| | Monday | Tuesday | Wednesday | | Thursday | Friday |
|-----------------|--|---|---|--|--|--|
| 09.00- 11.00 | Norunn Incoming exchange CEMS General inquiries about exchange | Marion Outgoing exchange Partners in Oceania and Asia General inquiries about exchange | Merete Outgoing exchange Partners in Europe, North America, and Japan Erasmus+ General inquiries about exchange | | Hilde Double degree Partners in Africa and Latin America General inquiries about exchange | Marie CEMS Pre-approval of courses on master level General inquiries about exchange |
| 12.00-14.00 | | | Career centre Internship abroad Innovation School Career services | Norunn Incoming exchange CEMS General inquiries about exchange | | |