Norway, Bø – Fall/Academic Year 2013-14
IAP PROGRAM HANDBOOK

The Bø, Norway program is offered by International Academic Programs (IAP) at the University of Wisconsin-Madison in conjunction with Telemark University College. This IAP Program Handbook supplements handbooks or materials you receive from Telemark University College as well as the IAP Study Abroad Handbook and provides you with the most up-to-date information and advice available at the time of printing. Changes may occur before your departure or while you are abroad.

Questions about your program abroad (housing options, facilities abroad, etc.) as well as questions relating to your relationship with your host university or academics (e.g. course credit and equivalents, registration deadlines, etc.) should be directed to IAP at UW-Madison.

This program handbook contains the following information:

NORWAY, BØ – FALL/ACADEMIC YEAR 2013-14...........................................................................................................1
IAP PROGRAM HANDBOOK .................................................................................................................................1
CONTACT INFORMATION .........................................................................................................................................2
  On-site Program Information ..............................................................................................................................2
  UW-Madison Information ..................................................................................................................................2
  Emergency Contact Information .........................................................................................................................2
  Embassy Registration ...........................................................................................................................................3
PREPARATION BEFORE LEAVING ........................................................................................................................3
  Immigration Documents ......................................................................................................................................3
  Handling Money Abroad .....................................................................................................................................3
THE ACADEMIC PROGRAM .......................................................................................................................................4
  Telemark University College ..................................................................................................................................4
  Course Information ...............................................................................................................................................4
  Pass/Fail/Drop/Audit ...........................................................................................................................................5
  Grades and Grade Conversions ............................................................................................................................5
LIVING ABROAD ..........................................................................................................................................................6
  housing .................................................................................................................................................................6
  Websites of Interest .................................................................................................................................................6
Contact Information

ON-SITE PROGRAM INFORMATION
Your primary contact will be:

Lisa Hjelmeland
International Coordinator
Faculty of Arts and Sciences
Telemark University College
3800 Bo i Telemark, Norway
Telephone: +47 35 95 27 47
Emergency Phone: +47 35 95 25 01
E-mail: lisa.hjelmeland@hit.no

UW-MADISON INFORMATION
International Academic Programs (IAP)
University of Wisconsin-Madison
Room 106 the Red Gym
716 Langdon Street
Madison, WI 53706
Tel: 608-265-6329, Fax: 608-262-6998
Web: www.studyabroad.wisc.edu

Kate Hamoonga
IAP Study Abroad Advisor
(608) 265 6296
hamoonga@studyabroad.wisc.edu

EMERGENCY CONTACT INFORMATION
In case of an emergency, call the main IAP number (608) 265 6329 between 7:45 a.m. and 4:30 p.m.
Monday to Friday; after-hours or on weekends call the IAP staff on call at (608) 516 9440.
EMBASSY REGISTRATION
All program participants who are U.S. citizens must register at the U.S. Embassy before departure as this will help in case of a lost passport or other mishap. You can register on-line at https://travelregistration.state.gov. If you are not a U.S. citizen, register at your home country embassy or consulate.

United States Embassy
Henrik Ibsens gate 48
0244 Oslo
Norway
+47 21 30 87 87
+47 22 56 27 51 fax
http://norway.usembassy.gov/
American Citizen Services: osloamcit@state.gov

Preparation Before Leaving

IMMIGRATION DOCUMENTS
Passport: A passport is needed to travel to Norway and to obtain your residence permit. Apply immediately for a passport if you do not already have one. Passport information and application forms can be found on the U.S. State Department website http://travel.state.gov/passport/. If you already have your passport, make sure it will be valid for at least 6 months beyond the length of your stay abroad.

Residence Permit: Students staying in Norway for over 3 months are required to apply for a residency permit prior to departure. This should be done from the United States as soon as you have received your official letter of acceptance from Telemark University College, as the residence permit can take 2-3 months to process. See the Travel and Visa tab in your MyStudyAbroad account for a tip sheet on this process.

HANDLING MONEY ABROAD
The Norwegian currency is the Norwegian Kroner (NOK). You are advised to bring some Norwegian currency with you when you arrive in Norway or change money at Oslo airport-Gardermoen. You will need to have money to pay for the bus or train to Bø.

SITEL Account
The funds to pay for your housing, housing administrative fee, and registration fee will be deposited into your Studentsamskipnanden I Telemark (SITEL) account at Telemark University College. When you arrive and receive your bill, the International Coordinator will show you how to withdraw your money to pay your fees. The remainder of the money in the account should be used to pay your monthly rent. If you have chosen a less expensive accommodation, you might have extra funds which can be used for your other expenses in Norway. If you are in Norway for the Academic Year, you will receive your second semester funds before the second semester begins.
The Academic Program

TELEMARK UNIVERSITY COLLEGE

Telemark University College is a fully accredited state college in Norway with more than 4,500 full-time students and 500 faculty and staff. There are about 1500 students at the Bø campus, with more than 100 foreign students from over 40 different countries. The campus is located in the heart of the community, within walking distance of student housing, stores and the train station. Gullbring Cultural Center is located adjacent to the college. The cultural center has numerous amenities including a large gymnasium and swimming pool, a climbing wall, a movie theatre, an art gallery and a concert hall. Telemark University College [http://www.hit.no/eng](http://www.hit.no/eng)

COURSE INFORMATION

Credits

**Conversion:** Telemark University College uses the European Credit Transfer System (ECTS) in which courses are measured in “studiepoeng/study points.” The conversion scale is as follows:

<table>
<thead>
<tr>
<th>ECTS Study Points</th>
<th>UW Madison Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.5</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>5 or 5.5</td>
<td>3</td>
</tr>
<tr>
<td>6 or 6.5</td>
<td>3</td>
</tr>
<tr>
<td>7 or 7.5</td>
<td>4</td>
</tr>
<tr>
<td>8</td>
<td>4</td>
</tr>
<tr>
<td>9</td>
<td>5</td>
</tr>
<tr>
<td>10</td>
<td>5</td>
</tr>
<tr>
<td>12</td>
<td>6</td>
</tr>
<tr>
<td>12.5</td>
<td>7</td>
</tr>
<tr>
<td>15</td>
<td>8</td>
</tr>
</tbody>
</table>

**Limits and Load:** The full-time workload for one academic year is 60 ECTS and 30 ECTS for a semester. Program participants are required to take a minimum of 30 Norwegian study points (ECTS) a semester. Most courses in the program are either 5 ECTS or 10 ECTS. A 5 ECTS course at the undergraduate level generally means a course with an average of 500 pages required readings, one to two term papers or tests (totalling approximately 15 pages of writing) and a final written exam, 4-6 hours long. Oral exams may also be given. Approximately 45-50 hours of classroom teaching. A 10 ECTS course at the undergraduate level will be approximately double of this.
PASS/FAIL/DROP/AUDIT

Please refer to the IAP Study Abroad Handbook for academic policies and forms.

GRADES AND GRADE CONVERSIONS

Grades for undergraduate examinations are awarded according to a graded scale (A,B,C,D,E,F, with E as the minimum passing grade and C considered a good grade). A pass/no pass mark is given for some examinations. The grading system is as follows:

<table>
<thead>
<tr>
<th>A</th>
<th>Excellent</th>
<th>An excellent performance, clearly outstanding. The candidate demonstrates excellent judgement and a high degree of independent thinking.</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>Very Good</td>
<td>A very good performance. The candidate demonstrates sound judgement and a very good degree of independent thinking.</td>
</tr>
<tr>
<td>C</td>
<td>Good</td>
<td>A good performance in most areas. The candidate demonstrates a reasonable degree of judgement and independent thinking in most important areas.</td>
</tr>
<tr>
<td>D</td>
<td>Satisfactory</td>
<td>A satisfactory performance, but with significant shortcomings. The candidate demonstrates a limited degree of judgement and independent thinking.</td>
</tr>
<tr>
<td>E</td>
<td>Sufficient</td>
<td>A performance that meets the minimum criteria, but no more. The candidate demonstrates a very limited degree of judgement and independent thinking.</td>
</tr>
<tr>
<td>F</td>
<td>Fail</td>
<td>A performance that does not meet the minimum academic criteria. The candidate demonstrates an absence of both judgement and independent thinking.</td>
</tr>
</tbody>
</table>

The grade conversion scale is as follows:

<table>
<thead>
<tr>
<th>Telemark</th>
<th>UW-Madison</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>A</td>
</tr>
<tr>
<td>B</td>
<td>AB</td>
</tr>
<tr>
<td>C</td>
<td>B</td>
</tr>
<tr>
<td>D</td>
<td>C</td>
</tr>
<tr>
<td>E</td>
<td>D</td>
</tr>
<tr>
<td>F</td>
<td>F</td>
</tr>
</tbody>
</table>
Living Abroad

HOUSING
Telemark University College will provide students with housing in single rooms at one of the several co-educational student dorms, located within a 5 to 20 minute walk from the main buildings. The dormitories vary in size and appearance but most students have private rooms and bathrooms and share a kitchen and living area with Norwegian and international students. Students cook their own food (Norwegian students usually prepare their foods at home and take sack lunches (matpakker) with them to school). All rooms have internet connections. Please note that there is limited telephone access from the dormitories. Most students bring along their own cellular/mobile phones, or purchase one after arrival.

Additional housing information is available from the Students Association (SiTel) http://www.sitel.no/english/. Detailed housing information is sent to participants prior to departure. Please see the above information “Handling Money Abroad” for information about paying for your housing while abroad.

WEBSITES OF INTEREST

International Learning Community “Norden” at UW-Madison:
http://www.housing.wisc.edu/ILC/

The Norway Post :
http://www.norwaypost.no/

Norwegian Tourism site :
http://www.visitnorway.com/