BI NORWEGIAN BUSINESS SCHOOL

STUDENT EXCHANGE PROGRAMME (updated Dec 2018)

CONTACT INFORMATION - INTERNATIONAL OFFICE

Ms. Eline B. Jensrud
Head of International Office
Inbound Study Abroad Programmes
eline.b.jensrud@bi.no

Ms. Hanne Framnes
Senior Adviser
Projects, Information and Web
Summer Programmes outgoing
hanne.framnes@bi.no

Ms. Ellen Tobiasson
Senior Adviser
Erasmus Coordinator,
Exchange Agreements,
Double Degree and
QTEM Programmes
ellen.tobiasson@bi.no

Ms. Hege Jordheim
Senior Adviser
Outgoing Exchange
hege.jordheim@bi.no

Ms. Tale Rognerud Johnsen
Adviser
Outgoing Exchange
tale.r.johnsen@bi.no

Ms. Heidi Elisabeth Bekjorden
Adviser
Incoming Exchange
heidi.e.bekjorden@bi.no

Ms. Henriette Andersen
Adviser
Study Abroad Programmes
henriette.andersen@bi.no

Ms. Dorothe Witte
Adviser
Winter and Summer
Programmes
dorothee.witte@bi.no

Ms. Teodora Tufa
Administrative Support
teodora.tufa@bi.no

International office
international.office@bi.no
www.bi.edu/exchange
Telephone: +47 46 41 02 27
Erasmus PIC 986269617/Socrates code: N SANDVIK02
Visiting address: Nydalsveien 37,
N-0484 Oslo
Postal address: N-0442 Oslo, Norway

COURSES

Programmes and course workload:
Exchange students choose courses from our English taught BBA and MSc programmes as well as English taught elective courses.
A full semester workload is 30 ECTS credits.
Master courses equal 3 and 6 ECTS credits.
Bachelor courses equal 7,5 ECTS credits.
For course lists with course descriptions, see: **www.bi.edu/exchange**
Grading system: ECTS (A-F)

ACADEMIC CALENDER - 2018/2019

Autum 2018
Information meeting: 13 August
Semester start: 13 August
Exam period: End of November - 21 December
Last day of semester: 21 December*
*Most exams will be completed before this date.

Spring 2019
Information meeting: 7 January
Semester start: 7 January
Easter break: 15– 22 April
Exam Period: 27 April – 21 June
Last day of semester: 21 June

ACADEMIC CALENDER - 2019/2020

Autum 2019
Information meeting: Mid August
Semester start: 19 August
Exam period: End of November - 20 December
Last day of semester: 20 December*
*Most exams will be completed before this date.

Spring 2020
Information meeting: 6 January
Semester start: 6 January
Easter break: 6 – 13 April
Exam Period: 27 April – 19 June
Last day of semester: 19 June

NOMINATION AND APPLICATION PROCESS

Exchange coordinators nominate students online. Login information is sent to partner institutions by end of January. The following data is required:
- First name and family name
- Gender
- Date of birth
- Citizenship
- E-mail address
- Duration of stay: 1 or 2 semesters
- Programme: Bachelor/Master/Double Degree/QTEM

Nomination deadlines:
- 25 April for autumn semester
- 25 September for spring semester

Nominated exchange student apply online. Link to the online application form is automatically sent to students by e-mail after nomination.

Students must upload the following documents with the application:
- CV (resumé) motivation letter
- Copy of passport (page with photo)
- Recent academic transcript

Application Deadlines
- 1 May for autumn semester
- 1 October for spring semester

HOUSING

BI guarantees off-campus housing to all international students who apply correctly within the deadline 1 May/1 October.
Application fee of NOK 1,000 applies to all.

More information: www.bi.edu/housing

ENGLISH LANGUAGE SKILLS

No English language test is required from nominated exchange students. Partners are trusted to select students with a high level of English proficiency.

Recommended: level B2; TOEFL 550 paper based/78 internet based; IELTS 6,0.

STUDY PERMIT AND ENTRY VISA

All student staying in Norway for more than 3 months must register with the Norwegian Immigration Authorities. The procedures differ according to the nationality of the student:

- Citizens of non-EU/EEA countries must apply for a study permit (and entry visa, if applicable) before coming to Norway.
- Citizens of EU/EEA countries must register when they arrive in Norway.

See www.bi.edu/incoming and www.udi.no/en

HEALTH AND TRAVEL INSURANCE

All students should have health and travel insurance that is valid for the total duration of their stay. This is the resonsibility of each student.
See www.bi.edu/incoming

QTEM MASTER

QTEM is a network master for ambitious students who want a quantitative international education. With two semesters abroad and an internship students obtain academic, international and corporate experience.
BI is one of the schools that offer QTEM.
Read more at www.qtem.org

DOUBLE DEGREE

The Double Degree Programme gives students two Master's degrees from two universities in two years. BI offers double degrees with selected partner universities in Europe and Canada.
Read more at www.bi.edu/master

FACTS AND FIGURES

BI Norwegian Business school is an internationally recognised and accredited private institution and the only school in Norway to hold the prestigious triple crown accreditation; EQUIS, AACSB and AMBA.

BI offers a wide range of BBA, MSc, PhD and Executive MBA programmes taught in English.

- 20,000 students across Norway, approximately 10,000 full time students
- 1,300 international students
- 650 incoming exchange students per year
- 450 outgoing exchange students per year
- 200 outgoing study abroad students per year
- 830 employees consisting of 420 permanent faculty and 410 administrative staff. In addition, nearly 450 lecturers are associated with BI.
- BI is organised in 8 Departments and 26 Research centres

Transcripts
BI issues digital certificates. It is the responsibility of the student to share their transcript with their home university.
Students can choose to either share a digital version of their transcript, or order a paper version of their transcript to be sent to their home university. .
All transcripts will have a QR code to verify authenticity.

LIST OF PARTNER UNIVERSITIES

BI has more than 200 partner universities in 48 countries.
See www.bi.edu/partners

INTERNATIONAL SUMMER PROGRAMME AT BI

BI International Summer Programme offers one Bachelor (12 ECTS) and one Master course (6 ECTS) during the months of June/July.
The courses combine classroom teaching, group work, company visits, guest lectures, and numerous cultural activities in the capital of Norway, Oslo.
Intercultural Management, 12 ECTS, Bachelor level, 4 weeks
Digital Transformation, 6 ECTS, Master level, 2 weeks
See www.bi.edu/summer

Remi Ray, HEC Montreal

Muhammed Imran Bin Md Zin, NTU

Anna Repetto, Bocconi