

Regulations for student admission to the UiT

This is an unofficial translation of the Norwegian version of the regulations and is provided for information purposes only. Legal authenticity remains with the Norwegian version as published in Norsk Lovtidend. In the event of any inconsistency, the Norwegian version shall prevail.

Adopted by University Board on 13.12.09 (case 73/08) in accordance with sub-sections 3-6 and 3-7 of the Act relating to Universities and University Colleges of 01.04.05 no. 15.

Chapter I General regulations

Section 1. Scope of regulations

These regulations are applicable for admission to credit yielding studies at the University of Tromsø. These regulations are also applicable to studies controlled by national curriculums, unless otherwise stipulated in the national curriculum, and for admission to the preliminary course for engineering.

These regulations do not apply for admission to doctoral degree programmes at the University of Tromsø. The admission and ranking of applicants to first degree programmes is regulated by the Ministry's Regulation relating to admission to higher education.

Section 2. Supplementary regulations

The faculties may set special minimum academic requirements for admission to post graduate studies and further and continuing education.

The faculties may set supplementary regulations for admission within the framework of these regulations.

Section 3. Admissions committee

Each faculty shall appoint an admissions committee. The faculty or unit/centre board can function as the admissions committee. A minimum of 50 % of the committee must be present to have a quorum. The admissions committee may delegate decision-making authority to the committee's chairperson.

The appointment of an admissions committee is not required for admission to studies for which admission regulations are set in their entirety by the Ministry of Education and Research.

Student representatives must comprise at least 20 percent of the membership of the admissions committee. When there is no more than one member, students have the right to appoint a second representative, who has the right to speak and make suggestions, but not vote.

Section 4. Admission on the basis of prior learning and work experience

The university may admit applicants of 25 years of age or older in the year of admission to a specific programme providing on the basis of the prior learning and work experience the applicant has the necessary qualification for the relevant programme of study. Students admitted on the basis of prior learning and work experience are given a restricted right to study.

The University Director may set guidelines concerning the documentation of qualifications and the processing of applications for admission within the framework of rules set by the Ministry.

Section 5. Deadlines for applications and the forwarding of documents

The University Director sets deadlines for admission to studies with local admission.

Application deadlines shall be announced on the university's website. In the event that there are few qualified applicants when the application deadline passes, the department may announce the study again with a new application deadline. The new application deadline shall be set by the University Director. When studies are re-announced, all qualified applicants who applied within the ordinary deadline shall be offered a study place.

All applications must be submitted on the stipulated application website or application form. All required documentation shall be attached to the application/cover page. Certified copies of the original documents are required.

Any documentation that is not available at the time of submitting the application may be forwarded within the deadline stipulated by the Ministry of Education and Research or the University Director.

Section 6. Dispensation from application deadlines

The University Director may, following an application from a student, grant dispensation for a deadline for application set by the director in the following circumstances:

1. Sickness on the final day for applications, as documented by a medical certificate
2. Bereavement in the immediate family, as documented by a public servant
3. When applying for studies/courses being offered for the final time at the University of Tromsø
4. When applying for courses which, in the event of passing the final examination, will result in the completion of a degree at the University of Tromsø
5. In other special circumstances

Any application for dispensation that is received later than four weeks after the stipulated deadline for admissions will not be considered.

Section 7. Reserved study place

An allocated study place may be reserved upon call-up orders to compulsory military service or compulsory civilian national service, pregnancy, prolonged illness or other weighty reasons

of an academic, social or personal nature. The study place is reserved until the following year or until the next time the study has an ordinary admission.

Applications for a reserved study place must be submitted within three weeks of receiving the offer of a study place.

Section 8. Early application deadline

Applicants for studies with centralised applications through the Norwegian Universities and Colleges Admission Service (NUCAS) may be granted an early application deadline if they can document that they require an early reply to their application. The criteria for an early application deadline and requests for documentation are given by NUCAS. The applicant must be qualified for the study in question at the time of the application. When approving an early application deadline, the applicant's qualifications must be at the same level as the upper half of the applicants admitted to the programme of study at the last ordinary admission.

Section 9. Ranking of applicants

In the event that the number of qualified applicants to a programme of study exceeds the number of study places available, the applicants are ranked in accordance with the rules stipulated in these regulations.

Section 10.

The faculties may announce vacant study places to cohorts. The faculties set rules for admission and ranking of applicants.

Chapter II Admission and ranking of applicants to Master Degree programmes (120 credits) and experience-based Master Degree programmes (90 or 120 credits)

Section 11. Admission

Applicants must, in addition to Higher Education Entrance Requirement, have:

- a) attained a Bachelor degree, cand.mag. degree or another degree following a programme of study of a minimum three years' duration or similar education which in accordance with sub-section 3-4 of the Act regarding Universities and University Colleges is approved as equivalent to the specified degrees and duration of study
- b) any fields of study, courses or course groups stipulated as requirements in the curriculum for the relevant Master's degree programme
- c) any specific minimum academic requirements stipulated in the programme description
- d) any special requirements stipulated in the programme description

In order to gain admission to a Master Degree programme (120 credits), there is an additional entry requirement about majoring/specialisation in a subject, course or course group worth the equivalent of not less than 80 credits or integrated education of not less than 120 credits within the subject area of the Master Degree education.

In order to gain admission to an experience-based Master Degree programme (90 or 120 credits), the applicant must have a minimum of two years' relevant work experience. The faculty must assess what constitutes relevant work experience and can, for some programmes, stipulate requirements for work experience over and above the minimum requirement of two

years.

Requirements concerning proficiency in Norwegian do not apply for applicants for foreign language Master's degree courses.

Section 12. Conditional offer of admission

A faculty may grant a conditional offer of admission to an applicant who at the time of admission is awaiting an examination result forming part of the basis for admission, subject to the applicant passing the examination in question. For applicants awaiting an examination result from an institution other than the University of Tromsø that will form the basis for admission, written documentation from the institution is required stating that the applicant will attain a Bachelor degree or other valid basis for admission if successful in passing the examination.

A faculty may grant a conditional offer of admission to an applicant who requires a maximum of 10 credits to attain a Bachelor degree at the University of Tromsø, subject to the applicant providing documentation of an attained Bachelor degree within their first academic year of the Master Degree programme. Such conditional admission can also be granted to applicants awaiting completion of their basis for admission from another institution, if written documentation can be provided by the institution stating that the applicant requires a maximum of 10 credits to attain a Bachelor degree or another valid basis for admission at the institution.

A student who has gained a conditional offer of admission, but who does not fulfil the conditions for admission within the stipulated deadline, shall receive written notification from the faculty that he/she shall lose the right to study on the Master's degree programme. The student has the right to appeal such decisions, which are ruled on by the university's Central Appeals Committee. The student has the right to sit the examination for the courses they have commenced.

Section 13. Ranking

Applicants are ranked using the following criteria:

- a) Applicants with completed Bachelor's degrees are ranked according to the weighted average grade for courses comprising the major of no less than 80 credits in the Bachelor's degree. When calculating the average grade, weighting is applied to the attained grades in courses accordance with the number of credits the course yields.
- b) In the event that the applicant has part of the basis for admission from another institution, the grades from the external education shall form part of the basis for ranking.
- c) In the event that the applicant has part of the basis for admission from another institution, and the basis of admission has a grading scale that is not identical with one of the scales utilised at the University of Tromsø, the applicant must be ranked in relation to the other applicants using a discretionary assessment. In order to receive the offer of a study place, equivalent skills and knowledge is required as that required by applicants to receive the offer of a study place in accordance with ranking on the basis of clause a.
- d) Applicants who fulfil the admission conditions without a major of no less than 80 credits in the Bachelor's degree forming part of the basis for admission must be ranked in relation to the other applicants using a discretionary assessment. In order to receive the offer of a study

place, equivalent skills and knowledge is required as that required by applicants to receive the offer of a study place in accordance with ranking on the basis of clause a.

In the event of similar grades, the underrepresented gender shall be prioritised. In other situations where grades are similar, applicants shall be ranked according to the drawing of lots.

For studies where special requirements in accordance with clause d of Section 11 forms part of the basis for admission, the faculty may set separate rules for ranking the applicants.

Chapter III Admission and ranking of applicants to singular courses

Section 14. Admission

Applicants to singular courses must fulfil the general admission requirements as stipulated by the Ministry of Education and Research Regulation relating to admission to higher education. Applicants to singular courses at Master's degree level must in addition fulfil the admission requirements stipulated in the first clause of Section 11.

The faculty may also stipulate required previous knowledge over and above the general requirements for admission. The term required previous knowledge means the requirement to have passed courses at university or university college level.

Section 15. Ranking

Applicants are ranked in accordance with the number of accumulated credits that may be included in a degree or vocational training programme. When the number of credits is equal, applicants shall be ranked according to the drawing of lots.

Chapter IV Admission and ranking of applicants to further and continuing education

Section 16. Admission

The term further and continuing education refers to study options that offer new formal qualifications at university or university college level, and is designed to meet work and business-related requirements with respect to target group, academic content and educational approach.

Applicants to further and continuing education must fulfil the admission requirements stipulated in the Regulations regarding admission to higher education. Applicants to further and continuing education at Master's degree level must in addition fulfil the admission requirements stipulated in the first clause of Section 11.

The faculties may stipulate requirements concerning relevant vocational experience and/or education at university or university college level.

Section 17. Ranking

Applicants are competing for study places by the drawing of lots, unless otherwise determined by the University Board for the specific course/programme. Study places allocated to contractors are granted exemption from this regulation.

Chapter V Admission and ranking of applicants to specific studies

Section 18. Admission and ranking of applicants to professional programme in psychology

The Faculty of Health Sciences determines which disciplines, courses or course groups constitute the basis for admission to the programme of professional study in psychology.

Applicants are ranked on the basis of weighted average grade for the courses that constitute the basis for admission. In the event of grade equality, these applicants are ranked by the drawing of lots.

Section 19. Admission and ranking of applicants for the preliminary course for the engineering programme

Applicants are admitted within the following groups:

- a) Applicants who have successfully completed the upper secondary school course 1 or upper secondary school course 2 from other programme options than the programme option for general studies, applicants who within the Knowledge Promotion Reform have successfully completed upper secondary school year 1 or 2 from a vocational education programme, as well as applicants who have an approved certificate of completed apprenticeship or have completed the apprentices' final examination.
- b) Applicants who do not fulfil the specific entrance requirements for admission to the engineering programme, but who have successfully completed upper secondary school course 2 from the programme option for general studies, or within the Knowledge Promotion Reform have successfully completed the upper secondary school year 3 programme for general studies.
- c) Applicants who are a minimum 23 years of age and who have completed primary and lower secondary education and a minimum five years' vocational experience, or a combination of vocational experience and education at upper secondary school level of a minimum five years.

For applicants within groups a and b, a points calculation is carried out on the basis of the diploma from upper secondary school. The points calculation for applicants within group c is carried out on the basis of the number of years' vocational experience over and above the minimum requirement.

If the applicant may be placed in more than one group, the placing that gives the applicant the best ranking shall be used.

Applicants where points calculation is not applicable to must be ranked in relation to the other applicants using a discretionary assessment. In order to receive the offer of a study place, equivalent skills and knowledge is required as that required by applicants to receive the offer of a study place in accordance with ranking on the basis of points calculation.

Chapter VI Quota arrangements

Section 20. Stipulation of quotas

The University Board stipulates quotas and criteria for quota arrangements for admission to studies regulated by these regulations, unless otherwise stipulated by the Ministry of Education and Research.

Section 21. Connection with this region

In order to be considered for the quota for Northern Norwegian applicants, the applicant must have lived in Northern Norway for the past 10 years and must still be resident here.

Applicants who have not been resident in Northern Norway the last 10 years must document their attachment with Northern Norway by a minimum of three of the five possible methods:

1. The applicant has been resident in Northern Norway for a minimum of 10 years
2. The applicant has examinations from primary school and lower secondary school, or primary school or lower secondary school, in Northern Norway
3. The applicant has completed upper secondary school in Northern Norway
4. At least one of the applicant's parents are resident in Northern Norway and has been resident in the region for the past 10 years
5. At the time of the applicant's birth, the applicant's mother was resident in Northern Norway

Section 22. Sami connection

In order to be considered for the quota for Sami applicants, the applicant must fulfil one of the following criteria:

1. Sami was their first language or second language for upper secondary school teaching
2. Diploma from primary school and lower secondary school where Sami is documented as the first or second language
3. Passed 60 credits (one-year foundation level subject) or semester examination in Sami at university or university college level
4. A competence assessment of Sami language proficiencies in relation to the language requirements in Sami from upper secondary school teaching
5. A test in Sami language at the same level as that outlined above

Chapter VII Right of appeal

Section 23. Right of appeal

Individual decisions made in accordance with these regulations may be appealed. The deadline for such appeals is three weeks after the applicant has received notification of the unsuccessful application. Any such appeals are ruled on by the university's Central Appeals Committee.

Chapter VIII Taking effect

Section 24. Taking effect

These regulations take effect on 01.01.2009.

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