



**AALBORG UNIVERSITY**  
DENMARK

## **Exchange partner University of Stavanger, Norway**

### **Step by step-guide to a semester at the University of Stavanger for students of Mechatronic Control Engineering (3th semester)**

Do you want to improve your chances for a great job when you graduate?

Studying abroad during your education can boost your resume. To a great extent, employers of graduates within engineering and science demand candidates with intercultural competences and strong linguistic skills.

A semester abroad gives you great opportunity to:

- challenge yourself professionally
- encounter new cultures
- strike up new acquaintances and expand your network
- strengthen your English skills
- upgrade your resume with international experience
- grow personally

Go study abroad and experience the world!



## Step 0: I study Mechatronic Control Engineering, and I want to study abroad for a semester

### Where do I start?

## Step 1: Which courses should I choose?

Before choosing your courses, you can talk to your study coordinator regarding credit transfer. By choosing courses that award at least 30 ECTS credits, your stay abroad can count for one whole semester.

During one semester, you should gain 30 ECTS credits. By choosing courses awarding for instance 40 ECTS credits, you are sure to get enough credits even if a course falls through.

### You can study the following courses at Stavanger University:

<http://www.uis.no/studies/student-exchange/fields-of-study/science-and-technology/mechanical-and-civil-engineering/>

### The following courses have previously been approved by your study board:

Marine Operations  
Subsea Technology  
Image Processing with Robot Vision  
Offshore Wind Turbine Engineering  
Pipelines and risers  
Discrete Simulation and Performance Analysis

Your study coordinator can help you with academic guidance:

Birgitte Bak-Jensen, phone: +45 9940 9274, e-mail: [bbj@et.aau.dk](mailto:bbj@et.aau.dk)

## Step 2: How can I be nominated for an exchange place at the University Stavanger?

- First, you should contact the International Office, Mariann Simonsen, [mas@adm.aau.dk](mailto:mas@adm.aau.dk)
- Next, you need to be approved for an exchange place. This is necessary in order to transfer credits for your stay. International Office will help you get approved for the exchange place.

When approved for an exchange place by the International Office, you can apply for pre-approved credit transfer via your study board.

International Office: Mariann Simonsen, [mas@adm.aau.dk](mailto:mas@adm.aau.dk), phone: +45 9940 9650

## Step 3: How do I get credit transfer?

When the International Office has granted you an exchange place, you can apply for credit transfer with your study board. You need 30 ECTS for one semester which typically corresponds to 3-5 courses. By signing up for an extra course, you are sure to have enough credits even if one course falls through.

- In order to have your credits transferred, you need to fill out an application form to your study board:  
<http://www.en.ses.aau.dk/students-employees/rules-and-regulations/application-for-credit-transfer/>

Please contact your study board secretary for further information.

#### Step 4: How do I apply to the University of Stavanger?

- When approved for an exchange place the International Office will contact you via your student email and provide you with needed information in order to apply to University of California, Berkeley. The email will include information about application deadline, how to apply (application form for exchange students) and documents required.
- Next, you can apply to the University of Stavanger via <http://www.uis.no/category.php?categoryID=10638>

Please make sure that you meet the requirements and deadline of the University in Stavanger:

- Deadline 1 May / 1 November
- You need to include the following documents in your application:
  - Diploma and description of the grading scale
  - Nomination letter from AAU
  - A recent picture of yourself

Contact information to the International Office at the University in Stavanger: [admissions@uis.no](mailto:admissions@uis.no)

#### Step 5: How do I get accommodation in Stavanger?

The student welfare organisation in Stavanger can help you get accommodated, quite often in a dorm room. The price varies from 3000 to 4500 Norwegian kroner per month. The university does not guarantee accommodation.

- In order to receive help from the student welfare organisation in Stavanger, you need to apply for housing no later than 1 May for the fall semester and 1 November for the spring semester. You will only receive one housing proposition from the student welfare organisation. If you decline, you need to find housing yourself.
- Please find more information on the following link: <http://www.uis.no/studies/student-exchange/practical-information/accommodation/>

#### Step 6: What is student life like at the University of Stavanger?

Stavanger is a city with many opportunities both in terms of culture, sports, and experiences in nature. You can find further information about what to experience in Stavanger here:

- In general: <http://www.regionstavanger.com/>
- Outdoor experiences: <http://english.turistforeningen.no/>
- Sports: <http://www.sissportssenter.no/index.cfm>

**FACT:** Stavanger University receives approximately 400 international students each year



## Step 7: How do I finance my stay?

You have plenty of opportunities when it comes to financing your stay. If you are eligible for the State education grant (SU) you can bring it with you, and you can apply for a series of scholarships. Below you will find a structured overview of the possibilities and on the International Office's website you will find more information:

<http://www.internationaloffice.aau.dk/scholarships-grants/aau-internationalisation-pool/>

### State education grant (SU)

You can receive your State education grant (SU) abroad as long as you have a pre-credit approval from your study board.

### AAU internationalisation pool

You can apply for subsidies from the AAU internationalisation pool. The amount, you will receive, depends on the number of applicants. You can apply here: <http://www.internationaloffice.aau.dk/scholarships-grants/aau-internationalisation-pool/>

Deadline for application: 1 March /1 November

### General scholarships

You can apply for a series of scholarships:

[www.udiverden.dk](http://www.udiverden.dk)

<https://studerendeonline.dk/legater>

[www.legatnet.dk](http://www.legatnet.dk)

[www.studyabroadfunding.org](http://www.studyabroadfunding.org)

[www.scholarshipportal.eu](http://www.scholarshipportal.eu)

[www.nordeafonden.dk/legater-til-kandidatstuderende](http://www.nordeafonden.dk/legater-til-kandidatstuderende)

In addition, you can consult Legat håndbogen (Scholarship handbook). The book can be found in stores or at Aalborg University Library.

### Scholarships for students within the field of engineering and science

[www.augustinusfonden.dk](http://www.augustinusfonden.dk)

[www.oticonfonden.dk](http://www.oticonfonden.dk)

[www.khf.dk](http://www.khf.dk)

[www.henryogmaryskovsfond.dk](http://www.henryogmaryskovsfond.dk)

<http://www.nordjyskeholding.dk/da/fakta/samfund.aspx>

<http://www.shawslegat.dk/>

<http://ida.dk/content/soeg-et-legat-eller-et-laan>

You are not pay taxes of scholarships granted for a stay abroad if you do spend the money for this purpose and can document this.

International Office at AAU: Mariann Simonsen, [mas@adm.aau.dk](mailto:mas@adm.aau.dk), phone 99 40 96 50

Student counsellor: [energy.sg@ses.aau.dk](mailto:energy.sg@ses.aau.dk)

## Step 8: Do I need a visa?

You do not need a visa in order to study in Norway if you have a Danish citizenship. If you hold another citizenship than Danish, you need to examine the regulations: <http://www.udi.no/Sentrale-tema/Visum/>

## Step 9: What about insurance?

Insurance is important when you travel abroad:

- [www.ihl.com](http://www.ihl.com)
- [www.ida.com](http://www.ida.com)
- [www.studenterforsikring.dk](http://www.studenterforsikring.dk)
- [www.caremed-travelinsurance.com](http://www.caremed-travelinsurance.com)
- [www.ips-lippmann.com/ips](http://www.ips-lippmann.com/ips)
- [www.aonstudentinsurance.com](http://www.aonstudentinsurance.com)
- [www.studenterforsikring.com](http://www.studenterforsikring.com)
- [www.gouda.dk](http://www.gouda.dk)
- [www.europæiske.dk](http://www.europæiske.dk)

- When staying in Norway, you also need to acquire a European Health Insurance Card (EU-sygesikringskort), which covers medical treatment in EU and EEA countries. You can acquire the card in your municipality of residence. In Aalborg you can use the following link: <https://www.aalborg.dk/sundhed-og-sygdom/sygesikring-og-laegevalg/eu-sygesikringskortet-det-blaa-kort>

## Important contact information

- The Mechanical Engineering study board:
  - Study board secretary: Gitte Hageman Christensen, phone: +45 9940 9247, e-mail: [ghc@et.aau.dk](mailto:ghc@et.aau.dk)
  - Study coordinator: Birgitte Bak-Jensen, phone: +45 9940 9274, e-mail: [bbj@et.aau.dk](mailto:bbj@et.aau.dk)
  - Student counsellor: [energy.sg@ses.aau.dk](mailto:energy.sg@ses.aau.dk)
- AAU International Office: Mariann Simonsen, [mas@adm.aau.dk](mailto:mas@adm.aau.dk), phone +45 9940 9650
- Stavanger University International Office: [admissions@uis.no](mailto:admissions@uis.no)

## Facts about Stavanger

- With 123,850 inhabitants Stavanger is the fourth largest city in Norway
  - 18% of the inhabitants in Stavanger have a foreign background
  - Stavanger is the centre of oil extraction in the North Sea and Norskehavet
  - In 2008 Stavanger was elected European Cultural Capital
  - Stavanger offers a variety of experiences – from nature experiences in the Norwegian mountains, on the beaches, and by the fjord to a rich cultural life with sports, cafés, and a student house.
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- Stavanger University has approximately 9,200 students
  - Stavanger University receives approximately 400 international students each year
  - Stavanger University has 3 faculties: the faculty of engineering and science, the faculty of humanities, and the faculty of social sciences.





## More opportunities to study abroad

- Ajou University, South Korea
- Chalmers Tekniska Högskola, Sweden
- Czech Technical University in Prague
- Istanbul Teknik Üniversitesi, Turkey
- Mondragon Unibertsitatea, Spain
- The University of Melbourne, Australia
- The University of Victoria, British Columbia, Canada
- Tsinghua University, China
- Universitatea "Transilvania" din Brasov, Romania
- Cranfield University, England

Please see <http://exchangeagreements.aau.dk> for more exchange agreements.

