



## INFORMATION FACTSHEET FOR INCOMING STUDENT EXCHANGE

AUTUMN 2024 / SPRING 2025

### INSTITUTIONAL INFORMATION

|  |   |
|--|---|
| Name of institution  | <a href="#">UiT The Arctic University of Norway (UiT)</a><br>Erasmus code: N TROMS 001<br>EUC nr. 1519312<br>PIC 999 874 643<br>OID E10208921 |
| Campuses   | Alta, Bardufoss, Bodø, Hammerfest, Harstad, Kabelvåg, Kirkenes, Narvik, Mo I Rana and Svalbard, Tromsø: <a href="#">Studiesteder   UiT</a>    |
| Office in charge of international cooperation and mobility | <a href="#">International Cooperation Section</a><br>Research, Education and Communication Division   |
| Postal address   | International Cooperation Section<br>UiT The Arctic University of Norway<br>PO Box 6050 Langnes<br>N-9037 Tromsø<br>Norway                    |
| Email  | <a href="mailto:mobility@uit.no">mobility@uit.no</a>  |
| Telephone  | +47 77 64 40 00 (switchboard)   |

### ACADEMIC CALENDAR

|                 |   |
|-----------------|---|
| Autumn semester | Mid-August to mid-December              |
| Spring semester | Early January to mid-June               |
| Summer semester | Not available                           |
| Website:        | <a href="#">Academic Calendar   UiT</a> |

### COURSE-BASED STUDENTS: NOMINATION AND APPLICATION PROCESS

| 1- ONLINE NOMINATION - COURSE-BASED STUDENTS   |   |
|--|---|
| NOMINATION DATES   |   |
| <b>AUTUMN SEMESTER</b>   | <b>SPRING SEMESTER</b>  |
| <ul style="list-style-type: none"> <li>Nomination start: 15 MARCH</li> <li>Deadline: 15 APRIL</li> </ul> | <ul style="list-style-type: none"> <li>Nomination start: 15 SEPTEMBER</li> <li>Deadline: 15 OCTOBER</li> </ul>  |
| Nomination procedures<br>Online Nomination Web<br>("Nominasjonsweb")                                     | <ol style="list-style-type: none"> <li>Requesting access to the Nomination Web: <a href="#">Requesting access to the Nomination Web: Partner Institutions   UiT</a></li> <li>Log in the Nomination Web: <a href="#">Log in - Nomination (fsweb.no)</a></li> <li>Choose relevant agreement on the Nomination Web, meaning Host Department at UiT and Exchange Programme</li> <li>Nominate your student(s)</li> </ol> <p>More information about the nomination procedures: <a href="#">For Partners Institutions: Nomination Web for Incoming Exchange Students   UiT</a></p> |
| 2- ONLINE APPLICATION – COURSE-BASED STUDENTS  |   |
| APPLICATION DATES  |   |
| <b>AUTUMN SEMESTER</b>   | <b>SPRING SEMESTER</b>  |
| <ul style="list-style-type: none"> <li>Application start: 15 MARCH</li> </ul>                            | <ul style="list-style-type: none"> <li>Application start: 15 SEPTEMBER</li> </ul>   |

|  |  |   |  |
|--|--|---|--|
| <ul style="list-style-type: none"> <li>Application deadline: 30 APRIL</li> </ul> |  | <ul style="list-style-type: none"> <li>Application deadline: 31 OCTOBER</li> </ul>  |  |
| <b>Application procedures Online Application Web (“Søknadsweb”)</b>              | <ol style="list-style-type: none"> <li>Nomination by home university</li> <li>Nominated students need to meet the eligibility requirements: <a href="#">Incoming exchange students: eligibility requirements   UiT</a></li> <li>Following nomination by home Institution, students will be sent an invitation email with instructions to complete an online application form on <a href="#">Incoming exchange students: How to register your application   UiT</a></li> <li>Required documents: transcript of records in English, Norwegian, Swedish, or Danish; Passport/EU ID Card; CV and signed Application Form.</li> </ol> |   |  |
| Language requirements  | <ul style="list-style-type: none"> <li>Students must have a good command of English language at <b>B2</b> or <b>C1</b> level according to the Common European Framework of Reference for Languages (CEFR): <a href="#">Language proficiency requirements</a></li> </ul>  |   |  |
| Online Learning Agreement (OLA) for Erasmus+ students                            | <ul style="list-style-type: none"> <li>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.</li> </ul>   |   |  |
| <b>3- COURSE CATALOGUE</b>   |  |   |  |
| <b>PUBLICATION DATES</b>   |  |   |  |
| AUTUMN SEMESTER<br><b>15 MARCH</b>   |  | SPRING SEMESTER<br><b>15 SEPTEMBER</b>  |  |
| <b>How to select courses</b>   | <b>Erasmus+ students</b>   | 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 |  |
|  | <b>Non-Erasmus+ (bilateral, Nordplus &amp; North2North) students</b>   | Students must meet the requirements for each course and select most of the courses from within their subject field/degree.  |  |
|  | <b>Project-/scholarship-based students</b>   | Students/nominator must contact the Project Coordinator at UiT to identify the courses that the students are going to take during their exchange stay at UiT.       |  |
|  | <b>UNIS students</b>   | Please visit UNIS website: <a href="#">UNIS - The university centre in Svalbard</a>   |  |
| <b>Campus and course selection</b>   | <ul style="list-style-type: none"> <li>Students can <b>ONLY</b> select courses from <b>one campus (city) per semester</b>. They are not allowed to mix courses from different campuses (cities) per semester.</li> </ul>   |   |  |
| <b>Course workload</b>   | <ul style="list-style-type: none"> <li>30 ECTS per semester</li> <li>Students can select up to 60 ECTS per semester if they meet the admission requirements for each course selected</li> </ul>  |   |  |
| <b>Course level</b>  | <ul style="list-style-type: none"> <li><b>Bachelor:</b> the numerical code is 1000 – 2000</li> <li><b>Master:</b> the numerical code is 3000 – 4000</li> </ul> <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>  |   |  |
| <b>Course catalogue</b>  | <ul style="list-style-type: none"> <li><b>English-taught courses:</b> <a href="https://en.uit.no/education/courses/incoming">https://en.uit.no/education/courses/incoming</a></li> <li><b>Norwegian-taught courses:</b> <a href="https://uit.no/utdanning/emner/innreisende">https://uit.no/utdanning/emner/innreisende</a></li> </ul>   |   |  |
|  | <p><b>Please note:</b> courses taught in Norwegian are <b>ONLY</b> open for students coming from Nordic countries with Danish and Swedish languages and students from partner universities that have a direct bilateral agreement within the subject field of Scandinavian language and literature with the Department of Language and Culture</p>   |   |  |
| <b>Learning Norwegian while on exchange at UiT</b>                               | <ul style="list-style-type: none"> <li><b>Level A1 (0 ECTS), Level A2 (0 ECTS), and Level B1 (0 ECTS)</b> are open for all exchange students in <b>Tromsø only</b>. All exchange students can register for these levels after their arrival to Tromsø. These courses are carried out in the afternoons and evenings.</li> <li>Link to more information: <a href="#">Norwegian language courses and programmes - Tromsø Campus   UiT</a></li> </ul>   |   |  |
| <b>Examination and grading system at UiT</b>                                     | <ul style="list-style-type: none"> <li>Link to more information: <a href="#">Exams at UiT   UiT</a></li> <li>Studying with disability: <a href="#">Studying with disability   UiT</a></li> </ul>   |   |  |

## TRAINEESHIPS STUDENTS: NOMINATION AND APPLICATION PROCESS

| ONLINE NOMINATION  |   |   |                 |  |   |
|--|---|---|-----------------|--|---|
| <b>FACULTY OF HEALTH SCIENCES:</b><br>Medicine, Pharmacy, <b>Dentistry</b> , Psychology, <b>Social Education</b> , Sport Sciences, <b>Health &amp; Care Sciences</b> (e.g. midwifery, nursing, radiography, physiotherapy, occupational therapy)   | <b>NOMINATION DATES: FAUCLTY OH HEALTH SCIENCES</b>   |   |                 |  |   |
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| <p><b>Nomination procedures:</b></p> <ul style="list-style-type: none"> <li>Requesting access to the Nomination Web: <a href="#">Requesting access to the Nomination Web: Partner Institutions   UiT</a></li> <li>Log in the Nomination Web: <a href="#">Log in - Nomination (fsweb.no)</a></li> <li>Choose relevant agreement on the Nomination Web, meaning Host Department at UiT and Exchange Programme</li> <li>Nominate your student(s)</li> </ul>   |   |   |                 |  |   |
| <p><b>Application procedures:</b></p> <ul style="list-style-type: none"> <li>Nomination by home university</li> <li>Nominated students need to meet the eligibility requirements: <a href="#">Incoming exchange students: eligibility requirements   UiT</a></li> <li>Following nomination by home Institution, students will be sent an invitation email with instructions to complete an online application form on <a href="#">Incoming exchange students: How to register your application   UiT</a></li> <li>Required documents: transcript of records in English, Norwegian, Swedish, or Danish; Passport/EU ID Card; CV and signed Application Form.</li> </ul> |   |   |                 |  |   |
| <b>OTHER FACULTIES</b>   | <b>NOMINATION PERIODS: OTHER FACULTIES</b>  |   |                 |  |   |
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| <p><b>Application procedures:</b></p> <ul style="list-style-type: none"> <li>Nomination by home university</li> <li>Nominated students need to meet the eligibility requirements: <a href="#">Incoming exchange students: eligibility requirements   UiT</a></li> <li>Following nomination by home Institution, students will be sent an invitation email with instructions to complete an online application form on <a href="#">Incoming exchange students: How to register your application   UiT</a></li> </ul> <p>Required documents: transcript of records in English, Norwegian, Swedish, or Danish; Passport/EU ID Card; CV and signed Application Form.</p>   |   |   |                 |  |   |
| NON-ONLINE NOMINATION/APPLICATION  |   |   |                 |  |   |
| <b>Guest Erasmus+ Traineeship</b>  | <b>APPLICATION PERIODS</b>  |   |                 |  |   |
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| <p><b>Application procedures:</b></p> <ul style="list-style-type: none"> <li>The trainee must be a student and enrolled in an EU university participating in the Erasmus+ programme</li> <li>The trainee must meet the general eligibility requirements: <a href="#">Incoming Guest Traineeship Students: How to apply for traineeship   UiT</a></li> <li>The trainee must apply through an application form available on this website: <a href="#">Application Form for Guest Erasmus+ Traineeships   UiT</a></li> </ul>  |   |   |                 |  |   |

## LIVING IN NORWAY

|                               |   |
|-------------------------------|---|
| Visa/immigration requirements | <ul style="list-style-type: none"> <li>• <b>Nordic citizens:</b> If you are a Swedish, Danish, Icelandic, Finnish, or Norwegian citizen, all you need to do to live in Norway for more than six months, is to report a move to the National Registry: <a href="#">Tax Administration Office</a></li> <li>• <b>EU/EEA citizens:</b> If they are going to study and live in Norway for more than three months, they must register their arrival on <a href="#">Students who are EU/EEA nationals - UDI</a></li> <li>• <b>Non-EU/EEA citizens:</b> students with citizenship from countries outside the EU/EEA zone must apply for Study Permit: <a href="#">Want to apply: Study permit - UDI</a></li> </ul>  |
| Accommodation                 | <ul style="list-style-type: none"> <li>• Quota rooms available for exchange students and are administered by the <b>Housing Office at The Norwegian Arctic Student Welfare Organisation (Samskipnaden)</b>.</li> <li>• <b>Housing guarantee:</b> available only for students with non-EU/EEA citizenship for visa purposes.</li> <li>• <b>How to apply:</b> after submission of application, students must apply for a room without a delay on this website: <a href="#">Samskipnaden   Housing</a></li> <li>• <b>Application deadlines:</b> 31 MAY (autumn entry) and 30 NOVEMBER (spring entry)</li> <li>• <b>Contact:</b> <a href="#">Samskipnaden   Contact the Housing Office</a></li> </ul>   |
| Insurance                     | <p><b>UiT THE ARCTIC UNIVERSITY OF NORWAY DOES NOT ISSUE OR PROVIDE ANY INSURANCE TO COVER ACCIDENCE, LIABILITY, HEALTH, OR TRAVEL.</b></p> <ul style="list-style-type: none"> <li>• <b>Health insurance:</b> All Incoming exchange students must have health insurance to cover medical expenses during their stay in Norway.</li> <li>• <b>Accident and third party liability:</b> 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.</li> <li>• More information about insurance and health system in Norway: <a href="#">Insurance &amp; health matters - international students   UiT</a></li> </ul> |
| Fees and cost of living       | <ul style="list-style-type: none"> <li>• <b>Semester fee:</b> Incoming exchange students are exempt from the payment of semester fee.</li> <li>• <b>Tuition fees:</b> Incoming exchange students are exempt from the payment of tuition fees unless otherwise stipulated in the exchange agreement between UiT and the partner university.</li> <li>• <b>Living expenses:</b> approx. NOK 75 000 per semester</li> </ul>  |

## WELCOME AND INTEGRATION AT UiT

|                               |  |
|-------------------------------|--|
| Orientation/Welcome Programme | <ul style="list-style-type: none"> <li>• Debut WEEK International: <a href="#">Orientation/Welcome Programme for international students: Debut WEEK International   UiT</a></li> </ul> |
| Enrolment and registration    | <ul style="list-style-type: none"> <li>• <b>Enrolment checklist:</b> <a href="#">Checklist new students   UiT</a></li> </ul>   |
| Practical matters             | <ul style="list-style-type: none"> <li>• <b>Student Portal:</b> <a href="#">Student Portal   UiT</a></li> </ul>  |
| Study with disability         | <ul style="list-style-type: none"> <li>• <b>Studying with disability:</b> <a href="#">Studying with disability   UiT</a></li> </ul>  |
| Welfare and Inclusion         | <ul style="list-style-type: none"> <li>• <b>Student health, housing, life, fitness and more:</b> <a href="#">Samskipnaden   Norges arktiske studentsamskipnad</a></li> </ul>           |

## CONTACTS FOR STUDENTS

|   |   |
|---|---|
| Incoming Student Exchange Team<br>Email: <a href="mailto:mobility@uit.no">mobility@uit.no</a> | <ul style="list-style-type: none"> <li>• For non-academic questions concerning admission, application, enrolment, orientation programme, ordering transcript of records, signing</li> </ul> |
|---|---|

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|  | confirmation/certificate of exchange, visa requirements, language requirements, course catalogue and Learning Agreement  |
| <b>Departmental Coordinators</b><br>Email: <a href="#">Incoming exchange students: ECTS and Traineeships Coordinators at the faculties   UiT</a> | <ul style="list-style-type: none"> <li>• Admission requirements/prerequisites for each courses selected.</li> <li>• Information on language of instruction for each course, schedules, examinations</li> </ul> |
| <b>Practical matters</b>   | <ul style="list-style-type: none"> <li>• Student Portal: <a href="#">Student Portal   UiT</a></li> </ul>   |
| <b>Study with disability</b>   | <ul style="list-style-type: none"> <li>• Studying with disability: <a href="#">Studying with disability   UiT</a></li> </ul>   |
| <b>Welfare and Inclusion</b>   | <ul style="list-style-type: none"> <li>• Student health, housing, life, fitness and more: <a href="#">Samskipnaden   Norges arktiske studentsamskipnad</a></li> </ul>  |