

# Regulations concerning admission to studies and courses at the University of Stavanger.

*This document is a translation of a legally binding document originally written in Norwegian. If a dispute arises as to the interpretation of this document, the Norwegian version takes precedence.*

## Chapter I – General provisions

### **Section 1-1. Scope**

The regulations apply to admission to all studies and courses at the University of Stavanger up to and including Master's level. There are separate rules for admission to studies at the Faculty of Performing Arts and for admission of external candidates.

### **Section 1-2. Definitions**

Grade-based admission requirements indicate that the applicants must have been assessed with a pass/fail or on a graduated scale from A to E in relevant courses.

### **Section 1-3. Decision-making authority**

In cases where the decision-making authority has been given to the university, the decision is taken by the university director or the person to whom the latter has granted power of attorney. In cases where the decision-making authority has been given to the Board itself, the authority may not be delegated.

### **Section 1-4. Minimum admission requirements**

The minimum requirements for admission to basic studies at the University of Stavanger are stated in the regulation for admission to higher education programmes laid down by the Ministry of Education and Research. Applicants for other studies and individual courses are also subject to requirements set out in or authorised by this regulation or in regulations concerning framework plans.

### **Section 1-5. Supplementary rules**

Supplementary rules for admission to a study programme must be approved by the Education Committee.

Changes in grade-based admission requirements or similar that are of significance to applicants' choice of the admission criteria for basic studies must be announced no later than two years prior to implementation.

Other changes must be adopted and announced before 1 December of the year before admission.

### **Section 1-6. Quotas**

The university may set quotas and criteria for quota schemes for admission to studies that are not subject to the regulation for admission to higher education programmes.

### **Section 1-7. Applicants who cannot be qualified and ranked in the ordinary way**

Applicants with foreign educational qualifications, applicants seeking admission on the basis of prior qualifications, and other applicants who cannot be qualified or awarded points according

to specific rules, will be assessed individually and ranked on a discretionary basis in relation to other applicants.

The dean of each faculty is responsible for the performance of such assessment.

**Section 1-8. Admission on the basis of special assessment**

Applicants may be accepted regardless of ordinary ranking rules if documented illness, functional impairment or other conditions give reason to assume that the results do not give an accurate picture of the applicant's qualifications. An offer of admission requires equivalent knowledge and skills to applicants offered admission according to the ordinary rules.

**Section 1-9. Deadlines**

For studies for which admissions are organised via the Norwegian Universities and Colleges Admission Service, the deadlines set nationally will apply. The university sets application deadlines and deadlines for submission of documentation of other studies and courses.

**Section 1-10. Reserved student places**

An allocated student place may be reserved for the following year in connection with military service, childbirth, adoption or other significant grounds. For equivalent reasons, allocated student places can be reserved for two years for studies with admission every second year. No further postponement is normally granted. Allocated student places cannot be reserved for admission under Section 2-3 and Section 5-1.

**Section 1-11. Early admission**

1. Applicants for studies for which admission is organised through the Universities and Colleges Admission Service may give an advance undertaking according to the provisions set by the Universities and Colleges Admission Service.

2. Applicants for studies with local admission to the autumn semester may be granted early admission if they fulfil the following conditions:

a) at the time of application fulfil the admission requirements, can be subject to calculation of points, and would have been admitted in the preceding round with a good margin.

b) have a documented need for an early response to the application for a student place.

**Section 1-12. Appeals**

1. Individual decisions that are made pursuant to this regulation may be appealed, cf. Section 28 to Section 32 of the Norwegian Public Administration Act. The appeal deadline is three weeks from the date of publication of the admission result, or three weeks after the receipt of any grounds.

2. Appeals concerning individual decisions for admissions organised through the Universities and Colleges Admission Service are considered by the National Appeals Board, cf. the regulation for admission to higher education programmes, Section 8-1 to Section 8-3.

3. Appeals concerning admission under Section 3-6, second paragraph (prior qualifications) and third paragraph (exempt from GSK) of the Norwegian Universities and Colleges Act will be considered by the Appeals Board of the University of Stavanger, cf. the regulation for admission to higher education programmes, Section 8-1, second paragraph.

4. Appeals concerning individual decisions relating to admission to studies not included in the Universities and Colleges Admission Service will be considered by the Appeals Board of the University of Stavanger, cf. the University and Colleges Act, Section 5-1.

#### **Section 1-13. *Withdrawal of study programme***

The Board may decide on the withdrawal of a study programme if there are insufficient qualified applicants.

#### **Section 1-14. *Prior qualifications***

1. Applicants aged 25 or older may be considered for admission to a study programme or course if, on the basis of prior qualifications, they have the qualifications necessary for the study programme in question.

2. Applicants must be able to document the necessary proficiency in Norwegian and English for the relevant study programme or course, and also have competences equivalent to the requirements for admission to the study programme or course in question.

3. Applicants must have a minimum of five years' relevant practical experience for the study programme for which they seek admission. Practical experience may consist of paid or unpaid work, formal or informal education, organisational work or similar work. Everything to be included in the assessment of expertise must be documented.

4 This rule will not apply if the applicant is eligible for the study programme or course in question under other rules.

## **Chapter II - Admission to basic education programmes**

#### **Section 2-1. *Basic education programmes***

Admission requirements and ranking rules for admission to basic education programmes at the University of Stavanger are described in the regulation for admission to higher education programmes.

#### **Section 2-2. *Y route***

For individual study programmes with the special Y-route plan, exemptions may be made from the general admission requirement. The Board may lay down specific rules for the studies in question. The Education Committee may determine admission requirements and ranking rules.

#### **Section 2-3. *Admission to the 2nd-5th academic years***

For some studies, admission can be given to the 2nd-5th academic years. The faculty may lay down detailed rules for which studies this applies to, as well as admission requirements and ranking rules.

#### **Section 2-4. *Admission to the one-year study programme in Norwegian language and culture***

1. The minimum requirement for admission to the one-year study programme in Norwegian language and culture is fulfilment of the general admission requirements with the following exemptions:

- a) To be qualified for admission, applicants must document A2 level (*trinn 1*) of Norwegian, both written and oral tests need to be passed, or equivalent.

b) Applicants must be able to document the higher English language requirements specified in supplementary rules for *Norwegian language and culture*.

Applicants who fulfil the general admission requirements whereby the requirement for Norwegian is covered will not be offered a student place on this study programme.

2. Applicants are ranked as described in the supplementary rules for the study programme.

## **Chapter III - Admission to Master's programmes and further education**

### **Section 3-1. Admission requirements**

1) In order to be admitted to a Master's degree programme of 120 credits, or an experience-based Master's degree programme of 90 or 120 credits, in addition to fulfilment of the general admission requirements the student must have achieved the following:

a) Obtained a bachelor's degree, MA degree, another degree or educational qualification of minimum three years' duration (180 credits), or an educational qualification that in accordance with Section 3-4 of the Universities and Colleges Act is equivalent to the aforementioned degrees or educational qualifications.

b) Any subjects, courses and course groups set out in supplementary rules for the individual Master's degree programme, cf. Section 1-5.

c) Any special minimum academic requirements laid down in supplementary rules for the individual Master's degree programme, cf. Section 1-5.

d) In order to be admitted to a discipline-based/vocational Master's degree programme of 120 credits, in addition to the requirements described in a), requirements are set concerning immersion in the subject, course or course group of minimum 80 credits, or an integrated education programme of minimum 120 credits within the subject area for the Master's degree programme.

e) To be admitted to an experience-based Master's degree programme of 90 or 120 credits, in addition to the requirements under Section 3-1 a), or b) and c), at least two years' relevant vocational practice are required. The faculties will assess what constitutes relevant vocational practice and may, for each study programme, stipulate requirements for longer vocational practice.

f) Applicants with a foreign study background must document Norwegian language skills equivalent to the requirements made in the national regulation for admission to higher education programmes, Section 2-2, and the supplementary rules, cf. Section 1-5. The requirements concerning Norwegian language skills will not apply to applicants who are to be admitted to English-language Master's degree programmes, and to students who participate in international exchange programmes.

### **Section 3-2. English language requirement for applicants with a foreign education background**

For master studies taught in English there is requirement for English language proficiency in accordance with the Higher Education Entrance Qualification (Generell studiekompetanse) or GSU-list, with higher requirements for the following English tests:

- Test of English as a Foreign Language (TOEFL): Internet-based test with minimum score of 90, with writing section minimum score of 22, or paper-based with minimum score 575
- International English Language Testing Service (IELTS Academic) Minimum overall band score of 6.5, with writing section minimum score of 6.0
- Pearson Test of English Academic (PTE Academic): Minimum overall score of 62, with written section minimum score of 53

The following test from the GSU list DOES NOT meet the English language requirements:

- The University of Cambridge English exam: First Certificate in English

The following exemptions from the GSU list DO NOT apply:

- Passed English in Norwegian upper secondary school (140 hours per year/ 5 hours per week) with a lower grade than 4
- Completed a university degree in English language and literature, where the subject English has a scope of at least 60 ECTS or equivalent
- Completed a master's degree where the language of instruction was English outside of the Nordic countries

Each study programme may have higher English requirement in its supplementary rules.

### **Section 3-3. Ranking of applicants with a Norwegian educational background**

1. Applicants are ranked on the basis of the weighted average of all examination results which constitute the admission criteria as described in Section 3-1 a).

2. For applicants with letter grades, the following conversion scale is used:

Letter grade	Numerical grade	Gives the following numerical value
A	1.0-2.2	5
B	2.3-2.5	4
C	2.6-2.7	3
D	2.8-3.0	2
E	3.1-4.0	1

3. For ranking of applicants with diplomas without numerical/letter grades, the grade is considered to be a pass as C = 3. For a diploma consisting of both grades and pass/fail, "pass" will be held outside the calculation of points.

4. 0.1 supplementary points are awarded per 60 credits in addition to the admission criteria, as a maximum of 0.2 points.

5. 0.1 supplementary points per year are awarded for relevant practice, as a maximum of 0.2 points.

6. 0.1 supplementary points per semester are awarded for a completed exchange placement as part of the degree, as a maximum of 0.2 points. Grades for courses taken during the exchange placement will be held outside the calculation of points.

7. In the event of equal points, the applicants will be ranked by drawing lots.

8. The Education Committee may lay down separate conversion scales for other numerical or letter grades from older education programmes.

**Section 3-4. Ranking of applicants with a foreign educational background**

The university performs a discretionary ranking on the basis of Section 3-4 a). In addition, b)-f) can be included in the assessment in order to rank the applicants.

a) The applicant's academic performance based on all exam results constituting the admission criteria as described in Section 3-1 a) and the supplementary rules, cf. Section 1-5.

b) A balanced combination of the candidates' educational background for the individual Master's degree programme.

c) The quality of the educational institution where the education programme fulfilling the admission criteria was completed.

d) Applicants who are recruited through professional or institutional agreements.

e) Applicants who earlier have completed or are completing a Master's degree programme in Norway during the admission year will be given lower priority.

f) In the event of equal points, the applicants will be ranked by drawing lots.

g) The Education Committee can approve conversion scales from other grading systems to the ECTS scale. The Education Committee can approve specific grade level requirements for different grading systems.

**Section 3-5. Ranking of applicants ranked in accordance with Section 3-1 for experience-based Master's degree programmes**

The applicants are ranked as described in Section 3-1. Supplementary points for relevant practice are nevertheless only given in addition to the admission criteria as described in Section 3-1 e). 0.1 supplementary points per year are given for relevant practice in addition to this, at a maximum of 0.2 points.

**Section 3-6. Admission outside the ranking rules**

Applicants may be admitted outside the provisions in Section 3-3 if the candidate is evaluated according to a different grading scale than Section 3-3 b)-d), or in the event of documented illness, functional impairment or other conditions that give reason to believe that the examination results do not accurately reflect the applicant's qualifications.

## **Chapter IV - Admission to practical-pedagogical education programmes**

**Section 4-1. Admission requirements**

The minimum requirements set out in the regulation on the framework plan for practical-pedagogical education programmes, and the regulations on the framework plan for practical-pedagogical education programmes for vocational subjects for levels 8-13, will apply to admission to practical-pedagogical education programmes.

For admission to practical-pedagogical education programmes in general subjects, in addition to the minimum requirements for admission the applicants must have a minimum of 60 credits within one of the subject didactics subjects offered.

For admission to practical-pedagogical education programmes in vocational subjects, the admission criteria must be relevant for the courses in which UiS offers subject didactics. Applicants must also document the necessary proficiency in Norwegian and English, in accordance with the general admission requirements.

#### **Section 4-2. *Ranking of applicants for practical-pedagogical education programmes in general subjects***

Completed degree from a university or college

1. The highest degree takes precedence.
2. Applicants with three teaching subjects are ranked before applicants with two. Applicants with two teaching subjects are ranked before applicants with one subject.
3. The highest number of credits in the teaching subjects.
4. In the event of equal ranking, applicants with the highest grade average in the teaching subjects will take precedence.

#### **Section 4-3. *Ranking for applicants for practical-pedagogical education programmes in vocational subjects***

Applicants are prioritised by seniority.

- The vocational experience must be relevant within the applicant's professional background.
- Vocational practice is considered as from completed trade diploma/higher education.
- In the event of equal seniority, this is decided by drawing lots.

## **Chapter V - Admission to individual courses**

#### **Section 5-1. *Admission requirements***

For admission to individual courses, the applicant must fulfil the admission requirement for the education programme in which the course applied for is included. Any requirements concerning prior subject knowledge must also be covered.

#### **Section 5-2. *Ranking***

For open courses, all qualified applicants will receive offers.

For courses with limited places, applicants will be ranked according to the application date, unless otherwise adopted by the Board.

## **Chapter VI - Admission to preparatory courses and science courses**

#### **Section 6-1. *Admission requirements for science courses***

Science courses are intended for applicants who fulfil the general admission requirements, but do not fulfil the special admission requirements applying to admission to three-year bachelor programmes in engineering subjects and five-year Master's degree programmes in technological subjects.

The minimum admission requirements are the rules in the regulation for admission to higher education programmes.

Applicants who have completed and passed a vocational college programme in technical subjects in accordance with the Norwegian Vocational Colleges Act of 2003 will also be qualified

for admission. The education programme must be prescribed as two years' full-time education and be approved by NOKUT (the Norwegian Agency for Quality Assurance in Education).

### **Section 6-2. Ranking**

For applicants who fulfil the general admission requirements, the rules for calculation of credit points and ranking described in the regulation for admission to higher education programmes will apply.

Applicants with diplomas from approved vocational colleges will be assessed on a discretionary basis.

### **Section 6-3. Admission requirements for the one-year preparatory course for the engineering programme**

The minimum admission requirements are one of the following:

- Completed and passed all subjects under GK/VG1 and VK1/VG2 (+ possibly VK2/VG3) in vocational fields of study in Norwegian or Nordic upper secondary school.
- Trade diploma or journeyman certificate from Norway or another Nordic country.

Applicants with foreign educational qualifications/practical experience must fulfil the requirements concerning proficiency in Norwegian and English as described in the regulation for admission to higher education programmes.

### **Section 6-4. Ranking**

The applicants are ranked according to the sum of grade points, practical training points and additional points.

Grade points: The average of all grades from diplomas or certificates of proficiency multiplied by 10.

Practical training: 0.3 points per month may be given for relevant practical experience beyond the minimum admission requirement, for maximum three years (10.8 points).

Additional points: 3 points are given for passing a trade diploma or journeyman certificate.

Applicants for whom points cannot be calculated will be ranked according to a discretionary assessment.

## **Chapter VII - Other provisions**

### **Section 7-1. Dispensation**

Concerning admission to joint degrees, it may be laid down in the syllabus or a separate agreement that admission will take place in accordance with the admission regulation of a collaborating institution.

### **Section 7-2. Entry into force**

The regulation will enter into force as from 1 December 2018. As from the same date, this regulation will take precedence before any conflicting local regulations