

Welcome to Trondheim Business School (TBS) and Norway

Trondheim Business School welcomes you to the challenge of studying abroad. We hope this chance to experience our business school, city and country will be interesting and beneficial for you and for us here in Trondheim. We are looking forward to meeting you. This guide has been written in anticipation of the questions you may have. We hope that it will prepare and help you before you leave, and while in Norway. We have included practical hints, information concerning the legal practicalities and some social aspects. This information is intended for exchange students. You will find separate information on admissions procedures for regular degree students elsewhere on our web site.

Briefly about Trondheim Business School

On August 1, 1994, seven regional colleges in Sør-Trøndelag were merged to form one university college, consisting of about 5000 students and four departments at four college campuses. Since then the number of students has increased to approximately 7000 and from January 2004 there are 7 departments. For further information on the university college and the different departments and programmes, see our web site: www.hist.no

TBS was founded in 1967, and has since then been the largest institution teaching business in central Norway. Since the start the business school has grown rapidly, and the number of study programmes has increased substantially. Today we have approximately 1000 full time students on both undergraduate and graduate programmes.

TBS has a staff of 48 of which 33 are teachers/professors. There are also about 10-15 part-time lecturers from universities and industry who give lectures on a regular basis. Our highly qualified staff are engaged in many activities in addition to teaching; research, consultancy and writing textbooks.

Academic information

Information regarding study programmes, courses, credits, grade system and other academic matters you will find in our Study guide in English that is printed on our web site: www.toh.hist.no

International contact:

The international coordinator at TBS is Mona Vanvikmyr. Her office is situated in the administration of the business school. She can be reached by telephone: +4773559937 or by e-mail: mona.vanvikmyr@toh.hist.no. The number of the administration main desk: +4773559950, telefax: +4773559951. Opening hours of the administration is 09.00 – 15.00

Registration:

It is important that we know well in advance when and how you are coming. We need to arrange accommodation and if you are coming outside the opening hours at Moholt we need to arrange a place to meet you. Changes of arrival date must be done at least 14 days before the first decided date. If this is not done you will have to pay from the first decided arrival date. It is important that we receive your date of arrival as early as possible, do not send us the day of your departure from your home country.

Letter of acceptance

After processing your application, we mail a letter of acceptance to those students we accept. You can use it to apply for a residence permit before entering Norway. You should bring this letter of acceptance with you when you arrive in Norway. It can be used to get a student discount on trains and planes within Norway on your way to Trondheim.

Social Security

EC and EFTA citizens must bring a completed E 111 or E 128 health insurance form from their home country with them to Norway. Students will then be covered as described below. Non EC and EFTA citizens will have to fill out a form from the international coordinator to register in the Norwegian National Health Scheme (Folketrygden), on arrival. During your stay in Norway you will get free medical treatment, apart from a minor fee. The Norwegian National Health Scheme does not cover dentists' fees or opticians. If you will be in Norway for more than one year, you automatically receive social security benefits.

Note: You will not be covered by the Norwegian National Health Scheme if you take a trip outside Norway even for a few days. In this case you should have your own travel insurance that may be purchased at the travel agency.

Insurance

We advise you to take out a private/group travel/accident insurance policy. Check with your insurance office that your policy gives 24-hour cover and is valid for trips outside Norway during your stay. All incoming students are advised to insure all valuables (cameras, stereo, personal computer etc.).

Residence Permit/Entry Visa

As a general rule, you are not allowed to travel to Norway before you have been granted a residence permit. This rule applies whether or not you need a visa to come to Norway. Certain categories of students who do not need a visa are permitted to enter Norway before applying for a permit. Further information is available from the Norwegian foreign service missions abroad (embassy/consulate).

Citizens of EC countries do not require a visa for entry to Norway on an exchange program. If you are a registered student at an EC university, but not an EC citizen, you may require a visa for entry to Norway. Contact the Norwegian Embassy or Consulate at an early stage for information about visa regulations.

All international students who are to stay in Norway for more than three months, must have a residence permit. When issued, this permit is stamped in student's passports at the Alien's office, Trondheim police station. This must be done within the first seven days after arrival in Norway. All incoming students must have a valid passport for the duration of their stay.

Remember to apply for a valid passport in time!

EC or EFTA citizens may apply for residence permits within the three first months after their arrival in Norway.

With this application the EC or EFTA citizens must have:

E 111 or E128 (Health Insurance Form)

Letter of acceptance

Documentation on finances (you will get this from TBS)

It is however advisable that EC and EFTA citizens apply for a residence permit before they leave their home country.

Address of the police station: Gryta 4, next to the railway station

Opening hours: Monday, Wednesdays and Thursdays, 10.00 – 14.00

Public Register

If you plan to study in Norway for more than six months you have to register at the Public Register within eight days of your arrival in Norway. You should inform them that you are an international student. The Public Register is located at Krambugt. 3. (See map of Trondheim for location).

Health Centre

The Health Centre on the Gløshaugen campus (NTNU) is run by the students' welfare organization. There is also an office at Moholt with psychologists and social workers.

Compulsory Health Check

According to the immigration regulations, all students from Spain, Portugal, Greece and countries outside Western Europe who are staying more than 3 months, have to present themselves for a tuberculosis examination. Students from the USA, Canada, Australia, New Zealand and Japan are exempted. The examination must be done within 3 weeks after arrival in Norway. You will get more information about the health check as you receive your residence permit at the Immigration department at the police station.

Finances

ERASMUS students receive all of their financial support from their home institution. All students should verify their finances before leaving their home institution. Norway is considered an expensive place to live. By Norwegian standards, a student will need about NOK 6500 per month to live. This includes room and other expenses. Remember, your finances are your own responsibility.

Driving Licence

We advice you to check with your local motoring association, or the authorities that issued your Driving Licence, for information about specific regulations for International Driving Licence.

How to get to Trondheim

Air

There are flights from almost any major European city to Oslo, Norway. There are hourly flights from Oslo to Trondheim. Plane tickets from Oslo to Trondheim (one-way) cost about NOK 600 for students. (Show letter of acceptance from TBS to get a discount). In addition, you will need to take the bus from Trondheim Airport Værnes into Trondheim, which costs NOK 70. This bus ride takes about 30 minutes.

We advise you to check for direct flights between Trondheim and Copenhagen. You can also check charter tours directly to Trondheim. Your local travel agency should have the exact schedules and prices.

Rail

Eurail & InterRail passes are valid on all trains in Norway. The same is true for the Scanrail pass (5 or 21 days of travel in Scandinavia including a number of buses and ferries for NOK 1210 and NOK 1880 respectively, for young people under 26 and NOK 1740/2690 for those over 26. Being a student entitles you to a discount on normal fare prices. There is an extra charge to have a pre-ordered seat (NOK 25, compulsory on most trains between Oslo and Trondheim). On nighttrains, bunks are extra (NOK 150 for a bed in a three bed cabin, NOK 290 for a bed in a two bed cabin). To get a discount on the train ticket, show your letter of acceptance from NTNU.

Road

You can also get here by car. In order to bring a car into the country you need the letter of acceptance from TBS. This states that your stay here is temporary.

You must also bring and keep an International Student ID Card in your car to show that you are a student in your home country. The maximum speed limit in Norway is 80 km/h, with 90 km/h on main highways. The trip from Oslo to Trondheim takes approximately seven hours under summer conditions. "Østerdalen" is the fastest route, but "Gudbrandsdalen" is the most scenic. If you come to Norway during the winter you have to use winter tires and the driving conditions might be quite severe for those who are unfamiliar with driving on snow and ice. Around Trondheim there is a road toll system and drivers have to pay NOK 15 to get in and around the city between the hours of 6-18.00 (6AM-6PM). You can obtain considerable discounts by prepaying the toll. You are given an electronic transponder (small plastic unit) that you mount on your windshield and which allows automatic payment of tolls when you pass a toll booth. There is no toll after 18.00 or on weekends. Applications may be picked up at any Statoil gasoline station or at the Trøndelag Veifinans AS office located at Vegamot 4A (phone: 73 82 48 00) www.veifinans.no. When you leave Trondheim you should return the transponder to the company and they will refund you for the unused portion. It is best to allow at least 2 days for the reimbursement.

Settling in

Accommodation/Arrival

All students regardless of the student housing they are assigned to must pick up their keys at the Moholt student village reception. We will arrange to pick you up and get you installed in your room. This will be done by students or the international coordinator.

Moholt student village reception is located at Bregneveien 65. Their opening hours are Monday - Friday 8:00 - 15:30 (Sept. 1st - April 30th). During summer, Resident Assistants are available outside office hours. You should fill out the address card you are given IMMEDIATELY. The housing office can deliver it to the post office for you.

You will be required to pay a deposit immediately (3000 NOK for a room (hybel)). This can also be done in advance before you leave home. Details about how to do this you will find on the web pages: www.sit.no

Exchange students will have accommodation reserved at Moholt Student Village. For further information please visit the student village at www.sit.no. The prices are as follows:

Moholt: Single Room (hybel):

Herman Kragstveit: kr. 1925/month + kr. 300 for electricity

Moholt Alle: kr. 1990/month + kr. 300 for electricity

The prices will be adjusted by 1 July 2006, but these will be minor changes.

All students must check in at the Moholt reception. Here you will receive the key to your room, and directions to your apartment. You will also need to fill in a foreign student registration form for the Alien's Office, pay a deposit of NOK 3000 and sign a rental agreement. The deposit will be returned between two and three months after you have left the apartment, less deductions for any unsettled bills, such as telephone. Electricity is included in the rent. All bills are mailed to you. They can be paid at banks or post offices.

Note: Before you leave, remember that Moholt Student Village requires a 30 days notice.

Failure to give notice may cost you a month's rent.

Bed linens and kitchen utilities are not provided. However, upon arrival, you may rent a comforter/pillow/bed linens at the student village if you have not brought your own. There are no kitchen utensils, dishes etc in the kitchen, so you should either bring your own or buy them here in Trondheim. You can pick them up cheap at the Salvation Army or at one of the many discount stores.

You will receive additional information from the Moholt reception regarding laundry, storage, cleaning, rubbish, post, etc.

The apartment

Moholt Student Village is situated outside the city centre, just across the street from TBS. It is the largest Student Village in Trondheim with more than 1300 apartments and rooms. There are two streets at Moholt Student Village (Herman Kragstveit and Moholt Alle). In the address you receive there will be two numbers (e.g. Herman Kragstveit 40-23). The first number is the street number, the second is a two-digit number where the first tells what floor you are on, and the second is your room number (2nd floor, room 3 in the above example).

At Moholt each apartment has four bedrooms. You will share the kitchen and bathroom with three other students. If there are no rooms available at Moholt you will be given a room at Steinan, the newest student village located near Estendstadmarka, a forest preserve that is one of Trondheim's popular destinations for excursions. Usually 2 or 3 students share these apartments. Here, too, you will be sharing the kitchen and bathroom with the other students.

We will try to get you into apartments with Norwegian students. This will help you in your transition to Norwegian student life and help you learn the language more quickly. On arrival at Moholt you will receive a wash card that can be used to start the different launderettes and dryers at the student village. Each wash or dry cycle costs NOK 10 and 8, respectively. You will be billed for this, and your rent, every month.

In each kitchen there is an oven, a refrigerator, and a special "drying closet", but no knives, forks, spoons, pans, glasses or cutlery. The rooms are about 10 square metres. There is a sofa / bed, a desk, reading lamp, a bookshelf and a dresser in every room. There is also a telephone and a hook-up for cable TV in every room.

There are no bed linens, pillows or blankets, however, as mentioned above, you may rent a comforter (dyne) and pillow for 100 NOK per month (summer 2005).

Address:

Moholt Student Village Reception

Bregneveien 65

7050 Trondheim

Telephone: 73 88 65 02

Fax: 73 88 65 25

E-mail: bolig@sit.ntnu.no

Opening hours:

8:00 - 15:30 Monday to Thursday

9:00 - 15:30 Friday

8:00 - 15:00 Monday to Thursday (Friday: 9:00 - 15:00) from beginning of May to middle of August

8:00-20:00 Monday to Friday last week before the start of the academic year (Closing time varies from year to year)

The Students' Welfare Organization (Studentsamskipnaden)

Together with the educational institutions Studentsamskipnaden has the mandate to establish a complete educational environment for the students. All students at the college are members, and can use the benefits of Studentsamskipnaden.

Studentsamskipnaden rents accommodation, and runs the cafeterias, travel agency, publishing company, and shops (Tapir), including bookshops, stationary sales and groceries. All the books you will need for your studies you can find or order at Tapir.

About Norway**Topography/Climate**

Norway's topography is a mountain plateau intersected with deep valleys and fjords. Only 4% of the country is cultivated land. About 0.5% of the country's area is towns and built-up areas, populated by 70% of Norway's inhabitants. The Arctic Circle cuts just about through the

middle of the country. The distance from Oslo to the North Cape is the same as the distance from Oslo to Rome. Norway's climate is less severe than might be expected from its geographical location. The warm Gulf Stream flows northwards along the coast and saves us from having the Arctic tundra that might be expected at such high latitudes. Trondheim has a typical coastal climate, which usually means changeable weather. The temperature seldom drops below -7 degrees Celsius in winter (December - February). In summer (June -August) the temperature may vary from 10 to 30 degrees Celsius, but usually is around 15 – 20 degrees. Inland, the weather is more stable than on the coast with more continental conditions, deep freeze spells of -25 degrees in the winter and subtropical summers. There is usually enough winter snow in Trondheim to make skiing feasible from December until April/May. An interesting phenomenon in Norway is the seasonal change in the length of day and night. In midwinter, daylight lasts for about four hours in this region. It is quite a pleasure to take a walk in the snow during the dark period when all streets are illuminated, and experience the northern lights "floating" in the winter sky. To be in Norway in the winter is an exotic experience you will never forget. The special light conditions in the late fall, winter and early spring have inspired artists for centuries. Sometimes it is hard to get out of bed because you feel it is still night, but take that as a challenge. In midsummer, daylight takes over and there is no "real" night during June and July, even as far south as Trondheim.

Clothing

Because of Trondheim's coastal climate and weather changes, we suggest that you bring rainproof clothing and waterproof shoes or boots. If you are in Norway in the winter, you should bring a warm jacket and a good pair of snow boots with a thick sole that will keep you on your feet despite icy streets. Also remember to bring some sports clothing if you want to follow Norwegians in their leisure time activities and weekend trips.

Trondheim

Trondheim, founded in 997, is one of the oldest cities in Scandinavia. Ever since the Viking era, it has been oriented towards the outside world. It was from Trondheim Leiv Eriksson left the Norwegian mainland for his journey to America. And it was Trondheim that became one of the 5 main international pilgrimage cities throughout the Middle Ages, a result of the cult around St. Olav.

Today Trondheim is the third largest city of Norway. With 155.000 inhabitants, it has the charm of a small town but the facilities of a city. Trondheim offers a wide variety of services, such as museums and galleries, beautiful parks, theatres, concerts, cafes and restaurants, shopping, sports and other leisure activities. Crime is fortunately rare and there is a friendly atmosphere and little traffic. Like most places in Norway, the mountains, woods and the fjord is close at hand.

Of Trondheim's 155.000 inhabitants, 28000 are students and they enjoy a variety of social activities. The Students Society ("Studentersamfundet") occupies a 7000 m² round building with 350 rooms bustling with activities like club nights, concerts and movies. The "Studentersamfundet" also has a library, several choirs, a symphony orchestra and a theatre ensemble. The various campuses offer student activities like sports, student newspapers and various clubs and societies. There are no tuition fees at state university colleges in Norway. All expenses, including research-related costs, are carried by the state.

In February 2007, the festival ISFIT is arranged by the students. It is the world's largest thematic student festival and in 2006 the overall theme is globalization.

For further information on Norway: <http://www.visitnorway.com/> or odin.dep.no
Pictures of Norway: http://www.geocities.com/Yosemite/1145/pictures_index.html
Trondheim: <http://www.trondheim.com/engelsk/>