



Spring 2012
**SEMESTER
START**
University
of Bergen



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Important!

Please keep this brochure with you throughout Semester Start!

1. Compulsory Formalities

Welcome to the University of Bergen!

As a new international student at UiB, there are certain compulsory registrations and semester start formalities that you need to complete in the first few weeks of the semester.

In this brochure, you will find a complete checklist that you can follow to make sure you complete all the necessary formalities.

When you participate in the Introductory Programme, the Centre for Information and Student Services will provide you with your personal welcome information envelope and guide you through all the necessary formalities.

Should you be unable to attend the Introductory Programme, your personal welcome information envelope will be available for you at the information desk at the Centre for Information and Student Services.

Please note: None of these services can be accessed before the Introductory Programme begins on 5 January.

Checklist: Compulsory Formalities

- Semester Registration on StudentWeb
- User Account and Student E-mail Address
- Student ID Card
- 'Meet the Police' – EU/EEA countries
- Residence Permit
- Application for a Norwegian ID Number
- TB Testing Chest X-ray

Applies to

- All students
- All students
- All students
- EU/EEA students
- Non EU/EEA students
- Students staying for more than 6 months
- Certain students (see p. 8)

Checklist Details

Semester Registration on StudentWeb

Student Category:	All students
Where:	studentweb.uib.no
When:	Before 1 February
Fee:	Semester fee NOK 470 if applicable
Deadline:	1 February
Documentation:	Welcome letter

For more information about:

Semester Registration, StudentWeb and Semester Fee – see Chapter 5,
Welcome Letter – see Chapter 4

User Account and Student E-mail Address

Student Category:	All students
Where:	myspace.uib.no
When:	After completing semester registration
Fee:	None
Deadline:	As soon as possible
Documentation:	Welcome letter

For more information about:

User Account and myspace.uib.no – see Chapter 6
Semester Registration – see Chapter 5
Welcome Letter – see Chapter 4

Student ID Card

Student Category:	All students
Where:	The Card Centre at the Student Centre
When:	Open Mon–Fri 09.00–14.00
Fee:	None
Deadline:	Asap after receiving the semester card
Documentation:	Semester card and ID/passport

For more information about:

Student ID Card, the Card Centre and Semester Card – see Chapter 5

Meet the Police EU/EEA countries

Student Category:	Students from EU/EEA countries
Where:	'Politiet'/The Hordaland Police Immigration Office*
When:	Friday 27 January 09.00–12.00: 09.00–10.30 - Family names beginning with letters A–M 10.30–12.00 - Family names beginning with letters N–Z
Fee:	None
Deadline:	Compulsory attendance on 27 January
Documentation:	Passport, Letter of Acceptance, European Health Insurance Card/other Health Insurance documentation

***Important:** Online application form for EU/EEA citizens on udi.no must be complete before visit to the police 27 January.

Residence Permit Non-EU/EEA countries

Student Category:	All students from countries outside the EU/EEA
Where:	'Politiet'/The Hordaland Police Immigration Office
When:	Open Monday, Wednesday, Thursday 09.00–13.00
Fee:	NOK 1,100 to be paid when you apply online
Deadline:	As soon as possible
Documentation:	Applied before departure: Passport and 1 passport photo (no fee) Applying now: Passport, Letter of Acceptance, 2 passport photos and documentation of finances

For more information about:

Residence Permit, the Police, UDI Application Form, European Health Insurance Card and UDI/Norwegian Directorate of Immigration – see Chapter 7
Letter of Acceptance – see Chapter 4

Notification of Move to Norway from Abroad

Student Category:	All students staying in Norway for more than 6 months
Where:	'Skatteetaten'/ The National Registry
When:	Open Mon–Fri 09.00–15.00
Fee:	None
Deadline:	As soon as possible
Documentation:	Passport and valid residence permit

For more information about: 'Skatteetaten'/ The National Registry, Residence Permit – see Chapter 7

TB Testing: Chest X-ray

Student category:	All students except those from: Austria, Australia, Belgium, Canada, Czech Republic, Cyprus, France, Germany, Greece, Hungary, Ireland, Italy, Japan, Luxembourg, Malta, the Netherlands, New Zealand, Nordic Countries, Poland, Portugal, Slovenia, Slovakia, Spain, Switzerland, UK, USA
Where:	Chest X-ray Unit, Haukeland University Hospital
When:	Appointment made through Centre for Information and Student Services
Fee:	None
Deadline:	Scheduled appointment (made through Centre for Information and Student Services)
Documentation:	Health documents, appointment folder and valid ID/passport

NOTE: Persons exempt from TB testing pursuant to the list of countries will still have to present themselves for testing if they have been resident in other countries. Residence permits are not valid until final clearance from the health authorities.

For more information about: TB Testing – see Chapter 7



2. Introductory Programme

THURSDAY 5 JANUARY

OPENING SESSION FOR NEW INTERNATIONAL STUDENTS

Place: The Student Centre (campus map index no. 14)

09.30 Meet up and hand-out of personal welcome envelope

10.00 Welcome Speech by vice-rector for International Relations, Professor Astri Andresen

10.15 Practical information from Centre for Information and Student Services

11.15 Presentations of SiB, the Student Parliament and Buddy Bergen

11.45 Complimentary lunch

12.30–14.00 Information stands

14.00 Faculty visits (does not apply to all faculties; see separate overview)

FRIDAY 6 JANUARY

10.00–11.00 University Life – a survival guide and insights

by researcher Dorothy Jane Dankel from

Centre for the Study of the Sciences and the Humanities

Different lectures regarding university life and Norwegian culture

Place: The Student Centre

11.15–12.15 Gender Equality and Gender Difference in Norway

by professor Ellen Mortensen from Centre for Women's and Gender Research

12.15–13.00 Lunch break

13.00–14.00 Meeting the locals

by Student Counsellors Berit Gaaserud and Marianne Hauge from the Student Welfare Organisation (SiB)

MONDAY 9 JANUARY

12.00–15.00 Extended assistance to semester registration on StudentWeb and opening of a user account (optional).

Place: Centre for Information and Student Services (campus map index no. 30)



3. Buddy Bergen

Buddy Bergen is an activity organised by students in Red Cross Youth Bergen. They cooperate with the Norwegian Student Union (NSU), Erasmus Student Network (ESN) and the University of Bergen (UiB). The objective of Buddy Bergen is to provide you with your own 'buddy', a friendly Norwegian student who will try to make your stay as a student easier and more fun. For six weeks, you will have a buddy who will introduce you to the typical Norwegian way of life.

For more information, please see www.buddybergen.com



4. Practical Information

Letter of Acceptance

Your letter of acceptance was sent to you together with the brochure 'Your Guide' before arriving in Bergen, and confirms your acceptance/admission to the university. The letter states your study period and the courses or programme you are admitted to.

Welcome Information Envelope

All new students will be given a personal welcome information envelope on the first day of the Introductory Programme. Should you be unable to attend the programme, your envelope can be picked up later at the Centre for Information and Student Services (Campus map index no. 30). The envelope contains, in addition to this brochure, your welcome letter, a next-of-kin registration form, and other relevant information and forms.

Welcome Letter

This letter is included in your welcome information envelope. The letter contains all the registration numbers required to complete your compulsory UiB registrations.

Note that all the numbers are needed throughout your entire stay at UiB.

UiB Registration no.: Required to open a user account and to log on to the StudentWeb.

Student no.: Required to open a user account, and also serves as a candidate number when sitting for exams.

PIN no.: Required to open a user account and to log on to the StudentWeb.

Norwegian Bank Account

International students can apply for a Norwegian bank account by contacting a bank. In order to open a bank account in Norway and receive a Norwegian debit card, you need to have either a Norwegian ID number or a D-number. Students who will be studying at the University of Bergen for more than six months must apply for a Norwegian ID number before opening a bank account (for more information see chapter 7). A D-number is an alternative ID number for foreign nationals who are staying in Norway for less than six months and should be applied for in a bank. Please

note that it may take four to six weeks to obtain a D-number.

Joint Deposit Account

If you have deposited money in the 'Deposit Account for Foreign Students', please contact the Student Welfare Organisation (SiB).

Address: Villaveien 10
(campus map index. no. 12)

Opening Hours: Monday–Friday 10.00–14.00

E-mail: sib.okonomi@sib.no

As soon as you notify SiB of your Norwegian bank account, SiB will transfer your money to your account. If you do not have an account yet, SiB can issue a check to cover your living expenses until you have acquired one. The check can be ordered by sending an e-mail informing them of your name and the amount required, or by visiting the office in person. The check will be ready to be picked up the following day.

Please note: Only one withdrawal can be made. Make sure that the amount is sufficient to cover your expenses until you get your own bank account. The maximum amount is NOK 20,000.

Student Confirmations and Learning Agreements

For exchange students, all confirmations and Learning Agreements from home universities can be handed in at the Centre for Information and Student Services. Confirmations of student status and Learning Agreements usually take between three days and a week to issue. If you need a departmental signature on your Learning Agreement, please take your Learning Agreement to your department for signing before handing it in at the Centre for Information and Student Services.

For full degree students, all confirmations of student status for visa applications and home country authorities can be ordered at the Centre for Information and Student Services and will be issued within two weeks.

5. Semester Registration

StudentWeb

The StudentWeb is the students' online registration service. To use the service, you must identify yourself with your UiB registration number (or Norwegian ID number) and your personal PIN no., both found in your welcome letter. The StudentWeb is available via myspace.uib.no

StudentWeb services include:

- Semester registration
- Updating your semester address
- Generating semester fee payment information
- Registration for classes and exams
- Confirming your study plan
- Changing or cancelling registrations for exams
- Checking your exam results
- Order academic transcripts

Extended registration assistance is provided on Monday 9 January from 12.00 to 15.00 at the Centre for Information and Student Services (campus map index no. 30). Further assistance will also be provided any time during opening hours at the Centre for Information and Student Services.

International students are expected to complete their own registration within the given deadlines in subsequent semesters. You will find more information under the StudentWeb menu at myspace.uib.no. All students have to complete their semester registration on StudentWeb by 1 February.

Note: For course registration at the faculty of Mathematics and Natural Sciences the deadline is 12 January

Semester Fee

In addition to registering, some of you also have to pay a semester fee, currently NOK 470 per semester, in any bank or post office. Students who need to pay:

- Quota students (master and PhD)
- All full degree students
- Guest students

Exchange students are exempted as they pay the fee at their home universities.

Semester Card

Once your semester registration has been successfully completed, a semester registration receipt is sent to you by post to the address you provided when you registered on the StudentWeb. The perforated part in the left-hand corner is your semester card. This card is a supplement to your student ID card and serves as proof of registration.

If you do not receive your semester registration receipt within ten days of registering, please contact the Centre for Information and Student Services.

Student ID Card

All students at UiB must have a student ID card issued by the Card Centre. The card is multifunctional and serves as a:

- ID card
- Key card
- Library card
- Charge card for printing and copying/
PullPrint

To obtain an ID card, you must have completed your semester registration

The Card Centre

You will find the Card Centre at the Student Centre (Campus map index no. 14)

Opening Hours: Mon–Fri 09.00–14.00

E-mail: kortsenderet@eia.uib.no

As soon as you receive your semester card after you have completed your semester registration, you may pick up your student ID card at the Card Centre. In addition to your semester card a valid ID/passport is required. You will also have your photo taken at the card centre.

6. ICT Services

User Account

As a student at UiB, you need access to computer services in connection with your studies. To make use of these services, you must open a user account at UiB.

Your user account will provide you with:

- My Space: your personal pages with access to online learning resources and relevant academic information
- Your personal e-mail address
- Access to computer rooms, printing and photocopying services
- Access to UiB's computer system from your own computer

How to Open a User Account

Once you have completed your semester registration on StudentWeb, you can open a user account. Select ICT from the main menu on myspace.uib.no and follow the instructions to open your account.

To open a user account, you need your UiB registration number, student number and your PIN code, all of which you will find in your welcome letter.

Remember to write down your user name and password when you open an account!

myspace.uib.no

myspace.uib.no contains a presentation of all necessary information concerning your studies at the University of Bergen. It consists of two main parts:

- A general part containing information about Student Services, StudentWeb, ICT-services, examination as well as specific information for new International students.
- When you log in, your personal pages gives you access to relevant academic and administrative resources, a calendar with information about your timetable, your reading list, subject information, e-mail services, discussion groups etc. You need a User Account to log on to My Space.

If you have not paid the semester fee by 1 February, your user account will be automatically closed.



Personal E-mail Address

When you open a user account, you are assigned your own personal e-mail address: name.surname@student.uib.no
At webmail.uib.no you can read and send e-mails from any browser.

webmail.uib.no has good storage capacity as well as spam and anti-virus programmes. Other web-based e-mail systems may not meet UiB's storage requirements. Some of the e-mails sent to you by UiB will have large attachments containing lecture notes, texts and articles etc. The address can be used for MSN messenger.

We expect you to read your e-mail and check My Space regularly!

Computer Rooms

All faculties have their own computer rooms and designated areas where you can log on using your own laptop. You may also use the services offered by the University Library's educational centres. Please contact the Information Centre at your faculty for more information on available facilities.

Connecting to UiB Computer Services from Your Own Computer

Anyone who has a user account can access UiB computer services online from their own PC or Mac at home using an ordinary modem, ISDN or ADSL connection. SIB's student housing offers free access to UiB computer services: <http://www.sib.no/en/housing/in-residence/internet>

You can also use your own laptop on campus and have online access, either in wireless zones or in designated areas. If you want to use these services, there are certain standards your personal computer must meet.

See ICT Services on myspace.uib.no for more information.

PullPrint

Print and Copy Services for Students

All students are required to pay for their prints and copies through a system called PullPrint.

All printers are identified by a card reader. You swipe your Student ID Card to get access and you can access your prints from any of the student printers with a card reader. For more information on PullPrint, see ICT Services on myspace.uib.no

How to Deposit Money into PullPrint:

You may visit payprint.uib.no (available when connected to the campus network or via VPN), and pay by Visa or MasterCard. This webpage requires authentication with the same user name and password as used to log on to My Space. A second option is to pay in cash at the Arts and Humanities Library or the Medical Library.

Please note that you can not withdraw unused money from Pull Print, so do not deposit too much at a time.

7. External Authorities

1. Residence Permit

Where: 'Politiet'/the Hordaland Police Immigration Office

Address: Allehelgens gate 6, entrance C from Nygaten (city map ref. D4)

Students from EU/EEA Countries

Students from EU and EEA countries do not need to apply for a residence permit. Instead the Norwegian Directorate of Immigration (UDI) requires you to register online on their web site udi.no. You must have completed the registration before 'Meeting the Police' on 27 January. Please see 'Checklist' for documentation requirements (p. 6).

For information on European Health Insurance Card see: ec.europa.eu/social

Should you arrive after 27 January please contact the Hordaland Police Immigration Office as soon as possible after completing the online application.

Students from Countries Outside the EU/EEA

All international students from outside the EU/EEA area must have a valid residence permit. Please visit 'Politiet/'

the Hordaland Police Immigration Office as soon as possible, and see 'Checklist' for documentation requirements (p. 7).

Fee: NOK 1100 to be paid when you apply.

Part-time Work Permit

You are automatically granted a part-time work permit along with your first time residence permit. The permit allows you to work up to 20 hours per week during the semester and full time during semester breaks. You do not have to pay a separate fee for a work permit, nor do you need an employment contract. When you renew your residence permit, you must also apply for a renewal of your work permit if applicable.

The Norwegian Directorate of Immigration (UDI):

General info: <http://www.udi.no/Norwegian-Directorate-of-Immigration/>

UDI application form: selfservice.udi.no

2. Notification of Move to Norway from Abroad

Where: 'Skatteetaten'/The National Registry

Address: Nonnesetergaten 4
(city map ref. E4)

It is compulsory for all students staying for more than six months to notify the National Registry about moving to Norway from abroad. You are also required to notify the National Registry again when you leave Norway.

The form for notification will be provided in your Welcome Information Envelope or at the Centre for Information and Student Services if applicable.

Norwegian ID number

Once your notification has been registered by the National Registry, you will receive a letter informing you of your Norwegian ID number. The eleven digit number is composed of the date of birth (ddmmyy), a three digit individual number, and two check digits. The last five digits are collectively known as a 'personnummer'. Please note: It usually takes up to four to six weeks to obtain a Norwegian ID number.

3. TB Testing/Chest X-ray

All students (for exemptions please see checklist p. 8), have to be tested for tuberculosis by getting a chest X-ray at Haukeland University Hospital (Medical campus map ref. C).

All students who need a chest X-ray should sign up for an appointment during the Introductory Programme or at the Centre for Information and Student Services. When you sign up, you will be provided with a required personal appointment folder and more information about the test. No fee will be charged when you attend your UiB scheduled appointment.

Please note that TB testing is compulsory and your responsibility as a student.

If you do not attend your UiB scheduled appointment, you will have to make your own appointment and pay the required consultation fee!

8. The University of Bergen Library

We highly recommend all our students to make use of the University of Bergen's library services. The University Library (UB) has a comprehensive collection of more than 1.8 million volumes of books and periodicals as well as newspapers, photographs, maps and other documents. The library subscribes to numerous information databases and nearly 17 000 full-text online journals. Most documents, both printed and digital, can be found via our online catalogue (BIBSYS) or the online library portal (Bibliotekportalen). There are branch libraries at all faculties where you can:

- Borrow books for study and research purposes
- Get access to periodicals, encyclopaedias and reference literature in printed and electronic form, as well as to information databases
- Take courses/access instructions on how to use the library's collections and services, incl. courses in how to search for and use literature in your studies and papers (information literacy)

- Find separate textbook collections at some of the branch libraries
- Find learning resource centres and study rooms for individuals and groups with access to computers with software and internet connection

Your student ID card also serves as a library card.

Opening Hours for the Branch Libraries

Arts and Humanities Library

Mon–Fri: 08.30–19.00

Dentistry Library

Mon–Fri: 09.00–15.00

Law Library

Mon–Wed + Fri: 08.30–19.00,
Thu: 09.00–19.00

Science Library

Mon–Fri: 08.30–19.00

Medical Library

Mon–Fri: 08.30–19.00

Psychology, Education and Health Library

Mon–Fri: 08.30–19.00

Social Sciences Library

Mon–Fri: 08.30–19.00

You will find more information about our
library services on the website:

www.uib.no/ub/en

9. Examinations

Examination Dates and Locations

You will find an overview of examinations and locations at myspace.uib.no.

Each faculty has a list of examination dates and the address of the venue for written examinations. The lists also state the duration of each examination and give a short presentation of the various venues. Many of the take-home examinations papers are handed out at the Centre for Information and Student Services (campus map index no. 30), and should be returned at the same place by the given deadline.

Before attending your examinations, please read the 'Instruction to the Candidates' as well as other relevant information

Use of Sources in Written Work

When you take facts, thinking, ideas, opinions and short or long quotes from one or more sources and use them in your own work, it must be clearly stated which sources you have used. It is your duty as a student to learn the rules that apply to how you should

refer to sources of different kinds in written work. This duty is not limited to learning how to include references; it also includes following the rules and referring to sources in a proper and honest manner.

Strict procedures are followed when students are caught cheating or if other examination rules are broken.

Special arrangements in examinations

All students can apply for special arrangements in examinations if needed. The application form and documentaion of your needs must be handed to the Division of Student Affairs, one month in advance of the examination date. For more information, please send an e-mail to: tilrettelegging-eksamen@ua.uib.no



10. Centre for Information and Student Services

The Centre for Information and Student Services in Langes gate (campus map index no. 30) is responsible for a number of services provided for you throughout the semester.

Regular Opening Hours:

Mon/Tues/Wed/Fri 09.00–13.00

Thursdays 10.00–15.00

5–13 January: 09.00–15.00

E-mail address:

infosenter@sa.uib.no

General Services:

- Academic transcripts
- Name and ID number changes
- Student status confirmations
- StudentWeb assistance
- Exam registration

Information and Advice on:

- Extension of residence permits
- State Educational Loan Fund
- Needs and adaptations for disabled students
- Advice to dyslexic students

11. Faculties and Departments

The Faculty of Humanities

The Faculty of Humanities offers a multitude of courses in the areas of language, history, culture and aesthetic subjects. The Information Centre at the Faculty of Humanities will provide further information and help regarding your studies at the faculty.

Contact the student counsellors:

E-mail: advice@hf.uib.no

Phone: 55 58 93 70

Location: The Information Centre,
Sydnesplassen 12/13

Opening hours: Mon.–Fri. 10.00–15.00

The Faculty of Law

The Faculty of Law offers a variety of optional courses in the following main fields: human rights, energy law, commercial law, company law and legal philosophy. The Information Centre at the Faculty of Law will provide further information and help regarding your studies at the faculty.

Contact the student counsellors:

E-mail: advice.jurfa@uib.no

Phone: 55 58 95 00

Location: The Information Centre,

Law Building

Magnus Lagabøtes plass 1

Opening hours: Mon.–Fri. 09.00–14.00

The Faculty of Mathematics and Natural Sciences

The Faculty of Mathematics and Natural Sciences offers a wide range of courses in the fields of mathematics, physics, process and petroleum technology, chemistry, biology, molecular biology, marine sciences, geophysics, geology and informatics. The Information Centre at the Faculty of Mathematics and Natural Sciences will provide further information and help regarding your studies at the faculty.

Contact the student counsellors:

E-mail: advice.mnfa@uib.no

Phone: 55 58 30 30

Location: The Information Centre,
Realfagbygget, Allégaten 41

Main opening hours: Mon.–Fri. 09.00–15.00

Department of Biology

E-mail: advice@bio.uib.no

Department of Chemistry

E-mail: advice@kj.uib.no

Geophysical Institute
E-mail: advice@gfi.uib.no

Department of Earth Science
E-mail: advice@geo.uib.no

Department of Informatics
E-mail: advice@ii.uib.no

Department of Mathematics
E-mail: advice@math.uib.no

Department of Molecular Biology
E-mail: advice@mbi.uib.no

Department of Physics and Technology
E-mail: advice@ift.uib.no

The Faculty of Medicine and Dentistry

The Faculty of Medicine and Dentistry offers a wide range of courses in the fields of health sciences in addition to master's degree programmes in medical biology, in English in the field of health sciences, oral sciences and international health.

The Information Centre at the Faculty of Medicine and Dentistry will provide further information and help regarding your studies at the faculty.

Contact the student counsellors:
E-mail: info@mofa.uib.no
Phone: 55 58 64 00
Location: The Information Centre in "Paviljongen", Jonas Lies vei 79 (Medical campus)
Opening hours: Mon.–Fri. 09.00–14.00

Centre for International Health
E-mail: post@cih.uib.no
Phone: +47 55 58 85 60
Location: Overlege Danielsens hus, Årstadveien 21, 4th floor

The department of Biomedicine
E-mail: post@biomed.uib.no
Phone: +47 55 58 60 42
Location: Jonas Lies vei 91

The Faculty of Psychology

The Faculty of Psychology offers a wide range of courses in the different areas of psychology, such as cross-cultural psychology and cognitive psychology, as



well as in pedagogy/education, gender and development and health promotion. The Information Centre at the Faculty of Psychology will provide further information and help regarding your studies at the faculty.

Contact the student counsellors:

E-mail: advice.psyfa@uib.no

Phone: 55 58 27 10

Location: The Information Centre,
Christies gate 13

Opening hours: Mon–Fri 09.00–15.00

The Faculty of Social Sciences

The Faculty of Social Sciences offers a wide range of courses in the areas of administration and organisation theory, comparative politics, sociology, social anthropology, geography, system dynamics, economics, information and media sciences. The Information Centre at the Faculty of Social Sciences will provide further information and help regarding your studies at the faculty.

Contact the student counsellors:

E-mail: advice@svfa.uib.no

Phone: 55 58 98 50

Location: the Information Centre,
Faculty of Social Sciences Building, 3rd floor



Content

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