

General & Contact Information	
University name	Bifröst University – Háskólinn á Bifröst
Programs eligible for exch. students	Business Administration – PPE (Politics, Philosophy & Economics) – Law
Contact information	Karl Eiríksson International Coordinator email: international@bifrost.is Tel: +354-433-3000 fax: +354-433-3001 Sigrún Jónsdóttir Director of Academic Services, email: kennslustjori@bifrost.is Tel: +354-433-3000
Official website	http://www.bifrost.is/english/
Office address	Bifröst University, International Office, 311 Borgarnes, ICELAND
Erasmus code	IS BORGARN01
Level of study for exchange students	Bachelor only

Application for student exchange	
Online application	Apply online at: https://umsoknir.bifrost.is/umsoknir/?Exchange=&Lang=EN <ul style="list-style-type: none"> No hardcopy is required
Required documents	<ul style="list-style-type: none"> Photograph Photocopy of a valid passport Photocopy of a valid driver's license (if applicable) Transcript of records from home institution All supporting documents are to be uploaded to the online application form.
Application period	Spring semester: September 1 st – October 15 th Summer semester: February 1 st – March 15 th Fall Semester: February 10 th – May 15 th <i>Contact us for late applications</i>
Duration of exchange	1 – 2 semesters
Application requirements	Official nomination from home institution Completion of at least one year of study Continuing towards a degree at home institution A solid GPA Signed ECTS Learning Agreement or other confirmation/nomination from school
Visa Requirements	Students from outside the European Economic Area need to apply for a residence permit before arrival. Allow at least 3 months for processing. Contact our International Office for assistance.
Medical Coverage	Required for students from outside the European Economic Area and available at a reasonable cost from Icelandic insurance companies. Contact the International Office before your arrival. Not required for European students who have a valid E111 or European health insurance card.

Exchange student orientation	
Date	Usually last Thursday-Friday before start of semester (subject to change with prior notice)
Contents	Buddy program, Academic info, introduction to campus, intranet, etc.

Move-in date	Exchange students are expected to arrive 1-4 days prior to orientation
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Academic calendar	
Semesters	Spring semester: January 4 th – April 29 th 2016 (17 weeks, 30 ECTS) Summer semester: May 2 nd – June 16 th 2016 (9 weeks, 20 ECTS) Fall semester: August 24 th – December 11 th 2015 (17 weeks, 30 ECTS)
Summer School Exams	July 16 th – August 7 th Spring semester: February 15 th - 19 th 2016 (Slot 1) and April 18 th - 22 th 2016 (Slot 2) Summer semester: June 13 th - 16 th 2016 Fall semester: October 5 th – 9 th 2015 (Slot 1) and December 1 st - 4 th 2015 (Slot 2)

Course information	
Courses in English	Information on courses are available here: http://www.bifrost.is/english/academics/exchange-program-courses-in-english/
Course sign-up	Students are enrolled to a course according to the Learning Agreement
Areas of focus	Business, Business Law, Economics, Political Science, Philosophy
Language of instruction	Mostly Icelandic, but English for some second- and third-year courses and for exchange students
The slot system	Each course is taught in 6 week slots and the workload is divided between slot 1 and slot 2. The exams are in the 7 th week of each slot.

ECTS credits and student workload	
ECTS workload	One ECTS credit normally consists of 25–30 hours student workload.
Credits per course	All courses are 6 ECTS
Recommended credit load per semester	30 ECTS (less for students coming during summer semester)
Minimum workload per semester	We do not set a strict minimum, but prefer that exchange students take at least 2/3 of a full load
Maximum workload per semester	We do not set a strict maximum
Length of Bachelor degree (years)	3 years (can be completed in 2.5 years if students take two full summer terms)
Graduation requirements for bachelor degree	180 ECTS, including final thesis
Teaching methods	Lectures, homework assignments, exams, group projects, thesis.
Grading Scale	Grades are on a 0 to 10 scale. 9.0, 9.5, 10.0 is equivalent to ECTS A 8.0, 8.5 is equivalent to ECTS B 7.0, 7.5 is equivalent to ECTS C 6.0, 6.5 is equivalent to ECTS D 5.0, 5.5 is equivalent to ECTS E 0 - 4.5 is equivalent to ECTS F or FX

Campus and student housing	
Accommodation / Housing options	Single room w/bath, two-room apt., three-room apt. All on campus.
Cost of rent per month	Min. 300 EUR Living expenses At least EUR 400 per month
Campus facilities	Bifröst is a residential, campus university with on-campus housing, gym, hot pools and sauna, shop, cafe, library, preschool, wireless network, etc.
Distance from city / airport	110 km from Reykjavík, 150 km from Keflavík International Airport
Fees	Service fee: 250 EUR Housing insurance fee: 150 EUR (refundable)
% of exch. students	5%

Other useful information	
Welcome letter	All students receive a welcome letter and orientation booklet a few weeks before semester starts.
Computer access	Exchange students receive a username and a password to access the University intranet (MySchool).

- **Please note that information provided in the fact sheet is subject to change.**