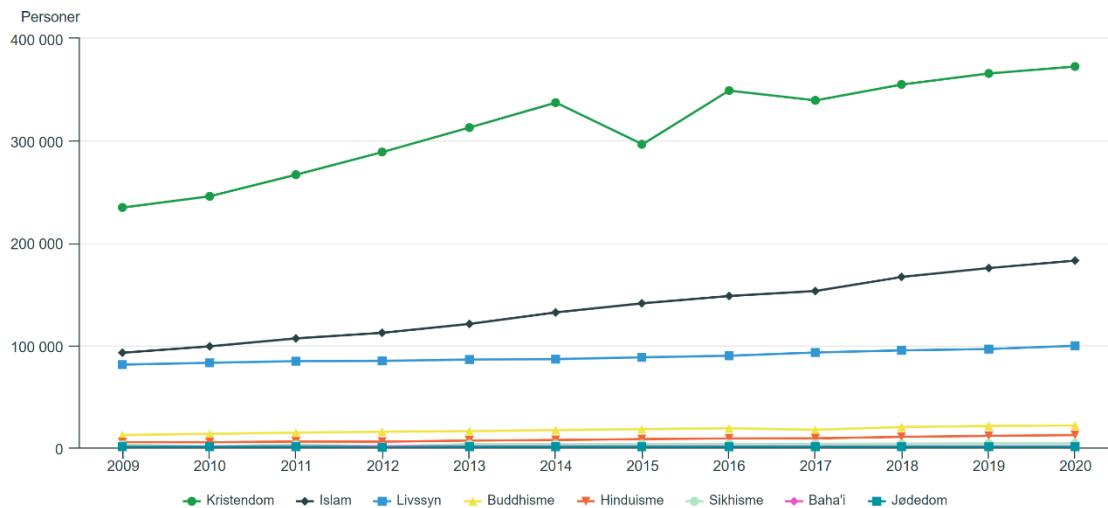
In its political program, Red sets the creation of a classless society to be its ultimate goal, which the party says is "what Karl Marx called communism". The party favors the welfare state and high taxation upon the wealthy as a means of tackling continuing inequality in Norway.

The picture below shows the left to right line of the parties.



## Secularization and religious communities

Norway is a secular country. This means that it has no official state religion, and there is religious freedom for all its citizens. Although around 70% of the Norwegians are registered as members of the Norwegian church (a Lutheran-protestant church), many of these consider themselves to belong to a traditional part of the culture, rather than considering themselves as religious people who believe that religion has a crucial position in their life. According to the church registers, registered memberships have decreased a lot in the last 20 years. There are also other religions in Norway. Specially by increasing the immigration to the country, the percentage of belonged people to other religions have changed recently. The graph below shows the percentage and trend of all religions or beliefs in Norway.



New in Norway (Practical information from public offices): <http://www.nyinorge.no/en/Ny-i-Norge-velg-sprak/New-in-Norway/Residence/>