

Regulations concerning admission to study programmes and courses at the University of Agder

The 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 precedent.

Adopted by the Board of the University of Agder 24 November 2021 under the *Act relating to Universities and University Colleges*, section 3-6 and 3-7, and *Regulations concerning admission to higher Education*, 6 January 2017, no. 13.

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Chapter I – General admission requirements

§ 1. Scope

These regulations apply to admission to all study programmes and courses at the University of Agder, including the master's level. The regulations also apply to the preliminary courses and the science course for Engineering. Admission to first degree studies is regulated by the *Regulations concerning admission to Higher Education*. Admission to master's programmes is regulated by the *Regulations Concerning Requirements for Master's Degrees*. Admission to doctoral programmes is regulated by local institutional regulations.

§ 2. Decision-making authority

In cases where the university has decision making authority, decisions are made by the University Director or a person deputised by the University Director. In cases where the University Board itself, the Faculty Board itself or the Teacher Education Board itself has decision making authority, authority cannot be delegated.

§ 3. Quotas

The university stipulates quotas and criteria for quota arrangements concerning admission to studies that are not regulated by the *Regulations concerning admission to higher education*.

§ 4. Decisions concerning restricted admission

- (1) The University Board itself decides on restricted admission when this is necessary due to considerations of capacity or resources; see also *Act relating to Universities and University Colleges*, section 3-7 (5). A decision concerning restricted admission will be in force for one academic year.

- (2) The university stipulates the number of places offered in consultation with the faculty or the Teacher Education Unit.

§ 5. Closing dates for applications – and forwarding

The university sets closing dates that apply to local admission to programmes and courses. The university may, in special cases and after receiving documented application, grant exemption from deadlines relating to the application – or forwarding of material relating to the application.

Chapter II – admission programmes and courses

§ 6. Minimum requirements for admission

- (1) Minimum requirements for admission to first-degree programmes are set out in the *Regulations concerning admission to higher education*
- (2) Admission requirements for supplementary programmes are set out in the current programme description.
- (3) For admission to the Bachelor's programme in Music Performance, a requirement for an entrance examination may be stipulated. The Faculty Board itself decides the content of the examination and the criteria for passing, see also *Regulations concerning admission to higher education, section 4-7 and 4-9*.
- (4) For admission to the post-graduate certificate of education, admission requirements are set out in the *Regulations concerning the framework plan for the post-graduate certificate in education (Norwegian only)*, and the *Regulations concerning the postgraduate certificate in education for vocational subjects (Norwegian only)*. The requirements for the academic content of the basis for admission is stipulated in the programme description. Applicants for the post-graduate certificate in general studies subjects must have at least one subject with scope of at least 60 credits which gives teaching competence and where the University of Agder offers subject didactics.
- (5) For admission to master's programmes, the following applies:
 - a. Minimum requirements for admission to master's programmes are set out in the *Regulations concerning requirements for Master's degrees*.
 - b. Requirements relating to the academic content of the basis for admission will be stipulated in the programme description.
 - c. The programme description may stipulate minimum requirements (grade requirements) for the individual master's programme. For applicants with letter grades, the requirement is a weighted average grade, calculated in accordance with section 15, of at least C. When calculating the average grade, standard rules for rounding up where the grade will be rounded up to the nearest whole number will be applied.
 - d. For admission to master's programmes, the programme description may, upon approval from the University Board, stipulate requirements for passed entrance examination, approved academic essay/motivation letter, participation in interview or a combination of these. The Faculty Board itself stipulates the contents of and criteria for passing the entrance examination, and for approval of the academic essay/motivation letter.
 - e. For admission to experience-based master's programmes under the Regulations concerning requirements for master's degrees, section 5, a minimum of two years of full-time, relevant vocational experience is also required. A requirement for more than two

years of vocational practice may be stipulated. The programme description will stipulate the requirements for the content and scope of the relevant vocational practice. The vocational practice should be completed after the completed bachelor's degree. In special cases, practice completed prior to the completed bachelor's degree may be approved.

- (6) For admission to single courses, the general requirements for admission to the study programme apply. In the case of courses that are not included in a study programme, requirements must be stipulated in the course description.

§ 7. Language requirements

- (1) Applicants for study programmes and courses in Norwegian must document competence in Norwegian – and English at the level of general university and college admission certification (GUCACS).
- (2) Applicants for study programmes and courses in English at the bachelor's level must document competence in English at the level of general university and college admission certification.
- (3) Applicants for master's programmes in English with an education from non-Nordic countries must be able to meet one of the following requirements:
 - a. 140 annual hours of English from Norwegian secondary school with the grade 4 or above.
 - b. Test of English as a Foreign Language (TOEFL) with a score of at least 550 for the Paper-based test, 213 for the Computer-based test and 80 for the Internet-based test.
 - c. A score of at least 6.0 in the International English Language Testing Service (IELTS)
 - d. PTE Academic Pearson Test of English (PTE) with a score of no less than 62.
 - e. Cambridge English: Advanced (CAE), Proficiency (CPE) or First (FCE), passed with grade A.
 - f. Other approved documentation of knowledge of English at an equivalent level after individual assessment.
- (4) There are no requirements for competence in Norwegian for applicants for study programmes and courses in English and students who participate in international exchange programmes.

§ 8. Prior learning and work experience

- (1) Applicants who are 25 years of age or above in the year of admission, and who are not qualified through formal education may have their qualification for a particular study programme assessed on the basis of prior learning and work experience. Prior learning and work experience can be granted on the basis of competence the applicant has acquired through paid and unpaid work, organisation work, education or in other ways.
- (2) The applicant's prior learning and work experience will need to replace the lack of formal competence. The applicant must document sufficient knowledge of Norwegian and English for the current study programme.
- (3) To be assessed for admission to a master's programme on the basis of prior learning and work experience, applicants must have completed at least 90 credits of relevant education.
- (4) The University Board stipulates supplementary regulations for prior learning and work experience and concerning requirements for documentation.

§ 9. Deferred entry

- (1) Entry may be deferred for a maximum of two years in connection with military service, birth, adoption, or other substantial reasons with the proviso that the study will be arranged as planned. A further deferral will not normally be granted.
- (2) Deferral cannot be granted when admittance takes place under the following sections: § 12, § 13, and § 14, or for applicants to single courses, externally funded education, programmes with an entrance examination, interview, or an academic essay/motivation letter. Deferral cannot be granted in cases where it is impossible to calculate the credits of the applicant.

§ 10. Early admission

- (1) Applicants to studies where admittance is organised through the Norwegian Universities and College Admission Service (NUCAS) may be granted early admission under NUCAS regulations.
- (2) Applicants to studies with local admission to the Autumn semester may be granted early admission if the following requirements are met:
 - a. At the time of application, the applicant must meet the admission requirements and would with a wide margin have been admitted in the previous round of admissions.
 - b. The applicant has a documented need for an early reply to the application for admission.

§ 11. Conditional offer of admission

- (1) A conditional offer of admission may be granted to applicants who complete a qualifying education in the application semester. A precondition for admission is that the applicant documents that the admission requirements are met within a specified closing date.
- (2) When calculating the weighted average grade for applicants who get a conditional offer of admission, examinations completed in the application semester will not be taken into account. Applicants who are offered a conditional offer of admission will not be ranked again.
- (3) Conditional offers of admission will not be granted to applicants who fail to meet the language requirements, see Regulations, section 7.

§ 12. Conditional admission to master's programmes and supplementary studies at the postgraduate level

- (1) Unless otherwise is stated in the programme description, conditional admission to master's programmes and supplementary studies at the postgraduate level may be granted to applicants lacking no more than 15 credits.
- (2) Applicants lacking credits because of documented illness or another compelling reason to be absent are ranked with the qualified applicants. Other applicants lacking credits will be ranked after qualified applicants.
- (3) Conditional admission will not be granted to applicants who are unable to document sufficient competence in Norwegian and English. Applicants for study programmes that are based on a bachelor's degree with a specialisation must have completed all the courses in

the specialisation. Other restrictions on conditional admission may be stipulated in the programme description.

- (4) Lacking courses must be completed and passed in the first year of study to progress further in the programme.
- (5) There is no conditional admission to the Post-graduate Certificate in Education, externally funded education, or single courses.

§ 13. Admission with specific recognition

- (1) Admission with specific recognition may be used in the following cases:
 - a. From, and including, the second year of study in first degree programmes with available capacity.
 - b. For applicants for the second year of study in two-year master's programmes with available capacity.
- (2) Each academic year the Faculty Board/Teacher Education Board decides whether to open up for internal admission and if so, how many places should be made available for each year in the students' academic progression.
- (3) The programme description must clarify the requirements relating to which parts of the programme that must be completed in order to qualify for internal admission to the current year in the students' academic progression.

§ 14. The UNG – scheme

In special cases, pupils in upper secondary school may be admitted to single courses. The University Board stipulates supplementary regulations for the scheme. However, pupils who pass the course examination will not be credited until they have achieved general university and college admission certification.

Chapter III – Ranking of applicants

§ 15. General regulations concerning ranking for supplementary studies

- (1) Qualified applicants are ranked on the basis of the weighted average grade of the courses that are necessary to meet the admission requirements, and possible additional credits. The weighted average grade for admission to master's programmes is normally calculated on the basis of the whole bachelor's grade or equivalent. Exceptions are stipulated in the programme description upon approval by the University Board.
- (2) For applicants with letter grades, the following recalculation scale is used to calculate the weighted average: A=5, B=4, C=3, D=2, E=1. The grade 'passed' does not count when calculating the average weighted grade. Applicants with only the grade 'passes' will be assessed on an individual basis.
- (3) Applicants with a high number of credits will be ranked above applicants with a low number of credits. In cases where there is an equal number of credits, older applicants will be ranked above younger.
- (4) Applicants with foreign education, applicants admitted on the basis of prior learning and work experience and other applicants where it is not possible to conduct a rule-based

calculation of credits will be assessed individually and ranked discretionary in relation to the other applicants.

- (5) If an applicant has more than one basis for admission, the basis that gives the most favourable result for the applicant will be chosen.
- (6) The rules of ranking in this section may be waived if it is necessary to meet possible regulations concerning quotas, see Regulations, section 3.

§ 16. Ranking of applicants to study programmes with an entrance examination or interview.

- (1) The University Board stipulates supplementary regulations for ranking of applicants for study programmes with an entrance examination.
- (2) When an interview is required, the interview will count for 50 % of the total assessment.

§ 17. Additional credits and admission to master's programmes and supplementary studies at the post-graduate level

- (1) Grades from student exchange periods are not included in the calculation of the weighted average grade. An additional 0.1 credits will be awarded per 25 credits achieved in the student exchange period, with a maximum of 0.2 credits in total.
- (2) An additional 0.1 credits per year are awarded for relevant work experience after a completed education that constitutes the applicant's basis of admission, with a maximum of 0.2 credits in total. No additional credits are awarded for possible work experience that is part of the basis for admission.

§ 18. Ranking of applicants for the post-graduate certificate in general education subjects

Qualified applicants should be ranked within each subject quota in prioritised order according to the following criteria:

1. Applicants for practical and aesthetical subjects:
 - a. Completed degree according to the following categories:
 - i. PhD degree and a minimum of 120 credits in the subject, ranking according to the number of credits in the subject.
 - ii. Master's degree and a minimum of 120 credits in the subject, ranking according to the number of credits in the subject.
 - iii. Bachelor's degree and a minimum of 120 credits in the subject, ranking according to the number of credits in the subject.
 - iv. Master's degree and between 60 and 119 credits in the subject, ranking according to the number of credits in the subject.
 - v. Bachelor's degree and between 60 and 119 credits in the subject, ranking according to the number of credits in the subject.
 - b. A weighted average of grades in the basis of admission.
 - c. The total number of credits at the closing date for applications.
2. Applicants for other subjects:
 - a. A completed degree from a university or a university college where a PhD degree is ranked above a master's degree.

- b. A weighted average of grades from 60 credits in a subject/subjects which gives teaching competence.
- c. Applicants with two subjects of 60 credits or more where UiA offers subject didactics, and the subject requirements are met, are ranked above applicants with one subject.
- d. The total number of credits at the closing date for applications.

§ 19. Ranking of applicants for the Post-graduate Certificate in Education in vocational subjects

Qualified applicants are ranked in prioritised order according to the following criteria:

1. Applicants with documented conditional employment in upper secondary school in accordance with the regulations in the *Act relating to Primary and Secondary Education*.
2. The number of months of work experience beyond the admission requirements.
3. The number of credits beyond the number which possibly is included the applicant's basis of admission.
4. In case of further parity of credits, the applicants will be ranked by drawing lots.

§ 20. Ranking of applicants for externally funded education

- (1) Applicants to study programmes that are based on upper secondary education, applicants to supplementary studies at the first-degree level and applicants to courses independent of level, will be ranked according to the time of their application.
- (2) If a study programme or a course is funded by an external employer, any ranking may be done by the external employer.
- (3) Applicants to master's programmes and other supplementary studies at the post-graduate level are ranked in accordance with section 15 and section 17.
- (4) The University Board may stipulate other regulations concerning ranking for study programmes that are funded by student fees.

§ 21. Ranking of applicants to free-standing courses

If the number of applicants exceeds the number of available places, applicants will be ranked based on the time of their application.

Chapter IV – Admittance to the preliminary course and the science course of engineers

§ 22. Admission requirements

- (1) Applicants to the preliminary course must meet one of the following requirements:
 - a. Level Vg1 and Vg2 from education programmes other than general studies or approved crafts – or journeyman's certificate.
 - b. Completed upper secondary school with Higher Education Entrance Qualification.
 - c. Primary and lower secondary school with at least five years of full-time practice or a combination of upper secondary school and practice.

- (2) Applicants with an education from countries other than the Nordic must be able to document their knowledge of Norwegian with at least the test of Norwegian with the grade B1 on all four sub-tests.
- (3) Applicants for the science course must have the Higher Education Entrance Qualification or proven equivalent competence.

§ 23. Ranking of applicants to the preliminary course

- (1) Applicants are ranked by the sum total of their grade credits, credits from practice and additional credits. In case of an equal number of credits, the underrepresented gender will be prioritised.
Grade credits: the average of all grades from diplomas and documentation of skill multiplied by 10.
Credits from practice: 0.3 credits per month beyond the minimum requirement for admission, up to three years (10.8 credits.)
Additional credits: 3 credits for approved craft certificate or journeyman's certificate.
- (2) In cases where it is not possible to calculate their credits, applicants will be ranked based on an approximate assessment.

§ 24. Ranking of applicants to the science course

Ranking of applicants to the science course are ranked as applicants to first-degree study programmes.

Chapter V – Additional stipulations

§ 25. Coming into operation and repeal of other regulations

These regulations are coming into operation from, and including, the academic year 2022 – 2023. At the same time, the following regulations are repealed: *Regulations 27 November 2013 no. 1387 concerning admission to study programmes and courses at the University of Agder.*

§ 26. Exemptions

- (1) In admission to joint degrees, it may be stipulated in the programme description or in a separate agreement that admission should take place according to the regulations of the partner institution.
- (2) Separate regulations apply to admission to courses offered by the University Centre in Svalbard.

§ 27. Transitional regulations

Section 6 (5), concerning passed entrance examination, approved academic essay/motivation letter or participation in an interview apply from, and including, admission to study programmes Autumn 2023. For admission to master's programmes in music performance – classical, popular music, and Shift entrepreneurship in the academic year 2022-2023, the same regulations concerning ranking apply as for admission to the academic year 2021-2022.