

Application form and agreement for admission as a guest master student



Application deadline:

The application must be filled in electronically and signed by the student and all listed parties, before submitted by email to the Dept. of Academic Affairs/the Student Administration at UNIS, study@unis.no. Earliest arrival is 1,5 months after the application deadline. Application deadlines are: 1 March, 1 June, 1 September, 1 December

Part I: Application

UNIS Department: Biology Geology Geophysics Technology

1. Personal information

Surname (all)		
First and middle name (all)		
Date of Birth/ Norwegian ID nr.(11 digits)		
Nationality		Female <input type="checkbox"/> Male <input type="checkbox"/>
E-mail address		
Study address (street, number, postal code, city)		
Home address (street, number, postal code, city)		
Phone number(s)	Private:	Mobile:
The university where you are registered		

2. Next of kin

Name	
Address	
Phone number	
E-mail	

3. Admission as a master student

<input type="checkbox"/> I have been accepted as a master student at my home university (enclose copy of acceptance letter)
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4. Duration of your master programme at your home university:

The agreement is valid from (dd.mm.yyyy)	To (dd.mm.yyyy)
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5. Do you receive any funding related to your thesis/project?

YES <input type="checkbox"/> Please include a budget	NO <input type="checkbox"/>
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6a. Supervisors

Main supervisor	
Name	
Position	
Place of work	
E-mail	

Co-supervisor/UNIS scientific contact person	
Name	
Position	
Place of work	
E-mail	

6b. Student Affairs/Study Coordinator, home university

Name	
Position	
Place of work	

E-mail	
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7. Stay in Svalbard:

From (dd.mm.yyyy):	To (dd.mm.yyyy):
From (dd.mm.yyyy):	To (dd.mm.yyyy):
From (dd.mm.yyyy):	To (dd.mm.yyyy):

8. Plan for periods you are present in Svalbard/UNIS (fieldwork, laboratory work, courses, etc.)

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9. Thesis

Working title:

10. Master thesis exam

When will exam/ defence take place?	
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11. Resources needed during stay at UNIS:

UNIS can assign you to a workplace if needed, provided your stay has been approved. UNIS has common campus licenses for ArcGis, Clue, Endnote, Matlab etc., and this software can be installed also on private computers. Please see UNIS IT policy and solutions at: <http://www.unis.no/resources/it-services/>

Office/workplace	<input type="checkbox"/> Yes, I need a workplace	<i>For the Student Administration:</i> Office/desk_____
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	<input type="checkbox"/> No, I don't need a workplace	
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How to book your field activity/-equipment and/or lab at UNIS

- Safety course, and all other logistical and safety issues, needs to be arranged with our coordinator of logistical services and in coordination with your supervisor before arrival.
- Laboratory facilities must be arranged with our laboratory leader and in coordination with your supervisor before arrival.

12. Any other information

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13. The following documentation must be enclosed for the application to be considered complete:

1. A description of your master project
2. Copy of acceptance letter, showing duration of master programme at home institution
3. If you receive funding for your project, please enclose a budget
4. Acknowledgement of reading and understanding the “Safety instructions for fieldwork and excursions at UNIS and instructions for Use of Field Equipment”, found at: [Operations and field work - UNIS](#)
The invitation to sign this document in “Nettskjema” will be sent in a separate mail when received the application.
5. Copies of relevant pages of your international passport (not needed for applicants with an 11-digit Norwegian identification number)

Part II: Rights and obligations

Your status as a guest master student at UNIS

A guest master student at UNIS is doing all or parts of his/her master thesis/project at UNIS but is formally enrolled in a master program at a Norwegian university or an international higher educational institution. The student has a supervisor/scientific contact person at UNIS. The student can stay at UNIS for a shorter or longer period of time doing field- or laboratory work, writing, attending courses (separate application needed) or meeting with his/her UNIS supervisor. All periods of stay must be approved by UNIS.

Rights

UNIS can provide you with a workplace when your stay at UNIS is approved. UNIS will provide you with an e-mail account, access card, office key and a library card (deposit required for some of these items). Your user account at UNIS will be deleted two weeks after your planned graduation stated in this document. As a guest master student at UNIS, you can apply for accommodation in the student hostels through The Arctic Student Welfare Organisation (Samskipnaden). Please see their website at <https://samskipnaden.no/svalbard> for further information. Please note that students attending courses at UNIS are given priority ahead of guest master students at UNIS.

Obligations

You are obliged to inform UNIS in writing in cases of

- changes in your planned period(s) of presence at UNIS
- prolongation of your master agreement period at your home university
- changes in permanent address
- any other changes that concern your thesis or your thesis work

The research project conducted at UNIS will be included in the annual report of UNIS. The project may also be included in statistical surveys.

The UNIS logo must be placed on the thesis cover and/or on the title page. UNIS must be specified as one of the author's institutional addresses in any publication or presentation of research results where UNIS has contributed to the results. This also applies for registrations in CRISTIN. The UNIS logo is found here: <https://www.unis.no/about-unis/unis-logo-design-guidelines/>.

UNIS requires one .pdf version of the thesis. The .pdf version will be stored in a digital archive at UNIS, it will also be accessible for search and downloading in databases such as BIBSYS, NORA etc.

Address for the .pdf version: post@unis.no

Health – Safety - Environment (HSE) at UNIS

All UNIS personnel, students and guests commit to our Health, Safety and Environmental (HSE) regulations. As a guest master student, you are insured during UNIS activities and field work conducted at Svalbard, if you are registered in the appropriate form for field-/lab activities. Apart from this, you will need to have your own private insurance.

You are obliged to get familiar with the “Safety instructions for fieldwork and excursions & instructions for use of field equipment”, to sign the acknowledgement, and to enclose this along with your application. See section 13 regarding where to find these documents/forms.

Economic support:

- There might be some funds available for guest master students at UNIS. These funds are coordinated by the student's UNIS supervisor. Please be aware that the funds each scientific department have available for their guest master students vary from year to year.
- UNIS does not pay for printing of theses.
- UNIS does not pay for travel expenses if your final master exam is being held at UNIS.

Contact: For any enquiries, please contact the Student Administration at UNIS on study@unis.no.

Part III: Signatures

This document is to be considered as an agreement between the student, the student's home university and UNIS, after it is signed by all parties. The agreement is an addendum to any agreement or contract that the student has entered with his or her home university.

Date and signature, student

Date and signature, home university, main supervisor

Date and signature, home university, dean/head of department

Date and signature, home university, student administration/study coordinator

Date and signature, UNIS supervisor

Date and signature, UNIS department leader

Date and signature, UNIS Student Administration

This agreement is valid from: _____ **until** _____ (to be filled out by UNIS)