

Regulations of Admission to courses at The University Centre in Svalbard (UNIS)

UNIS is funded by the Ministry of Education and Research (KD) to offer research based higher education with an international profile. The educational offer is a supplement to the education provided by the Norwegian universities. UNIS is required to have a balance between Norwegian and international students. All lectures are taught in English.

Agreed by the UNIS board the 28th of November 2009 (reference number 59/2009). Revised in December 2011, December 2012, October 2013, September 2014, and September 2015.

Chapter 1 Scope and extent

The regulations govern admission to courses at Bachelor-, Master- and PhD level at UNIS.

Chapter 2 Admission requirements

The applicant must be enrolled at Bachelor-, Master- or PhD level at a Norwegian institution of higher education, **or** enrolled at Bachelor-, Master- or PhD level at an accredited institution of higher education outside Norway. The minimum requirements for admission to higher education in Norway are set by NOKUT. For country specific information, please see the GSU-list.

Applicants must fulfil academic requirements and, where applicable, any additional course requirements set by UNIS.

Chapter 3 Admission Requirements to Bachelor Level Courses (200 level courses)

3.1. Academic Requirements:

The applicant must be enrolled in a programme at Bachelor level, or document that the courses are approved into the applicant's current study programme.

In addition:

***Department of Arctic Biology:** 60 ECTS within general natural science, of which 30 ECTS within the field of biology.*

***Department of Arctic Geology:** 60 ECTS within general natural science, of which 30 ECTS within the field of geology/geosciences.*

***Department of Arctic Geophysics:** 60 ECTS in mathematics and physics or a related discipline.*

***Department of Arctic Technology:** 60 ECTS within the field of mathematics, physics, mechanics or chemistry.*

ECTS: European Credit Transfer System. 60 ECTS equals one year full time study.

3.2 Course Specific Requirements:

Course specific requirements will apply as presented in the current course descriptions.

Chapter 4 Admission Requirements to Master Level Courses (300 level courses)

4.1 Academic requirements:

Applicants must be enrolled in a Master level programme.

4.2 Course specific requirements:

Course specific requirements will apply as presented in the current course descriptions.

Chapter 5 Admission Requirements to PhD Level Courses (800 level courses)

5.1 Academic requirements:

Applicants must be enrolled in a PhD programme.

5.2 Course Specific Requirements:

Course specific requirements will apply as presented in the current course descriptions.

Chapter 6 Admission Responsibility

Managing Director of UNIS has the overall responsibility for admission following guidance from the UNIS Board.

Chapter 7 Application Deadlines and Supporting Documents

7.1 Application deadlines:

Spring semester: October 15

Autumn semester: April 15

In cases where there are not enough qualified applicants to fill a course, a new application deadline may be announced. The Managing Director of UNIS determines the date for the extended deadline.

7.2 Supporting Documents

Applicants must apply using the UNIS online application. All prescribed documents must be submitted within the application deadline for the application to be processed.

For documents in other languages than Scandinavian or English, an official translation to Norwegian or English is required. Admitted students are required to bring certified copies of original transcripts and diplomas when arriving to UNIS. Documents will be randomly checked for validity. If a student can't provide the prescribed documents within the given deadline, the admission will be withdrawn.

Chapter 8 Dispensation from the Application Deadline

Managing Director of UNIS may consider granting an exception from the application deadline in the following cases:

- Illness on the day of the application deadline. A medical certificate must be provided within 2 weeks of the application deadline
- Death in the close family of the applicant prior to the application deadline. A statement by a public servant is required within 2 weeks of the application deadline
- Other exceptional circumstances; UNIS needs documentation within 2 weeks of the application deadline.

Chapter 9 Ranking Criteria

Criteria for ranking qualified applicants are applied as they appear below:

1. The Norwegian universities may by agreement with UNIS have fixed quotas for qualified students to courses at UNIS.
2. Applicants not comprised by section 1, are divided and ranked in two groups; a) Students from a Norwegian institution of higher education, b) students from a non-Norwegian institution of higher education. UNIS is required to have a balance between degree programme students from Norwegian and non-Norwegian institutions. To achieve this, UNIS aims at attaining a balance of students from group a) and b) in each course.
3. At bachelor courses applicants applying for a full semester, 30 ECTS, within one department are given priority.
4. At bachelor courses ranking is based on the best grade point average (GPA) on courses that meet the academic requirements for the course(s) applied for, cf. chapter 3.1. If the applicant does not fulfill the academic requirements at the time of application, he/she must document that these requirements will be fulfilled before course start-up. GPA will then be calculated based on the courses that are included in the academic requirements at the time of application. At Master and PhD courses, the best GPA from 90 ECTS will be used if not otherwise specified in the course description. For calculation of the GPA the grades on the ECTS scale are converted as follows; A=5, B=4, C=3, D=2, E=1 F=0.
5. In case of equal ranking among international applicants, priority will be given to applicants from partner institutions.
6. In case of equal ranking, priority will be given to seniority (number of overall ECTS).
7. In case of equal ranking, final ranking will be accomplished by lot.

Chapter 10 False Diplomas and Documents

Applicants with false documents or documents issued by false institutions will not be considered in the admission process. The use of false diplomas or other false documents and documents issued by false institutions will be reported to the police. Using false documentation or diplomas to become admitted will lead to expulsion.

Chapter 11 Right of Appeal

Individual admission decisions can be appealed. Deadline for appeals is three weeks of the announcement of the decision.

Appeals shall be submitted to UNIS. If the decision is upheld, the appeal shall be forwarded to UiT - The Arctic University of Norway's Appeals Committee for a decision.

Chapter 12 Entry into force

These regulations will enter into force from October 1, 2014.