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## A. Information about NTNU

- Erasmus code of the Norwegian University of Science and Technology (NTNU): N Trondhe01
  - Erasmus+ Charter number: 29704-EPP-1-2014-1-NO-EPPKA3-ECHE
    - NTNU's PIC number is: 999977851
    - NTNU's OID number is: E10209399

### NTNU's institutional coordinator



[Wolfgang Laschet Senior Adviser](#)

[+47-73595240 wolfgang.laschet@ntnu.no](#) [Office of International Relations](#)

## Erasmus charter

### Contact persons at NTNU in Trondheim

#### Contact persons for incoming students

Note that potential and current students should use [exchange@st.ntnu.no](mailto:exchange@st.ntnu.no) - please do not email or phone individual members of staff.

- FR, SE, DK, FI, IS and non-EU/EEA citizens: [Ms. Cesilie Welle](#)
  - ES, PT, IT: [Mr. Thor Aksel Gamst Straume](#)
- All other EU/EEA countries and Switzerland: [Ms. Kari Enge](#)

#### Contact person at NTNU in Gjøvik

- [Mr. Joakim P. Berg](#)

#### Contact person at NTNU in Ålesund

- [Ms. Anne Ulla](#)
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## B. Mobility flows

- Specified in the contract.

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## C. Required language skills for incoming students

- Minimum English B2.

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## D. Additional requirements

- Architecture students must have completed a Bachelor's degree in Architecture (*or* at least 180 ECTS of a Bachelor's degree in Architecture) prior to arrival
  - Engineering and architecture students can not prepare a B.A. thesis at NTNU
- A certified copy of your passport and transcript of records has to be part of the application
  - Applications should be uploaded to Søkandsweb: [How to apply](#)
    - NTNU welcomes students and staff with disabilities
  - NTNU welcomes all students prior to the semester start with an orientation programme.
- All students will receive an arrival and departure confirmation from NTNU with all necessary information.

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## E. Calendar

- The complete application, including all required documents, must reach the receiving institution by:
  - 1 April for the autumn semester (non-EU Citizens)
  - 1 May for the autumn semester (EU Citizens)
  - 1 October for the spring semester (all students)
    - [Academic calendar](#)
  - The receiving institution will send its decision within 8 weeks after the deadline.
- A Transcript of Records will be issued by the receiving institution no later than 5 weeks after the assessment period has finished at the receiving HEI. The student must order the transcript online.
  - Termination of the agreement
- In the event of unilateral termination, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September 20XX will only take effect as of 1 September 20XX+1. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

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## F. Information

1. [Grading systems of the institutions](#): All transcripts of records will show grade distribution, grade and ECTS credits.



2. Visa: The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education. Contact person: [Ms. Eirin Bakken](#)
  3. Insurance: The sending and receiving institutions will provide [assistance in obtaining insurance](#) for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.
  4. Housing: The receiving institution will guide incoming mobile participants in [finding accommodation](#), according to the requirements of the Erasmus Charter for Higher Education. Contact: [housing@st.ntnu.no](mailto:housing@st.ntnu.no)
  5. [Course catalogue](#) Our course catalogue is open to exchange students. You can filter out the courses given in English. Be aware of the fact that you cannot combine different campus due to distance.
  6. [Norwegian language courses](#)
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**NB: students who will start their mobility in the first semester must complete their application by May, 1<sup>st</sup>, after the Mobility Unit notifies via e-mail to each student the submission of their nominations.**