

Conditions of Admission for Exchange Students 2013/2014

This Conditions of Admission is an enclosure to the Letter of Admission from the University of Tromsø, signed by the Department of Academic Affairs.

Please read carefully before you sign the Student Contract!

ACADEMIC MATTERS - YOUR RIGHTS AND RESPONSIBILITIES

A place of study

Your admission is valid for one or two semesters which is specified in the letter of admission. If you are not able to start your studies this semester, your place cannot be reserved for later. You will have to *reapply* for admission at a later stage. Violations of the Conditions of Admission, may lead to *cancellation* of the Student Contract. The consequences of such a cancellation may be loss of the place of study and loss of student residence permit.

Exam regulations

Registering for exams is required each semester. The deadline is the same as for the semester registration (see below). Exam changes must be made within the semester registration deadline. If you have registered for more exams than you have actually prepared for, you can withdraw your exam registration. The deadline for withdrawal is November 1st in the autumn semester. The exception from this deadline is for exams organised before November 15th. Then the deadline is 14 days before the actual date of the exam. In the spring semester, the deadline for withdrawal is April 15th.

The exam regulations are **very strict** when it comes to **cheating on exams**. Copying or rewriting of other peoples work, academic books and articles or earlier exam papers with no references made to the sources, are not accepted and will be considered as cheating on the exams and the student risks being expelled. A student being expelled from the University will have the Student Residence Permit based on the place of study at the University of Tromsø annulled.

Study progression

It is important to keep a normative study progression. The admitted student and the University of Tromsø have a mutual responsibility in meeting the completion demand. If academic problems arise the International Student Adviser must be contacted as soon as possible. Delays due to *documented* medical reasons may in certain cases be accepted. ***Please note that not showing up for exams or long absence from the study programme without documented reason will lead to cancellation of your student contract, including your place of study, and student hostel.***

PRACTICAL MATTERS - YOUR RIGHTS AND RESPONSIBILITIES

Letter of Admission

We advise you to bring your Letter of Admission in your hand luggage in case of loosing your ordinary luggage. The Immigration authorities might ask for the letter upon arrival.

Student residence permit and work permit

To obtain a student residence permit requires that you have been granted a place of study; accommodation and that you can finance your studies in Norway with an estimated amount of NOK 47 200 per semester. The money should be in a Norwegian bank account before a residence permit will be issued. The Student Welfare Organisation (SWO) has provided a bank account,

since you cannot obtain a personal bank account without a Norwegian ID-number. Students from the EEA area can apply for a residence permit within 3 months upon arrival. It is important that Eu student do not **forget** to apply/register for resident permit within the deadline.

Students who are staying for more than the planned semester will have to renew their residence permit by applying to the local immigration office at the latest *one month before the permit expires*. This means attending classes and taking exams at full time or full workload as stated in the study plan for each subject. A student with a student residence permit is automatically granted a work permit allowing the student to work maximum 20 hours a week (part-time job).

The Local Immigration Office and the Population Registry

Within one week after arrival, students from outside the EEA area must contact the Local Immigration Office in town in order to have their residents card. You need to book an appointment. Students who are staying for more than six months in Norway should apply for a Norwegian ID number at the Population Registry in town. A Norwegian ID number is an essential condition for purposes like opening a bank account, or having a diploma from the university issued with the correct date of birth on it. Both matters will be included in the *Introductory Programme for New International Students*. **Once the Norwegian ID number has been issued to you, you should immediately take the ID number certificate to the university, so that we can save it in our files.**

Semester Registration

Registration takes place **every** semester at the University. This means making a study plan at your faculty and thereby doing exam registration. You will get assistance doing this during the Introductory Programme. A semester registration receipt will be issued each semester after you have registered. This will be sent to your student hostel address in Tromsø. When you have received this, you can have your student card made. Please remember that the student card is not valid without showing the semester registration receipt. **The deadline for registration is September 1st for the autumn semester and February 1st for the spring semester.**