



HØGSKOLEN  
I BERGEN

BERGEN UNIVERSITY COLLEGE

# GUIDE FOR INTERNATIONAL STUDENTS



[hib.no](http://hib.no)

# Welcome to Bergen and Bergen University College

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## BERGEN - A STUDENT CITY

Approximately 30,000 students from over 110 countries make Bergen an international student city. Although a small city by international standards, Bergen is the second largest city in Norway with its 271,000 inhabitants. Located on the western coast of Norway, by the North Sea, Bergen is the Gateway to the Fjords. Its history and development is closely linked to trade routes at sea and a constant interaction with the outside world.





# Dear international student

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Higher education should not only prepare you for a successful career. It should also give you an opportunity to learn about yourself and the world around you. At Bergen University College we offer study programmes and courses for exchange students of high quality that will prepare you for your future work life. We also offer opportunities for you to make friends and contacts for life, through unique experiences in the picturesque city of Bergen or in its magnificent surroundings of deep fjords and high mountains. Make sure you make the most of it, inside and outside the classroom, when you are here! I thank you for choosing Bergen University College and wish you good luck with your studies!

*Ole-Gunnar Søgne*

Ole-Gunnar Søgne  
Rector





# ABOUT BERGEN UNIVERSITY COLLEGE

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Bergen University College is located on two campuses, close to the city centre: Campus Kronstad and Campus Møllendalsveien. The 3 faculties – Faculty of Education, Faculty of Engineering and Business Administration, and Faculty of Health and Social Sciences – offer a broad range of Bachelor and Master Programmes. Our goal is to offer excellent programmes sought by students and demanded by civil society, trade and industry. Our staffs share a commitment to excellent teaching, research, and knowledge transfer through relevant study programmes for the present and for the future. We focus on sustainable relations locally as well as internationally, in order to continue developing our study programmes and our R&D activities.

## INTERNATIONAL OFFICE

The office is responsible for admissions of incoming exchange students and offers administrative support to international students. HiB international office is also in charge of outgoing exchange students, international partnership agreements, the Erasmus+ Programme and for providing support to faculty members and management in international relations.



## KEY FACTS

- 7000 students
- 750 staff
- 3 faculties
- 7 centres for research and development

## SERVICE CENTRE

The Service Centre is located by the main entrance on both campuses. The staff here will assist you if you have questions regarding the campus and other practical matters such as student ID card and WI-FI access.

## STUDENT INFORMATION CENTRE

At the Student Information Centre you can make an appointment with a student counsellor or get information about anything connected to your studies. International office staff will also be available through the Student Information Centre. In campus Møllendalsveien the Student Information Centre is located by the main entrance. At campus Kronstad it is located on the 1st floor, just up the main stairs.

# PRE ARRIVAL

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## ACCOMMODATION

We offer an accommodation guarantee through SiB Student Accommodation. This guarantee is only valid for students who apply within the deadline and who signs a contract starting from the beginning of the semester. If your courses start in the middle of the semester, and you do not want to sign a contract starting from the beginning of the semester, you can still apply for accommodation, but the guarantee is not valid.

Application deadlines for accommodation:

- 15th of May
- 1st of November

You can choose between different student hostels. Most international students choose to stay at Fantoft Student Accommodation in a bachelor apartment or a single room. Fantoft Student Accommodation is a student village with 1300 residential units, about 5 km south of Bergen city centre. The light rail to the city centre takes only 20 minutes. It also stops at Campus Kronstad and close to Campus Møllendalsveien.

The units range from:

- single rooms with shared kitchen and private bathroom
- single rooms with kitchen and bathroom shared between 2 residents
- bachelor apartments with private kitchen and bathroom facilities
- family apartments with private kitchen and bathroom

Fantoft also offers a range of facilities such as launderette, storeroom, bicycle parking, resident assistant, reading room, Club Fantoft and Fantoft Sports Hall.

The monthly rent for a single room for a single person varies from approx. NOK 2300 and upward. After receiving an accommodation offer, you accept by returning a signed contract and by paying a deposit to SiB Student Accommodation. When you arrive in Bergen, you will receive an electronic invoice through SiB's My Page.

Included in the rent:

- Free internet access in the room provided you bring your own laptop/PC. This will be activated after you have registered as a student at Bergen University College. You will receive more information about this during Welcome Week.

**Not** included in the rent:

- Duvets, pillows, bed linen and towels
- Kitchenware
- Electricity

For more information see the SiB Student Accommodation at [www.sib.no/en/housing](http://www.sib.no/en/housing)

## INSURANCE

You are required to obtain valid travel and medical insurance for your entire stay at Bergen University College before you travel to Norway.

### **Students from an EEA/EU country or from Switzerland:**

Bring a **European Health Insurance Card**, valid for the whole study period in Norway. The card entitles you to the same health services as Norwegian citizens, as regards payment for medical consultations, hospitalisation, and medicines.

### **Student from a Non-EEA/EU country:**

Bring a valid **travel and medical insurance**. If you are admitted to study at HiB for a period of 3–12 months you may apply for voluntary membership of the Norwegian National Insurance Scheme. If you are admitted to study for more than 12 months you are automatically a member.

The membership entitles you to health services on an equal basis with other Norwegian residents. A valid residence permit for the period in question is required. The Norwegian National Insurance Scheme covers the cost of regular medical consultations, with the exception of a nominal fee which must be paid by the patient. The scheme also covers hospitalisation in Norway. For more information, see [www.nav.no/english](http://www.nav.no/english)

## VISA AND RESIDENCE PERMIT

You might need to obtain a visa for travelling to and studying in Norway. As a general rule, the visa and the residence permit should be applied for and granted before you travel to Norway. With your application you should attach a certified copy of the acceptance letter from Bergen University College. For further information and procedures, see The Norwegian Directorate of Immigration (UDI) at [www.udi.no/en](http://www.udi.no/en)



## WELCOME WEEK

All our international exchange students are strongly advised to participate in the Welcome Week in the beginning of each semester.

# ARRIVAL

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## PICK UP SERVICE

If you arrive in Bergen between 8 am and 10 pm we make sure that you are met upon arrival. Pre arrival, you will receive an email from our student assistant regarding arrival and pick-up information and about the buddy programme.

## BUDDY PROGRAMME

The buddy programme is designed to make you feel welcome and at home during your stay at Bergen University College. As an exchange student you will be appointed a buddy if you wish so. He or she will pick you up when you arrive and take you to your place of accommodation. During your stay, your buddy will introduce you to the city of Bergen and include you in the regular campus life.

## STUDENT ASSISTANT

The international office employs a student assistant. He or she is responsible for the buddy programme, the pick-up service, for organizing activities and for including our exchange students in student activities on campus. If you have any questions, need help in any way, or just want to have a chat, you can contact the student assistant on [studentassistant@hib.no](mailto:studentassistant@hib.no). The student assistant will also have weekly meeting hours at the Student Information Centre.

## WELCOME WEEK

All our international exchange students are strongly advised to participate in the Welcome Week in the beginning of each semester. The Welcome Week is a mix of lectures and social activities. It is an excellent opportunity for you to meet other newly arrived exchange students and receive important information and practical support.





## REGISTRATION AFTER ARRIVAL

**Full degree students** will receive a letter from Bergen University College with information about time and place for registration.

**Exchange students** must register during Welcome Week or at the Student Information Centre.

## REGISTRATION WITH LOCAL AUTHORITIES

EU/EEA nationals who plan to stay in Norway for more than three months must make a preliminary online registration with the Norwegian Directorate of Immigration (UDI) at <https://selfservice.udi.no/>

Upon arrival in Norway you will have to register with Hordaland Police Immigration Office. Remember to bring the following documents:

- Passport
- Letter of Acceptance
- Financial declaration
- Health insurance card / valid health insurance

## REQUIRED MEDICAL TESTS

Students from some countries are required to be tested for tuberculosis and for MRSA (methicillin-resistant bacteria) after arriving in Norway and before they can commence their placements. On our website you will find a list of which countries this applies for, and information about where to take the tests.

ODONTOLOGISK  
UNIVERSITETSKLINIKK

ALREK STUDENTBOLIGER

MØLLENDALSBAKKEN

GRØNNEVIKSØREN  
STUDENTBOLIGER

MØLLENDALSVEIEN

STORE  
LUNGEGÅRDSVANN

CITY CENTRE



12

20

KROHNSMINDE  
IDRETTSPASS

CAMPUS  
MØLLENDALSVEIEN

DANMARKS PLOSS

FLORIDA

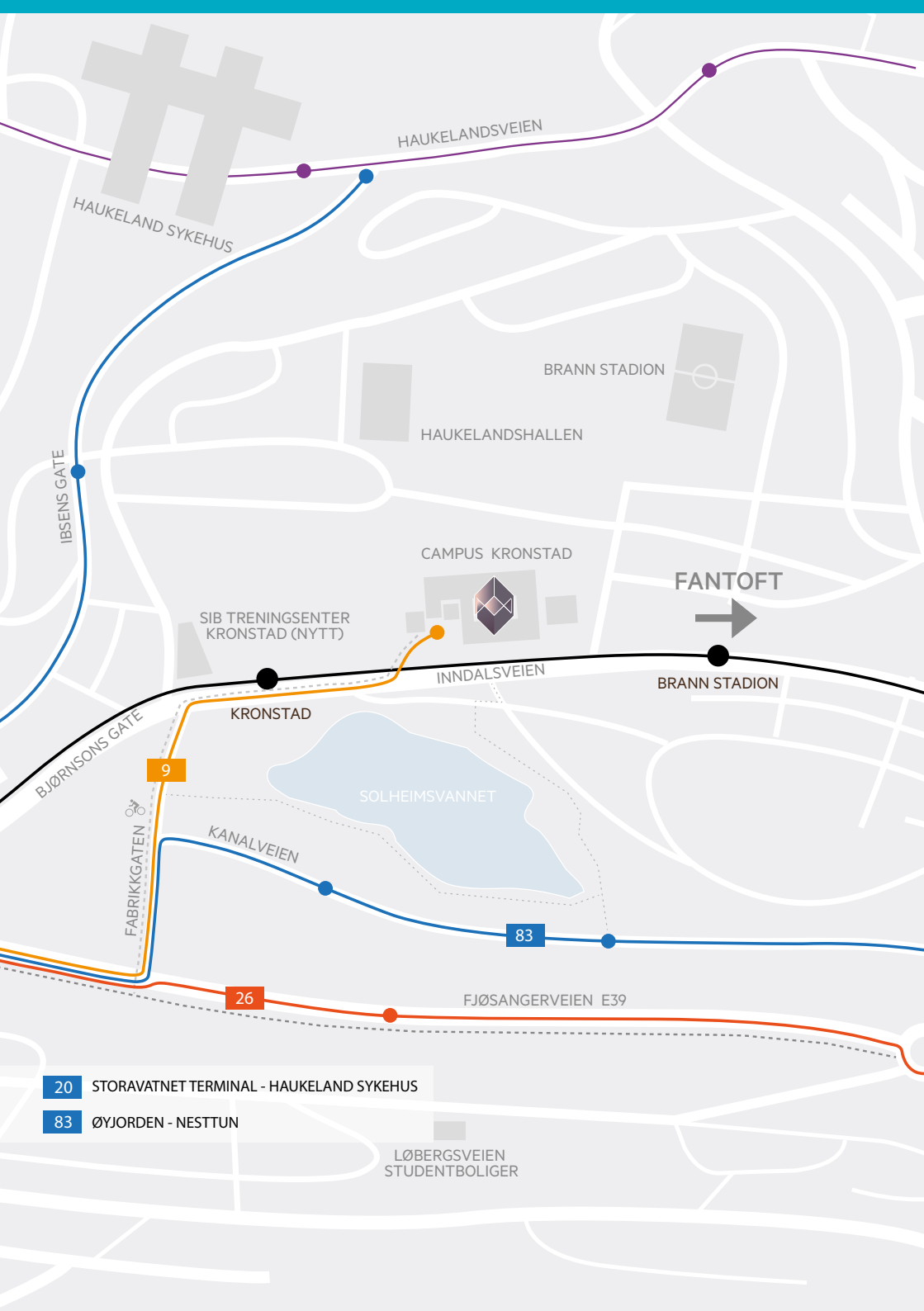
1 BYPARKEN - LAGUNEN

9 FESTPLASSEN - KRONSTAD

26 ÅSANE TERMINAL - KOKSTAD

12 SMIBERGET - MONTANA





HAUKELANDSVEIEN

HAUKELAND SYKEHUS

BRANN STADION

HAUKELANDSHALLEN

CAMPUS KRONSTAD

FANTOFT

SIB TRENINGSENTER  
KRONSTAD (NYTT)

INNDALSVEIEN

BRANN STADION

KRONSTAD

SOLHEIMSVANNET

KANALVEIEN

83

26

FJØSANGERVEIEN E39

20 STORAVATNET TERMINAL - HAUKELAND SYKEHUS

83 ØYJORDEN - NESTTUN

LØBERGSVEIEN  
STUDENTBOLIGER

# STUDYING AT BERGEN UNIVERSITY COLLEGE

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## WORKLOAD AND LECTURES

Credits are counted in terms of work load and include not only lectures but group work, self-study, excursions etc.

- 1 ECTS credit = 27 student working hours
- 1 study week = 40 student working hours
- 1 semester = 30 ECTS credits
- 1 study year = 60 ECTS credits = 1600 student working hours
- BSc/ BA degree = 180 ECTS credits
- MSc/ MA = 120 ECTS credits

## GRADING SYSTEM/SCALE

Symbol	Description	General, qualitative description of valuation criteria
A	Excellent	An excellent performance, clearly outstanding. The candidate demonstrates excellent judgement and a high degree of independent thinking.
B	Very good	A very good performance. The candidate demonstrates sound judgement and a very good degree of independent thinking.
C	Good	A good performance in most areas. The candidate demonstrates a reasonable degree of judgement and independent thinking in the most important areas.
D	Satisfactory	A satisfactory performance, but with significant shortcomings. The candidate demonstrates a limited degree of judgement and independent thinking.
E	Sufficient	A performance that meets the minimum criteria, but no more. The candidate demonstrates a very limited degree of judgement and independent thinking.
F	Fail	A performance that does not meet the minimum academic criteria. The candidate demonstrates an absence of both judgement and independent thinking.



## ASSESSMENT AND EXAMS

Assessment is conducted in several ways. The most usual are: oral exam, project paper/report, practical exam/clinical exam, written exam at home or on campus. All candidates will be appointed a candidate number.

If you have special needs you may be entitled to special arrangements in connection with exams. Please contact the Student Information Centre.

## STUDENTWEB

Via *StudentWeb* you will find your candidate number, place and date for the exam, and your exam results. The system also gives you access to your student data and you can print your Transcript of Records if necessary.

## ITSLEARNING

Itslearning is an electronic learning platform for communication as well as evaluation and follow-up of students. It is used as an arena for academic discussion and group work and as a tool for administering tests and written assignments.

## STUDENT IDENTITY CARD

All enrolled students at Bergen University College receive a student identity card. This card is used for:

- Entering and exiting campus buildings after regular opening hours
- Printing documents from printers available at the campuses
- Library ticket
- Obtaining student discounts, i.e. public transport

You should always carry your identity card when you are on campus.

## WI-FI

There is wireless internet access available at both campuses. All students have a user account, a password and a student e-mail address.

## LIBRARY SERVICES

The Library is a learning space where students, local as well as international, academic staff and other users can find information and gather inspiration for the development of their academic knowledge and for their personal growth. The library staff offers individual and group assistance, as well as user training at all levels. The aim is to provide information literacy, i.e. the ability to recognize when information is needed and how to locate, evaluate, and use information efficiently.

## CAMPUS BOOK STORE

Located at Campus Kronstad.

## ACADEMIC CALENDAR

The academic year is organized in 2 semesters:

- Semester 1: mid-August until end of December
- Semester 2: early January until end of June

## PUBLIC HOLIDAYS

- Christmas holiday: December 25<sup>th</sup> until December 27<sup>th</sup>
- Easter Holiday: Maundy Thursday, Good Friday and Easter Monday
- Ascension Day
- Pentecost
- International worker's day, May 1<sup>st</sup>
- National day, May 17<sup>th</sup>

## SiB: THE STUDENT WELFARE ORGANISATION

The Bergen Student Welfare Organisation (SiB) caters to the various needs of students. SiB's welfare services include housing, sport facilities, health refunds, psychologists, social counsellors, and kindergartens. As an international student at Bergen University College, you are automatically a member of SiB. The membership includes benefits such as social counselling and refund of self-cost for medical consultations.

## STUDENT MEDICAL CENTRE

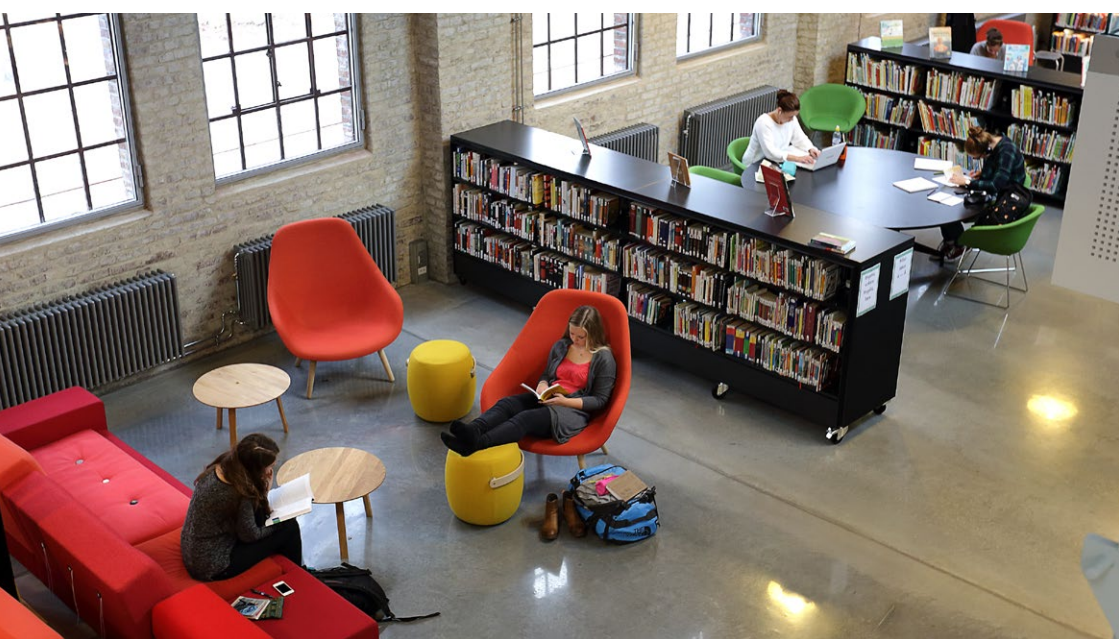
Students have access to a Medical Centre called “Legene på Høyden” located in the city centre. The centre offers GP service and emergency treatment to students who do not have their own regular GP in Bergen. Read more at: <http://www.sib.no/en/>

## DENTAL SERVICE

Dental service is not free of charge in Norway, but SiB offers examination and dental treatment for students at public rates. Your student card and a valid semester card must be presented before treatment.

## HiB INSTITUTIONAL EMERGENCY PLAN

HiB has an institutional emergency plan that is activated under special circumstances. This can be in case of big accidents on or off campus involving students or staff, or with considerable material damage. It is also activated in case of unforeseen events which are likely to have big institutional implications for HiB. It is the director general who is responsible for summoning the institutional emergency team. Each faculty also has its own emergency team. In case of emergencies covered by the HiB institutional emergency plan, please call the HiB switchboard +47 55 58 75 00 or Securitas + 47 22 97 10 66.





# CAMPUS ACTIVITIES

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Bergen University College has a vibrant student environment and an active student population on two campuses; Campus Kronstad and Campus Møllendalsveien. You will find student cafés and a library on both campuses. Campus Kronstad is the larger of the two, and will be main campus for about 6000 students.

We welcome all international students to take part in the different activities on campus. We also organize activities exclusively for international students, such as the fjord excursion.

## THE STUDENT HOUSE

In the Student House at Campus Kronstad you will find the student pub and a concert scene that can house up to 300 people. It is run by student volunteers, and is open three days a week. Activities vary from quiz to concerts. The Student House is also the home of the Student Parliament and other student organizations.

## THE STUDENT PARLIAMENT

Students at Bergen University College have their own Student Parliament. A new board is elected every year and the President and two Vice Presidents work full time for the benefit of our students. The Student Parliament also represents the students in several assemblies and committees, such as the Bergen University College Board and The National Union of Students in Norway. At each campus you will find a local Student Council. You can contact the Student Parliament at [sp.orgkons@hib.no](mailto:sp.orgkons@hib.no).

## ATHLETIC UNION

Bergen University College has its own athletic union with subgroups for outdoor and indoor football, volleyball, badminton, ski/off-piste and running. If you want to join one of these groups, or to create a new subgroup, you can do so by contacting [hibi@hib.no](mailto:hibi@hib.no).





## FJORD EXCURSION

If you are an exchange student we would like to treat you to an overnight weekend excursion to the famous fjords around Bergen. Our student assistant is responsible for planning the trip and it is very popular!



# LIVING IN BERGEN

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## COST OF LIVING

You should expect to spend around NOK 9000 per month for accommodation, transport, food, clothing and social activities. Although Norway is a high cost country, not everything is expensive here compared to the rest of Europe. Clothing is quite cheap, and there is a range of low-price stores where you can buy food at a reasonable price. During Welcome Week you will learn more about this.

## WEATHER, TEMPERATURE, AND CLOTHING

In Bergen you can experience four seasons in one day! It might be warm and sunny in the morning and chilly and heavy rain in the afternoon. The autumn can be windy and wet, but the winter is, surprisingly to many, quite mild and the temperature very seldom falls below minus 5 degrees Celsius. And even if it is cold and wet outside, we enjoy summer temperatures indoors because of good insulation and heating. So when coming to Bergen you should prepare for anything between minus 5 and plus 25 degrees.

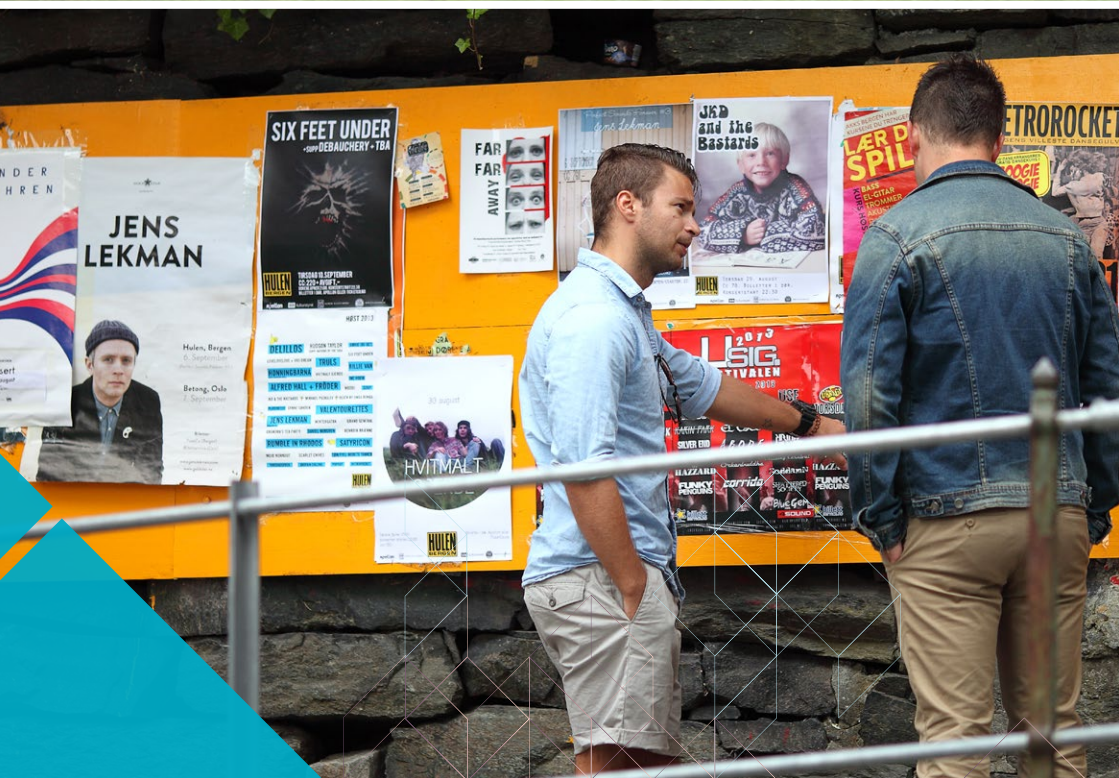
## TRANSPORTATION

Public transport is good in Bergen. You can easily get around by bus or light rail and your student ID card gives you a discount on the monthly travel pass which can be used on both. The light rail stops outside both campuses. For schedules, see [www.skyss.no](http://www.skyss.no).

Find more information about  
studying in Norway:

[www.studyinNorway.no](http://www.studyinNorway.no)





# USEFUL CONTACT INFORMATION:

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## IN CASE OF EMERGENCY

Medical assistance: **113**

Police: **112**

Fire: **110**

## ACCIDENT AND EMERGENCY CLINIC (“LEGEVAKTEN”)

Open 24 hours

Tel: +47 55568700

## POLICE

**+47 02800**

## BERGEN UNIVERSITY COLLEGE

Switchboard: +47 55 58 75 00

Emergency: +47 22 97 10 66



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