Conditions of Admission for Quota Students
Autumn 2015

This Conditions of Admission document is an enclosure to the Letter of Admission from the University of Tromsø, signed by the Department of Academic Affairs.

Please read carefully before you accept.
ACADEMIC MATTERS - YOUR RIGHTS AND RESPONSIBILITIES

A place of study
Your admission is valid according to the normal duration of your study program. If you cannot start your studies this academic year commencing August 2015 and meet the registration deadline 1 September 2015, your place cannot be reserved for later, and you will have to reapply for admission at a later stage. Documented own serious illness or death in close family may give exemptions from this. When accepting our offer of a place of study, please be aware that alternations to a different study programme or to PhD level are not accepted. Violations of the Conditions of Admission, may lead to cancellation of the Student Contract. The consequences of such a cancellation are loss of the place of study and loss of student residence permit.

A study plan
You have been accepted to studies within a specific Master’s degree programme at the University of Tromsø – The Arctic University of Norway (UiT). Within the programme, you will find both obligatory and elective courses. The student adviser at the department in charge of your study programme will help you make a study plan according to your preferences within the Master’s degree programme. Such a study plan is considered a contract between the UiT and yourself and will imply your rights and responsibilities. It should be signed electronically when you register for exams.

The combination of courses in your study plan may be altered during the time of study if based on a mutual agreement between the student and the department. Please consult the department where you will be studying for information about deadlines for such alternations. If you want to take additional courses from other programmes you always have to contact your coordinator.

Exam regulations
Registering for exams is done each semester. The deadline is the same as for the semester registration. Exam changes can be made within the semester registration deadline. If you have registered for more exams than you actually have prepared for, you can withdraw your exam registration. The deadline for withdrawal is 1 November in the autumn semester. The exception from this deadline is for exams arranged before the 15 November. Then the deadline is 14 days before the actual date of the exam. In the spring semester, the deadline for withdrawal is 15 April. The exception from this deadline is for exams arranged before the 29 April. Then the deadline is 14 days before the actual date of the exam.

The exam regulations are very strict when it comes to plagiarism, referencing and cheating. Due to increasing number of cases concerning plagiarism, the University of Tromso feels obliged to inform all the new students about the eventual consequences. Copying or rewriting of other peoples’ work, academic books and articles or earlier exam papers with no references made to the sources, are not accepted and will be considered cheating. The student risks being expelled from the University and having the student residence permit and scholarship annulled. In addition, a letter with the expulsion information is distributed to all the Norwegian higher education institutions. Consequently, the student is prohibited from taking any exams in Norway. To avoid misunderstanding due to lack of knowledge, the University of Tromsø organises an obligatory course in routines concerning referencing and the use of sources for all the students. The course takes place during the Introductory Programme and lasts 1,5 hr.

Study progression
It is important to keep a normative study progression, not least to avoid financial problems and problems with renewal of residence permit. The admitted student and the University of Tromsø have a mutual responsibility in meeting the demand of the normal duration of the program. If academic problems arise, the International Student Adviser must be contacted as soon as possible. Delays due to documented medical reasons may in certain cases be accepted. Please note that not showing up for exams or long absence from the study programme without documented reason will lead to cancellation of your student contract, including your place of study, and student hostel.

PRACTICAL MATTERS - YOUR RIGHTS AND RESPONSIBILITIES

Conditions
When you accept the offer of admission you also confirm that you are citizen from a country that are eligible for support under the quota scheme and that you have resided in your home country on year prior to your stay in Norway.

Original documents
The University of Tromsø requires that you bring your original certificates and diplomas on arrival in Tromsø. Due to an increase of falsified documents, we will request to see your original documents. If any of the documents provided with the application of admission should be found invalid, your admission will be annulled. We also advise you to bring the Letter of Admission in your hand luggage in case of loosing your ordinary luggage. The Immigration authorities might ask for the letter upon arrival.

Student residence permit and work permit
To obtain a student residence permit requires that you have been granted a place of study, accommodation and that you can finance your studies in Norway with an estimated amount of NOK 97,850 per year. Quota students are covered financially by the Quota Scholarship Scheme.

A student with a student residence permit is automatically granted a work permit of maximum 20 hours a week (part-time job). The University and the local Police Office reserve the right to judge whether a part time job is compatible with the workload of the studies.

The Local Immigration Office and the Population Registry
Within one week after arrival, students from outside the EU/EEA area must report their arrival at the Local Immigration Office in town, and later make an appointment in order to obtain the residence card. Quota students should apply for a Norwegian ID number at the Population Registry in town. A Norwegian ID number is an essential condition to receive financial support from the State Educational Loan Fund, but also for other purposes like opening a bank account. Both matters will be included in the Introductory Programme for New International Students. Once the Norwegian ID number has been issued to you, you should immediately take the ID number certificate to the university, so that we can save it in our files.

Arrival days and Introductory Programme for New International Students
The Introductory Programme runs from 7. - 10. August (Campus Tromsø), 12. – 14 August (Campus Alta) It is essential that you arrive in time to attend this comprehensive programme. It contains all the academic and practical information you need to get started. A detailed programme for this week be found at www.uit.no/newstudents closer to the event. The Arrival Days for students are set to 3., and 6. August. (Tromsø) and 10.-11 (Alta) During these days, we will assist you in picking up the keys at the airport your keys. Students arriving late will not receive the same service. Quota students arriving late risk having to wait longer for the scholarship procedures to be ready than students arriving on time.

Semester Registration
Registration takes place every semester at the University. This means paying the semester fee of NOK 500, committing to a study plan at your faculty and thereby doing exam registration. You will get help to do this during the days of the Introductory Programme. For the registration we will need to see your passport, your new address in Tromsø and your e-mail address. A semester registration receipt will be issued each semester after you have registered. This will be sent to your student hostel address in Tromsø. When you have received this, you can have your student card made. Please remember that the student card is not valid without showing the semester registration receipt. You will need no passport photo for the student card, as photos will be made at the University. The deadline for registration is 1 September for the autumn semester and 1 February for the spring semester.

The funding of the Quota Scheme
As a student admitted to the Quota Scholarship Scheme at the University of Tromsø you will receive a scholarship from the Norwegian State Educational Loan Fund. The Scholarship is granted to cover all living expences (food, accommodation, books etc) The scholarship consists of 60% loan and 40% grant according to the State Educational Loan Fund’s regulations. The loan will be converted into a grant upon the student’s return to his/her home country. The loan has to be repaid if residence is taken anywhere else but the student’s home country within 10 years after graduation.

Financial support is available for five months each semester/ten months each academic year and is paid out monthly. In total, support is available for one academic year. Please note that Support is available for full months only, not for part of months, starting 15 August – 15 September as the first month of the year.

Additional support for fieldwork, data collection etc. must be applied for well in advance, and with specific documentation to be submitted.

Travel grant is given towards one return ticket per year between the student’s home country and Norway. The grant is given as a fixed sum to cover (part of) the ticket price between Tromsø and the capital of the home country. The sum, based on a minimum price approved by the Ministry of Education is not meant to cover all the actual costs of an individual ticket. One travel grant can be given towards a one-way ticket to Tromsø at the start of studies and return to home country after completed programme. No grant for travel during the semester study period itself is given. Applications for travel grants must be accompanied by confirmation of ticket price and of booking from a travel agency. No grant can be sent to students in advance for travel to Tromsø. Hence, the student will be reimbursed on arrival after having submitted a travel grant application.

Your formal application for the scholarship can only be submitted after arrival in Norway, when a Norwegian identity number has been issued, and you have opened a bank account in Norway. You will receive the first regular transfer of the scholarship 7-8 weeks after arrival. In the meanwhile and short after arrival, you will be offered a “intermediate” stipend from Norwegian State Educational Loan Fund.

Violations of the Conditions of Admission to the Quota Scheme at the University of Tromsø, may lead to cancellation of the Student Contract. The consequences of such a cancellation are loss of the place of study, loss of financial support and loss of student residence permit.