

## Remarks on the Regulation concerning Admission to the University of South-Eastern Norway

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## Section 1 Scope

This regulation concerns all admission to the aforementioned areas and the list is exhaustive. The areas that are not covered by this Regulation are governed by other legislation.

Preliminary courses in physics and mathematics, Y-vei and TRES are applied for via the University College's local application portal and are part of the local admission, but are not subject to local regulations. These undergraduate programmes are subject to the national Regulations concerning admission to higher education.

## RE Section 2 Norwegian language requirements

Regulation concerning admission to higher education -

[https://www.regjeringen.no/globalassets/upload/kd/vedlegg/uh/forskrifter/regulations\\_admission\\_highereducation.pdf](https://www.regjeringen.no/globalassets/upload/kd/vedlegg/uh/forskrifter/regulations_admission_highereducation.pdf) ( <https://lovdata.no/dokument/SF/forskrift/2017-01-06-13> ).

## RE Section 3 English language requirements

### First subsection

The requirement of grade 4 in English can be covered with one of the following tests:

Subject, test or examination	Grade
140 hours of English from a Norwegian upper secondary school at Vg1 (140 hours)	4 or better (average of all grades in English)
Programme subject in English from a Norwegian upper secondary school	2 or better (average of all grades in English)
TOEFL	80
IELTS (academic)	6.0
Cambridge ESOL Examinations First Certificate in English	B or better
Cambridge ESOL Examinations Certificate in Advanced English	C or better
Cambridge ESOL Examinations Certificate of Proficiency	C or better

PTE Academic	59
TELC	Telc English B2 or Telc English B2-C1 University All telc certificates on C1
MELAB	80
Bachelor's degree in English Language and Literature	Completed and passed
English-taught bachelor's or master's degree physically taught in Australia, Ireland, New Zealand, the United Kingdom, USA or one of the Nordic countries	Completed and passed

Other documentation may be approved on the basis of individual assessment. Applicants must have completed another language test or education at the same level as stated above. A grade of 3 in English from upper secondary education fulfils the requirement for applicants with a bachelor's degree in engineering, natural sciences and science from one of the Nordic countries.

The tests must be verifiable.

### **Second subsection**

Regulation concerning admission to higher education -

[https://www.regjeringen.no/globalassets/upload/kd/vedlegg/uh/forskrifter/regulations\\_admission\\_high\\_ereducation.pdf](https://www.regjeringen.no/globalassets/upload/kd/vedlegg/uh/forskrifter/regulations_admission_high_ereducation.pdf) (<https://lovdata.no/dokument/SF/forskrift/2017-01-06-13>).

## Section 4 Ranking of applicants

### **First subsection**

Only applicants who fulfil the admission requirements may be ranked. Applicants who have complied with the application deadline must be ranked before applicants who have applied after the deadline.

Applicants with a high number of points are ranked before applicants with a low number of points.

If the applicant has several possible qualifying grounds for admission, the grounds that give the best result for the applicant must be used.

### **Second subsection**

Continuous admission means that qualified applicants are admitted continuously without ranking until the course of study is fully subscribed. This adheres to the "first come, first served" principle.

### **Third subsection**

Qualified applicants who cannot have their points calculated are for example applicants with prior

learning and work experience, education from countries outside the Nordic region, or less than 120 credits (ECTS) graded in their qualifying grounds for admission.

Applicants with educational qualifications from countries outside the Nordic region are assessed individually and ranked mainly based on grades from qualifying education. In addition, further higher education and English level may count. Maritime certificates may also be included in the ranking for maritime education programmes.

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

#### **First subsection**

The admission requirements for a master's programme are set out in the programme description. The admission requirement is a completed Bachelor's degree or equivalent educational qualification. A completed Bachelor's degree consists of a minimum of 180 credits. The degree must be documented by a diploma.

Equivalent educational qualification is:

- Cand.mag. degree
- Other degree or vocational education with a minimum scope of three years
- Education that pursuant to Section 3-5 in the Act relating to Universities and University Colleges is approved as equivalent to the aforementioned degrees or education programmes.

Education programmes at a lower degree level must have one of the following:

- A minimum 80 credits specialisation in subjects, courses or course groups, or
- Integrated vocational education with a minimum scope of 120 credits within the subject area for the master's degree applied for.

Vocational education is, for example, a teacher training education programme. The concept of integrated vocational education refers to education that comprises several different subject areas (subjects and courses), with the objective of acquiring professional skills. This means that a lower degree or vocational education may fulfil this requirement, for example a two-year journalist or dental hygienist education programme, or a three-year nursing, nursery teacher training or college diploma engineering education programme.

#### **Second subsection**

To fulfil the C-average requirement, the applicant must have a minimum of 25 grade points, see Section 7 concerning calculation of the grade average.

An applicant with a degree that does not fulfil the minimum requirement of 25 grade points (C requirement) may qualify if other relevant higher education contributes to raising the grade points to 25. For an applicant who qualifies based on their degree and other relevant higher education, no additional points are calculated. The applicant will compete with 25 points. Courses at master's level are subject to the same requirements as the programme of study to which they belong. The weighted grade average must be C or better. This does not apply to courses at master's level that are

not part of a master's programme.

### **Third subsection**

Special requirements come in addition to the requirement of a bachelor's degree or equivalent educational qualifications. The requirements may be covered by the bachelor's degree or taken as a supplement. Special requirements are stipulated in the programme description.

An example of special requirements might be that the applicant must have completed and passed the Mathematics 3 course.

Industry master's programmes have interviews as a special requirement. The special requirement is fulfilled when the applicant, after interviews with the partner companies, is recommended for a position.

### **Fourth subsection**

The University may grant applicants who do not fulfil the admission requirement for a course of study, and who are 25 years of age or older in the admission year, admission to a study programme if, on the basis of prior learning and work experience, they have the necessary academic qualifications for the course of study for which they are applying. Prior learning and work experience includes all formal, non-formal/informal competences held by the applicant. This is documented knowledge gained by the applicant through work experience or vocational experience, unpaid work, organisational work, education or by other means.

Applicants who fulfil the formal education requirement for admission to a course of study, but whose grade average is too low to fulfil the C-average requirement in the second subsection, may not be qualified based on prior learning and work experience.

Applicants whose prior learning and work experience has been approved for admission to a course of study are not automatically qualified for admission to other courses of study or similar courses of study at other institutions. An offer of admission based on prior learning and work experience is only valid for the current admission process.

Applicants who apply based on prior learning and work experience must apply within the ordinary application deadline; see remarks to Section 19.

Applicants who apply based on prior learning and work experience may not be granted conditional admission; see remarks to Section 10.

The University has laid down its own guidelines for the assessment of prior learning and work experience.

RE 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

### **First subsection**

The admission requirements for a master's programme are set out in the programme description. The minimum admission requirement is a completed bachelor's degree. A completed bachelor's degree consists of a minimum of 180 credits. The degree must be

documented by a diploma.

Equivalent educational qualification is:

- Cand.mag. degree
- Other degree or vocational education with a minimum scope of three years
- Education that pursuant to Section 3-5 of the Norwegian University and University Colleges Act is approved as equivalent to the aforementioned degrees or education programmes.

Education programmes at a lower degree level must have one of the following:

- A minimum 80 credits specialisation in subjects, courses or course groups, or
- Integrated vocational education with a minimum scope of 120 credits within the subject area for the master's degree applied for.

Vocational education is, for example, a teacher training education programme. The concept of integrated vocational education refers to education that comprises several different subject areas (subjects and courses), with the objective of acquiring professional skills. This means that a lower degree or vocational education comprising or including, for example, a two-year journalist or dental hygienist education programme, or a three-year nursing, nursery teacher training or college diploma engineering education programme, will fulfil this requirement.

#### **Second subsection**

To fulfil the C-average requirement, the applicant must have a minimum of 25 grade points, see Section 7 concerning calculation of the grade average. An applicant with a degree that does not fulfil the minimum requirement of 25 grade points (C requirement) may qualify if other relevant higher education contributes to raising the grade points to 25. For an applicant who qualifies based on their degree and other relevant higher education, no additional points are calculated. The applicant will compete with 25 points. Courses at master's level are subject to the same requirements as the programme of study to which they belong. The weighted grade average must be C or better. This does not apply to courses at master's level that are not part of a master's programme.

#### **Fourth subsection**

The University also accepts other documented practical training than vocational experience. This might be unpaid work, representative positions and organisational work. Practical training is documented by a certificate or confirmation where start and end dates are specified, as well as the percentage of employment or number of hours.

Self-employment is documented with a printout from the Brønnøysund Register Centre, as well as tax returns from the Norwegian Tax Administration showing activity in the company.

As a general rule, relevant practical training only counts after completion of a degree. The practical training must be from a position that normally requires higher educational qualifications. Practical training from the period prior to achieving the degree can be approved if this is particularly relevant and is from a position that normally requires higher educational qualifications.

Leave of absence may not be included in the basis for fulfilling the requirements for relevant practical training.

Documentation of active vocational experience is credited up to and including 1 August (admission to

the autumn semester) and 31 December (admission to the spring semester). The documentation may not be dated later than 1 January (admission to the autumn semester) and 1 August (admission to the spring semester), respectively.

#### **Fifth subsection**

Special requirements come in addition to the requirement of a bachelor's degree or equivalent educational qualifications. The requirements may be covered by the bachelor's degree or taken as a supplement. Special requirements are stipulated in the programme description.

An example of special requirements might be that the applicant must have completed and passed the Mathematics 3 course.

#### **Sixth subsection**

The University may grant applicants who do not fulfil the admission requirement for a course of study, and who are 25 years of age or older in the admission year, admission to a study programme if, on the basis of prior learning and work experience, they have the necessary academic qualifications for the course of study for which they are applying. Prior learning and work experience includes all formal, non-formal/informal competences held by the applicant. This is documented knowledge gained by the applicant through work experience or vocational experience, unpaid work, organisational work, education or by other means.

Applicants who fulfil the formal education requirement for admission to a course of study, but whose grade average is too low to fulfil the C-average requirement in the second subsection, may not be qualified based on prior learning and work experience.

Applicants whose prior learning and work experience has been approved for admission to a course of study are not automatically qualified for admission to other courses of study or similar courses of study at other institutions. An offer of admission based on prior learning and work experience is only valid for the current admission process.

Applicants who apply based on prior learning and work experience must apply within the ordinary application deadline; see remarks to Section 19.

Applicants who apply based on prior learning and work experience may not be granted conditional admission; see remarks to Section 10.

The University has laid down its own guidelines for the assessment of prior learning and work experience.

### RE Section 7 Calculation of grade averages for master's programmes

Grade points are calculated on the basis of the weighted grade average in the qualifying education programme. This is the average of all applicable grades weighted in relation to the number of credits for each course. For courses of study with additional requirements for specialisation/subject requirements, the grades from these are added in the calculation.

Grade points are awarded according to the following scale (conversion table from the Norwegian Association of Higher Education Institutions):

## Remarks on the Regulation concerning Admission to the

Grade points	50	40	30	20	10
Grade designations	A	B	C	D	E
Numerical grades	1.0 – 2.2	2.3 – 2.5	2.6 – 2.7	2.8 – 3.0	3.1 – 4.0

The assessment of “passed” or “approved” is not included in the calculation of points.

If the applicant has an assessment/grade point scale that deviates from the conversion table from the Norwegian Association of Higher Education Institutions, a discretionary assessment will be made.

## RE Section 8 Ranking of applicants for master’s programmes

### First subsection

The weighted grade average is the average of all applicable grades weighted in relation to the number of credits for each course.

### Second subsection

For master’s programmes, additional points may be applied to the ranking.

Additional points may be awarded for passed higher education beyond the minimum requirement for admission. One additional point is awarded per 30 credits, to a maximum of 4 points.

Additional points may be awarded for relevant vocational experience beyond the minimum requirements for admission. The points can only be awarded upon admission to programmes and courses of study for which vocational experience is included in the admission requirement.

As a general rule, relevant practical training only counts after completion of a degree. The practical training must be from a position that normally requires higher educational qualifications. Practical training from the period prior to achieving the degree can be approved if this is particularly relevant and is from a position that normally requires higher educational qualifications.

Two additional points per year are awarded for relevant practical training beyond the minimum admission requirement, to a maximum of 10 points.

Exceptions for the use of additional points must be stated in the programme description.

Changes concerning the use of additional points must be stipulated by 1 February for programmes and courses of study with commencement in the autumn and by 1 October for spring commencement. It is not possible to change the ranking rules after opening for applications.

### Third subsection (industry master programmes)

The partner companies give USN feedback concerning which applicants, in prioritised order, it is relevant to appoint. At a placement meeting, USN and the partner companies will determine a final order of recommendation.

## RE Sections 9 and 10

Conditional offers are made to applicants who have not completed their qualifying education programme when they are offered admission. These offers do not grant enrollment and are cancelled if the condition is not met within the specified deadline.

In the case of conditional admission, the applicant is granted admission to a course or specific programme of study at the University, even if there are deficiencies concerning the admission requirement. The student is given a deadline to fulfil the outstanding admission requirement (condition). If the condition is not met within the specified deadline, the admission to a course or specific programme of study will be cancelled.

### RE Section 9 Conditional offers

Conditional offers are assessed individually in each case and can be given to applicants who, at the time of admission, have not completed their qualifying education. The deadline for documenting the admission requirements (including the language- and the C-average requirement), is 1 July for commencement in the autumn semester and 10 January for commencement in the spring semester. If the applicant does not document the requirements, within the deadline, the offer of admission will be cancelled.

Conditional offers are not made to applicants from outside the EU/EEA.

### RE Section 10 Conditional admission

Conditional admission is not granted to applicants in the international admissions process and applicants for industry master programmes.

#### **First subsection, letter a**

Circumstances beyond the applicant's control that have contributed to them not taking the examination, can be e.g. illness, accidents or the death of immediate family members. The circumstances must be documented by a medical certificate, or by other health personnel, the police or equivalent parties.

Circumstances beyond the applicant's control causing the examination not to be graded might, for example, be unforeseen absence among the examiner corps, cf. Section 3-9(4) of the Norwegian University and University Colleges Act, or cases where the grade has been withheld as a consequence of suspected cheating until a decision has been made.

The documentation must show that the circumstances in question were the reason for the absence from the examination in one or more specified subjects, and that this is why the applicant did not receive documentation of a completed and passed education programme. The documentation must be uploaded together with other documentation concerning admission. Sensitive information must be sent to the University of South-Eastern Norway by post and be marked with "admission" and application number.

The applicant may not already have a final assessment in the subject.

#### **First subsection, letter b**

In the event of any competition for places, applicants who do not fulfil subject requirements stated

as additional requirements are ranked at the bottom of the waiting list. The applicants in question will be ranked according to the ranking rules for the relevant programme. This means that an applicant who does not fulfil a subject requirement will be placed at the bottom of the waiting list, but will be placed before another applicant who does not fulfil a subject requirement if the first applicant mentioned has a higher number of points than the other applicant.

### **Second subsection**

Within one year means within the following academic year. The weighted grade average must be C or better.

### **Third subsection**

Special prerequisite knowledge may be required for certain programmes or courses of study. The programme description will state which courses under the first degree may not be lacking in order to fulfil the admission criteria.

### **Fourth subsection**

Applicants who are offered conditional admission will not have their results transferred to Studentweb or a print the transcript of grades until the conditions for admission are fulfilled.

RE Section 11 Admission requirements for the 1-year programme in educational theory and practice

National Curriculum Regulations for the 1-year programme in educational theory and practice <https://lovdata.no/dokument/SF/forskrift/2015-12-21-1771> RE Section 12 Calculation of grade average for the 1-year programme in educational theory and practice

Grade points are calculated based on the weighted grade average in the qualifying education programme. This is the average of all applicable grades weighted in relation to the number of credits for each course. For courses of study with additional requirements for specialisation/minimum academic requirements, this must also be taken into account.

Grade points are awarded on the following scale:

Grade points	50	40	30	20	10
Grade designations	A	B	C	D	E
Numerical grades	1.0 – 2.2	2.3 – 2.5	2.6 – 2.7	2.8 – 3.0	3.1 – 4.0

The assessment of “passed” or “approved” is not included in the calculation of points.

If the applicant has an assessment/grade point scale that deviates from the conversion table from the Norwegian Association of Higher Education Institutions, a discretionary assessment will be made of the applicant.

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

**Letter a**

Current or previous employment must be documented with a certificate from the employer. The scope of work must be a minimum of a full position (100%) for one year during the last three years.

The position may be on a permanent/temporary/hourly basis. The position must have been at grades 5-13, or in upper secondary education for adults. Adult education is upper secondary education that is adapted to adults. For practical-aesthetic subjects, schools of Music and Performing arts will be approved.

**The last three years means from 1 August this year and three years back in time. Existing employment is credited up to 1 August of the current year. Letters a to c**

Applicants are ranked according to a point system that is based on the ranking rules in the first subsection, letters a to c. The points allocated to an applicant in the points column are added up to give the ranking basis. An applicant for both full-time and part-time places may receive different points scores.

Full-time	Part-time	Points
-----	Teaching position	400
Master's	Master's	200
Two subject didactics	Two subject didactics	100
Grade points	Grade points	Weighted grade average x 10

**Example 1:**

The applicant meets the requirement concerning work, has a master's degree and qualifies for two subject didactics. For a part-time application, 400 points are awarded for work, 200 points for a master's degree, 100 points for two subject didactics and the applicant has 30 points in weighted grade average, so that the total number of points will be 730. For a full-time application, 200 points are awarded for a master's degree, 100 points for two subject didactics and the applicant has a weighted grade average of 30 points, so that the total number of points will be 330 points.

**Example 2:**

The applicant fulfils the requirement concerning work, has a master's degree and qualifies for one subject didactic. For a part-time application, 400 points are awarded for work, 200 points for a master's degree, and the applicant has 30 points in weighted grade average, so that the total number of points will be 630. For a full-time application, 300 points are awarded for a master's degree and the applicant has 30 grade points, so that the total number of points will be 230 points.

**Example 3:**

The applicant has a bachelor's degree and qualifies for two subject didactics. The applicant is given 100 points for two subject didactics and has 30 points in weighted grade average, so that the total number of points is 130 for both full-time and part-time.

**Example 4:**

The applicant has a bachelor's degree and qualifies for one subject didactic. The applicant only receives grade points.

### **Letter d**

If applicants still have the same number of points according to a weighted grade average, they are ranked by drawing lots.

Applicants who do not fall under the Regulation's letter a, b or c, and who qualify for one subject didactic, will compete for admission with their weighted grade average.

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

### **First subsection, letter b**

Relevant practical training is practical training that is relevant for engineering and maritime education programmes in Norway. Work experience can be documented with a certificate from an employer, the Norwegian Tax Administration or other public authority. Applicants without common core subjects from upper secondary school must expect a considerable work effort.

### **Second subsection**

Applicants are ranked by grades from VG1 and VG2, and common core subjects are only included at the highest level. No additional points are awarded for age, higher education, compulsory military service, vocational college or folk high school. Applicants who can only document trade/craft certificates are ranked according to an individual discretionary assessment and will not be given a point score.

### **Third subsection**

Individual assessment is based on the applicant's documented work experience where relevance and duration are emphasised. Relevant courses and relevant upper secondary school may also count. Primary and lower secondary school is not included in the assessment. The applicant is not given a point score.

Qualified applicants are ranked against ordinary applicants and in order to obtain admission, equivalent knowledge and skills are required.

### **Fourth subsection**

Applicants are ranked based on grade points according to the rules in the national "Regulation concerning admission to higher education", but no additional points are awarded for age, higher education, compulsory military service, vocational college or folk high school.

### **Fifth subsection**

Craft certificates are documented with a copy of the trade/craft certificate, or a diploma showing that the trade/craft certificate has been passed.

## RE Section 15 Requirements and calculation for further education

Further education is programmes of study that give new formal qualifications at university and university college level, and are counted as credits.

## RE Section 16 Ranking of applicants for admission to further education

### **Second subsection:**

Three educational points are awarded per 30 credits in addition to the bachelor's degree, to a maximum of 12 points.

Four practice points per year are awarded for relevant practical training beyond the minimum admission requirement, to a maximum of 20 points.

## RE Section 17 Individual courses

Admission, calculation and ranking for courses at master's level will comply with the regulations for admission to programmes of study subject to the [Regulation concerning Admission to the University of South-Eastern Norway](#).

*Admission, calculation and ranking for individual courses under first degrees adhere to national practice and the [Regulation concerning admission to higher education](#).*

Admission to a single course solely applies to the course in question. For admission to programmes of study, ordinary admission must be applied for.

Students admitted to individual courses, without enrolment to a specific programme of study, cannot have study progress that overall constitutes full progression for the programme of study to which the courses belong. For this, it is required that the student has been admitted to the programme of study.

Applications for individual courses are not processed on the basis of prior learning and work experience, see Sections 5 (4) and 6 (5) of the Regulation

## RE Section 19 Application deadlines

Ordinary application deadlines apply to all courses and programmes of study, unless otherwise specified. Industry master programmes may have different application deadlines.

EU/EEA applicants must apply within the ordinary application deadline.

Under international admissions, applicants from outside the EU/EEA have an application deadline of 1 December.

Externally funded education programmes have continuous admission unless otherwise stated in the programme description/course plan.

For applicants with prior learning and work experience, see Sections 5 (4) and 6 (5) of the Regulation, the ordinary application deadline applies. Admission to "vacant places" is not granted to applicants with prior learning and work experience.

Application deadlines are announced on the University's website.

## RE Section 20 Application processing and documentation

Applications are submitted as online applications via the University's application portal. Relevant

documents must be uploaded to the application portal within the specified deadline. Sensitive information must be sent to the University of South-Eastern Norway by post and marked with “admission” and application number.

Qualified applicants may be granted admission after the application deadline for education programmes that have available places after the main admission procedure.

## RE Section 21 Deferred places

As a general rule, deferment does not apply to the following:

- International applicants
- Applicants for industrial master’s programmes
- Applicants for admission in the second year

The applicant must accept the offer of a place, and then apply for deferment.

Examples of circumstances that are not approved:

- Other study offers
- Folk high school
- Travel
- Work (exception: full-time political office)
- Cancellation of a course of study

Deferment for two years only applies to applicants who are to complete military service and for programmes of study that only commence every two years. For applicants in compulsory military service, this only applies to applicants who start their service so that they will not be able to complete this before the start of studies in the following year.

## RE Section 22 Quotas

A quota is a prioritisation of certain applicant groups for admission to the programme of study. A specific number or a specific proportion of the places will be distributed among applicants who fulfil specific requirements.

Quotas for a programme of study must be stated in the programme description for the programme of study/course.

Up to 20% of a programme of study’s places under international admissions may be reserved for students with grants from partner institutions.

Unless otherwise stated in the programme description for the programme of study, up to 50% of the places in English-language programmes may be reserved for applicants with Norwegian/Nordic educational backgrounds.

Changes in quotas or the introduction of new quotas must be stated in the programme description by 1 February for programmes of study commencing in the autumn and 1 October for programmes commencing in the spring semester. The introduction or change of quotas may not take place after the start of applications.

## RE Section 23 Changes in admission requirements

Changes in admission requirements are published on the University's website.

A significant change in an admission requirement entails a tightening of the admission requirement so that previously qualified applicants are no longer qualified.

Significant changes must be considered and approved by the Educational Quality Committee (UFU) within the six-month deadline before they come into force. For programmes that open for applications on 1 February, this means that the change must be approved by the Educational Quality Committee (UFU) before 1 August of the preceding year. For programmes that open for applications on 1 October (local admissions and international admissions), the change must be approved before 1 April. For programmes of study in the international admission, the change must be approved before 1 April of the year preceding the commencement of programme study.

## RE Section 24 Transfers

Applications for internal and external transfers are considered by the respective faculty.

The faculties assess what is meant by "equivalent programmes of study". This should not be a broad understanding, since the programmes of study must be virtually identical.

The faculties can process applications before the application deadline of 1 March, provided that the faculty expects to have the capacity to grant the applications of all qualified applicants. If there are more applications than places, applicants must be ranked. It is not possible to favour internal rather than external applicants.

See guidelines for transfers (only in norwegian): <https://www.usn.no/studier/soknad-og-opptak/slik-soker-du/soknad-om-overgang/>.