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:

CONTACT INFORMATION .................................................................................................................. 2
PREPARATION BEFORE LEAVING .............................................................................................. 3
TRAVEL AND ARRIVAL ................................................................................................................ 5
THE ACADEMIC PROGRAM ......................................................................................................... 6
LIVING ABROAD .......................................................................................................................... 9
STUDENT TESTIMONIALS .......................................................................................................... 11
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
Fax: +47 35 95 25 01
E-mail: lisa.hjelmeland@hit.no

UW-MADISON INFORMATION
International Academic Programs (IAP)
University of Wisconsin-Madison
250 Bascom Hall, 500 Lincoln Drive
Madison, WI 53706
Tel: 608-265-6329, Fax: 608-262-6998
Web: www.studyabroad.wisc.edu

For Program Advising & Grades:  For Financial Matters:
Kate Hamoonga  Judy Humphrey
IAP Study Abroad Advisor  IAP Financial Specialist
(608) 265-6296  (608) 262-6296
hamoonga@bascom.wisc.edu  jhumphrey@bascom.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 22 44 85 50
+47 22 56 27 51 fax
www.usa.no

Program Dates

Spring 2010
Arrival Weekend January 2-3
Orientation/Semester begins January 4
Easter Break March 29 – April 5
Semester ends June 7 (This date will be confirmed by Telemark University College at a later date)

Telemark University College will provide more detailed program dates.

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. Students will turn in their residency permit applications to the appropriate Norway Consulate according to the student’s state of residence.

Information on the residence permit application process and the materials you will need to submit are available from the Norway Embassy www.norway.org/visas/ and the Norway Immigration Department www.udi.no.
HANDLING MONEY ABROAD
The Norwegian currency is the Norwegian Kroner (NOK). As of 9/22/09, the exchange rate was $1 USD to 5.84 NOK. You are advised to bring some Norwegian currency with you when you arrive in Norway or change money at Oslo airport-Gardermoen. We recommend that you have at least 800 NOK in cash. You will need to have money to pay for the bus or train to Bø. It will also make it easier for you during your first few days, especially if you happen to arrive during the weekend when banks and post offices are closed.

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.
**Travel and Arrival**

You are responsible for arranging your transportation to Bø. The major airports near Bø are Torp Airport (TRF) (located in Sandefjord) and Oslo Airport (OSL) (located 1 hour north of Oslo in Gardermoen).

The program coordinator/student guides will meet international students at the Bø train station. To arrange this, you must provide the International Office with your travel itinerary prior to departure and arrive in Bø between 9:00 a.m. and 8:00 p.m. on the designated arrival days. Consult the “Travel Tips for North Americans” handout in your Telemark University College acceptance packet for more details.

**Arrival in Oslo:** From the airport, you may travel to Bø either by train or by bus. The journey takes about 4 hours travel time. To travel by train, first take the airport train to Oslo Sentralstasjon (Central Station). From here take the “Sørlandsbanen” to Bø. For Norwegian Railway information, visit [www.nsb.no](http://www.nsb.no).

To travel by bus, take the SAS airport bus to Oslo Bussterminal (central bus station) or a local bus (less expensive but slower). From the central bus station, there are two buses that can both get you to Bø:

1. The “Nor-Way Bus Express - Haukeliekspressen” bus [www.nor-way.no](http://www.nor-way.no)
2. The “Timeekspressen” bus [www.timekspressen.no](http://www.timekspressen.no). If you travel with the “Timeekspressen” you may have to change buses in Notodden. Your bus driver will help you.

**Arrival in Sandefjord:** If you fly into Torp, you can take the bus called “Telemarksekspressen” to Bø. This bus takes about 3 hours. The last bus available for reaching Bø in time leaves the airport at 5:25 p.m. Monday through Saturday and 5:10 p.m. Sundays, with fewer buses during the weekends. If you are taking a plane to Torp Airport it is crucial that you know that this airport closes at 11:00 p.m. and does not open again until 6:00 a.m. There are no hotels nearby.

Note: You must have an international student identification card if you want to get a discount on bus or train fares prior to receiving your Telemark University College identification card.
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 www.hit.no

PROGRAMS TAUGHT IN ENGLISH

UW-Madison students can participate in one of four programs: Alpine Ecology and Environmental Management, Business Administration, Outdoor Life and Ecphilosophy or Scandinavian Studies in Telemark. The Scandinavian Studies program has no pre-requisites and students can take courses in English or Norwegian. During the study term, students engage in an intercultural Scandinavian experience through class sessions, guided field trips, campus activities and student dorm life. The program emphasizes the importance of integration with Norwegians in some program classes as well as through social events, dorm life, and campus activities. Contact with Norwegians and Norwegian culture is the essential core of the program.

For the Alpine Ecology, Business and Outdoor Life programs, students are required to have a background in natural science, business, or outdoor recreation respectively.

For more information about the programs in English:
http://www.hit.no/english/content/view/full/52275

COURSE INFORMATION

Courses: Students participating in the program will attend classes Monday through Friday each week. Normally classes meet only 1 or 2 times per week but for a minimum of 2 hours each time. Wednesday afternoons are reserved for student parliament and other student meetings (“demokratitid”) from 12:30 p.m. to 3:30 p.m. Regular attendance is expected as is participation on the study trips.

Participants in the Scandinavian Studies program are required to take the course “Telemark I: Regional Identity” in addition to one Norwegian language class and one literature class. Advanced level Norwegian language students have the option of taking courses taught in Norwegian as well.

Courses may not be offered every semester due to factors such as student interest or instructor availability, while some courses are offered on a rotational basis only. Accepted participants will receive a course preference form from Telemark University College where they will indicate which courses they would like to take as well as alternate courses. This form is to be submitted with their confirmation of participation.

Some courses include mandatory field trips at an additional cost to the student.
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>
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<td>5 or 5.5</td>
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<td>6 or 6.5</td>
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<td>7 or 7.5</td>
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<td>8</td>
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<td>10</td>
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<td>12</td>
<td>6</td>
</tr>
<tr>
<td>12.5</td>
<td>7</td>
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<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>Grade</th>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>An excellent performance, clearly outstanding. The candidate demonstrates excellent judgement and a high degree of independent thinking.</td>
</tr>
<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>
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<tr>
<td>D</td>
<td>C</td>
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<tr>
<td>E</td>
<td>D</td>
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<tr>
<td>F</td>
<td>F</td>
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</tbody>
</table>
Living Abroad

NORWAY
Norway is a ruggedly beautiful country of mountains, fjords, and glaciers. The ‘Land of the Midnight Sun’ has delightfully long summer days, pleasantly low-key cities, unspoiled fishing villages and rich historic sites that include Viking ships and medieval stave churches. Norway prizes its stunning natural wonders and retains a robust frontier character unusual in Europe. It’s not all frozen tundra, either. The temperate south includes rolling farmlands, enchanted forests and sunny beaches as well as the dramatic Western Fjords.

Norway has held fast to many of its cultural traditions and it’s not uncommon to see elaborate folk costumes worn at weddings and other festive events. Traditional folk dancing, singing, and storytelling (often featuring trolls) are also popular. Norwegian architecture is renowned for its unique stave churches—among the oldest wooden buildings on earth—which have one foot in the Viking Age and the other in the 11th century early Christian era.

Tourist Information for Norway www.visitnorway.com

Study in Norway www.studyinnorway.no

BØ
The town of Bø is centrally located in Telemark, one of nineteen counties in Norway. 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. The area also provides excellent opportunities for outdoor activities such as hiking, fishing and skiing.

Telemark Information www.telemarkreiser.no

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) www.sitel.no. Detailed housing information is sent to participants from Telemark University College prior to departure. Please see the above information “Handling Money Abroad” for information about paying for your housing while abroad.
STUDENT LIFE
Students at the Faculty of Arts and Sciences are active in many different types of clubs and organizations during their free time. There are numerous clubs including: a book club, a photo club, a film club, a jazz club, a student newspaper, a choir, a student radio station and multiple inter-mural sports clubs. There is also an annual student organized week called VIKO which includes a wide variety of fun activities.

The students also have a club called KROA. They arrange concerts and discos at KROA throughout the school year. KROA in Bø is one of the most respected clubs in Norway. It is primarily run through voluntary work from the students. To find more about KROA or about which events are planned visit www.kroaibo.no.

COMMUNICATION
Telephone: When making calls, keep in mind time zone differences www.timeanddate.com/worldclock. To make an international call to the United States, dial the access code for the country from which you are calling plus the United States country code (always “1”) followed by the appropriate U.S. area code and local number. To call internationally from the United States, dial “011”, the country code, city access code (if necessary) and the phone number. Country and city codes can be found online www.timeanddate.com/worldclock/dialing.html. Some of above steps can vary if you are using a calling card.

Each student dorm area has a pay telephone, but not individual telephones in the rooms. The pay phones normally require a special phone card sold at most newsstands. Almost all Norwegian students use mobile/cellular telephones. Be aware that not all foreign mobile/cellular phones will work here. Most students choose to buy their own Norwegian phones after arrival.

Email: All computer labs at school have access to the internet. You will be given a student e-mail account after arrival. If you have your own computer, you will be able to access the internet from your dorm room as well.

WEBSITES OF INTEREST
International Academic Programs (IAP) at UW-Madison: www.studyabroad.wisc.edu

Telemark University Website http://www.hit.no/english/

General Orientation Information: www.worldwide.edu/travel_planner/index.html (includes topics such as culture shock, international travel, etc.)
U.S. State Department: travel.state.gov

U.S. State Department Students Abroad site: http://www.studentsabroad.state.gov/
Student Testimonials

The quotes below are comments from past participants; they reflect various students’ experiences and are included to provide different perspectives. IAP does not endorse any specific view expressed in this section.

Handling Money Abroad
Expect to pay more for things in Norway, as it is more expensive to live there. Food was expensive and going to restaurants was event more expensive. I only ate in a restaurant 3 times during my entire semester.

Housing
Accommodation facilities are really good. I lived in Gullbring which was only a 3 minute walk to campus. I had my own room which was very large in a flat with other students. Since we shared a kitchen facility, it was a great way to meet other students.

My dorm was well above UW-Madison standards. Living with all Norwegians greatly improved my cultural and language experience. The dorm itself was one of the nicest places I have ever lived. The location was beautiful and within reasonable distance of the university.

I lived in the cheapest housing available and thought that it was nice for what I needed it for. One thing students should be notified of is that there will likely be no Norwegians living in the cheapest dorms, and so it kind of cut down on my chance to learn Norwegian because of that. I did have a cool experience of living with two girls from Italy, a girl from China and a guy from Cameroon. This was unlike any experience I have ever had, but I was there to learn Norwegian better above all else.

Housing was great. The rooms were cleaned and furnished. I had my own bathroom which was amazing. The Breisås area was quiet most of the time. In house washer/dryer was very much appreciated. 15 minutes from school with a great view and easy access to the forest. Two thumbs up for Breisås housing.

Student Life
The student union has lots of different activity nights, which is a great way to meet people.

Be outgoing. It really helps to try new things, go out to places you might not normally go to, and talk to all sorts of different people.
But when it came to social time, learning to play sports and enjoy the outdoors was a challenge because as Americans we are much louder than other nationalities. Understanding study habits was also something that took time because procrastination is very common over there.

I really liked volunteering at the student club Kroa. It really helped me meet a lot of people that worked there as well as people just coming to have a good time.

Decide early on to speak Norwegian with each new contact. That establishes which language will be used in future conversations.