

Gildir frá  
01/08/19



HÁSKÓLINN Á BIFRÖST  
BIFRÖST UNIVERSITY

## Alþjóðastarf

Verklag og reglur



## Efnisyfirlit

Alþjóðastefna Háskólans á Bifröst.....	1
1. The Procedures for Outgoing Student Exchange.....	2
2. The Procedures for Incoming Student Exchange .....	4
3. The Procedure for Lecturers/Staff Exchange at Bifrost University.....	5

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## Alþjóðastefna Háskólans á Bifröst

Háskólinn á Bifröst leggur áherslu á samstarf við erlenda háskóla, stofnanir og samtök sem taka þátt í nýsköpun og framþróun. Háskólinn á Bifröst leitast við að efla fjölbjóðlegt tengslanet sitt með samningum við systurstofnanir sínar og með þátttöku í rannsókn- og þróunarverkefnum í samstarfi við menntastofnanir sem leggja stund á rannsóknir og nýsköpun. Kennarar og nemendur skólans eru hvattir til að nýta sér tengslanet skólans og að byggja upp ný tengsl með virkri þátttöku í skiptikennslu og skiptinámi og auka þar með þekkingu sína og víðsýni.

Háskólanum á Bifröst hefur verið mörkuð sú stefna að stíga skref til frekari alþjóðavæðingar m.a. með námslínunum á ensku og starfsemi sumarháskóla á Bifröst. Með þessu stígur skólinn afgerandi skref í átt að auknu námsframboði fyrir erlendan markað. Jafnframt verður leitast við að greina og þróa samstarfsverkefni með erlendum aðilum með það að markmiði að þróa námframboð fyrir innlendan og erlendan markað.

### **Háskólinn á Bifröst leggur áherslu á að:**

- hvetja nemendur háskólans til að taka hluta af námi sínu (eina til tvær annir) við erlenda samstarfsskóla Háskólans á Bifröst
- bjóða erlenda skiptinema velkomna í nám við skólann
- vinna að stofnun nýrra námsbrauta á ensku fyrir erlenda nemendur
- hvetja starfsfólk skólans til að taka að sér kennslu við erlenda samstarfsskóla
- bjóða velkomna erlenda gesti, kennara og vísindafólk sem gefa Háskólanum á Bifröst þekkingu og virði til að efla alþjóðlegt samstarf og til að auka hróður og vegsemd skólans á heimsvísu.
- styrkja stöðu sína með virkri þátttöku í alþjóðlegu rannsókn- og fræðasamstarfi með því að byggja upp samstarfsnet við erlenda skóla og stofnanir um allan heim.
- efla þátttöku í fjölbjóðlegum verkefnum bæði meðal nemenda og kennara
- þróa og efla starfsemi alþjóðlegs sumarháskóla á Bifröst
- greina tækifæri til nýsköpunar og fjölbreyttara námsframboðs í samstarfi við erlenda aðila

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# 1. The Procedures for Outgoing Student Exchange

## **Objective**

The objective of these procedures is to ensure the effective and professional preparation and implementation of outgoing student exchange in compliance with Bifröst University's policy on student exchange and international relations.

## **Disclosure of information**

The International Office (IO) is responsible for providing students with information on possible student exchange programs and grants in due time before application deadlines, which are, as a rule, two times each year. The IO is responsible for providing necessary information to students regarding all the steps of the process, both in relation with the selected partner university and the available grants. The IO administers all relations with prospective exchange students from Bifröst University.

## **Implementation of student exchange**

The IO is responsible for the effective and professional processing and dealing with applications for student exchange abroad. Students are responsible for the progress of their studies during their time of stay at partner universities. After performing the selection process, the IO nominates exchange students to the respective partner universities before the deadline set by the partner. The appropriate Dean confirms a student's choice of courses by signing the student's Learning Agreement and briefs the student on which courses will be qualified as a part of the student's degree.

## **Procedures overview**

Before departure.

The IO communicates the exchange opportunities to all students in late January each year by sending email to all students and by giving presentation to students who are interested. The IO expects enquiries and applications for exchange from students in February-March and meetings with all applicants are scheduled. When students have confirmed their interest in the exchange and chosen a partner university, the IO sends out nominations to the relevant universities. The student receives information package from the university soon after that. The student receives English test from Erasmus to complete within 30 days. The student must choose courses at the relevant partner university and complete Learning Agreement no later than 90 days before the beginning of the semester. The courses must be qualified with the curriculum/student's major at Bifröst University and the appropriate Dean must sign the Learning Agreement to confirm the course selection with a signature. If the student has chosen partner university within Europe, then the Erasmus grant is arranged for the student and the transfer is granted before the start of the semester.



After departure.

The exchange students must hand in the document 'confirmation of arrival' that the International Office at the host institution can sign. At the end of the semester, the host institution issues Transcripts of Records that is an overview of the courses completed and the grades. Bifröst University acknowledges the document as a 'confirmation of stay'. The students' academic results are sent to the Academic Services for record keeping. In the end, the student must submit final report to Erasmus to get the final payment according to the Erasmus agreement.

## **2. The Procedures for Incoming Student Exchange**

### **Objective**

The objective of these procedures is to ensure the effective and professional preparation and implementation of incoming exchange students in compliance with Bifröst University's policy on student exchange and international relations.

### **DISCLOSURE OF INFORMATION**

The International Office (IO) is responsible for providing students information on possible student exchange programs in due time before application deadlines, which are, as a rule, two times each year. The IO administers relations with foreign exchange students at Bifröst University and gives them information about studies, examinations, accommodation, and the rules and regulations of Bifröst University.

### **Implementation of student exchange**

The IO is responsible for the effective and professional processing and dealing with applications for student exchange. Students are responsible for the progress of their studies during their time at Bifröst University. The IO and the heads of departments are responsible for maintaining a curriculum of courses taught in English and for ensuring that there is enough supply of courses taught in English each semester for foreign exchange students to attend.

### **Procedure overview**

Before arrival.

The IO receives nominations from partner universities from January to May and each student receives information package on how to apply and how to prepare for the semester in Bifröst. The IO works with the Academic Services Department and the Deans to confirm the course offerings taught in English before April 1st each year. The nominated students apply for the exchange studies by submitting their online application form and they receive confirmation letters from the IO within 2 weeks of application. By June 1st, the students must hand in Learning Agreements with course selection and the IO sends the Academic Guide to all accepted students. The IO submits an list of accommodation needs for students 3 weeks before arrival to the Housing office and requests student ID cards from the Service Manager for all accepted students.

After arrival.

The IO delivers the Orientation session and organizes events throughout the semester, such as Welcome Dinner, International Dinner, Day Trip. The IO prepares the departures of exchange students and issues Transcripts of Records for all students that are sent in hard copy to the relevant universities.

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### **3. The Procedure for Lecturers/Staff Exchange at Bifrost University**

It is Bifröst University's policy to have foreign visiting lecturers teaching regularly at the University. Likewise, the University encourages its own lecturers to engage in teaching as visiting lecturers at Bifröst University's partner universities abroad, as possible. Bifröst teachers and staff are encouraged to participate in staff training weeks abroad to broaden their professional network, to acquire knowledge and specific know-how from good practices abroad and to gain practical skills relevant for their current job and professional development.

All academic employees at the University may show initiative in inviting foreign instructors to teach at the University, given the approval of the head of department and the head of the International Office. The Dean is responsible for drawing up an agreement on the arrangement of the teaching, the duration of the visiting lecturer's stay and remuneration. The head of the International Office takes care of the reception of the visiting lecturer and organises his/her stay on campus in consultation with Academic Services. The head of department organises the visiting instructor's work during his/her stay at Bifröst in consultation with the respective lecturer and Academic Services.

Visiting lecturers have identical duties to students as permanently contracted lecturer. Foreign visiting lecturers enjoy the same services as permanently contracted instructors at the University during their stay at Bifröst.

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