**What is THE NORDIC COMMON STUDIES (NCS)?**

Each year the Norteas network has selects a joint week in the calendar where they choose to swop their students in order to give them a chance to study abroad for a full week and to get to know the education and teaching methods at another Nordic/Baltic institution.

The NCS week is from Sunday to Sunday, course workdays being Monday to Saturday. Focus group is normally BA students, 2nd or 3rd year.

Each participating school offers a one-week-long workshop or a programme of courses focusing on giving their incoming students a glimpse of their education and teaching methods.

All workshops are held in English.

**Creating your workshop / workshop description:**

Make a description of the course(s) offered, shedding light on the content as well as topics addressed during the workshop(s). This information should give an idea on what the students can expect to learn during the NCS week at your institution.

Typically, the NCS was for acting students (2nd or 3rd year BA level) – but for 2018/19 NCS round a joint decision has been made by the network to make this week open to all students of theatre and performance arts education.

You should include information about the teachers and add their CV if possible.

Give information on whether students are expected to prepare for the NCS week at your academy in any way, e.g. if there is reading material. Also if the workshop(s) require training clothes or simply normal street-wear, should students have bare feet or shoes etc.

**Distribution of workshop descriptions, study places and grants:**

Deadline for the course descriptions will be given by the working group F4, 4-5 months before the actual NCS week.

1. Course descriptions should be sent to the Norteas coordinator (alma@lhi.is). Norteas will then prepare a brochure that is sent round to all participating schools. Schools are asked to have their outgoing students select their destinations or simply allocate places to their outgoing students. Distribution of study places **- which school gets to send how many and to where -** is announced to all members in summer/autumn every year, at the time of the allocation of Nordplus funding in general.

2. Sending schools send a list to Norteas coordinator on which of their students is going where. Deadline t.b.c (for NCS in 18/19).

3. Sending school makes their participating students fill out the grant form for their Nordplus mobility grant and sends this together with the Norteas NCS Invoice form to the Norteas network coordinator. Deadline t.b.c. (for NCS in 18/19).

4. Norteas network coordinator transfers the grant to each university, who then takes care of either booking their students travel, or transferring the grant directly to students who takes care of their own booking.

**Hosting incoming students:**

It has been agreed in the Norteas network that all hosting schools will offer **free accommodation** to their incoming NCS students. This can either be a (shared) room in a hostel, a place at home with another student (same sex) or other reasonable form.

It is recommended that receiving schools should **have a person designated as the host,** one person that the exchange students can turn to. It's important that they feel well looked after.

Share **practical information** with incoming students at least 3-4 weeks prior to arrival. As a host in this project, it is your responsibility to keep your incoming NCS students group *well informed* about the upcoming week, about housing, social schedule and other important practical information.

**The practical information given by host to all incoming students, should include:**

* Where will the student live
* Who will receive them at the airport/bus station, or meet/greet them at their place of living
* What is the general schedule of the week
* how many hours pr day on coursework
* what social activities have been planned
* Ask your incoming student to report of allergies and if there are concerns about pet-animals (in case they are living together with local students)

**After the NCS:**

Participating students and teachers will receive a feedback form at the end of the NCS week.

Hosting schools should provide the home schools of each incoming students with information on successfully completed attendance.