



INFORMATION

for Students Going Abroad →



UNIVERSITY OF BERGEN



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Content

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Information for Students Going Abroad

This brochure is for students at the University of Bergen who are planning to go abroad on student exchanges, field work, excursions, courses etc. The brochure contains information about what to do for your personal health and safety before you leave and while you are abroad. You will also learn what to do if you need help, e.g. in an emergency situation.

Read this brochure carefully and hand in the personal declaration form for UiB students abroad before departure. Bring the brochure with you abroad and keep it on hand.

The University of Bergen wishes you a safe and inspiring stay abroad!

Both students and the UiB have responsibilities in connection with studies and academic stays abroad.

Student responsibilities:

- Read the brochure "Information for Students going Abroad" and bring it with you.
- Hand in the personal declaration form for UiB students abroad in good time before departure.
- Know who to contact at the UiB if you need assistance.
- Keep the UiB informed about your current address/phone number abroad.
- Register at the closest Norwegian Foreign Service Mission if recommended.
- Take out an insurance policy for a stay abroad.
- Take the necessary vaccines.
- Keep yourself informed about current conditions in the area in which you are staying and follow the advice given by local authorities and your host university.
- Act in a responsible manner in order to reduce the risk of getting into dangerous situations.
- Inform the UiB if you have a disability or a medical condition that requires special attention during your stay abroad.
- Inform the UiB in case the time period of your stay abroad is shortened or extended.

UiB responsibilities:

- Assess the safety in places where the University has exchange agreements.
- Provide UiB students who are going abroad with an academic objective with general guidance and advice about personal safety prior to departure, first and foremost by providing students with the brochure "Information for Students Going Abroad".
- Register students who are going abroad, have the students' personal declaration forms on file for the duration of the stay abroad and shred the forms when the stay is over.
- Get in touch with students or groups of students that are staying in areas where a dangerous situation has arisen.
- Assist UiB students in emergency situations and, if necessary, establish an emergency group.

What to Prepare Prior to Departure

- Norwegian citizens who receive financial support from the State Educational Loan Fund (Lånekassen) for studies outside the EU/EEA or Switzerland, are entitled to support covering necessary medical treatment from the Norwegian National Insurance Scheme. A Health Insurance Card will automatically be sent to the student's registered home address. Others may apply to be covered while abroad by the Norwegian National Insurance Scheme. Norwegian citizens studying in an EU/EEA country or in Switzerland should obtain a European Health Insurance Card. Read more at www.nav.no.
- The Norwegian National Insurance Scheme is not an adequate insurance. It does not include travel and accident insurance, medical transportation etc. Nor does it cover your belongings in case of theft. We therefore strongly advise you to take out an insurance policy for your stay abroad. Find out more about different policies at www.ansa.no, www.europeiske.no and www.gjensidige.no. Some of these policies include a health insurance while others do not, unless you pay an extra fee.
- Do you need to take any vaccines before you go abroad? Visit www.fhi.no and find out which vaccines are recommended for travels to the countries that you will be visiting. You can get necessary vaccines and information about travel medicine at www.reisemedisin.com, www.volvat.no, www.bergen-reisemedisin.com, the infection prevention office in Bergen (ph: +47 55 56 58 05), or some other vaccination office. It may be a good idea to make a few phone calls to various offices to compare prices. Some of the vaccines must be taken well in advance of your departure.
- In some countries, the authorities may deny your request to enter the country, or you may be put through a forced vaccination at the airport, if you can not prove that you have taken the required vaccines.
- If you suffer from a chronic disease you should talk to your GP before you leave. If you need prescription medicine, you should make sure that you bring enough of this medication. Since certain medications may be subject to narcotics regulations in some countries, it would also be wise to bring a confirmation from your doctor, in English, stating that you have been prescribed this medication.
- Take your health into consideration when deciding where you want to study. Be aware that you are not guaranteed access to health services and medication to the same extent as you are in Norway.
- Keep yourself informed about current conditions in the country that you are going to.

A hand is shown holding a globe, with the map of Europe and surrounding regions like Asia and Africa visible. The globe is slightly out of focus, emphasizing the text in the foreground.

Also note the following:

- Pay the semester fee and register as a student at the UiB each semester while you are abroad.
- Apply for a visa if you need to. You must also have a passport which is valid six months after your return to Norway.
- If you are going to study abroad, make sure that the UiB pre-approves your study plan before you go, and remember to apply for a final approval when you return.
- Apply for a loan and a grant from the State Educational Loan Fund (Lånekassen) well in advance of your departure.
- Find out about opportunities for taking a language course and applying for a language scholarship.
- Exchange students must deliver a report about their stay upon their return.

Safety During Your Stay Abroad

Registration

- Keep your family at home and the UiB updated on your contact information (address, e-mail address, telephone number) and the date of your return. You must send any updates of your personal declaration form to your exchange coordinator at the UiB.
- Many countries request citizens spending any length of time abroad to register at the nearest embassy or consulate. As a main rule, Norwegian citizens ought to register at the closest Norwegian Foreign Service Mission for longer stays in all countries outside of Europe and North America. You will find a list over foreign Service Missions at www.norway.info.
- If you are going away for a weekend or on holiday, some host universities wish to be kept informed about where you are going and when you will return. Some universities would also like to be informed if you have made any plans to travel after the semester has finished.

Comply with your host country's laws and regulations

- Familiarize yourself with the main laws and regulations that apply for the country you will be staying in. Your status as a foreigner will not exempt you from any of these laws.
- Many countries have extremely strict laws regarding possession of drugs and drug smuggling. Do not carry or transport "parcels" for anyone. Be aware that punishment for the possession of even a small amount of drugs can be very harsh. In some countries drug smuggling is punishable by the death penalty.
- Remember that some countries have extra strict rules with regard to buying alcohol, drinking in public places, driving under the influence of alcohol and drunken and disorderly behaviour.
- Do not work if your visa does not allow you to do so. You must also comply with the expiry date on your visa. Violations of visa regulations may result in fines, imprisonment and deportation. You may also be denied entry to the country in the future.
- In addition to the formal laws, there are also many unwritten laws, customs and norms. A good guide book can help you find out more about the "dos and don'ts".

Road safety

- Note that the traffic culture in many countries may be very different from what you are used to. Therefore, you should show extra care and respect, both as a motorist and as a pedestrian or cyclist.
- You do not have to adapt to all the local customs. Even though it may be common to drink and drive and not wear a seat belt, or ride a scooter without a helmet, this is not the sort of thing you should feel obliged to do.
- Before driving a car, you should familiarize yourself with the traffic regulations. You should also find out whether it is necessary for you to obtain a local or an international driver's licence as well as additional insurance.

Keep yourself updated on the current situation in your host country

- Keep informed about the political situation in the country by following the news. In emergency situations, important information is normally communicated to the population through the media.
- If a natural disaster or an outbreak of an infectious disease should occur, follow the advice given by the national authorities.
- In some cases, Norwegian authorities or local authorities may advise you against travelling to certain areas, because of a health-threatening situation, extreme weather conditions or a volatile political situation. Follow this advice!
- Avoid large crowds such as political mass meetings and demonstrations. Also avoid places where political demonstrations are planned. If a tense or dangerous situation develops, resist the temptation to satisfy your curiosity by investigating. Listen to the news when you get home instead.

General advice about safety

- It is important to use common sense, especially when you find yourself in unfamiliar surroundings. If you enter an area where you feel uncomfortable, act as if you know what you are doing and where you are going until you can get to a place where you feel safer. If you want to investigate a new neighbourhood, do it during daytime. Find out where the closest subway or bus stop is located.
- Obtain information about local conditions, e.g. precautions you should take, certain areas you should avoid etc. Your host university will probably be able to provide you with the information you need.
- Do not become excessively drunk! In addition to the fact that you risk injuring yourself and others, you also expose yourself more readily to robberies and assault.
- Never carry more cash or valuables than necessary. However, you should always carry some cash. If you are robbed, you should not offer any resistance but hand over your money and valuables immediately. If your credit card is stolen, you must call your bank as soon as possible in order to cancel the card. Check if your insurance policy has rules regarding safe storage of money and valuables.

Female students

In many places, women students will face extra challenges in learning to deal with an unfamiliar view of women and relations between the sexes. Extra precautions may be necessary:

- Never walk alone at night in areas that may be unsafe.
- Note that what you consider to be an expression of friendliness may in some places be interpreted as an expression of sexual interest.
- In some places it may be to your advantage to dress in a more conservative manner than you normally would.
- In many countries it is unusual for women to be visibly intoxicated. Be aware that immoderate drinking can therefore send out unfortunate signals.

In Case of an Emergency Abroad

- Contact the local police, fire department and/or ambulance/doctor if you need help. If you cannot make yourself understood, find someone who can act as an interpreter.
- If you get sick or become involved in an accident, violence, riot, natural disaster, etc. you should get in touch with the closest Norwegian Foreign Service Mission.
- In a state of emergency, act on the advice and instructions given by the local authorities.
- If a dangerous situation occurs in the country where you are staying, contact your family at home to let them know that you are safe. You should do this even though you are in no way affected by the situation. Your family may not be familiar with the geographical details of your host country.
- The Norwegian Church Abroad (Sjømannskirken) has a standby telephone line: +47 95 11 91 81.
- If you need assistance from the UiB, try to get in touch with your administrative coordinator at the UiB. You can also get in touch with the coordinator at your host university.
- If an emergency arises and you can not get in touch with the administrative coordinator at the UiB, call the UiB's emergency number +47 55 58 85 00. This number will put you in touch with the UiB's security service which has information about who to contact.
- If you are unhappy and wish to terminate your stay abroad, you should first talk to the coordinator at the host university and the administrative coordinator at the UiB. It is possible that something can be done to solve your problems..

Important Addresses and Telephone Numbers

The name of your administrative coordinator at UiB	Phone number
E-mail address	
Closest Norwegian Foreign Service Mission	Phone number
Emergency number at the host university	
Emergency number to the local police	
Emergency number to the local ambulance/emergency room	

Emergency number at UiB: +47 55 58 85 00

Other resources:

- Norwegian Foreign Service Missions: www.norway.info
- Travel advice by country, the Ministry of Foreign Affairs: odin.dep.no/ud
- The Norwegian Church abroad: www.sjomannskirken.no
Standby telephone: +47 95 11 91 81
- ANSA (Association of Norwegian Students Abroad): www.ansa.no