

# ADMISSION REGULATIONS AT THE NORWEGIAN UNIVERSITY OF LIFE SCIENCES (UMB)

with supplementary provisions

**Established by the Board of the Norwegian University of Life Sciences (UMB) on 15 June 2006 pursuant to provisions on the University and College Act of 1 April 2005 no. 15, Sections 3-6 and 3-7. Last revised 23 November 2011.**

*(Supplementary provisions in italics, approved by the Committee for Course Programmes on 7 June 2006. Last revised 23 November 2011.)*

## **Chapter 1. Scope of the Regulations**

**Section 1-1** The regulations apply to all forms of admission granting the right to study at the Norwegian University of Life Sciences (UMB).

## **Chapter 2. Limited Admission**

**Section 2-1** The maximum number of students that can be admitted to the different study programmes is determined by the University Board.

## **Chapter 3. Admission Committees**

**Section 3-1** Central admission committee

A central admission committee is appointed with responsibility for admission. The committee shall consist of three representatives from UMB's study programmes and two from the Committee for Course Programmes. Of the latter, one shall be a student representative, and the other a representative of the academic staff.

The central admission committee shall in total consist of at least two students. The Department of Academic Affairs is in charge of executing admission procedures for the central admission committee.

**Section 3-2** Admission committees – master's degree

For admission to master's degree programmes, each education committee shall appoint an admission committee consisting of at least four members, of which at least two shall be students. The committee shall assess the applicants' qualifications.

### ***Supplementary Provisions for Chapter 3***

**Ad. 3-1** *The members of the admission committee should be selected to represent the bachelor's degree, as well as the 2-year and the 5-year master's degrees.*

**Ad. 3-2** *The admission committee also assesses admission to master's degree programmes for applicants to the last two years of 5-year master's programmes. For programmes for which responsibility is divided between several departments, the admission committee shall consist of one representative from each department and at least two students.*

## **Chapter 4. Admission to First-degree Studies**

**Section 4-1** Regulations for admission to first-degree studies via the Norwegian University and College Admission Service are determined by the Ministry.

**Section 4-2** For applications submitted via the Norwegian University and College Admission

Service, the deadlines for submitting applications, forwarding missing documentation and accepting an admission offer follow the national deadlines determined by the Ministry.

**Section 4-3** Regulations for admission to first-degree studies that are not administrated by the Norwegian University and College Admission Service are determined by the Committee for Course Programmes.

#### ***Supplementary Provisions for Chapter 4***

**Ad. 4-1** *All admissions to first-degree studies are handled by the national admission service. These applications are assessed on the basis of national admission regulations, which are mainly based on the applicant's qualifications from secondary school.*

### **Chapter 5. Admission to Higher-degree Studies**

**Section 5-1** The minimum requirement for admission to a 2-year master's programme and to the last two years of a 5-year master's programme is a bachelor's or a cand.mag. degree or an equivalent study programme consisting of at least 180 credits. In accordance with more specified rules, the Committee for Course Programmes can grant exemptions from this provision.

**Section 5-2** Academic admission requirements shall be included in the study plans of each master's programme.

**Section 5-3** Applicants are ranked according to weighting and relevance of previous education. Diplomas from international applicants are to be converted in accordance with ECTS rules.

**Section 5-4** For admission to all master's programmes; applicants are required to document sufficient English language skills. For admission to master's programmes conducted in Norwegian, additional documentation of Norwegian language skills is required.

**Section 5-5** Admission to master's programmes is coordinated. Applicants can apply to a maximum of three master's programmes, listed according to priority.

**Section 5-6** The Committee for Course Programmes can introduce admission quotas.

**Section 5-7** Deadlines for submitting applications, forwarding missing documentation and accepting an admission offer are determined by the Committee for Course Programmes.

#### ***Supplementary Provisions for Chapter 5***

**Ad. 5-1** *Exceptions can be made in special cases on the basis of a well-documented application. The application shall state the reason(s) for not completely fulfilling the admission requirements. For 90 or 120-credit master's programmes based on previous professional experience, at least three years of professional experience that is relevant to the study programme's course portfolio is required in addition.*

*\*) Conditional admission: Applicants who are maximum 10 credits short of being awarded a bachelor's degree at UMB, can be granted conditional admission if the applicant can document that he/she has been awarded a Bachelor's degree within one year of admission. Applicants whose basis for admission is from an educational institution other than UMB can also be granted such conditional admission if they can submit written documentation from the educational institution in question stating that they are no more than 10 credits short of being awarded a bachelor's degree or other valid basis for admission at the institution.*

*Students who have been granted conditional admission and who do not meet the conditions for admission by the stipulated deadline lose their right to study. The decision can be appealed. The Appeals Committee at UMB is the appellate body.*

*\*) In effect from admissions to academic years 2011/2012.*

**Ad. 5-2** *The academic requirements for 2-year master's programmes must include a specialization of 80 credits. Additional academic or professional requirements can be made, e.g., mathematics, statistics or practical experience.*

*There is a minimum grade requirement of C (2,5) for transfer admission and admission to 2-year master programmes.*

**Ad. 5-3** *All marks on the grade transcripts/diplomas that are necessary to meet the admission requirements, are included in the average mark. In the case of mixed letter and numerical marks, the letter marks are converted into numerical marks for inclusion in the overall average. To convert a grade average consisting only of letter marks, the following conversion figures are used: A=5, B=4, C=3, D=2 and E=1.*

**Ad. 5-4** *Requirement for Norwegian language skills*

*Applicants from countries other than the Nordic countries must document adequate proficiency in Norwegian. The requirement can be met by one of the following exams:*

- *Passed exam in Norwegian at Upper Secondary level 3 (the Knowledge Promotion Reform) / Norwegian as a foreign language at Advanced Course II level (Reform 94)*
- *Passed Level 3 exam in Norwegian for foreign students at universities*
- *Passed examen from one-year university college in the Norwegian language and social studies for foreign students*
- *Test in written Norwegian, advanced level ("the Bergen Test") with a score of at least 450 points or the grade "Passed". (new grade scale from October 2009)*

*For admission to English-language Master's programmes, one of the following special admission requirements for English apply:*

- a) *foundation/ level 1 course in English at upper secondary school (5 weekly periods) with the mark 4 or better (alternatively, a pass in the English Advanced course I and/ or II)*
- b) *Test of English as a Foreign Language (TOEFL) with a result of at least 550 points for the Paper-based test (PBT) or 80 points for the Internet-based test (IBT)*
- c) *International English Language Testing Service (IELTS) with a score of at least 6.0*
- d) *other approved documentation following an individual assessment*

**Ad. 5-5** *Applications to English and Norwegian language master's programmes are jointly assessed. Admissions to master's programmes specifically designed as continuing education programmes are locally assessed, apart from the joint-admission procedures.*

*Ad. 5-6 Applicants from other institutions are assessed for admission on equal terms as UMB's own students. The provision regarding quota regulation is mainly intended for dealing with applications for NORAD scholarships, quota students, etc.*

*Ad. 5-7 The application deadline for admission to 2-year master's programmes is 1 June. The departments determine if to have admission twice a year, 1 June and 1 December.*

*Applicants may apply for early admission to higher education. All applicants must meet the entrance qualifications before the application deadline 15 April. The applicants must prove their need for early admission and have a points score above last years average to be offered early admission.*

*Applicants may be interviewed for admission to higher education to determine the best candidates among applicants with equal points scores. Interview expenses are covered by the departments.*

## **Chapter 6. Admission to Ph.D. programmes**

**Section 6-1** The regulations for admission to Ph.D. programmes are determined by the University Board.

### ***Supplementary Provisions for Chapter 6***

*Ad. 6-1 Admission to Ph.D. programmes is described in detail in the Regulations for the Ph.D. Degree at UMB.*

## **Chapter 7. Admission to the Practical-Pedagogical Programme (PPU)**

**Section 7-1** In order to be admitted to the PPU programme, the applicant must document skills that qualify for teaching and disseminating knowledge in natural science or land use management, or a combination of both.

**Section 7-2** Admission requires access to a PC and the Internet.

**Section 7-3** Deadlines for submitting applications, forwarding missing documentation and accepting an admission offer are determined by the Committee for Course Programmes.

### ***Supplementary Provisions for Chapter 7***

*Ad. 7-1 The Committee for Course Programmes determines which skills are required to qualify for teaching in the natural sciences and/ or land use management. Recommendations are specified in the general plan of the practical-pedagogical programme. The distribution of openings in the programme among the various groups of applicants and their ranking order are determined by the education committee at Department of Mathematical Sciences and Technology.*

*Ad. 7-1 For admission to the PPU programme, the education committee at Department of Mathematical Sciences and Technology shall appoint an admission committee consisting of at least four members, of which at least two shall be students.*

*Ad. 7-1 Applicants to the PPU programme must submit a certificate of good conduct together with their application, equivalent to the certificate required for certain professions, cf. the Regulations regarding certificates of good conduct in connection with admission to higher education.*

*Ad. 7-2 Applicants must themselves declare that they have access to a PC with an Internet connection.*

## **Chapter 8. Admission to Individual Courses**

**Section 8-1** For admission to individual courses, the same general requirements apply as for admission to first-degree studies (Chapter 4, Section 4-1).

**Section 8-2** The Committee for Course Programmes can approve additional requirements following recommendation by the appropriate education committee.

### ***Supplementary Provisions for Chapter 8***

*Ad. 8-1* The Department of Academic Affairs assesses if the applicants generally meet the requirements for admission to higher education and allocates the right to study at UMB. The actual admission to a course (courses), under consideration of restrictions with regard to the number of students that can be admitted, is done by the department responsible for the course. Admission to single courses which are taught in English will not require documentation of Norwegian language proficiency.

*Ad. 8-1* The application deadline for admission to individual courses is 1 June for the Autumn semester and 1 December for the Spring semester.

*Ad. 8-2* It is not possible to conduct independent projects such as bachelor's and master's degree theses without being linked to a specific study programme.

## **Chapter 9. Admission to Continuing Education**

**Section 9-1** For admission to continuing education, the same general requirements apply as for admission to first-degree studies (Chapter 4, Section 4-1).

**Section 9-2** Deadlines for submitting applications, forwarding missing documentation and accepting an admission offer are determined by the Centre for Further and Continuing Education (SEVU).

### ***Supplementary Provisions for Chapter 9***

*Ad. 9-1* The Department of Academic Affairs assesses if the applicants generally meet the requirements for admission to higher education and allocates the right to study at UMB. Registrations for continuing education courses are sent to SEVU.

## **Chapter 10. Admission to Further Education**

**Section 10-1** There are no specific admission requirements for further education courses.

**Section 10-2** Registration deadlines are determined by the Centre for Further and Continuing Education (SEVU).

## **Chapter 11. Admission of Guest Students**

**Section 11-1** Admission requirements for guest students are determined by agreements between UMB and the cooperating institutions.

## **Chapter 12. Deferred Admission**

**Section 12-1** Applicants that have been admitted to the Norwegian University of Life Sciences can defer matriculation for one year due to illness, pregnancy, military service, civilian national service or other serious reasons.

### ***Supplementary Provisions for Chapter 12***

**Ad. 12-1** *Required documentation includes conscription orders or a medical certificate stating the expected date of delivery. Other serious reasons shall be accordingly documented.*

*Work, education or vacation are not valid reasons for deferred admission.*

*Applications are sent to and dealt with by the Department of Academic Affairs.*

## **Chapter 13. Provisions for Complaints**

**Section 13-1** Students have the right to lodge complaints against decisions regarding admission to studies at UMB, pursuant to the provisions of the Public Administration Act. Complaints must normally be submitted within three (3) weeks.

### ***Supplementary Provisions for Chapter 13***

**Ad. 13-1** *Complaints against decisions regarding admission through the national admission service are submitted to the National Appeals Committee for the national admission service.*

*Complaints against decisions based on:*

- *local admission*
- *prior learning and work experience*
- *special assessment*
- *exception of the requirement of higher education entrance qualification*
- *assessment of specific admission requirements including skills or tests determined by UMB*

*are submitted to the Appeals committee at UMB.*

## **Chapter 14. Coming into Force**

**Section 14-1** These regulations come into force at the start of admissions to the 2006/2007 academic year.