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Von: no-reply@uib.no
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Betreff: Nomination procedures for Autumn 2025 - University of Bergen (UiB) N BERGEN01

Dear Partners,

Greetings from the University of Bergen!

We are pleased to announce that we are now accepting nominations for **the autumn semester and full academic year**.

Nominations for Spring 2026 must be submitted in the next nomination period: 1 September – 1 October.

Online nomination

You nominate your students in our online nomination portal, [Nomination web](#). **Deadline: 15 April.**

We do not accept nominations by email.

How to access Nomination web

- **Username:** The email address we have sent this email to (use small letters only).
- **Password:** Order a password at the login page the first time you log in or if you need a new password.

Our **Fact sheet** for the academic year of 2025/2026 and more information for exchange partners is available at our [website for partners](#).

Student applications

- Students must apply in our online application system, [Søknadsweb](#), by **25 April**.
- The nominated students will receive a confirmation email (cc to nominator) approximately 30 minutes after you have added the nomination. The email will describe the application procedures.
- Students must have completed 60 ECTS prior to their exchange period at UiB.

Application documents

- Passport/national ID (all students)
- Transcript of records **in English** or a Scandinavian language (all students)
- Documentation of finances (**all citizens from countries outside EU/EFTA**)
- [Additional documents for some students](#)

Courses

- The course list for 2025/2026 is [available online](#).
- Students may in addition to courses within the subject area of the agreement, apply for [restricted courses](#) from other departments at the same faculty (given that they meet the previous knowledge required). Students may take [open courses](#) across faculties.
- Please note that for restricted courses with a limited number of places, students nominated on an exchange agreement in the relevant subject area will be prioritised. Earth Science and Biological Sciences have very limited capacity.
- Subject areas only open for exchange students when specified in the exchange agreement: Medicine, Dentistry, Fine Art, Design, Music and Performance/Composition.

English Language Requirements

- Students are required to have a minimum level B2 (CEFR) in English. We consider your nomination of the student as confirmation of language proficiency, and do not require any English test to be submitted.

- **Exception:** Students who apply for courses in English Language and Literature must have a minimum of level C1 (CEFR). They must document their language proficiency by [submitting a test](#).

Student housing

- Exchange students are guaranteed [student housing](#) through the Student Welfare Organization (Sammen) if they apply in [Sammen's application portal](#) within the application period **1 April – 10 May**.
- The students will be offered housing shortly after the deadline and should accept the offer, even if their admission at UiB is still under consideration.
- Shared rooms will be allocated to short term students (1 semester stay).
- Students who will not be coming to UiB must [cancel the tenancy agreement](#) within **24 June**. Cancellations after the deadline are treated as an ordinary termination period, meaning that students may only terminate their agreement 3 months after the start of the tenancy, with 3 months' notice.

Students with special needs

- Students with special needs can get [special arrangements and assistance](#) from UiB during their exchange period.
- Please notify incoming@uib.no by the nomination deadline to make sure that we can meet the specific needs of your students.
- Sammen can offer rooms/apartments that are specially adapted for students with special needs. Due to capacity limitations only students with physical impairments/disability will qualify for special housing adaptation. The students must apply through [Sammen's application portal](#) during the period **1 April – 10 May**.
- Requests for disability-related accommodations are considered on a case-by-case basis and availability. Supporting documentation (medical certificate), must be submitted to SAMMEN. Please note that students are not guaranteed a disability adapted room/single room even if medical certificate is provided.

Learning Agreement (for Erasmus+ Partners)

- Learning Agreements will be signed **after** the students have registered for courses. Course registration starts on **1 July**.
- The Learning Agreements are signed at the faculty level. Students can find their responsible person at the faculty on our website: [Erasmus+ Learning Agreement | Education | UiB](#)

Detailed information for exchange students is available at uib.no/exchange

If you have questions about our nomination procedures or need assistance, please don't hesitate to contact us at incoming@uib.no.

If you have questions related to the agreement, please contact the relevant faculty/department at UiB.

Kind regards,

Ana Veronica & Tonje
Incoming Exchange Team



Incoming Exchange Team
International Centre
University of Bergen
www.uib.no/exchange