

## Esser, Robert

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**Von:** no-reply@uib.no  
**Gesendet:** Montag, 2. September 2024 08:39  
**Betreff:** Nomination procedures for Spring 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 **Spring 2025**.

### Online nomination

You nominate your students in our online nomination portal, [Nomination web](#). **Deadline: 1 October**. 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 2024/2025 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 **15 October**.
- 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.
- Required documents: Passport/national ID card, Transcript of records, Proof of financing (only citizens from countries outside EU/EFTA). [Additional documents](#) for students to some faculties.
- Students must have completed 60 ECTS prior to the exchange semester.

### Courses

- The course list for 2024/2025 is [available online](#).
- Students may in addition to courses within the subject area of the agreement, choose courses from other departments (preferably within the same faculty).
- 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 prioritized. 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 October – 1 November**.
- 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 **30 November**. 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](mailto: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. The students must apply through [Sammen's application portal](#) during the period **1 October – 1 November**..
- 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 **16 December**.
- 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](http://uib.no/exchange)

If you have any questions about our nomination procedures or need assistance, please don't hesitate to contact us at [incoming@uib.no](mailto:incoming@uib.no).

Kind regards,

Ana & Tonje  
Incoming Exchange Team



Incoming Exchange Team  
International Centre  
University of Bergen  
[www.uib.no/exchange](http://www.uib.no/exchange)