

FACT SHEET 2010/2011



Visiting Address: Nydalsveien 37
N-0484 Oslo
Postal Address: N-0442 Oslo
Norway
President: Tom Colbjørnsen
Web: www.bi.edu

International Relations Office
Email: international.office@bi.no
Fax: + 47 46 41 02 29
Telephone: +47 46 41 02 27
ERASMUS ID code: NSANDVIK02
Web: www.bi.edu/exchange

STUDY PROGRAMMES IN ENGLISH

Bachelor in Business Administration (BBA) - 3 years

- Individual Bachelor courses
- Specialization 3rd year: Finance and Marketing

Master of Science programmes (MSc) - 2 years

- MSc in Marketing
- MSc in Financial Economics
- MSc in International Marketing and Management
- MSc in Leadership and Organizational Psychology
- MSc in Business and Economics
- MSc in Political Economy
- MSc in Innovation and Entrepreneurship

International Summer Programme

- Intercultural Management from a Scandinavian Perspective 7,5 ECTS (Bachelor).
Read more: www.bi.edu/summer

COURSE OPTIONS - EXCHANGE PROGRAMME

Exchange students can choose courses from the BBA and MSc programmes. Students from partner institutions can also be nominated for the International Summer Programme. To take courses from the MSc programmes, students need to have a minimum of three years of relevant academic background, equivalent to a Bachelor degree.

Workload: A full semester workload is 30 ECTS credits. Most individual courses equal 6 ECTS credits. From 2010/2011, 1st and 2nd year Bachelor courses will be 7,5 ECTS credits.

List of courses: Available on www.bi.edu/exchange from June/July (autumn and spring courses)

Course descriptions: www.bi.edu/studenthandbook

Course registration: A course registration form will be sent to the students by email prior to arrival

Course registration deadline Bachelor

Autumn semester: August 10

Spring semester: December 1

Course registration deadline Master

Autumn semester: July 10

Spring semester: December 1

GRADING SYSTEM

BI Norwegian School of Management uses letter grades in accordance with the international scale of the European Credit Transfer System (ECTS).

| | |
|----------------|--|
| A Excellent | Outstanding performance with only minor errors |
| B Very Good | Above the average standard but with some errors |
| C Good | Generally sound work with a number of notable errors |
| D Satisfactory | Fair but with significant shortcomings |
| E Sufficient | Performance meets the minimum criteria |
| F Fail | Considerable further work is required |

ACADEMIC CALENDAR

Autumn semester 2010

| | |
|---------------------------|----------------------|
| Autumn semester: | August - December |
| August 16 | Introduction days |
| August 18/19 | First day of class |
| | Bachelor and Master |
| Mid November- December | Exam period |
| December 22 | Last day of semester |

Spring semester 2011

| | | |
|-------------------------|----------------|----------------------|
| Spring semester: | January - June | |
| January 4 | | Introduction days |
| January 5 | | First day of class |
| | | Bachelor and Master |
| April 16 - April 25 | | Easter break |
| Mid April – June 10 | | Exam period |
| June 10 | | Last day of semester |

APPLICATION PROCESS

Exchange co-ordinators can register nominated students online. An email with login information is sent to partner institutions in February. 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

Exchange students should use the online application form that is automatically sent to all students who are nominated by their home university through BI's online registration system. The following documents must be attached with the application. The documents can also be sent either by ordinary mail or by email to the International Relations Office at BI.

- CV (résumé)
- One passport photo
- Recent academic transcript (grade report)

Application dates

- May 1 for Autumn semester
- October 1 for Spring semester

RESIDENCE PERMIT/VISA

Nordic countries: No need for residence permit or entry visa to enter Norway
EU/EEA: Must apply for a residence permit after arrival in Norway
None EU/EEA countries: Must apply for residence permit/VISA before entering Norway

More information concerning residence permit and entry visa is available on www.bi.edu/exchange.

HEALTH INSURANCE

Exchange students are required to have a health insurance from their home country, which covers medical repatriation for the full semester. Read more: www.bi.edu/exchange.

HOUSING

BI Norwegian School of Management assists new international students in finding accommodation in student dormitories. Rent is between NOK 2.500 and 4.000 per month. More information about housing is available on www.bi.edu/housing.

ESTIMATED LIVING EXPENCES

Estimated living expenses are approximately NOK 10.000 per month, including rent, food, books and travels. However, this can vary according to individual needs.

PICK-UP SERVICE

The International Relations Office offers pick-up service for exchange students arriving in the days prior to the introduction days.

INTRODUCTION PROGRAMME

A mandatory introduction programme takes place at the beginning of each semester and is organized in cooperation with the International Students Association (InSA).

- Welcome & practical information
- Relevant course information
- Advice on how to get residence permit
- Social events
- Sightseeing
- Museum tours and more
- Intercultural workshop

The intercultural workshop introduces students to Norwegian culture, student life, and how to understand and communicate with students from other cultures.

NORWEGIAN LANGUAGE COURSE

Norwegian language classes are available through BI Norwegian School of Management. The courses are non-credit, and the course fee is approximately NOK 1.500.

FACILITIES

State of the art library services, quality computer facilities, campus cafeteria, bookstore, international student organizations, student health centre at student prices, student sport clubs, and Student Service Centre.

INTERNATIONAL RELATIONS OFFICE CONTACT INFORMATION

| Name | Responsibility | Telephone | Email |
|---------------------------|--|--------------|-----------------------------|
| Mr. Henning Kristoffersen | Director of International Relations | +47 46410071 | henning.kristoffersen@bi.no |
| Mr. Feite van Dijk | Project Manager: Double degrees, International Promotion, Summer Programme | +47 46410221 | feite.v.dijk@bi.no |
| Ms. Ellen Tobiasson | Erasmus Co-ordinator, Double degrees | +47 46410226 | ellen.tobiasson@bi.no |
| Ms. Eline Jensrud | Incoming exchange | +47 46410224 | eline.jensrud@bi.no |
| Ms. Hege Jordheim | Outgoing exchange | +47 46410156 | hege.jordheim@bi.no |
| Ms. Hanne K. Framnes | Outgoing exchange | +47 46410222 | hanne.framnes@bi.no |
| Ms. Gøril MacTaggart | Incoming exchange, Information Co-ordinator, Summer Programme | +47 46410054 | goril.k.mactaggart@bi.no |
| Ms Nathalie Gathe | Bachelor in Int. Marketing and MSc in International Marketing & Mngt | +47 46410014 | nathalie.gathe@bi.no |
| Ms. Monica S Hansen | Maternity leave | +47 46410052 | monica.s.hansen@bi.no |