

UiT The Arctic University of Norway

Conditions of Admission for Self-financing One-Year Programme Students, Bachelor's or Master's Degree Students

Autumn 2019

This document is an appendix to the Letter of Admission from UiT The Arctic University of Norway, signed by the Academic Affairs Section

Please read this document carefully before accepting the place of study you have been offered.

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ACADEMIC MATTERS - YOUR RIGHTS AND RESPONSIBILITIES

Offer of Admission

You have been offered admission as a self-funding student. This means you will receive no funding/financial support/scholarship etc. from UiT The Arctic University of Norway.

Your admission is valid for the normal duration of your programme study. If you **are unable to start your studies in the semester to which you have gained admission and meet the registration deadline of 1 September 2019, you may not reserve your place for a later date. In such cases, you must *reapply for admission at a later stage.***

Exemptions from this rule may be granted if you have suffered from a serious illness or a bereavement in your immediate family and that you can provide relevant documentation. When accepting your offer of admission to UiT The Arctic University of Norway, please be aware that you can **only accept one offer of admission**. In addition, you are not permitted to change to a different programme of study or to another level. Any breach of these *Conditions of Admission* may lead to the *cancellation* of your offer of admission and consequently your Study Permit in Norway.

Study Plan

You have been admitted to studies within a specific programme of study at UiT The Arctic University of Norway. A degree programme comprises of both compulsory and elective courses. The student adviser at the respective department in each faculty is responsible for your programme of study. He/she will help you make a Study Plan in accordance with your elective preferences within the programme. The Study Plan (also known locally as the Individual Education Plan) is considered a binding contract between UiT The Arctic University of Norway and the student and outlines your rights and responsibilities. It should be signed within two months of your arrival. Meanwhile, the programme description of the will serve as your Study Plan if you are required to apply for a study permit.

Semester Registration

You are required to complete semester registration at the start of each semester. Students are expected to pay a semester fee of approx. NOK 590 to confirm their Study Plan and register for classes and examinations. Once you have received a registration receipt, you will be able to apply for a student card for the relevant semester. ***The deadline for semester registration is 1 September for the autumn semester and 1 February for the spring semester.***

Examination Regulations

It is necessary to register for examinations at the start of each semester. The deadline is the same as for the semester registration. You are only permitted to change your registration for examination before this deadline has passed. If you have registered for more examinations than you have prepared for, you may withdraw from the examination before the relevant deadline, which is 1 November in the autumn semester. Any examinations arranged before 15 November are exempt from this rule, and a deadline of 14 days before the actual date of the examination applies. In the spring semester, the deadline for withdrawal is 15 April. In the case of examinations arranged before 29 April, a deadline of 14 days before the actual date of the examination applies.

Please be advised that examination regulations are *very strict* when it comes to *plagiarism, referencing and cheating*. Due to increasing number of cases concerning plagiarism, UiT The Arctic University of Norway feels obliged to inform all the new students about the eventual consequences. *The copying or rewriting of other peoples' work, academic books and articles or earlier examination papers without reference to the sources is total/y unacceptable and will be considered as cheating*. In such cases, the student risks being expelled from the university and having their study permit annulled. In addition, a letter outlining the expulsion information will be sent to all Norwegian higher education institutions. Consequently, the student will be prohibited from taking any examinations in Norway. To avoid misunderstanding due to lack of knowledge, UiT The Arctic University of Norway arranges a **compulsory course** in routines concerning referencing and the use of sources for all students. The course takes place during Debut Week International and lasts one hour. Online students may download the information from UiT's website after Debut Week International.

Study Progression

It is important for all students to maintain the nominal length of study, i.e. normal study progression. This helps onsite students avoid financial problems and/or problems associated with renewal of their Study Permit. The admitted student and UiT The Arctic University of Norway have a mutual responsibility to meet the demand of the normal duration of the exchange studies. In the event of academic problems, the student must notify the International Student Adviser as soon as possible. In certain cases, delays due to *documented* medical reasons may be accepted. ***Please note that failure to attend examinations or long absences from your exchange studies without documented reasons will lead to the cancellation of your student contract, including your place of study and student housing.***

PRACTICAL MATTERS - YOUR RIGHTS AND RESPONSIBILITIES

Original documents

UiT The Arctic University of Norway requires that you bring original academic credentials, i.e. transcript of records, certificates and diplomas. Due to an increase in fraudulent documents, we will request that you bring your original documents on arrival. If any of the documents provided with your application for admission are later found to be invalid, your admission will be annulled. We advise you to bring your Letter of Admission in your hand luggage in case your checked in baggage is delayed or lost. The Norwegian Directorate of Immigration (UDI) may ask to see the letter on arrival. We will request Online students to send their original documentation by post.

The following information is for on-site students only: Study Permit and Work Permit

To obtain a Study Permit, you must have an official Offer of Admission, accommodation and proof that you can finance your studies in Norway (NOK 116 369 per year). **This amount of money must be transferred to a Norwegian bank account before you apply for your Study Permit. Since foreign nationals cannot open a Norwegian bank account without a Norwegian Personal Identification Number**, The Arctic Student Welfare Organisation of Norway, in association with UiT The Arctic University for Norway, has opened a deposit account where international students can deposit the required amount of money in their own name. The Arctic Student Welfare Organisation of Norway will send an official statement to the student confirming that the money has been deposited in the account. This statement can be used when applying for the Study Permit. **Students from within the EU may apply for a Study Permit within three months of arrival.** A student with a Study Permit will automatically be granted Work Permit for a maximum 20 hours per week (part-time job).

Students who are planning to reside in Norway for more than one year must renew their Study Permit at the local immigration office at least *one month before the permit expires*. Students who are leaving Norway for fieldwork or a summer holiday must ensure that they renew their Study Permit at least one month before leaving Norway if the Study Permit will expire while they are overseas. The renewal of a Study Permit is conditional on a satisfactory study progression. Consequently, we strongly recommend students to follow a full-time student workload and to attend classes and sit examinations in accordance with the programme description and the Examinations Regulations. Please note that second year students are not always allowed to have part-time jobs. The university and the Immigration Office at the local Police station reserve the right to judge whether a part time job is compatible with the workload of the studies or not.

The Local Immigration Office and the Population Registry

Within one week of arrival, students from outside the EU must meet up in person at the Local Immigration Office to have their residence permit card issued. Students who are staying in Norway for more than six months should apply for a Norwegian personal identification number at the Population Registry Office. A Norwegian personal identification number is a requirement for opening a bank account or having a diploma from the university issued with the correct date of birth on it. These matters will be raised during the *Debut Week International* for new international students. **Once you have been issued a Norwegian personal identification number, you must take the documentation you receive to the university so that we can record this number on our files.**

ARRIVAL DAYS AND DEBUT WEEK INTERNATIONAL FOR NEW INTERNATIONAL STUDENTS

Our new international students will receive important information and help during the Debut Week International at UiT The Arctic University Norway. A social and academic programme will be specifically arranged for you to ensure you get off to a good start at the university. A detailed programme for this week will follow later. During this period, we will assist you to get accommodated. Please note that students who arrive late will not receive the same kind of service. To learn more, please go to our website for new students: <https://en.uit.no/education/studentportal/new>