

Application procedure

Trondheim Business School welcomes applications from students at our current partner institutions as well as non-programme students. The application process will be slightly different for the two different groups, and will be as follows:

Programme students (ERASMUS)

The application will be processed by the International coordinator/International Office at your home institution (if your university has an agreement with Trondheim Business School, Sør-Trøndelag University College). You should check what policy your home university has regarding the recognition of courses and transfer of credits into your programme. As Trondheim Business School has a limited number of courses taught in English, this is a crucial topic.

The application documents you need are:

- The Application Form
- The Learning Agreement
- Transcript of Records

An arrangement for accommodation will be done automatically. We have access to rooms in a student village just across the street from Trondheim Business School, and all the rooms are of similar size and standard, so we do not need a special application for that. The living conditions are described under “Guidelines for International Students”

These documents should be handed in at your home institution (International Relations). You should comply with the application dead-lines of your home institution. **To ensure housing for you, the application should be in by 31 May 2007.**

Non-programme students

If your home institution does not have an exchange agreement with TBS/Sør-Trøndelag University College, you can still apply for a semester at TBS. Then you should send the required documents directly to the international coordinator at TBS.

The application documents you need are:

- The application form
- The learning agreement
- Transcript of records
- A Curriculum Vitae
- Letter of recommendation

Note that visa regulations for non-programme students are very strict in Norway.

The dead-line for application for the non-programme students is **April 15th 2007** for the Autumn semester and **September 15th 2007** for the Spring semester.

Academic calendar for the International Programme 2007/2008:

Autumn semester 2007: 16 August – 20 December

This includes orientation days for incoming students. The lecturing period ends in November with exams in December.

Spring semester 2008: 7 January - 30 May

This includes orientation days for incoming students. The lecturing period ends in April with exams in May.