<Navn>

<Adresse>

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| --- | --- | --- |
| Your ref | Our ref | Date |
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Dear prospective student, Dear Ms, Dear Mr,

**Qualifying Studies for Master's Admission in <Programnavn>**

With reference to your application for admission to the master’s programme in <porgramnavn>, we regret to inform you that we cannot give you direct admission.

**Reason for refusal**

The master’s programme in <programnavn> has a limited number of places.

* Due to competition from many qualified applicants your application unfortunately has been rejected.
* You lack <fag/emner> in your bachelor’s degree, which is/are prerequisite(s) for admission to the master’s programme in <programnavn>.
* Other reasons

**Qualifying studies**

Since you have a strong academic background, we would like to give you the opportunity to be a guest student at UiB to take relevant courses and improve your qualification for the master’s programme in <programnavn>.

**How to accept**

If you accept the offer to be a guest student, please send an Email to the Faculty of Mathematics and Natural Sciences [studie@mnfa.uib.no](mailto:studie@mnfa.uib.no). Write «Qualifying studies» in the subject field, and write in the Email your name and the master’s programme you have applied for.

You should also contact the study counsellor at the <department> ([studieveileder@xxx.uib.no](mailto:studieveileder@xxx.uib.no)) to confirm that you have accepted this offer and to get further information about the qualifying studies and which courses you are recommended to take the coming semester.

**The deadline for accepting by E-mail is <20 July / 31 December> <år>.**

Her kan det (men må ikke) stå nærmere informasjon om spesielle krav og anbefalinger til den enkelte søkeren, spesielle emner, konkrete karakterkrav, o.l. For eksempel:

*For qualifying for the master’s programme in <programnavn>, you have to pass the recommended courses with a passing grade of C or better.*

**Rules and regulations for qualifying studies**

* The admission to qualifying studies is limited to <one semester / one study year>.
* It is not possible to apply for study leave, part time studies or extension of study.
* There is no guarantee for admission to the master’s programme after attending the qualifying courses.

Please note that you have to submit a new application for the master’s programme in the next admission period. Deadline for application to the master’s programme is <1 November / 15 April>.

**Right to appeal**

We will inform you that according to the Norwegian Administration Act section 28 you have the right of appeal up to three weeks after having received this letter. If you do so, mail your appeal to The Faculty of Mathematics and Natural Sciences, Pb 7803, 5020 Bergen, Norway, stating the grounds on which your claim rests.

Yours sincerely,

<Navn>

Head of Programme Board <Navn>

Higher Executive Officer

Copy: The Faculty of Mathematics and Natural Sciences