*<Navn på student>*

*<Kontaktadresse>*

[*OBS! Dette er bare et forslag. Brevet skal tilpasses programmets behov og utfyllende informasjon tilføyes*]

|  |  |  |
| --- | --- | --- |
| Your ref | Our ref | Date |
|  |  |  |

Dear applicant / Dear Ms / Dear Mr / Dear <navn>,

**Admission to the Master of Science Programme in <Programnavn>**

With reference to your application for admission to the Master’s Programme in *<programnavn>* starting in the <*spring/autumn*> term <*year*>, we are pleased to inform you that your application has been accepted.

<*institutt/ programstyre>* warmly welcomes you as a master student at our university!

**Acceptance of offer**

It is very important that you inform us, as soon as possible and no later than <***20 July / 20 December >***, whether you accept this offer of admission to the master’s programme as specified. Please register your reply in *Søknadsweb*.

**Compulsory information meeting**

The <department> arranges an information meeting at the beginning of the first semester *<sted, dato og klokkeslett>*. This meeting is compulsory for all new master students.

At the meeting you will get in-depth information about the master’s programme and an introduction to relevant research topics for your thesis. Some of this information is available at our website *[henvisning til instituttets nett-adresse]*.

You will also meet your teachers and fellow students, and you will be free to ask questions.

Enclosed you find information about the master’s programme at *<institutt>*. We would also make you aware of the regulations for degree studies at the Faculty of Mathematics and Natural Sciences, especially concerning part-time study and leave of study (<http://www.uib.no/matnat/52313/reglement-i-utdanningssaker-ved-det-matematisk-naturvitenskapelige-fakultet>).

**The Master’s Degree Agreement**

During the master studies you will be introduced to theory, methods, and practical research within a set period. You will be required to sign a master’s degree agreement, counter-signed by the programme board and your supervisor, covering your rights and duties as a master student. The agreement consists of general regulations, a supervisor agreement and a milestone plan. The master’s degree agreement will be handed out on the information meeting and have to be signed and delivered to the department within a deadline.

**Registration**

As a master student, you have to register and pay the semester social fee every semester (excluding periods of study leave). Failure to registering may lead to cancellation of your master’s degree agreement.

After the <*21 July / 21 December*> your admission will be registered in our data system and you can register yourself for the subjects and examinations for the <*autumn/spring*> term. Deadline for registration for subjects and examinations is <*1 September / 1 February*>.

There are no tuition fees at the University of Bergen, but you should be prepared to cover some of the costs of excursions, handouts, copying, etc.

**Documentation of Foreign Education**

Please note that you have to register your university degrees from other institutions at the University of Bergen. Please hand in your ***original*** documents (university transcripts and diplomas) for registration at the Information Centre for Science Students, Realfagbygget, Allégaten 41, in the beginning of your master studies.

**Living costs**The University of Bergen does not offer any scholarships for the master’s programmes. The general study expenses and living costs during your studies in Bergen will be on your own responsibility.

If you have any questions, please contact your student adviser *<navn og/eller e-post>.*

Yours sincerely,

<Programstyreleder> <Studiekonsulent>

Head of Programme Board Student Adviser

Enclosures: