

Regulations concerning Admission to the University of South-Eastern Norway

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Section 1. *Scope*

The Regulation applies to

- a) Admission to master's programmes pursuant to Sections 3 and 5 of the Regulation concerning requirements for admission to master's programmes
- b) Admission to the 1-year programme in educational theory and practice
- c) Admission to the preliminary course for engineering and civil engineering education programmes
- d) Admission to further education
- e) Admission to individual courses.

Section 2. *Norwegian language requirements*

For admission to Norwegian-taught programmes of study and courses, applicants with educational qualifications from countries outside the Nordic region must document that they fulfil the Norwegian language requirements set out in Section 2-2 of the Regulation concerning admission to higher education.

Section 3. *English language requirements*

(1) For admission to English-taught programmes of study and courses, applicants must document English language proficiency at an advanced level, equivalent to English from Norwegian upper secondary school (140 annual hours) with a grade of 4 or better. English language proficiency can be documented with a test in English at an equivalent level. Other documentation may be approved on the basis of individual assessment.

(2) For admission to Norwegian-taught programmes of study and courses, applicants with foreign educational qualifications must fulfil the English requirement specified in the GSU list, cf. Section 2-2(6) of the Regulation concerning admission to higher education.

Section 4. *Ranking of applicants*

(1) If there are more qualified applicants than the number of places, the applicants must be ranked.

(2) Applicants for programmes of study and courses with continuous admission are not ranked.

(3) Qualified applicants who cannot have their points calculated must be ranked in relation to applicants with calculated points by a discretionary assessment. An offer of admission requires equivalent skills and knowledge in a par with applicants offered admission after ranking on the basis of calculated points.

(4) When point scores are equal number, it must first be assessed whether it is possible to grant admission to everyone with an equal number of points. The applicants are then ranked by drawing lots.

Section 5. First degree requirements for admission to master's programmes under Section 3 of the national regulations for admission to master's programmes

(1) Admission to a master's programme requires a completed bachelor's degree or equivalent educational qualification.

(2) The weighted grade average must be C or better.

(3) Any special requirements must be specified in the programme description.

(4) In special cases, other documented competence may be approved as fully or partly equivalent to the requirements in the first and second subsections, provided that the applicant fulfils the required academic conditions for completion of the course of study.

Section 6. First degree requirements for admission to experience-based master's programmes under Section 5 of the national regulations for admission to master's programmes

(1) Admission to an experience-based master's programme requires a completed bachelor's degree or equivalent educational qualification.

(2) The weighted grade average must be C or better.

(3) Any academic specialisation requirement must be stated in the programme description.

(4) In addition, at least two years of vocational experience is required.

(5) Any special requirements must be specified in the programme description.

(6) In special cases, other documented competence may be approved as fully or partly equivalent to the requirements in the first and second subsections, provided that the applicant fulfils the required academic conditions for completing the programme of study.

Section 7. Calculation of grade averages for master's programmes

(1) The grade average must ordinarily be calculated based on the grades in all courses which fulfil the admission requirement.

(2) In the event that not all of the applicant's courses are graded, the courses with grades must be the basis for calculation of grade average, provided that these courses amount to at least 120 credits.

(3) Applicants with courses from foreign higher educational institutions or applicants with a Norwegian grading scale for less than 120 credits must be assessed individually.

(4) If applicants fulfil the requirements in multiple ways, all the qualifying grounds for admission must be calculated.

(5) For courses with Norwegian grade designations, the following numerical values must be used: grade A = 50, B = 40, C = 30, D = 20 and E = 10. The results are weighted according to course credits.

(6) The grade average will be rounded to two decimals, according to the general rounding rules.

Section 8. *Ranking of applicants for master's programmes*

(1) Qualified applicants are ranked according to a weighted grade average. If applicants have multiple rankings, the calculation of points giving the highest ranking must be used.

(2) For master's programmes, additional points may be awarded for other higher educational qualifications. For experience-based master's programmes, additional points may also be awarded for relevant vocational experience.

(3) For industry master's programmes, applicants are ranked on the basis of recommendations from partner companies.

Section 9. *Conditional offers*

Conditional offers may be made to applicants who are in the process of completing qualifying education programmes. Applicants who have received conditional offers must document fulfilment of the admission requirements within the specified deadline, in order to retain the offer.

Section 10. *Conditional admission*

(1) Conditional admission may be granted

a) To applicants who lack up to 20 credits if there are circumstances beyond the applicant's control that have contributed to an examination included in the admission requirement not having been taken or graded. This is subject to the condition that the applicant can document the circumstances.

b) To applicants who have completed a qualifying degree, but do not fulfil subject requirements that are stated as additional requirements. This applies solely when there are fewer applicants than places.

(2) Conditional admission requires that any lacking examinations are taken and passed at the first possible opportunity and no later than within one year. The weighted grade average after the lacking examinations is completed cannot be lower than a C.

(3) The programme description must state which qualifying degree courses are mandatory.

(4) Students who take an examination in a programme of study for which they have been granted a conditional offer of admission, will not have the examination approved as passed unless the admission requirement is fulfilled.

Section 11. Admissions requirements for 1-year programme in educational theory and practice

Admission requirements are stated in the programme description or the National Curriculum Regulations for the 1-year programme in educational theory and practice, including at least 60 credits relevant education within one of the subject didactics offered by the University of South-Eastern Norway.

Section 12. Calculation of grade average for the 1-year programme in educational theory and practice

The grades of the courses covering the subject didactic admissions criteria of 60 credits, and the highest-graded 120 credits, must normally be used as the basis for calculation of the grade average.

Section 13. Ranking of applicants for admission to the 1-year programme in educational theory and practice

(1) For admission to the 1-year programme in educational theory and practice, qualified applicants must be ranked according to the following criteria:

- a) Applicants with documentation of current or previous appointments in teaching positions during the last three years, either in schools at grades 5-13 or in adult education. This clause solely applies to the part-time course of study
- b) Applicants with a completed master's degree from a university or university college
- c) Applicants with two teaching subjects in which the University of South-Eastern Norway offers subject didactics
- d) In the event of an equal number of points, applicants are ranked according to a weighted grade average in the education programme that is the basis for admission to the subject-didactic subjects, cf. Section 11.

Section 14. Admission to preliminary courses for engineering and civil engineering education programmes

(1) To qualify for a preliminary course, one of the following requirements must be fulfilled

- a) Trade/craft certificate or completed and passed VG1 and VG2 from vocational programme options in upper secondary education
- b) Primary and lower secondary school and at least five years' relevant vocational experience
- c) Higher Education Entrance Qualification

(2) Applicants in group a) are ranked by grade point average from VG1 and VG2. Qualified applicants whose education cannot be calculated with a grade point average are ranked according to an individual discretionary assessment.

(3) Applicants in group b) are assessed on an individual basis.

(4) Applicants in group c) are ranked according to the grade point averages for the Higher Education Entrance Qualification.

(5) Three additional points are awarded to applicants who have a craft certificate.

Section 15. Requirements and calculation for further education

Admission requirements and the basis for calculation must be stated in the programme description or course description.

Section 16. Ranking of applicants on admission to further education

(1) If applicants have multiple rankings, the calculation of points giving the highest ranking must be used.

(2) Additional points may be awarded for other higher education, and for vocational experience when this is an admission requirement.

Section 17. Individual courses

For admission, calculation and ranking for individual courses, the general requirements for admission to the programme to which the course belongs will apply. For courses that do not belong to a programme of study, or courses that have different admission requirements, separate requirements may be stipulated in the programme description or course description.

Section 18. Admission capacity

The University Board stipulates the annual admission capacity for each programme of study.

Section 19. *Application deadlines*

15 April and 1 November are the ordinary deadlines for applications for admission to courses of study starting in the autumn and spring semesters, respectively. For applicants from countries outside the EU/EEA area, 1 December is the ordinary deadline for applications for admission to courses of study commencing in the autumn semester. For some courses of study, there may be deviating application deadlines or continuous admission.

Section 20. *Application processing and documentation*

(1) All education, practical training and other must be documented within the application deadline. Applicants who complete an education that provides a basis for admission after the expiry of the application deadline must submit preliminary results within the application deadline. Applicants must submit final documentation in the stipulated way and within the given deadline.

(2) Applications for admission from applicants who cannot present original documentation upon request will be rejected.

(3) International applicants from outside the EU/EEA/Switzerland who have not documented the necessary funding for their stay in Norway within the stipulated deadline will have their admission offer cancelled.

Section 21. *Deferred places*

(1) A granted offer of admission may be deferred for one year, or until the next ordinary admission to the programme of study or course. It is possible to apply for deferment for up to two years due to military service. This is subject to the course of study being implemented.

(2) Deferment may be granted when unforeseen and compelling conditions have arisen that prevent the applicant from using the place. Approved reasons may be illness, pregnancy, care responsibilities, compulsory military service or similar.

(3) The application deadline is three weeks after receiving an offer of admission to a programme of study.

(4) Applicants who have been granted conditional admission pursuant to Section 10 may not apply for a deferment.

Section 22. *Quotas*

The University may set quotas and criteria for quota schemes for admission to courses of study.

Section 23. *Changes in admission requirements*

Significant changes in the admission requirements for a programme of study must be published at least six months before they are implemented.

Section 24. *Transfer*

Students at the University of South-Eastern Norway and other educational institutions may apply for transfer to another programme than they have been admitted to. The Rector will set the rules and conditions for such transfer.

Section 25. *Exemption provision*

Based on further assessment, the Rector may waive the provisions of this Regulation by entering into a cooperation agreement concerning joint or double degrees.