


FACTSHEET FOR INCOMING STUDENT EXCHANGE

INSTITUTIONAL INFORMATION

NAME OF INSTITUTION:	<p>UNIVERSITETET I TROMSØ – NORGES ARKTISKE UNIVERSITET (UiT THE ARCTIC UNIVERSITY OF NORWAY)</p> <p>Erasmus code: N TROMS 001</p> <p>EUC nr. 1519312</p> <p>PIC 999 874 643</p> <p>OID E10208921</p>
CAMPUS:	<p>UiT The Arctic University of Norway offers education at eleven study sites across Northern Norway. Four of them are major campuses (in bold):</p> <p>Alta, Bardufoss, Bodø, Hammerfest, Harstad, Kabelvåg, Kirkenes, Narvik, Mo i Rana and Svalbard, Tromsø.</p> <p>Website: Studiesteder UiT</p> 
OFFICE IN CHARGE OF INTERNATIONAL COOPERATION & MOBILITY:	<p>International Cooperation Section</p> <p>Research, Education and Communication Division</p>
EMAIL:	<p>mobility@uit.no</p>
TELEPHONE:	<p>+47 77 64 40 00 (switchboard)</p>

ACADEMIC CALENDAR

AUTUMN SEMESTER:	Mid-August – Mid-December
SPRING SEMESTER:	Second week in January to mid-June
SUMMER SEMESTER:	Not available.
WEBSITE:	Academic Calendar UiT

NOMINATION OF STUDENTS

NOMINATION DATES	
AUTUMN SEMESTER	SPRING SEMESTER
<ul style="list-style-type: none"> • START: 15 MARCH • DEADLINE: 15 APRIL 	<ul style="list-style-type: none"> • START: 15 SEPTEMBER • DEADLINE: 15 OCTOBER
NOMINATION PROCEDURES:	<ol style="list-style-type: none"> 1. Requesting access to the Nomination Web: Partner universities: How to request access to the Online Nomination Web UiT 2. Wait until you have received a confirmation from mobility@uit.no to nominate your students, 3. Then, log in to the Online Nomination Web: Log in - Nomination (fsweb.no), 4. Choose relevant agreement in the Nomination Web, i.e. Host Department at UiT and Exchange Programme, 5. Nominate your student(s) <p>Main website for partners: For Partner Institutions: Online Nomination Procedures for Exchange Students UiT</p>
NOMINATION TO UNIS (SVALBARD):	<p>How to nominate your student(s) to UNIS? Nominating your student(s) to UNIS consists of THREE steps:</p> <ol style="list-style-type: none"> 1. The student must first apply directly through UNIS' application system/process: UNIS - The university centre in Svalbard 2. Nominate your student(s) to UiT: For Partner Institutions: Online Nomination Procedures for Exchange Students UiT 3. After the nomination by home university, the student(s) will receive an email from UiT to log in UiT's Application Web (Søknadsweb) to upload their passport and transcript of records.

APPLICATION FOR STUDENTS

APPLICATION DATES	
AUTUMN SEMESTER	SPRING SEMESTER
<ul style="list-style-type: none"> • START: 15 MARCH (right after the nomination) • DEADLINE: 30 APRIL 	<ul style="list-style-type: none"> • START: 15 SEPTEMBER (right after the nomination) • DEADLINE: 31 OCTOBER

APPLICATION PROCEDURES (UiT):	<ol style="list-style-type: none"> 1. Nomination by home university 2. Nominated students must meet the eligibility requirements: Incoming exchange students: eligibility requirements UiT 3. Following nomination by home Institution, students will be sent an invitation email with instructions on how to complete an online application form on this website: Incoming exchange students: How to register your application UiT 4. Required documents: Transcript of records in English, Norwegian, Swedish, or Danish; Passport/EU ID Card; CV and signed Application Form.
LANGUAGE PROFICIENCY REQUIREMENTS:	<p>Students must have a good command of English language at B2 or C1 level according to the Common European Framework of Reference for Languages (CEFR): Language proficiency requirements</p>
ONLINE LEARNING AGREEMENT FOR ERASMUS+ STUDENTS (OLA):	<p>Erasmus+ students can send their Online Learning Agreement (OLA) to UiT after they have been accepted to the course selection, and preferably after their arrival to Norway.</p> <p>Please use the following information to send your OLA electronically to UiT:</p> <ul style="list-style-type: none"> • University: UNIVERSITETET I TROMSØE – NORGES ARKTISKE UNIVERSITET • Erasmus+ Code: N TROMSO 01 • Department: International Cooperation Section • Name of contact / Responsible Person: Incoming Exchange Team • Email: mobility@uit.no • Telephone: +47 77 64 40 00
APPLYING TO UNIS AS AN EXCHANGE STUDENT:	<p>How to apply for exchange at UNIS?</p> <p>Applying for semester exchange at UNIS consists of THREE steps:</p> <ol style="list-style-type: none"> 1. Apply directly to UNIS: UNIS - The university centre in Svalbard 2. Get your university to nominate to UiT: For Partner Institutions: Online Nomination Procedures for Exchange Students UiT <p>After the nomination by your university, you will receive an email from UiT to log in the Application Web (Søknadsweb) to upload your passport and transcript of records.</p>

APPROVED COURSE MODULES FOR EXCHANGE STUDENTS

PUBLICATION DATES	
Course modules are listed twice a year in the Course Catalogue for incoming exchange students:	
AUTUMN SEMESTER 15 MARCH	SPRING SEMESTER 15 SEPTEMBER
COURSE CATALOGUES	
There are two course catalogues available for incoming exchange students:	
COURSES TAUGHT IN ENGLISH	COURSES TAUGHT IN NORWEGIAN
Website: Courses for incoming exchange students UiT	Website: Emner for innkommende utveksling UiT (these courses are available only for students with advanced knowledge in Norwegian, Danish or Swedish).
LEARNING NORWEGIAN WHILE ON EXCHANGE AT UiT:	<p>Level A1 (0 ECTS), Level A2 (0 ECTS), and Level B1 (0 ECTS) are open for all exchange students in Tromsø only. All exchange students can register for these levels after their arrival to Tromsø. These courses take place in the afternoons and evenings.</p> <p>Link to more information: Norwegian language courses and programmes - Tromsø Campus UiT</p>
COURSE SELECTION GUIDE	
ERASMUS+ STUDENTS:	Students must meet the requirements for each course and select most of the courses from within their subject field/degree and their host Erasmus+ Department at UiT.
NON-ERASMUS+ STUDENTS:	Students must meet the requirements for each course and select most of the courses from within their subject field/degree.
PROJECT/SCHOLARSHIP-BASED STUDENTS:	Students/nominator must contact the Project Coordinator at UiT or home university to identify the courses that the students are going to take during their exchange stay at UiT.
COURSE WORKLOAD:	<ul style="list-style-type: none"> 30 ECTS is the normative workload per semester. Students can select up to 60 ECTS per semester if they meet the admission requirements for each course selected.
COURSE LEVELS:	<ul style="list-style-type: none"> Bachelor's level courses: The numerical code is 1000 – 2000

	<ul style="list-style-type: none"> • Master's level courses: The numerical code is 3000 – 4000 <p>Please note that master's level courses are only open for students with a bachelor's degree. The transcript of records of the bachelor's degree must be documented by the student during the application process.</p>
CAMPUS AND COURSE SELECTION:	Students can ONLY select courses from one campus (city) per semester . It is not possible to mix courses from different campuses (cities) per semester.
EXAMINATION & GRADING SYSTEM:	Link to more information: Exams at UiT UiT
UNIS STUDENTS:	Please visit UNIS website: UNIS - The university centre in Svalbard

TRAINEESHIP OPPORTUNITIES FOR EXCHANGE STUDENTS

<p style="text-align: center;">TRAINEESHIP AT UiT</p> <p>We welcome applications for traineeships (work placements, internships, lab work, research related to thesis supervision, etc) from students from our partner institutions and guest students from only Erasmus+ institutions in Europe.</p> <p>The traineeship must be of a duration of minimum 2 months and maximum period for an Erasmus+ Traineeship at UiT is limited to one academic year (i.e. two semesters) per study cycle (BA, MA, or Ph.D.). This applies regardless of whether there were two non-contiguous semesters.</p> <p>IMPORTANT INFORMATION FOR MEDICAL / NURSING / MIDWIFERY / RADIOGRAPHY / CLINICAL ROTATION STUDENTS</p> <p>We ONLY accept applications for traineeship from students coming from our partner universities.</p>	
<p style="text-align: center;">TRAINEESHIP GUIDELINES</p> <p>We strongly advise the nominator at the partner institution or the student to contact the partner department at UiT directly to explore whether they can host students for traineeship before their nomination to UiT.</p>	

ARRIVAL AND LIVING IN NORWAY

VISA/IMMIGRATION REQUIREMENTS:	<p>It is the responsibility of the student to check which type of visa or registration (EU-EEA students) they will need and how to get it.</p> <p>If the student arrives at UiT The Arctic University of Norway without the appropriate visa which permit them to study in Norway for the duration of their exchange, they may face troubles with the local Immigration Office at the Police Department.</p>
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	<p>In some cases, they may have to leave Norway and re-enter to get their immigration permission corrected.</p> <p>Website: Link to information about visa options</p>
ACCOMMODATION:	<p>Quota rooms available for exchange students and are administered by the Housing Office at The Norwegian Arctic Student Welfare Organisation (Samskipnaden).</p> <p>Housing guarantee: Available only for students with non-EU/EEA citizenship for visa purposes.</p> <p>How to apply for housing: After submission of application, students must apply for a room without a delay on this website: Samskipnaden Housing</p> <p>Application deadlines: 31 MAY (autumn entry) and 30 NOVEMBER (spring entry)</p> <p>Contact: Samskipnaden Contact the Housing Office</p>
INSURANCE:	<p>UiT THE ARCTIC UNIVERSITY OF NORWAY DOES NOT ISSUE OR PROVIDE ANY INSURANCE TO COVER ACCIDENT, LIABILITY, HEALTH, OR TRAVEL.</p> <p>Health insurance: All Incoming exchange students must have health insurance to cover medical expenses during their stay in Norway.</p> <p>Accident and third party liability: All international students (Incoming exchange students, joint-degree students and degree / programme students) at UiT The Arctic University of Norway must have adequate insurance coverage against theft, loss, illness, and liability before they leave home. We strongly advise you to buy travel insurance and to insure coverage of emergency travel home in the event of serious illness or any force majeure during your period of studies or traineeship at UiT.</p> <p>More information about insurance and health system in Norway: Insurance & health matters - international students UiT</p>
FEES & COST OF LIVING:	<p>Semester fee: Incoming exchange students are exempt from the payment of semester fee.</p> <p>Tuition fees: Incoming exchange students are exempt from the payment of tuition fees unless</p>

	<p>otherwise stipulated in the exchange agreement between UiT and the partner university.</p> <p>Living expenses: Approx. NOK 78 000 per semester</p>
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WELCOME AND INTEGRATION AT UiT

ORIENTATION PROGRAMME:	Debut WEEK International: Orientation programme for international students: Debut WEEK International UiT
ENROLMENT:	Enrolment checklist: Checklist new students UiT
PRACTICAL MATTERS:	Student Portal: Student Portal UiT
STUDYING WITH DISABILITY:	Studying with disability: Studying with disability UiT
WELFARE AND INCLUSION:	Student health, housing, life, fitness and more: Samskipnaden Norges arktiske studentsamskipnad
ERASMUS STUDENT NETWORK (ESN):	Website: ESN Tromsø Samskipnaden

CONTACTS

ADMISSION:	Incoming exchange team: mobility@uit.no
AGREEMENTS:	<p>Partner/agreement managers:</p> <ul style="list-style-type: none"> • Faculty of Biosciences, Fisheries and Economics: Jianfei Feng Sørensen • Faculty of Humanities, Social Sciences and Education: Kristian Osnes Aambø • Faculty of Engineering Science and Technology: Jianfei Feng Sørensen • Faculty of Science and Technology: Jianfei Feng Sørensen • Faculty of Health Sciences: Ute Vogel • Faculty of Law: Guri Solem Bolgen • Academy of Music/Fine Arts: Guri Solem Bolgen
HOUSING:	Housing Office: Samskipnaden Contact the Housing Office
ECTS/TRAINEESHIP COORDINATORS AT THE FACULTIES:	Website: Inbound exchange students: ECTS and Traineeships Coordinators at the faculties UiT