

# Pre-approval of subjects for study abroad/exchange programmes



Please make sure to apply in due time before travelling abroad.

It could take up to **three weeks** to have the application processed.

Special agreement: Students of the Faculty of Performing Arts shall not use this form, but follow the procedures for approval by their faculty.

## Personal information

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

## Study programme

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

## Host institution and study abroad/exchange programme

<b>Host institution and country</b>	<b>Semester (fall/spring and year)</b>
<b>Type of study abroad/exchange programme</b>	
<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

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
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**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**

Responsibility for applying for pre-approval in due time before travelling abroad lies with the individual student. It could take up to three weeks to have the application processed.

Some departments may invite study abroad applicants to pre-approval workshops. The departments could also set a deadline for submitting the application.

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

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### **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](http://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.