**Nomination procedures in 2020/2021 - University of Bergen (UiB) N BERGEN01**

**Nominations**

We will send information on how to nominate your students when our nomination portal, *Nomination web,* opens on 15 March. We only accept **online nominations** submitted in Nomination web.

Nomination period: **15 March to 15 April 2020**.

**NB!** Please wait until 1 September 2020 to nominate students starting in January 2021.

**Application deadline for students is 20 April!**

From autumn 2020 the application deadline for students is**20 April**.

Please make sure that you nominate students as early as possible so that they will have enough time to complete their application by the deadline.

**Erasmus+ Online Learning Agreement**

Since October 2018 all incoming and outgoing Erasmus students at UiB, **must use the Online Learning Agreement**. If you need a paper version, the student may download a PDF and print the Online Learning Agreement.

If your university requires another version of the learning agreement in addition, the student will need to bring a paper version to the relevant faculty upon arrival in August, and it will be signed then.

[More information about Erasmus+ Learning Agreement at UiB](https://www.uib.no/en/education/87403/erasmus-learning-agreement).

**Transcripts digitalised**

UiB does not issue transcript of records on paper to exchange students. The students must request their digital transcript or share their results with you via a link. Get more information on [how students order their transcript and how you as an institution can check the validity](https://www.uib.no/en/student/49190/transcript-records-and-diploma-registry) of the transcript on our website.

**Our English language requirements**

For general courses we require the students to have a minimum of **Level B2**. We consider your nomination as confirmation that your students have the required English proficiency.

Exception: Students who wish to apply for courses in English language and literature at the Department of Foreign Language, must document a minimum of level **C1**.

[More information online.](https://www.uib.no/en/education/96641/english-language-requirements)

**Students with special needs**

Exchange students with physical, mental or health related conditions can receive [support services from UiB](https://www.uib.no/en/education/104824/exchange-students-special-needs) during their exchange period. Students may also apply for [special arrangements for examinations](https://www.uib.no/en/education/49384/special-arrangements-examinations) if they have difficulty completing and assessment in the ordinary manner.

If you have any questions about our nomination procedures or need assistance, please do not hesitate to contact us.

Kind regards,

Ana, Thea and Tonje

Incoming Exchange Team

|  |  |
| --- | --- |
| cid:image003.png@01D3D8D8.90FD47D0 | |
| cid:image004.png@01D3D8D8.90FD47D0 | International Centre | Internasjonalt senter  University of Bergen | Universitetet i Bergen  [uib.no/international](http://www.uib.no/international) | [uib.no/exchange](http://www.uib.no/exchange) |