



## **Exchange contract**

All changes in the agreed study programme, including interruption in the stay, the duration of the stay, changes in the pre-approval of courses and longer absence from the host school must be approved by NHH. Offence against the mentioned points can possibly lead to a disapproval of the exchange as part of the study by NHH.

### **1. List of students posted on itslearning**

A list of students accepting an exchange seat will be posted on itslearning after the admission process is completed. NHH will not share names or e-mail addresses with external third parties.

### **2. Pre-approval of courses**

The exchange is an integrated part of the degree at NHH. The student commits him-/herself to apply for pre-approval of the courses as soon as the list of courses offered at the host school is ready.

According to NHH's regulations students can have up to 30 course ECTS credits approved on the basis of courses passed at foreign educational institutions in connection with student exchanges organised by NHH. For master students only minor/elective courses will be approved.

Final course approval is given when documentation of passed exam in the courses is presented. The student is committed to, after the exchange and all exams are completed, as soon as possible to forward a confirmed copy of the grades to Section for Student Exchanges and Internationalisation.

### **3. Responsibility**

The Student is familiar with the social and political situation in the host country. If a specific dangerous situation should occur the student commits him-/herself to follow the advice given by the Norwegian embassy/Ministry of Foreign Affairs

The student understands and agrees with that the agreed exchange will not cause NHH, Erasmus/Nordplus, or any other national or international organisation, economical or any other kind of responsibility in case of illness, accidents, injury or loss of/damage on objects. The student is responsible for his/her own security during the stay, and is to be in continuous contact with next of kin.

Next of kin must immediately report to NHH if anything unexpected occurs during the exchange period. The student must tell the closest relative about this point in the agreement.

#### **4. European Health Insurance Card and other insurance**

Students travelling to Europe are responsible to obtain the European Health Insurance Card from the helsenge.no website: <https://helsenge.no/turist-i-utlandet/europeisk-helsetrygdkort> If you are a non-Norwegian student, please contact the National Insurance Office in your home country.

Norwegian students studying abroad are subject to the Norwegian National Insurance Scheme, when granted financial support from the State Educational Loan Fund. This implies that they are entitled to coverage from social security in Norway if sickness occurs abroad. This does not apply to the EEA area and Quebec (with certain exceptions).

Students without financial support from the State Educational Loan Fund, have the same rights as mentioned above when studying abroad for a maximum of one year. It is presupposed that they are fulltime-students at an educational institution abroad.

Other students have the opportunity to apply for voluntary membership in the Norwegian National Insurance Scheme to receive the same coverage. It is a condition to be granted membership that the students are fulltime-students. Most students will fulfil the terms.

The student is also responsible to have necessary insurance for the stay. The student is responsible for telling the closest relative about insurances attached to the exchange stay.

#### **5. Representatives for NHH**

The student is committed to keeping all deadlines, rules and guidelines by the host school. The student is committed to be a good representative for NHH and present NHH to the host institution's faculty and students if the opportunity is offered. You may be required to carry promotional material from NHH with you when travelling to you host school.

#### **6. Semester address, semester fee and information**

The student commits to register his/her e-mail, phone number and foreign semester address in Studentweb soon as possible. The student commits to pay the semester fee at NHH and register for courses with code for exchange students the semester he/she stays abroad as an exchange student.

The student commits to keeping him-/herself informed about different deadlines/registration routines concerning further studies at NHH after the exchange.

#### **7. Student report**

The student commits to sharing his/her experiences from the exchange by filling out a questionnaire after returning from his/her exchange. The student must fulfil the questionnaire within a given deadline. The student report may be published at NHH's web pages.

#### **8. Withdrawal from or interruption of the exchange**

Students that withdraw from the exchange place they have accepted must immediately inform the Section of Student Exchanges and Internationalisation by filling out a withdrawal form on the NHH exchange website.