Information about Student Exchange

Disclaimer. This is a tool for helping IDI’s students, so far focusing on Gløshaugen students, but hopefully also of some use within all IDI. The tool does not have any official status with respect to agreements at NTNU.

General
Welcome to our wiki for IDI students who are planning to study abroad.

This wiki contains information and links for setting up a plan for your exchange study. You should also look at the general NTNU information page: https://innsida.ntnu.no/utenlandstudier.

Please read and make yourself familiar with the information on this page before addressing the IDI student exchange advisors!

All requests about student exchange must be addressed to science-exchange@idi.ntnu.no. This is an IDI-internal list shared by both administrative and scientific advisors at IDI.

Initially all requests will be process by the administrative advisors for exchange studies. They will handle all practical issues regarding how to prepare and register for an application. The administrative advisors will contact or point you to one of the scientific advisors for questions related to the mapping of NTNU courses to courses in universities abroad.

For all requests, you need to tell us which study program you follow (datateknologi or informatikk) and which specialisation.

IDI’s administrative advisors are:
- Kristin S. Karlsen and Unni Kringtrem Eide, Student administration office

IDI’s scientific advisors, for specialisations linked to the three IDI Gløshaugen groups are:
- Computer: Anne C. Elster, room 410 IT Building Vest
- Data and Artificial Intelligence: Agnar Aamodt, room 322 IT Vest
- Information Systems and Software Engineering: Sobah Abbas Petersen, room 106 IT Vest

We have a weekly consultation slot on Mondays 1400-1600, in room 322 IT Vest. You are welcome to visit us there!

For some issues you may be asked to contact an advisor at the IE faculty, who are:
- Julie Elisabeth Takacs for computer science (datateknologi) (MIDT/MTDT/..)
- Trude Buøy Solvang for informatics (informatikk) student (BIT/MSIT/..)

Filling in the pre- and post-approval forms.
The pre-approval form Søknad om forhåndsgodkjenning is to be found here.
The Post-Approval form: Søknad om endelig godkjenning is to be found here.

Please note that the standard NTNU forms do not ask for all the information we need at IDI for a smooth application process, so please make sure to:

1) Add your specialisation (studieretning/hovedprofil) after specifying your Studieprogram, either on the same line or after your email address.

2) Make an explicit mapping between your expected NTNU courses and the courses you plan to take abroad. One NTNU course may map to (parts of) several courses at your exchange university, but we need to see how your set of courses abroad map to the courses you would have taken at NTNU:
   - In the pre-approval form, add the corresponding NTNU course after the exchange course (section 3) - see example below.
   - In the post-approval form, use the Comments field (Ev. kommentarer) for the corresponding NTNU course - see example below

See the GNAG DB for a list of universities with their number course credits corresponding to NTNU (ECTS) credits. Please note that this database may not always be 100% updated.

When filling in a form - depending on your study program:
- Find classes that are good matches to your obligatory (O) classes and other requirements.
- Fill up with other (CS) classes to at least 30 ECTS pr. semester.
- K-Emne should be similar to something on the K-Emne list.
- "Ingeniøremne annet Studieprogram" can be any engineering course, possibly even a CS course if necessary.
- EiT and KPro will be approved as long as you have a total of 20 ECTS with Group/Team project work in all your classes.
- Fill up with other (CS) classes to at least 30 ECTS pr. semester.
For all **follow-up requests** when abroad, such as changes to your signed pre-approval form
- remember to always tell which IDI study program and specialisation you follow
- remember to always send a copy to science-exchange@idi.ntnu.no, even if you are in a dialog with a particular scientific advisor

**Pre-approval before going**

- You will find **lists of courses offered by foreign universities** in the menu to the left, under Computer science (Datateknologi, Informatikk), grouped by country. Before sending your form to science-exchange@idi.ntnu.no, please make sure that the courses that you want to get approved are either already **approved** or - if not - **please insert them as suggestions in the Comments field** in the page of the respective university, in the same format as the main table.
- For an overview of which courses you should have taken if you were at NTNU, see Study plans for Datateknologi or Informatikk:
  - studieplan-realfag#programmeCode=BIT.
  - studieplan#programmeCode=MIDT
  - studieplan#programmeCode=MTDT
  - studieplan#programCode/MIT
  - studieplan#programCode=MSIT
- **Example of fill-in form**

**Post-approval after returning**

- Once you have returned home from the foreign educational institution, you must contact IDI again to get an approval with a signature. It is important that you **send/bring your pre-approval** form at the same time. Also remember to tell us your **specialisation**.
- Before the advisor can approve, she/he will check your exchange university on the wiki, handle possible changes you have made from the pre-approval plan, and ensure that you meet the requirements of your exchange year, defined by the Study plans (see under Pre Approval).
- Your courses during exchange should at this point already be in the wiki page for your university, either approved or as comments.
- **Example of filled-in form**

For both pre and after approvals, when you have got a signature from IDI you will need to send your form to the IE faculty administration, together with all transcripts and documents you have received from you foreign university, for final check and formal approval.

For pre-approval, upload the form to

- **Søknadspapir** send a message about that to Julie Takacs (datateknologi) or Trude Solvang (informatikk).

For final approval, send the form to:

- **postmottak@ie.ntnu.no**, indicating "Søknad om endelig godkjenning av emner" in the title field.

**Application deadlines**

Look at the NTNU site: [Click here](#)

**Additional information**

- Erfaringsrapporter fra gamle utvekslingsstudenter