

Pre-approval of subjects for study abroad/exchange programmes



Application deadline: 15th of February/15th of September.

Under special circumstances, you can submit the application after the deadline.

Special agreement: Students of the Department of Music and Dance shall not use this form, but follow the procedures for approval by their department.

Personal information

| | |
|---------------------------------|-------------------------------|
| Name | Student ID number |
| | |
| Address for the semester | Post number and -place |
| | |
| E-mail | Telephone/mobile |
| | |

Study programme

| | |
|---|--|
| Study programme at UiS | |
| | |
| Have you followed the (annual) academic progress so far in your study? | |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No, please specify: |

Host institution and study abroad/exchange programme

| | |
|--|--|
| Host institution and country | Semester (fall/spring and year) |
| | |
| Type of study abroad/exchange programme | |
| <input type="checkbox"/> Bilateral agreement <input type="checkbox"/> Erasmus+ <input type="checkbox"/> Nordplus <input type="checkbox"/> Free-mover | |
| <input type="checkbox"/> Other, please specify: | |

Which subjects will you study during study abroad/exchange?

| Subject code | Subject name | ECTS/credits | Which subject at UiS will this replace? | For internal use |
|--------------|--------------|--------------|---|------------------|
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Additional comments:

Documents to be enclosed with the application

For ALL applicants:

Copy of course description and reading list

For stays at institutions that UiS does not have an agreement with:

Description of grade- and credit system

Your signature

| | | |
|-------|------|-----------|
| Place | Date | Signature |
|-------|------|-----------|

For internal use

Approved by:

Information about the application

Why you need a pre-approval application

Whether you are backed by a bilateral agreement, travelling through an exchange programme or going as a free-mover, you must acquire prior approval for your studies abroad, so that they can be incorporated into your degree at the University of Stavanger. The approval is your assurance that your studies abroad will be approved as a part of your degree at UiS upon your return. You also need the pre-approval in order to apply for funding for study abroad from the Norwegian State Loan Educational Fund (Lånekassen).

When to apply

Study abroad/exchange in the fall semester: 15th of February

Study abroad/exchange in the spring semester: 15th of September

Under special circumstances, you can submit the application after the deadline.

Note that you cannot apply for funding from the Norwegian State Loan Educational Fund until you have been given the decision prior to approval.

Special agreement: Students of the Department of Music and Dance shall not use this form, but follow the procedures for approval by their department.

Who to send the application to

The application has to be sent to the coordinator at your department. Find your coordinator at student.uis.no/utveksling.

Proceedings

The processing time of the application can take up to three weeks. You will receive the decision of pre-approval in the mail. Your coordinator at the International Office will receive a copy of the decision.

What to do after your stay

When you have finished your studies abroad and graduated, you have to make sure that you get a transcript from your host institution. The transcript and the application for final approval of subjects for study abroad/exchange programmes (separate form) has to be submitted to your department.