

**From:** [incoming@uib.no](mailto:incoming@uib.no)  
**To:** [incoming@uib.no](mailto:incoming@uib.no)  
**Subject:** Nomination procedures in 2019/2020 - University of Bergen (UiB) N BERGEN01  
**Date:** 08 February 2019 10:29:00  
**Attachments:** [image001.png](#)  
[image002.png](#)

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*This is an email to our colleagues who work with incoming exchange students to UiB. If you are not the responsible person, kindly forward the message to the appropriate person/s.)*

**Dear exchange partner,**

We look forward to receiving your nominations **from 15 March**, for students starting their exchange at UiB in August 2019. NB! Please wait until 1 September 2019 to nominate students starting in January 2020.

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## Important reminders and updates for 2019/2020

### 1. New application deadline for students is 15 April!

From spring 2019 the application deadline for students is 15 April.

The nomination deadline is still 15 April, but please make sure that you nominate students as early as possible so that they will have enough time to complete their application by the deadline.

### 2. New email – [incoming@uib.no](mailto:incoming@uib.no)

Our new email for all questions concerning incoming exchange is [incoming@uib.no](mailto:incoming@uib.no). Please update our contact details in your systems/lists and delete [exchange-students@uib.no](mailto:exchange-students@uib.no).

### 3. New compulsory procedures for Erasmus+ Online Learning Agreements

We require all incoming exchange students to use the Online Learning Agreement system, developed and encouraged by the European University Foundation (EUF). Paper and pdf-versions of the Learning Agreement will **NOT** be signed by UiB.

Other procedures apply for:

- Erasmus+ International Credit Mobility students
- Music students who apply in the joint international application form

[More information about Erasmus+ Learning Agreements at UiB.](#)

### 4. Transcripts digitalised – reminder

UiB does not issue exchange students' transcripts of records automatically. The students must request their digital transcript or share their results with you via a link. More information on [our options for students to share their results](#) with others.

## 5. Our English language requirements – reminder

- For general courses: **Level B2**
  - English language and literature at the Department of Foreign Languages: **Level C1**
  - [More information online.](#)
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## Nominations

Partners nominating students in **Music Performance or Composition** can disregard the nomination instructions below. Nominations and applications from these students must be submitted in the [application form EASY](#), by **1 March** for students starting their exchange at UiB in August 2019.

### We only accept nominations submitted

- In our online nomination system, Nomination web.
- In the period **15 March to 15 April**.

### How to access Nomination web:

- **Username:** The email address we have sent this email to.
- **Password:** Order a password at the login page the first time you log in or if you need a new password.
- **Update usernames for your institution:** If you would like us to update your institution's usernames (add or remove users), please email us at [incoming@uib.no](mailto:incoming@uib.no) as soon as possible.

### Our [website for partners](#) contains:

- An updated version of our **fact sheet** for the academic year 2019/2020
- Digital promotion material
- **Information on:**
  - **Nominations:** Link to Nomination web, how and when to nominate, FAQ on nominations
  - **Applications:** Procedures, deadlines and FAQ
  - Exchange students with special needs
  - English language requirements and more
  - Erasmus+ Learning Agreement procedures
  - Transcripts

If you have any questions about our nomination procedures or need assistance, please don't hesitate to contact us at [incoming@uib.no](mailto:incoming@uib.no).

Kind regards,

Jorunn Kalsnes Sørdal and Tonje Skaar  
Incoming Exchange Coordinators

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Exchange Team  
International Centre  
University of Bergen  
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