

# ARRIVAL AND SURVIVAL

## GUIDE FOR NEW STUDENTS



NHH



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## WELCOME TO NHH, BERGEN AND NORWAY

Founded in 1936, NHH is the pre-eminent business school in Norway, the first choice for Norwegian students and the business community.

NHH has a faculty of high standing in the international research community. As a member of CEMS - the Global Alliance in Management Education – and PIM - Partnership in International Management – we are part of a global network of leading institutions that represent the highest degree of excellence in the fields of economics and business administration.

NHH students take advantage of globalisation. 12 percent of our students are non-Norwegians, and about 50 percent of our Master students spend a semester or more abroad. NHH offers many opportunities for international students. Whether you wish to attend a short programme like the graduate summer school, enter our acknowledged MSc programme or go for a doctoral degree, NHH guarantees a high quality education.



We have a modern and compact campus overlooking the Bergen harbour. Bergen is an old Hanseatic city, a principal place for trade in natural resources for nearly a thousand years. Today, Bergen is one of the busiest ports in Europe with large-scale cruise and ferry traffic as well as oil and gas services and transportation.

You can look forward to a stimulating learning experience at NHH, and I look forward to welcoming you to our dynamic, internationally oriented school.

A handwritten signature in black ink, which appears to read 'Frøystein Gjesdal'.

Frøystein Gjesdal  
Rector

## NORWAY: HIGH QUALITY OF LIFE

Norway has a strong tradition of equality and this has led to the creation of a high degree of gender, economic and social equality. Combined with its high level of economic development, this has resulted in Norway being consistently ranked by the UN as having one of the highest qualities of life in the world.

Deep fjords and valleys, carved out during the last ice age, and towering mountains dropping straight into the sea create a magnificent backdrop to Western Norway. An outdoor playground sits on the doorstep, offering a wide variety of activities throughout the year for those who enjoy being in the great outdoors. This magnificent landscape, and the opportunities it provides, makes Norway a special place to live, study and work.



## BERGEN: HISTORIC CITY OF TRADE

Founded in 1070, Bergen rose around its colourful harbour and has been a hub of commerce, seafaring and craftsmanship ever since. Located between mountains and the Atlantic Ocean, the city has always looked outwards towards overseas markets.

Bergen is a charming city with a relaxed atmosphere, old-fashioned Northern European architecture, cobblestone streets, an outdoor fish market and a Hanseatic harbour area (a UNESCO World Heritage Site). With over 30,000 students, Bergen is also a truly vibrant city, filled with outdoor bars and cafes, restaurants and nightclubs, and an active music scene.



# PRE-ARRIVAL

## ACCEPT YOUR OFFER OF ADMISSION

Master in International Business students / Master in Energy Natural Resources and the Environment students / Master in Marketing and Brand Management students can start the process of getting their residence permit as soon as they have accepted their unconditional offer of admission.

To accept your offer, please send a reply to the admission offer sent to you by e-mail. **This does not apply to exchange students.**

## VISA AND RESIDENCE PERMIT

Students from countries outside the EU/EEA/EFTA need to have a visa in order to get a residence permit in Norway. The visa must be obtained before arriving in Norway. Students need to file their applications for a visa as soon as possible after admission to NHH. The application should be filed with the Norwegian Embassy in your home country. NB! There are special agreements for exchange students. Information will be sent by email.

All foreign students, except those from the Nordic countries, must obtain a formal residence permit within 7 days after arrival in Norway. If you have questions regarding visa or residence permit, please contact your local Norwegian Embassy.

## APPLICANTS FROM EU/EEA/EFTA COUNTRIES

If you are a citizen of an EU/EEA/EFTA country, you no longer have to apply for a residence permit, but you must register at the police station within three months after your arrival to Norway. You can make a preliminary registration online. Information about the requirements and how to register online can be found at [www.udi.no/en](http://www.udi.no/en).

## APPLICANTS FROM COUNTRIES OUTSIDE THE EU/EEA/EFTA

When you apply for a residence permit for students, you must submit the following documents:

- Copy of passport
- Your unconditional offer from NHH
- Documentation of housing (This is confirmed in your unconditional offer)
- Documentation of financial support; loan from the Norwegian State Educational Loan Fund or deposits in a Norwegian bank (Norwegian bank account in your name or SiB's bank account). The deposit is NOK 94 400 for one year. For exchange students that are here for half a year the deposit is NOK 47 200. When you have opened a Norwegian bank account the money will be transferred back to this account.
- Documentation requirements vary from country to country and are subject to change. For information, contact the Norwegian Foreign
- Service mission closest to you. If you are in Norway, contact the local police or the Directorate of Immigration (UDI)

NB! There are special agreements for exchange students. Information will be sent by email.





## STUDENT HOUSING

You have to apply for accommodation through SiB. The deadline is May 15. SiB allocates rooms based on availability. The distance from the student houses to NHH varies from a five minute walk to a thirty minute bus ride.

Both single and double rooms are available. Single rooms include a bedroom and a private bathroom. The double rooms include a bedroom, a study and a private bathroom. Kitchens are normally shared between several rooms. Rent varies from NOK 1800 to NOK 5500 for single rooms. In addition, electricity is charged at approximately NOK 455 for a single room and NOK 705 for a double room. The prices are listed per month.

For more information, please visit [www.sib.no/en/housing](http://www.sib.no/en/housing)

### THE PRIVATE MARKET

If you are in the market for something other than a student house, it is possible to find yourself an apartment. However, be aware that finding short-term leases are often difficult and that prices in some cases may be substantially higher than for student accommodation.

### ARRIVAL NOTE

You should try to arrive within the opening hours of SiB. NHH provides, however, a pick-up service for those who arrive outside opening hours of SiB. Please return "Arrival Note" with information about your time of arrival by e-mail as soon as you have organised your travel.



## WHAT TO BRING TO BERGEN

### CLOTHING

Bring the clothes you will need in order to dress appropriately for the weather. You need to bring both summer and winter clothes. It will rain in Bergen, so bring rain clothes as well. If you are staying during winter, you might consider bringing ski or snowboard gear since skiing is possible close to Bergen. If you like to go hiking, bring your hiking shoes as well.

### PILLOW / BED DRESSING

In the housing arrangements several items are not included. Therefore you need to bring or buy: quilt, comforter, blanket, pillow, sheets and towels.

### ID CARD - PASSPORT

Bring your passport. It is an identification that is recognised and valid throughout the world.

# POST-ARRIVAL

## ARRIVING IN BERGEN

You must go to SiB to pick up your keys. During the first week they have longer opening hours (visit [www.sib.no](http://www.sib.no) for more details). If you arrive in Bergen later than 20:00 ask your coordinator for special arrangements.

## NORWEGIAN ID NUMBER

Students who are staying in Norway longer than 6 months must first register at the police station and then apply for a Norwegian ID-number (fødselsnummer) at the National population register (Folkeregisteret). This must be organised after your arrival in Norway. See page 6 for more information.

## TUBERCULOSIS TEST

Students from countries where tuberculosis (TB) still exists have to take a mandatory tuberculosis test within 14 days after arriving in Norway. More information about this will be given upon arrival.

Students from the following regions and countries are exempted from taking the test: Western Europe, Poland, Hungary, The Czech Republic, Slovakia, Slovenia, USA, Canada, Australia, New Zealand, Singapore and Japan.

Note: The residence permit is not valid before obtaining the final clearance from the health authorities

# EVERYDAY ESSENTIALS

## LANGUAGE

The official language in Norway is Norwegian, and there are two official variants (bokmål and nynorsk) as well as many different dialects spoken around the country. However, you will find that most Norwegian citizens speak good English, especially the younger generations.

NHH offers Norwegian courses for international students in order to give an insight into the language and the society and culture of Norway. One course will count for 7.5 credits. There are two courses on bachelor level and one course on master level. The course on master level can be included in the master degree. Knowledge of Norwegian is a huge advantage if you are thinking about taking a part time job while you are in Norway, and it will enrich your student experience.





# MAIL AND COMMUNICATION

## TELEPHONE

Most students use mobile phones as their main communication method. You have to bring your passport to activate your Norwegian sim card. Your ID is then faxed/e-mailed through to the operator for activation confirmation. This means it may take up to a day before your Norwegian number is activated.

## INTERNET AND COMPUTERS

In the student houses, all rooms and flats have internet access. It is necessary to provide your own internet cable when living at the student houses since this is not included in the rent and wireless internet is not available. A cable between 2 and 5 meters should be long enough to provide flexibility for refurbishing your room as you like it. Wireless internet access is available on the NHH campus.

## COMPUTER ROOMS

There are some PC-facilities at NHH, and students have access to the computer rooms 24 hours a day with their student card.

# GETTING AROUND

Travelling in Bergen is relatively easy as it is not a big city. The bus company Skyss offers frequent bus service throughout the city. A student bus card costs 415 NOK a month. You can buy the travel card at the bus station or order it online ([www.skyss.no](http://www.skyss.no)). Renewal of the card can be done on the bus or at one of the ticket machines located at numerous bus stops.





## GROCERIES

Close to campus there are several locations where groceries and other convenience items can be bought. The main grocery stores nearby are REMA 1000 and SPAR. Other shops may be more convenient if you are staying at other student houses. The shops are closed on Sundays. You will find an estimation of living costs on [www.nhh.no/living-expenses](http://www.nhh.no/living-expenses).

## FURNITURE/HOUSEHOLD ARTICLES

IKEA is located a ten minute bus ride in the direction of Åsane. Most of the busses passing by NHH from downtown will take you there. Between late August and mid-September, IKEA runs a free shuttle bus from IKEA to downtown Bergen, with a stop at NHH.

## ELECTRICITY

The domestic electricity supply is distributed at 230 volts and 50 Hertz. You may need a voltage converter and/or a plug adapter if you bring electrical equipment from your home country.

## BANKING INFORMATION

You need a Norwegian ID number (fødselsnummer) in order to open a Norwegian bank account. It could be a good idea to shop around for the best student rates. If you do not open a bank account you will pay higher fees for bill payment. It is a good idea to bring a reference letter from your home bank as this will make it easier to open an account. You will receive more information about opening a bank account from your coordinator.

## WORKING IN NORWAY

Once your residence permit is granted, a work permit enabling you to work up to 20 hours per week is automatically granted as well. There is part time work available in Bergen. The key to getting the best jobs is a good command of the Norwegian language. Potential employers may be: kiosks, the fish market, shops, restaurants and bars.

NHHS student band  
Dirmus performing on  
May 17, Norway's  
National Day



# MEDICAL SERVICES IN NORWAY

## MEDICAL EXPENSES

Medical care in Norway is basically free for students. Small fees are charged for doctor consultations and as a contribution towards the cost of medicines. All students are automatically entitled to receive a refund of expenses that exceed 500 NOK per year. NB! This does not include expenses for dentist treatments.

Coverage for medical expenses differs for citizens from EU/EEA and non-EU/EEA citizens.

## EU/ EEA CITIZENS

Emergency medical treatment is free in Norway for EU and EEA citizens. For all other medical treatments you are strongly advised to obtain the European Health Insurance Card before travelling. Students from EU/EEA countries are entitled to the refund of medical expenses from SiB as described above.

## NON-EU/ EEA CITIZENS

Citizens from outside the EU/EEA are not normally entitled to free medical treatment in Norway. Non-European students are, however, covered by the SiB medical expenses refund scheme.

## INFORMATION ON GENERAL PRACTITIONER (GP) IN NORWAY

The Norwegian ID-number also enables you to be included in the GP scheme. When you receive your Norwegian ID-number, you will also receive a letter from the National Insurance Scheme, including an application form, a list of available GPs and information about the system.

SiB also offers doctor services through the GP office “Legene på Høyden”. Located close to the University of Bergen, you can choose to have one of their doctors as your GP, but you can go there for help either way. Read more about their services at [www.lph.no](http://www.lph.no).

If you are staying in Norway less than 6 months, and you are in need of medical service, please contact the emergency clinic: Legevakten, tel. 55 56 87 00.



## SIB – STUDENT WELFARE ORGANISATION IN BERGEN

The main task of the Student Welfare Organisation in Bergen (SiB) is to contribute to your well-being during your time as a student in Bergen. SiB organises student housing, cafeterias, child care, counselling services, sports activities, academic bookshops, a career centre, a student health care centre and dental service.

Students at NHH who have paid the current semester fee, receive a valid Student ID and semester card and can make use of all SiBs student welfare services. The semester fee does not apply to exchange students, but they can still use the SiB services.

Please see [www.sib.no/en](http://www.sib.no/en) for further information.





## STUDENT LIFE

NHH has a very active student body, and there's always something going on, whether it is parties, company visits, presentations, trips etc.

### NHH BUDDY PROGRAM

NHH aims to facilitate a smooth transition for incoming students to Norway, Bergen, and NHH. To this end, NHH, in collaboration with student organisation MEBA Council, is introducing the Buddy Program. The program seeks to pair current NHH students with incoming students to provide a helping hand and information during summer and upon the student's arrival to Bergen. After accepting your offer of admission to NHH, you will receive information and an offer to be a part of the Buddy Program.

### NHHS - STUDENT UNION

There is a wide variety of activities going on at NHHS, for instance sports (football, volleyball, bicycle, skiing, running, lacrosse, softball), choirs, bands, newspaper, student TV, AIESEC, NHH Aid and others.

# SETTLING IN AT NHH

## THE MEBA COUNCIL & INTERNATIONAL COMMITTEE

To facilitate your integration into Norwegian social life and international social affairs, we have two student groups which will become important during your time at NHH. The MEBA Council focuses primarily on MIB/ENE/MBM students. With integration as a strong goal, they like to invite a blend of exchange, MIB/ENE/MBM and Norwegian students to their events and activities.

The International Committee (IC) targets all international students with a primary focus on exchange students. This group organises Welcome Week activities, as well as the international parties and all other non-academic events which take place during your exchange.

## WELCOME WEEK

The Welcome Week contains social events, a matriculation ceremony and important information given by the Office of Student and Academic Affairs. The Welcome Week is one of the biggest social events of the academic year at NHH and is organised by the students and the school. There are many different activities within that week which aims to orient new students to their new school and their new city.

We strongly advise all new students to actively take part in the information meetings and social events during this week.

## SEMESTER/COURSE REGISTRATION

### SEMESTER FEE

Full-time students need to pay a semester fee (presently 680 NOK) before they can register for courses and exams. You will receive the invoice for this a few days after your arrival. This does not apply to exchange students.

### STUDENTWEB

At NHH we use StudentWeb for course and exam registrations, to update your address, phone number and e-mail, application for restricted access courses, ordering transcripts and to find out the results of your exams. Registration can only be done after your arrival at NHH. You will receive an introduction to StudentWeb during the Welcome Week.





## STUDENT IDENTITY

### STUDENT CARD

All NHH students get a personal student card at the start of the semester. This card is a proof of identity and a library card. It gives you access to NHH in the evenings and weekends, and is used to pay for printing. The card is pre-loaded with 50 NOK to pay for printing. You can refill the card at the library in the main building. For the student card to be valid you will receive a registration receipt - a semester card - after your semester registration has been completed.

### STUDENT NUMBER

Your student number is displayed on the student card. It is useful to memorise the number, as you will need it in many different situations, for example when logging in to your student e-mail and during exams.



## INFORMATION CHANNELS AT NHH

### WWW.NHH.NO

The website named *Student pages* has a separate section for international students enrolled at NHH. In this section you will find the Study Handbook, information about the exam situation, forms to download and more. There is also a special webpage for new students.

### STUDY HANDBOOK

The Study Handbook contains information about the study programmes, course descriptions and syllabus, information about the forms of assessment, requirements for course approval, topics covered and other information. You will also find the regulations for the study programme and the exam regulations.

### IT'S LEARNING - WWW.ITSLEARNING.COM

The e-learning system at NHH is called It's learning. In this system you can find lecture notes from your courses and have the opportunity to have a dialogue with the teachers and other students enrolled in the same courses.

### SOCIAL MEDIA

You can connect with NHH on Facebook (NHH – Norwegian School of Economics), Twitter (NHHStudent) and YouTube (NHHno).



## LIBRARY

NHH Library has Norway's most comprehensive business and management library collection, including around 280,000 volumes and about 1,600 periodical subscriptions. The Library participates in national and international library networks.

## EXAMINATIONS

### GRADING SCALE

NHH uses the ECTS grading scale; A – F. In some courses pass/fail may be used. A detailed description of our grading scale may be found on our website.

### EXAMINATIONS AND EXAMINATION PLAN

Examinations are held in November/December (Autumn semester) and in May/June (Spring semester). The examination dates are posted 15th of June for the Autumn semester, and 15th of December for the spring semester.

Please be aware that courses overlapping in lecture times may also clash on the examination dates. You should therefore choose carefully when registering for courses.

### SPECIAL ARRANGEMENTS

Students who, on the basis of medical or other reasons, need special arrangements in order to sit for the examinations must hand in an application to that effect within specified deadlines. This application must be documented by a statement from a medical doctor or a specialist.

## INFORMATION SERVICES

### INFORMATION CENTRE

The Information Centre is located in the main building. There you can get help with the following: ID cards, course and exam registration, preliminary transcripts of grades, various confirmations, submission of term papers, information on projects and thesis and various forms etc. You will also find the Student Counselling Service in the Information Centre.

The Information Centre is open from Monday – Friday from 09:00 – 11:15 and 12:00 – 14:30.

### STUDENT COUNSELING SERVICE

If you need someone to talk to about academic matters or questions of more private matters you may contact a student advisor at the Information Centre. They can also help you to find other sources of support if needed.

### STUDENT EXCHANGE AND INTERNATIONALISATION SECTION

The section is located in the main building, and takes care of exchange students, both incoming and outgoing. If you have questions regarding practical matters and your learning agreement, this is the right place to go.

The Student Exchange and Internationalisation Section is open Monday, Wednesday and Friday from 09:00 – 11:00 and 12:00 – 14:30.



### PRE-ARRIVAL CHECK LIST

1. Accept your offer of admission (full time students only)
2. Return proof of financing your stay in Norway
3. Apply for housing through SiB.
4. Apply for visa and residence permit
5. Plan your travel to Bergen
6. Return arrival note
7. Passport - check that it is valid for the whole period
8. Health insurance
9. Military service - apply to postpone your duty until you have finished your studies if applicable

### POST-ARRIVAL CHECK LIST

1. Call home to tell you have arrived safely
2. Pick up your key and check in to housing
3. Pay semester fee (if applicable)
4. Picture for student card
5. Register for courses / exams
6. TB test (if applicable)
7. Residence permit (within 7 days)
8. Set up PIN code for student card
9. Bank details to SiB
10. Inform SiB about your address in Norway when arranged

# NHH



## NORWEGIAN SCHOOL OF ECONOMICS

### CONTACT INFORMATION

ENE, MIB and MBM

Email: [admission@nhh.no](mailto:admission@nhh.no)

Phone: + 47 55 95 92 00

Fax: + 47 55 95 95 65

Exchange students

Email: [int.stud@nhh.no](mailto:int.stud@nhh.no)

Phone: + 47 55 95 93 00

Fax: + 47 55 95 97 47

[www.nhh.no/newstudent](http://www.nhh.no/newstudent)