

# 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 enrolled in and that you need a project number for booking laboratories and equipment.
4. **You will receive 20 000,- NOK in master student funding**. Booking prices on equipment are listed in Bookitlab. Be aware of this when you plan project costs in your budget.  
NB! It is only allowed to use your master funds for your own project, not other activities/projects in the laboratories.
5. **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 3-6 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.