

UNIVERSITY OF TROMSØ **UiT**
INFORMATION FOR NEW STUDENTS



International Student Guide

Spring 2013



In collaboration with
Student Welfare Organisation



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Dear Student,

we advise you to read this information carefully. The information will help you during your first weeks in Tromsø. At <http://en.uit.no/students> you will find links and updates to many of the items described here.

WELCOME

to the University of Tromsø – UiT



Photo: Torbein Kvil Gamst

a student you will gain an insight into these relationships. A university education provides you with a solid foundation. Surveys show that graduates from UiT quickly find relevant jobs.

UiT has various campuses, the largest of which is at Brevika. UiT has a vibrant, varied and international student environment encompassing students from more than 80 countries. This is the time to become acquainted, and you will find that your only constraint is yourself. Your time as a student is about making new acquaintances, giving and taking, maturing and understanding. It is difficult to confirm exactly when this happens, but on completion of your studies you may realise what I mean.

Good luck and best wishes for a successful semester!

Jarle Aarbakke
Rector, University of Tromsø

It is my pleasure to welcome you to the University of Tromsø. At UiT, you will be both met and well received by solid academic environments. Your studies will take place in a student city marked by favourable staff-student ratios, social openness and personal participation.

Here at UiT, students enjoy a close working relationship with their tutors, which is unrivalled by larger universities. As a student, you learn to ask critical questions and examine accepted truths more closely. Maybe you will find that Wikipedia does not always give you the complete answer, maybe you need to search somewhere else and maybe you need to ask other questions?

Disseminating quality-assured knowledge is the cornerstone of UiT's activities. Our research contributes to improved health, better decisions and enhanced understanding. By being curious, critical and methodical, we find new solutions to problems. Together we take a step in the right direction. As

"If you think education is expensive, try ignorance."
- Derek Bok – former President of Harvard University (1971-1991)

THE CITY OF TROMSØ

Tromsø was given city status in 1794, and among its historical nicknames are "Paris of the North" and "the Gateway to the Arctic", due to the city's cosmopolitan atmosphere and to being the starting point for many arctic expeditions. Today, people from more than 100 nations live in Tromsø. The city is the centre of polar research in Norway. Tromsø offers cultural activities and a vibrant social life – as well as spectacular opportunities for outdoor sports both in summer and winter.

You will find official information from the city at www.tromso.kommune.no.

The city also runs Interinfo - Intercultural information and service centre. Its goals are to promote integration and well-being for immigrants, refugees, and others who have recently arrived in Tromsø.

Read more about Interinfo at www.tromsointerinfo.no
Tel: 77 79 11 60 / 77 79 11 61
E-mail: interinfo@tromso.kommune.no

LIVING IN NORWAY

The government of Norway has a publication and website called New in Norway, intended for immigrants to Norway. It is available online at www.nyinorge.no and a hard-copy can be ordered to your address in Norway free of charge.

Subjects in the publication:

- Moving to Norway
- Work
- Children & schools
- Health and recreational activities
- Transport and services
- Useful information



Photo: Espen Nordahl

THE UNIVERSITY OF TROMSØ

The University of Tromsø (UiT) is the northernmost university in the world. The northern and arctic dimension are central in research, studies and teaching, but the global perspective is of equal importance in most areas, especially in indigenous and peace studies, natural and earth system sciences, fishery management, community research and studies in community medicine.

FACULTIES

- Faculty of Health Sciences
Det helsevitenskapelige fakultet - Helsefak
- Faculty of Science and Technology
Fakultet for naturvitenskap og teknologi – NT-fak
- Faculty of Humanities, Social Sciences and Education
Fakultet for humaniora, samfunnsvitenskap og lærerutdanning – HSL-fak
- Faculty of Biosciences, Fisheries and Economics
Fakultet for biovitenskap, fiskeri og økonomi – BFE-fak
- Faculty of Fine Arts
Det kunstfaglige fakultet - Kunstfak
- Faculty of Law
Det juridiske fakultet - Jurfak

There are also several centres and units connected to or independent of the faculties.



THE INTERNATIONAL STUDENT COUNSELLOR

The international student counsellor, Line Vråberg, is available for information, assistance and counselling, within fields concerning your life in general while studying in Tromsø. All services are confidential and free of charge.

EXAMPLES OF TOPICS

- Transition to Norwegian culture and climate
- Coping with a different student life and a new social life
- The Norwegian health system (e.g illness, pregnancies and birth)
- Information about the Student Health Fund (administered by the student welfare organisation SiTo)
- Norwegian public services
- Budgeting (costs of living in Norway)
- Family reunification
- Student housing and child care places
- Holiday visas to other countries, etc.
- Psychological issues (e.g. homesickness, problems affecting studies, such as family problems or a relationship breakup, anxieties, depressions, sadness and grief, chronic illness. We also assist when students have problems to cope with studies or exams)
- Vitamins and nutrition in the winter season

SOCIAL PROGRAMME

Some of these activities are run in collaboration with the International Office of the University, other departments within the SiTo, and the international and Norwegian student organisations:

- Introductory programme for new international students
- Workshops in cross cultural communication and understanding
- Information meetings
- Monthly international coffee/tea hours
- Christmas visits to Norwegian families
- Return of the sun celebration
- Full Spectrum Light Morning Café

CONTACT DETAILS

This being a counselling centre, appointments should be booked prior to coming, unless you have a quick question the reception officer can help with. There is a daily 1 hour drop-in with the counsellor, without prior appointment.

- Opening hours: Monday-Friday 9 am-3 pm
- Drop-in hours: Monday-Friday 1-2 pm
- Appointments by phone, e-mail or in person.
- Web: www.sito.uit.no/english/counselling or facebook.com/student.counselling.centre



Line Vråberg
International Student
Counsellor
Tel: + 47 77 64 90 56
line.vraberg@sito.uit.no



Jill Larsen
Receptionist
Tel: + 47 77 64 90 50
radgivinga@sito.uit.no

Student Counselling
Studentsamskipnaden i Tromsø



HEALTH ISSUES – WHEN YOU NEED A DOCTOR

What to do if you get ill or for other reasons need to see a doctor? Your rights within the Norwegian health care system are related to the length of your stay in Norway. For further information about the Norwegian Health Insurance Scheme and the health system in Norway, please contact the counsellor.

If you're staying in Norway 6 months or less, the easiest way to get to a doctor, is to use the emergency clinic next to the University Hospital (UNN) close to the university campus. Students staying longer than 6 months are eligible for a personal doctor. Assistance in getting one will be provided by the international student counsellor. Before you have been assigned a personal doctor, please use the emergency clinic.

The emergency clinic has a drop in system, so there is no need to call in advance, but it is wise to use it in daytime (before 4pm), when there is less queue.

www.tromso.kommune.no/legevakta.121624.no.html

Student Health Clinic

The Student Health Clinic is part of the health service at the Centre for Social Medicine. The Student Health Clinic is a free of charge service for students in Tromsø.

The Student Health Clinic offers services related to contraception (counselling and/or prescriptions), HIV testing and counselling, screening and treatment for sexually transmitted infections (STI), gynaecology, pregnancy testing, referrals for abortion, sex and sexuality.

Monday to Friday: 11:00 - 14:30

By appointment

Wednesday: 14:00 - 16:30

(Drop-in)

Address:

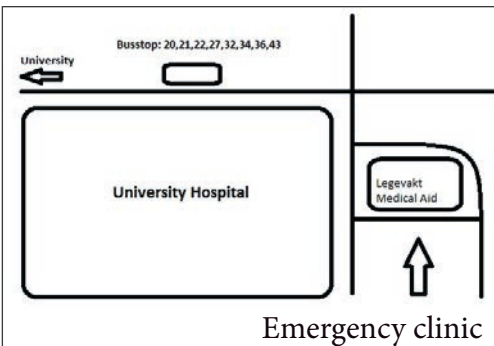
Sosialmedisinsk senter

Søndre Tollbodgt.7, 9008 Tromsø

(Between Driv and the Polar Museum)

Tel: 777 90 400

www.sosialmedisinskcenter.no/helse.html



STUDYING AT UIT

Please refer to the website for useful and updated information about studies at UiT – <http://uit.no>.

UNIVERSITY RULES AND REGULATIONS

Academic Calendar

The academic year is divided into two semesters:

- Autumn semester 2012: 14 August - 18 December
- Spring semester 2013: 08 January - 14 June

Please ensure that the courses you plan to take are given this semester (some courses are given in only one of the semesters). Teaching methods comprise lectures, seminars, tutorial groups, compulsory laboratory work, fieldwork, excursions and homework.

Registration

All students at the University of Tromsø must register every semester. Your rights as a student depend on you being registered. All registrations for classes and examinations are processed on the Internet through a system called the STUDENT-WEB.

The registration deadlines are:

- 1 September for the autumn semester
- 1 February for the spring semester

An introduction to registration through the STUDENTWEB will be given during the introductory programme. You may also refer to the manual available at our webpage **“Get started”**: <http://uit.no/newstudents>.

Examinations

Deadlines for exam registration are the same as for general registration (as mentioned above). These dates are also deadlines for applications concerning special arrangements during examinations. If you need to use a dictionary during your examinations, you will have to make a separate application. Please contact the staff at the Examination Office for further information.

Special arrangements can be made on certain conditions, such as dyslexia or pregnancy. You are strongly recommended to contact the international

student advisers at the International Office or the Examination Office for further advice.

First year international students who take ordinary examinations given in Norwegian will automatically be allowed one extra hour.

If you want to change your exam registration, please contact the Department of Academic Affairs. The deadlines are the same as those mentioned above. You are only allowed to register three times for the same examination during your entire study period. If you want to withdraw from the examination, please see the Conditions of Admission for further details.

A student who becomes ill during an examination must submit a medical certificate if he/she wants to re-sit the examination.

Plagiarism

Please note that the examination regulations are very strict when it comes to plagiarism, referencing and cheating. Due to the increasing number of cases of plagiarism, UiT feels obliged to inform all new students about the possible consequences. The copying or rewriting of other peoples' work, academic books and articles or earlier exam papers with no references made to the sources is unacceptable and will be considered as cheating.

The student risks being expelled from the University and having his/her Student Residence Permit annulled. In addition, a letter with this information is distributed to all the Norwegian higher education institutions. Consequently, the student is prohibited from sitting any examinations in Norway. To avoid misunderstanding due to lack of knowledge in this matter, UiT organises a compulsory course in the use of sources. The course takes place during the introductory programme and lasts 60 minutes.

Please see the Conditions of Admission for further details on examination regulations.

You are also advised to orientate yourself on examination regulations on our website.

Evaluation of Previous Education/ Application for Exemptions.

This applies to those who want to continue studying in Norway, either to prolong their stay as exchange students, become a self-financing free-mover, or take a Norwegian university degree. You may contact the Department of Academic Affairs for more information about the application procedures. Please note that each student category has a different application deadline. You will find more information about deadlines on our website: <http://uit.no/admission>

Change of Address

Any changes of address must be reported to the Department of Academic Affairs and to the Population Registry (Folkeregisteret) in the city. You should update your address immediately by using the STUDENTWEB. To report your change of address to the Population Registry, you need a form which can be obtained at the post office.

Reading Rooms

Reading rooms can be found at the following locations:

- University Library
- Non-experimental Sciences Building (Teorifagbygget)

Rules for the use of these reading areas are provided on the desks. There are also reading rooms at some departments, but in most cases these are reserved for students doing their graduate studies.

Requests for a permanent reading place can be made directly to the University Library (KS-Library). The permanent reading places are found on the 2nd floor of the University Library and at the various departments. Anyone may use the permanent reading places if they are found unoccupied after 9.15 am.

COMPUTERS AND INTERNET

Computer service is provided by UiT's IT support service,

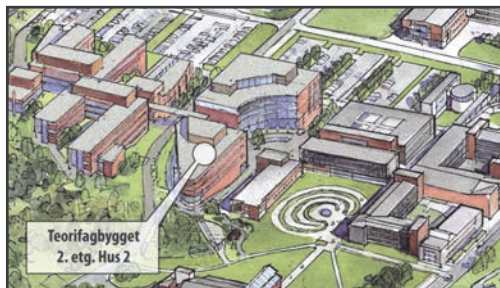
Orakelet.

Website: <http://orakel.uit.no>

Tel: 776 44544

E-mail: orakel@uit.no

Location: Non-experimental Sciences Building



(Teorifagbygget), House 2, room 2.212.

Printed versions of user manuals and a handy folder summarising all services are handed out by the Orakelet service desk. This folder is also available during the introductory programme.

NORWEGIAN LANGUAGE COURSES

Courses are administered by the Faculty of Humanities, Social Sciences and Education. Courses will be given at introductory and intermediate levels (level 1 and 2). Classes will take place in the daytime, afternoons and evenings.

For registration and more information, please visit: www.uit.no/norwegiangourses

Registration deadline:
Monday, 21 January 2013

Placement test

An obligatory placement test and an obligatory information meeting will take place in advance of course start. Please refer to the website for details.

UNIVERSITY LIBRARY OF TROMSØ (UB)

Information

For more information about the library, please contact our staff or visit the library web site:

E-mail: postmottak@ub.uit.no

Web: <http://uit.no/ub/english>

Three main libraries:

- KS-Library = Humanities and Social Sciences Library
- NH-Library = Science and Health Library
- PJ-Library = Psychology and Law Library

Opening hours

- KS: Monday - Friday: 8am – 9pm,
Saturday: 10am – 3pm
- PJ: Monday – Friday: 8am-9pm
Saturday: 10am – 3pm
- NH: Monday - Friday: 8am – 8pm
Saturday: 10am – 3pm

Book loans:

- Your student card is also your library card. Your library number is written on the back.
- The loan period is four weeks for books and two weeks for periodicals. Loans may be renewed at the library or via Bibsys Ask (My page).
- NB: Loan rules may vary from library to library.

Copying

- There are copy machines in all the libraries.
- Copying is free of charge for all our users.

Study/reading facilities

- All the main libraries have designated areas for reading/studying.
- Some of the study carrels are reserved, in which case there will be a name tag on them, but you may use any unreserved carrel.
- Don't leave valuables (iPods, phones etc) lying around unattended.

Computer facilities:

- The University has computer rooms for students, one of which is located in the KS-library (level 3).
- The Student IT Office, Orakelet, in House 2 (same building as the Mix Kiosk) will provide the assistance and information you need to access these rooms.

Digital journals

- A large number of journals are available electronically, i.e. on the internet, through library subscriptions. Most of these are accessible through Ofelaš and Bibsys.
- Printing or ordering articles is free of charge.

Databases

- The Library subscribes to several academic databases, which are freely accessible for all students and staff.
- The library computer terminals should be used for academic purposes (not playing games etc.).
- To access the databases from home, you need VPN connection. Ask Orakelet for help or visit: <http://tinyurl.com/vpntromso>

Ofelaš

- Ofelaš is the name of the library portal. Via Ofelaš you can access all our databases and electronic journals.

Bibsys

- BIBSYS is the shared library catalogue for all Norwegian university libraries, the National Library and a number of other research libraries.
- The database is free for all to search, wherever you are in the world, with no password required.
- Most of the books and journals at the University Library of Tromsø are registered in Bibsys.
- NB! You CANNOT search for articles in Bibsys.

Subject librarians

- Most subjects have a subject librarian.
- If you have suggestions for book purchases or questions concerning literature searches etc, you may contact the subject librarian via e-mail, telephone or visit his/her office.
- The subject librarians also give user instruction courses in Bibsys and other databases.

MUNIN

- MUNIN is a digital publishing project, where you can publish your Master's thesis.
- Through MUNIN, your thesis can be read world-wide.
- Contact the student adviser at your institute/faculty for more information.

Academic honesty

- Using other people's material without giving proper credit is plagiarism.
- All the sources you use, be it a printed article or a web page, must be documented.



Photo: Margrete Augestad

MAP OF CAMPUS BREIVIKA



- | | |
|---|--|
| 1 Faculty of Health Sciences | 20 Medicine and Health Studies building |
| 2 Faculty of Law | 21 Natural Science building |
| 3 Faculty of Biosciences, Fisheries and Economics | 22 Lower Pavilion - <i>Nedre lysthus</i> |
| 4 Faculty of Humanities, Social Sciences and Education | 23 Northern Lights Planetarium - <i>Nordnorsk vitensenter</i> |
| 5 Faculty of Science and Technology | 24 Science building - Realfagbygget |
| 6 Central Administration Building | 25 State Archives |
| 7 Árdna and the Sámi Turf Hut | 26 The Student Welfare Organisation (TEO house 2)- <i>Studentsamskipnaden SiTo</i> |
| 8 Arctic-Alpine Botanic Garden | 26-28 Non-Experimental Sciences building (house 1-6)- <i>Teorifagbygget</i> |
| 9 Arctic Biology | 27 Dental building |
| 10 Breivangveien 23 | 29 Terminalgata 38 |
| 11 Breivika kindergarten | 30 Universet kindergarten |
| 12 Breiviklia | 31 University Library |
| 13 Technical services building - <i>Driftssentralen</i> | 32 The University Hospital of Northern Norway - UNN |
| 14 Pharmacy building | 33 Upper Pavilion - <i>Øvre lysthus</i> |
| 15 Nofima | |
| 16 The Research Park in Tromsø | |
| 17 The Geology Walk | |
| 18 The Students Sports Center Kraft | |
| 19 The reading house | |

Introductory Programme for New International Students

Spring 2013

Wednesday 9 January

Teorifagbygget TEO House 1, auditorium 2 (Building number 26 on the campus map)

Moderators: Line Vråberg and Andreas Holm Bakke

08:00 **Registration**

09:00 **Welcome and Presentations**

- Welcome address by Pro-rector for education, Britt Vigdis Ekeli
- Welcome to the city of Tromsø
- International Office + Student Counselling Centre
- The students welcome you to the University of Tromsø
 - The Int. Students Union
 - Kine Johansen, President, Student Parliament
 - Bernhard Siebert, International Coordinator, Student Parliament

10:15 **Presentation of the Introductory Programme**

- Tonje Merete Moe (International Office)

10:30 **Coffee & Tea Break + GROUP WORK I**

Get-together for new international students, in groups

11:30 **Practical Matters I: Exam- and semester registration**

- Ingvil Svestad and Astrid Brokke (International Office)

12:30 **Lunch**

- at the Cafeteria in Teorifagbygget –House 1

13:30 **Practical Matters II – Student life and welfare**

- Information from the Accommodation Office
- Student Counselling Centre - Line Vråberg
- Orakelet Internet and IT services at UiT
- The bus system in Tromsø – Line Vråberg
- Living at a student hostel

15:00 **Activation of IT accounts**

Computer lab Teo-House 1 room 1.433

16:00 **Visit to bedding and linen store (Voluntary)**

In need of a duvet, pillow etc? Some of the volunteers will help you on your way to a suitable store. Meet outside the auditorium.

**19:00-
23:00** **Quiz-night**

The international committee of the Student Parliament invites to a special night. Canteen on level 3 of Teorifagbygget house 6.

Thursday 10 January

Teorifagbygget TEO House 1, auditorium 2 (Building number 26 on the campus map)

09:00

Practical matters III - Visit to Service Desks

Students are divided into groups and rotate between the desks. **NB!** Stick with your group and volunteer guides who will know where to go next.

Desk 1: Student Welfare Organisation

- Pay Accommodation Deposit (NOK 3000,-)
- Non-Exchange students only: Pay Semester Fee of NOK 470,-

Desk 2: Student Information Office (Administration building)

- See where you get your Student ID card made
- Sign and fax "Confirmation of exchange" forms (Exchange students only)

Desk 3: Semester registration (computer lab, Teo-House 1 room 1.433)

- Register for classes and exams
- Non-EU: Prepare post-it note for passports

12:00

Lunch

- with student volunteers and int. coordinators
Cafeteria in the Teorifagbygget –House 1

13:00

Faculty and campus tour

Students walk to the faculties with volunteers and faculty coordinators. Afterwards you'll get a general tour of the campus.

14:00-

Café Bodega

18:00

The Student Society invites all new international students and volunteers for waffles and coffee/tea at Café Bodega. Drop in.

GROUP WORK II: Prepare for cultural presentation

On Friday we ask each country to make a cultural presentation for the rest of the group. Use your collective imagination to make an impression!

19:00-

Movie night

21:00

Friday 11 January

Teorifagbygget TEO House 1, auditorium 2 (Building number 26 on the campus map)

Moderator: *InternationalOffice*

- 09:00** **Obligatory course in the use of sources**
Vibeke Bårnes, the University Library.
Be on time as your presence will have to be registered.
- Non-EU: We collect passports to bring to the immigration office.
- 10:30** **Practical Matters – To live in Norway**
- Evening Courses in Norwegian Language
 - Residence permits and part-time jobs– Hege Widnes, *Int. Offie UiT*
 - The Health System in Norway – Line Vråberg, SiTo
- 11:30** **City sightseeing by bus**
Departure from MIX kiosk, Teorifagbygget
- 12:30** **City Sightseeing by foot**
We meet at Prostneset Bus Terminal
Student volunteers show you the city's most interesting places and the location of public offices.
- 13:30** **Lunch at Driv**
Welcome by Bernhard Siebert, International Coordinator, Student Parliament
- 14:30** **Presentation of student and other organisations**
Some of the organisations present:
- ISU - International Students' Union
 - The Student Parliament
 - The Student Society
 - Driv
 - Kraft + TSI – the Student Sports Club
 - Religious student groups (presented by the Student Chaplain)
 - Red Cross Tromsø
 - Tromsø International Film Festival (TIFF)
- 19:00** **Cultural presentations**
We gather in a big circle and get to know each other's countries
- 21:00** **Party at Driv**
Open for all Norwegian and international students.

Saturday 12 January

All activities are voluntary and arranged by the student associations.

14:00 -

Second-hand Market

16:00

Studentsamfunnet/ Café Bodega

This is your chance to get hold of some proper clothing for the Norwegian weather and still keep your budget!

MAP OF TROMSØ



Photo: Fjellanger Widøe AS

- 1 Campus Breivika
- 2 The University Hospital of Northern Norway - UNN
- 3 Tromsø Geophysical Observatory -
Nordlysobservatoriet
- 4 Engineering and art education
- 5 Teacher education
- 6 Department of Music, Dance and Drama
- 7 Tromsø University Museum
- 8 Tromsø Airport Langnes

- a Prestvannet student hostel
- b Storskogen student hostel
- c Øvre Breivang student hostel
- d Forhåpningen student hostel
- e Ørndalen student hostel
- f Storelva student hostel
- g Mortensnes student hostel
- h Stakkevollan student hostel
- i Åsgårdveien student hostel
- j Elverhøy student hostel

INFORMATION AND STUDENT SERVICES

STUDENT INFORMATION OFFICE - STUDENTINFORMASJONEN

Visiting address:

Central Administration Building, 2nd floor.

Office hours 9 a.m.–15 p.m.

Tel: 77 64 49 60.

E-mail: studieinfo@adm.uit.no

Studentinformasjonen is responsible for providing a number of services:

- Academic transcripts
- Name and ID number changes
- Student cards
- Student status confirmation
- StudentWeb assistance
- Exam registration

If necessary you may be directed to one of the advisers at the International Office.

DEPARTMENT OF ACADEMIC AFFAIRS – INTERNATIONAL OFFICE

Visiting hours

Monday, Tuesday 12:30 p.m. – 3 p.m.

Thursday, Friday 9 a.m. – 11:30 a.m.

Wednesday closed

General contact

Web: <http://uit.no/international>

Fax: : +47 77 62 32 10

E-mail: international@uit.no

For questions concerning **exchange students**, please contact: international@uit.no

Tonje Merete Moe (Erasmus)

Tel: + 47 77 64 58 28

Reidun Sundstrøm (Nordplus/Nordlys)

Tel: +47 77 62 32 86

Astrid Brokke (Russland/USA/Canada)

Tel: + 47 77 64 52 60

For questions concerning **Master's degree students**, please contact: international@uit.no

Ingvild Svestad

Tel: +47 77 64 65 84

Hege Kristin Widnes

Tel: +47 77 64 49 68

For questions concerning **free-movers**, please contact: international@uit.no

Reidun Sundstrøm

Tel: +47 77 623286

Information Officer:

Ute Vogel

Tel: +49 776 23282

E-mail: ute.vogel@uit.no

STUDENT ADVISERS AT THE FACULTIES

Each faculty and some departments have student advisers/counsellors who also act as international coordinators. The coordinators should be contacted if you have questions regarding your studies. An extensive list of advisers and coordinators can be found at <http://uit.no/international>.

International coordinators at the faculties

Faculty of Science and Technology

Kristina Alsvik Pedersen
Realfagsbygget, REAL A63A

Tel: 776 44006

E-mail: kristina.a.pedersen@uit.no

Faculty of Humanities, Social Sciences and Education

Morten Sagerup
Svfak/Humfak. building, SVHUM D 1006

Tel: 776 44287

E-mail: morten.sagerup@uit.no

Faculty of Biosciences, Fisheries and Economics

Kirsten Zachariassen
Norges Fiskerihøgskole (Fisheries college),
NFH A 014

Tel: 776 46014

E-mail: kirsten.zachariassen@uit.no

Faculty of Fine Arts

Michael Strobelt
Krognessveien 33

Tel: 776 60543

E-mail: michael.strobelt@uit.no

Faculty of Law

Majda Sojtaric
Teorifagbygget hus 4, TEO-H4 4.432

Tel: 776 46503

E-mail: majda.sojtaric@uit.no

Faculty of Health Sciences

Kristine Vollnes Johansen (Faculty coordinator)
Health Sciences, MH L.8.203

Tel: 776 23187

E-mail: kristine.v.johansen@uit.no

Elin Holm (Medicine)
Health Sciences, MH L8.106

Tel: 776 45487

E-mail: elin.holm@uit.no



Photo: Ute Vogel

ARRIVAL AND DEPARTURE - CHECK LIST

PROCEDURES UPON ARRIVAL

Students from countries outside the EU/EEA

- Applied for Residence Permit (within 7 days) at the Police Station
- Applied to the Population Registry for Norwegian Identity Number (if here for more than 6 months)
- Paid semester registration fee (exchange students are exempt from this)
- Registered at the university
- Paid the housing deposit, read and signed the housing contract
- Compulsory health check (TB test and x-ray)
- Received a letter within two months from the NAV "Fastlegekontor" asking you to choose a personal physician (if here for at least one year)

Students from countries within the EU/EEA (except Nordic Students)

- Applied for Residence Permit (within 3 months) at the Police Station
- Applied to the Population Registry for Norwegian Identity Number (if here for more than 6 months)
- Paid semester registration fee (Exchange students are exempt from this)
- Registered at the university
- Paid the housing deposit, read and signed the housing contract
- Received a letter within two months from the "Fastlegekontor" asking you to choose a personal physician (if here for at least one year)

Nordic Students (Finland, Sweden, Denmark and Iceland)

- Registered with the Population Registry (if here for more than 6 months)
- Paid semester registration fee to Studentsamskipnaden (Exchange students are exempt from this)
- Registered at the university
- Paid the housing deposit, read and signed the housing contract
- Received a letter within two months from the "Fastlegekontor" asking you to choose a personal physician (if here for at least one year)

PROCEDURES UPON DEPARTURE

Exchange students

- Departure confirmation**
If your home university requires a confirmation of your stay, remember to get it as close to your departure day as possible. You can get this signed at the Student Information Office. If your home university doesn't provide a format please e-mail stud-exchange@uit.no in advance so we have time to prepare one for you.
- Transcript of records**
This is sent to your home address as specified in the StudentWeb and to your home university, about a month after the semester ends. If you need one earlier please go to the Student Information Office.

All international students

- Second-hand market items. Contact: isutromso@gmail.com
- Clean your hostel room and get your deposit back!
- If you are unsure about the requirements to have your deposit returned check www.sito.no/english/housing/
- Inform the Population Registry about your departure; close your bank account
- Shipping of extra luggage

ACCOMMODATION

The Housing Department of the student welfare organisation (SiTo) owns and manages all student housing in Tromsø. It is responsible for matters concerning the student hostels. Extensive and important information as well as frequently asked questions can be found online. All housing requests and irregularities should preferably be reported through the website.

Visiting hours and contact details:

Monday-Friday 8.30 am-3 pm.

Web: www.sito.no/english/housing

Tel: +47 77 64 90 30

E-mail: bolig@sito.uit.no

RENTAL CONTRACT

Please read your rental agreement and housing contract carefully. In particular, please note: **without exception, you must give notice at least one full month before you are planning to vacate your room.** Once you have delivered written notice to SiTo, you will be required to pay your rent up to the same date the following month regardless of when you actually vacate your room.

Please note that even though you have accepted your contract electronically prior to arrival in Tromsø, **you need to present yourself at the Housing Department of SiTo** to inform that the room is inhabited.

Please note that if you are planning to return to Tromsø and continue your studies after the summer vacation or fieldwork, you should continue to rent your room with the SiTo. If you decide to give up your room in the vacation, you will **NOT** be prioritised for a new room in the next semester. **There is a shortage of affordable student housing in Tromsø and only first year international and Norwegian students are prioritised.** A housing guarantee is only given to certain student categories. You should note that this guarantee only implies single rooms, not flats for student families. Due to general lack of student housing in Tromsø, the SiTo cannot guarantee that you will be granted room where you initially wished, and changing rooms can be difficult due to the same reason.

All student residences with single rooms have shared kitchen and bathroom (except Prestvanet, which has individual bathrooms). You are required to supply your own bed linen, towels and kitchen utensils and supplies. You will have to cook and clean up yourself. Students within a unit are expected to organise a cleaning roster for cleaning shared spaces.

LAUNDRY

You will receive a laundry card together with your key. This card allows you to wash and dry your clothes at the laundry facilities attached to your Student Hostel. You have to pay for each wash; use of the dryer is free. If you are unfamiliar with how to operate the washers and dryers, or the instructions are not clear, ask a Norwegian neighbour to help you.

PAYMENT

On arrival (or during the introductory programme), paying the deposit for the hostel is required. During the introductory programme, you can pay cash or by credit card. If arriving later, you should pay the bill at a bank or post office, or electronically by using bank ID. The deposit will be returned to you on departure, if your room is found in acceptable condition.

Bills for the monthly rent will appear in your mailbox, and should be paid at a bank or post office, or electronically by using bank ID.

HOSTEL HOSTS

Please note that 4 of the hostels have hosts. The hosts are students doing this job in their spare time to assist you with practical matters in the housing facilities.

Mortensnes/Ørneveien: Lara

Tel: 954 92 312, E-mail: husvert.mortensnes@sito.uit.no

Ørndalen/Tunveien: Bernhard

Tel: 976 16 298, E-mail: husvert.orndalen@sito.uit.no

Åsgård/Åsgårveien: Rapti

Tel 468 46 031:, E-mail: husvert.asgard@sito.uit.no

Storelva/Borgensvingen: Birgitte

Tel: 974 99 263, E-mail: husvert.storelva@sito.uit.no

STUDENT ACTIVITIES

STUDENT ORGANISATIONS

Student Parliament

The Student Parliament is the official organisation for students at the University, working with all matters concerning students and the welfare of students. It is headed by the elected Student Board.

Tel: 776 44589, 776 44202

The Student Board has an international coordinator, who works particularly on integrating international students into the student community at UiT. It is also responsible for the Café Challenge mentioned further down.

International Students' Union

The International Students' Union (ISU Tromsø) represents all international students at the University of Tromsø in the university democracy. Foreign students registered at the University are automatically members of the ISU, and are thus eligible to vote in the ISU election. The ISU works with issues



concerning international students, and organises a wide variety of social events.

The ISU office is in the "Teorifagbygget" house 2, first floor, room 2.120.

Tel: 77 64 53 26

E-mail: isutromso@gmail.com

Tromsø Student Society

... puts the life into student life!



Tromsø Student Society (*Studentsamfunnet i Tromsø*) is an umbrella organization for many artistic, cultural and social student organizations in Tromsø, as well as an organization in its own right. The Student

Society is run by students, for students. Like the ever popular Café Bodega, which in addition to serving cheap coffee and tea and the best waffle cakes on campus, also gives volunteers and visitors a rich social experience and many new friends.

The Student Society arranges parties and events, some open and some by invitation only, both on campus and in downtown Tromsø. We cooperate with the International Student Union (ISU) in arranging events, and also with Tromsø's student house *Driv*. By showing your "magic" membership-card you receive several benefits:

- free hot beverage while buying waffles at Café Bodega
- free entrance at Disco-Saturdays at *Driv*, free access to the cloak room whenever open
- reduced prices for events of the Student Society
- at least one free ticket for concerts at *Driv*
- invitation to join our member groups and the great "members only" party at *Circus Maximus* without any additional membership costs.

Currently the membership fees are NOK 100,- for one semester or NOK 150,- for two.

Our member groups promote social activities for students, both current and former, on campus as well as other places in Tromsø. Below are some examples of the groups you might join (and who would be delighted if you did!):

For more information about us and our member groups, or if you want to join (and why wouldn't you?), please visit our website or come see us at our office!

You find us at "Teorifagsbygget" house 2, first floor, room 2.136 (behind Café Bodega).

www.studentsamfunnet.org

Tel: 776 46228

E-mail: post@studentsamfunnet.org

SPORTS AND OTHER ACTIVITIES

Kraft

The Kraft Student Sports Hall accommodates a climbing wall, weights and toning department, aerobics room, cycling room and 900 m² of hard flooring for various indoor activities. In addition it also has locker rooms, a self service café, solariums and a reception.

Tel: 77 64 90 60.

More information can be found at

www.sito.no/english/sports

The Student Sports Club (TSI)

TSI offers many different individual and team sports activities. Becoming active in one of their groups is a good way to get to know Norwegian students. Some of the activities are:

Floorball, handball, volleyball, badminton, various martial arts, mountain skiing, mountain hiking, golf, surfing, kayaking, diving, swimming, underwater rugby and various dancing opportunities (through Dansademika).

Check out the website at www.uit.no/tsi or step by the office behind Bodega in Teorifagbygget. Office hours Monday 10-12 and Wednesday 12-14.

E-mail: tsi.post@gmail.com

Ski Rentals

The Student Counselling Centre has a number of cross-country skis for international students to rent. They may be rented from Kraft from January 2012.

Swimming

There are two public swimming pools in Tromsø.

Alfheim Swimming Hall is located in Alfheimveien 23 (across from the football stadium, up the hill from the town centre).

Tel: 77605198

Stakkevollan Swimming Hall is located north of the University at Stakkevollan Borettslag. Telephone: 77672770).

Student discounts are offered and a student membership card for 3, 6, or 12 months may also be purchased. Multiple swim cards and membership cards may be used at both swimming pools, regardless of where you purchased your card.

The InterInfo office in town can also inform about special days and hours where swimming is free of charge in Stakkevollan Swimming Hall.

Tromsø Turlag

Tromsø Turlag arranges hikes and ski trips for its members. Stop by their office downtown at Grønnegata 32, or call 77685175 for more information.

STUDENT AND CULTURE HOUSE driv

Tromsø's student house is owned by the SiTo, but it is run by student volunteers and is open 6 days a week. driv is a café, bar and concert arena with no less than 100 volunteers. Volunteering gives you a look into how a concert arena is run and many other benefits. driv has become a second home for many a student before you.

driv is located in a traditional port house from the beginning of the 20th century. Activities at driv span from an impressive concert programme, parties to quiz and games.

For more information: www.driv.no or write to frivillig@driv.no to volunteer.



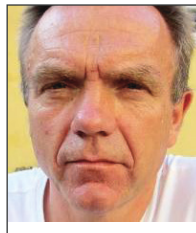
STUDENT CHAPLAIN

The student chaplains, Tor Stranda and Leif Bremmer, are employed by the (lutheran) Church of Norway to work with and among students at the University of Tromsø. They offer individual consultations, arrange masses, seminars and meetings concerning students, society and religion.

Office: Øvre Lysthus (Beneeth the U-library)



Tor Stranda
Tel: + 47 77 64 40 97
Mobil: 91 34 20 23
tor.stranda@uit.no



Leif Bremmer
Tel: + 47 77 62 33 32
Mobil: 97 00 71 93
leif.bremmer@uit.no

RESIDENCE PERMIT

RULES AND REGULATIONS FOR STUDENT RESIDENCE PERMITS

Students from countries outside the EU must contact the local Immigration Office within seven days of arrival to get their residence permit stamped in their passport. Students attending the introductory programme will have a chance to submit their passports with the assistance of the International Office.

Students from EU countries must arrange their residence permits within three months of arrival. You may pre-register online at <https://selfservice.udi.no/>

The address is: Grønnegata 122
(Tromsø Police Station)
Office hours: Mon, Tues, Thurs, Fri
8.30 am - 2.30 pm
Tel: +47 77 69 85 70

Students who stay for more than six months in Norway may apply for a Norwegian ID number at the Population Registry in the city. A Norwegian ID number is an essential condition if you want to receive financial support from the State Educational Loan Fund, as well as for other purposes like opening a bank account.

A Student Residence Permit is granted for a maximum of one year at the time. Students who are staying longer than one year will have to apply for renewal of their residence permit. Prerequisites for the renewal of student residence permits are:

- The application for renewal must be handed in at least one month prior to the date of expiry.
- Documentation of finances, the same as for first time residence permit
- Confirmation from the educational institution of normal study progression (60 credits per year). A maximum of one year delay may be accepted under special circumstances (pregnancy, serious illness etc.) and if documented according to the State Educational Loan Fund rules.
- Normally, a change of discipline, e.g. from Natural Sciences to Social Sciences, will not be accepted.

Applications for first time residence permits and renewals are processed by the Norwegian Directorate of Immigration (UDI). Depending on the student category, renewals may take 6-8 weeks. The local Immigration Office makes decisions regarding part-time job permits.

Applications for renewal of residence permits must be submitted at least one month before your residence permit expires in order to ensure legal residence while the application is being processed. The renewal is to be submitted at the Police station, which will forward the application to UDI if necessary. UDI has designed a standard form for the reporting of each international student's study progression (to be filled in by the University). Any questions relating to residence permits must be directed to the International Student Adviser.

FINANCING AND WORK

THE STATE EDUCATIONAL LOAN FUND

The Norwegian State Educational Loan Fund (Statens lånekasse for utdanning) has been established to give financial assistance primarily to Norwegian citizens. In addition, Quota students are eligible for financial support from the State Educational Loan Fund. More information can be found in the brochure "Grants & Loans to Foreign Citizens", which is available from the State Educational Loan Fund and can be downloaded from the Internet (www.lanekassen.no). Applications to the Norwegian State Educational Loan Fund have to be provided with a Norwegian ID number issued by the Population Registry (Folkeregisteret). The University of Tromsø does not offer scholarships to foreign students with some exceptions.

PART-TIME WORK

International students automatically receive a part-time work permit (up to 20 hours per week) for the 1st year included in their student permit/visa. For students staying for more than 1 year (2 semesters), the University of Tromsø will recommend/not recommend a renewal of the work permit depending on the student's academic progression. Traditionally, part-time jobs have been quite hard to get for international students, mostly due to language constraints. Jobs are generally easier to find if you speak Norwegian.

PREPAID CARD – SiTo SERVICE

SiTo has a payment system for new international **students who have transferred money due to visa requirements**. Those students will be offered a prepaid card from FOKUS BANK upon arrival. The prepaid bank card is not a credit card, but can be used instead of cash for payments to SiTo, in shops and at cash machines. **The card is not available for quota students or students whose expenses are fully covered by a scholarship etc.**

SiTo hands out the prepaid card and a personal PIN-code upon arrival in Tromsø. The special bank service costs NOK 350, and gives the student immediate access to his deposit in the SiTo bank account. The card holder is responsible for it also in case of loss. More information about the service conditions will be handed out directly from SiTo upon signing of the contract.

For those students who have applied for housing through the SiTo's Accommodation Office, the card administration fee, the deposit for housing, the first monthly rent and semester fees will be deducted directly from the money you have transferred to SiTo. Please note that the prepaid card is only a temporary arrangement. Once you have been granted a Norwegian ID-number, you can open a bank account in Norway. The money in the SiTo's bank account will then be transferred to your own bank account. The prepaid card will then no longer be valid.

PRACTICAL INFORMATION

PUBLIC HOLIDAYS

And other important days 2012/2013. Be aware that during holidays shops and offices are usually closed or have limited opening hours:

- **30 October** – Daylight saving time ends. Clock is set back one hour (from 3am to 2am).
- **24 December** – Christmas Eve. While not a public holiday most public offices close early and some may be closed.
- **25-26 December** – Christmas days. Public holidays. Many offices will be closed or have shorter hours from 27 December to 2 January.
- **1st January 2012** – New Year's Day.
- **25 March** – Daylight saving time starts. Clock is set forward one hour (from 2am to 3am)
- **28, 29, 31 March, 1 April** – Easter holidays. Many offices will have shorter hours.
- **1 May** – Labour day
- **9 May** - Ascension Day
- **17 May** – Constitution day
Holiday in Norway. Public parades.
- **19, 20 May** – Whitsun/Pentecost Holidays.

TRANSPORT AND COMMUNICATIONS

Sea and land transport in Tromsø and the surrounding area is coordinated through Tromskortet (the Troms card).

Most long distance bus transport and boat transport leave from Prostneset in the centre of town. This is also where you can find the ticket office.

Travel information is most easily found in the online (also available on your mobile) "Ruteplanlegger" (travel planner) found at www.tromskortet.no. There you can specify time, departure and destination and get your travel options.



Photo: Shutterstock



Facts about UiT:

- established in 1968
- merged with the Tromsø University College in 2009
 - one of eight universities in Norway
 - 20.000 students, plus 600 PhD students
 - 2.700 staff
 - students from 85 nations
- more than 100 doctorates awarded every year
 - more than 150 study programs
 - 24 international Master's degree programs
 - a variety of courses taught in English
- more than 200 exchange agreements with partner universities worldwide



Photo: Torstein Kroll Gamst