

## Introduction to the admissions process for Master's programmes and NyA-webben for HT24





## **Timetable - admissions process Master 2024**

2024-01-15	Online application deadline
2024-02-01	Deadline for submitting supporting documents and paying the application fee
2024-03-04	Deadline for the assessment of GBA (general admission requirements) and English (The KTH admissions office)
2024-03-11	Deadline for the assessment of specific requirements/merit value (Schools/Programmes)
2024-03-19	Selection
2024-03-21	Notification of selection results is published



# Admissions process for Master 2024 - overview of the workflow









## The scholarship process

	<ul> <li>PA receives an EXCEL list from UA on all students that have applied for their programme and applied for the KTH Scholarship</li> </ul>
6 Feb	•PA rceives a PDF instruction from UA on how to recommend students
$\bigvee$	<ul> <li>PA recommends students and fill in the green parts of the EXCEL:</li> <li>merit value:</li> </ul>
6 Feb-19	- GPA:
Feb	- motivation;
$\setminus$ /	
	•DEADLINE
19 Feb	<ul> <li>PA sends the EXCEL list on recommended students back to UA</li> </ul>
$\sim$	<ul> <li>All recommended students will be evaluated by the Sustainablity Office;</li> </ul>
	•Members of the steering committee will give a new merit value to the
21 Feb-28 Feb	recommended students
$\wedge \checkmark /$	<b>-</b>
	• The steering committee meeting (whole day) and students get nominated
5 March	<ul> <li>The nominees have one week to accept the scholarship</li> </ul>



KTH ROYAL INSTITUTE OF TECHNOLOGY

## NyA-webben, the basics





## About NyA-webben

- NyA-webben is a web-based admission system for staff working at university departments.
- Users of NyA-webben can review applications and perform a number of tasks, such as evaluating applicants, reviewing documents and admitting students from a waiting list (reserve).



## Log in to your account at kth.se



Log in	to KTH			
Username:	( @k	th.se		Ma the
Password:				
			Log II	

About your kth.se account



## Choose "Services" and find "Antagningsdata (NyA-webben)"



#### Other Selected Services Admission (NyA webben) Learning Management System (Canvas) Communication tool (KTH Slack) Lokalbokning Diariet (W3D3) Occurrences in the work environment (IA) Documentation wiki (Confluence) Portal for IT matters Publications (DiVA) Egenrapporteringen (HR+) Employee benefits (KTH for me) Service Management (Edge) Fakturahantering (Agresso) Travels & expenses (KTH-RES) File storage in the cloud (KTH OneDrive) **UG-groups** Forms Video Platform (KTH Play) Kurs- och programplanering (KOPPS) W3D3 Searchport Ladok for employees (administrators and teachers) Webbredigering (Polopoly)

#### 2024-02-28



## Login view – select KTH

NyA-webben

Log in via higher education institution	
Select your higher education institution from	om the list.
You will be redirected to the website of the	e selected higher education institution. After successful login you will return to NyA-webben.
Välj universitet/högskola 🗸	Ok



## Select language and Help-pages

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				About	NyA-webben Help

In the right hand corner you can select your language for NyA-webben.

There are also help pages with additional information on how to use the system. You can find the help button in the top right corner (in Swedish only).



## Start menu

- Statistics
- Lists
- Evaluations
- Administer course- and programme data
- Admitted/Reserves



Choose **Evalutions** under the Start-menu, then select **your school** (for example ABE-Prog, ITM-Prog etc.), admissions round **MASTERHT24** and finally **your programme**.



## Assessment

### - use these settings!

You can untick the "Qualified" box if you only wish to review applicants that you have yet to assess

		/		
Select which applicants to show	W:	/		
General entry requirements Include applicants without general entry requirements	Admissions' evaluation Qualified Not qualified Not evaluated	The school's/department's evaluation	Merit rating	0



## Assessment

### Choose this setting (see previous page)

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## Assessment

### - mandatory fields

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# Qualifications from Ladok and registered foreign academic qualifications

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## **Supporting documents**

#### Applicants to: KTH-E1001, TLODM, Master's Programme, Architectural Lighting Design, 60 credits, 60.0hp, 30.0hp, 100%, DAG, NML, MASTERHT17 Number of people found: 10 Distanty (50 - ") executs

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## "Internal notes" and "Official notes"

Applicants to: KTH Number of people fo Display 50 v	-E0139, TURSM, Master's und: 43 rds	s Programme, Urbanism Studies, 6	60 credits, 60.0hp, 30.0hp, 100	%, DAG, NML, MASTERHT19											
# Additional info	Personal ID number	First name	Last name	General entry requirements	Priority	The school's/department's evaluation	0 Merit	rating (0-75)	Färdigbedömd (ass completed)	essment	Merit rating	Internal notes	•		
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- Internal notes (blue arrow) only visible to other administrators in NyAwebben and not to applicants. To be used as an aid during the assessment.
- Official notes (green arrow) visible to all administrators (even nationally) in NyA. Should be used to note information about why an applicant is ineligible- helpful to the admissions office when answering questions from the applicants.



# Important - When assessing specific requirements

- The specific entry requirements imposed must be totally essential for a student to be able to benefit from the programme.
- Qualified
- Not qualified write a motivation/note!
- When you save this status the applicant will be notified
- If you only want to pre-screen applicants use **Internal notes** (in such a case do not change the status).
- "Färdigbedömd/Assessment complete" This box must be ticked when the entire assesment is complete with a status under "The school's/departments evaluation" and a merit value (1-75). When this box is ticked the application is complete for selection. Ineligible applicants do not need a merit value.
- Conditionally qualified (should not be used!)



## **Programme evaluations - summary**

- The schools/departments evaluation: Please don't choose "conditionally qualified" if you
  do your school will have to asses the "condition" and remove it in Ladok before the admitted
  students can be registered in August.
- Please note that the applicant can see whether you entered "qualified" or "unqualified". so only enter this information if you have completed your assessment. Be particularly careful when it comes to entering "qualified" since the students may contact you if the status should change to "unqualified".
- Merit rating: Do not enter "0". KTH:s evaluation scale is 1-75.
- **Färdigbedömd/Assessment complete:** This box must be ticked when the entire assessment is complete with a status under "The school's/departments evaluation" and a merit value. When this box is ticked the application is complete for selection. Ineligible applicants do not need a merit value
- Internal note: This note is only visible to you, other people at your school with access to NyA –webben and the KTH Admissions Office. You can and should make notes for your own use.
- Official note: Please use this to specify why the applicant is unqualified. This information can be read by everyone who has access to the admissions system and can help reduce the number of questions directed to you about an applicant's unqualified status.



## Admitting reserves – after the selection

After the selection is completed, reserves from the waiting list can be admitted if places have been made available in the programme.

Admitted students are not required to officially accept their place. They are however encouraged to decline their places if they are not able to attend the programme.

KTH applies so called "separate admission" to the master programmes, which means that fee-paying and non fee-paying students compete in separate selection groups - AVG and BEFR, and admission numbers are set for each selection group for a programme.

The admission numbers are decided by the president and it is the admission number (per selection group) that determine how many students can be admitted. The number of students admitted cannot exceed the set numbers for each selection group.

It is not possible to "fill up" one selection group with students from the other selection group. Reserve admission is thus only possible when an admitted student has declined his/her place, leaving a vacancy for reserve 1 from the same selection group.

Students can only be admitted from the reserve list in the chronological order they are placed.



## **Process for reserve admission**

The programmes are responsible for keeping track of the number of declined places in NyA-webben, and if they want to admit students from the reserve list, they will notify their UA.

UA makes the decision and informs the admissions office of how many reserves they wish to admit and from which selection group. The Admissions office admits the students in the system.

This is so that we can keep track of fee-paying students that need to be invoiced, and to ensure that the correct number of students are admitted.

Admitting fee-paying students from the reserve list is possible until the last week of April, while admission of non fee-paying students can continue until the start of the semester.

These dates have been set to ensure that all accepted reserves can arrive at KTH by the start of the semester and that there is time to invoice fee-paying students, so that they can pay the tuition fee and be able to apply for a residence permit.

Updated information and a detailed process for admitting reserves is always sent out to the schools after the ordinary selection is completed.

The Admissions office notifies UA when the reserve admission is complete. Admitted reserves will then get an updated notification of selection results automatically.



## **Reserve admission in NyA-webben**

<ul> <li>Choice of course offering</li> </ul>	1			
School/department AB	E-PROG/Arkit	tektur och samhällsbyggnad/NyA	-webb *	Admissions round Inte
Education KTH-E01	21, TARKM	, Master's Programme, Archit	tecture, 120	) credits, 120.0hp, 30.0hp, 1
<ul> <li>Selection information</li> </ul>	n			
Number of admitted	44	Admission number S1	86	1
Number of reserves	323	Admission number S2	0	
Number of defeted	00	Planning number	32	Detailed selection informat

Admitted right now: 44

Under the heading "Admitted/Reserver" you will find lists over all admitted, reserve placed and deleted (declined) students. The Info-button also shows detailed selection information regarding the number of admitted students and number of places for each selection group.

#### Detailed selection information

Selection block	Number of admitted	Number of reserves	Number of deleted	Admission number S1
Avgiftsskyldiga	6	191	56	30
Avgiftsbefriade	38	132	29	56
Total	44	323	85	86



## **Contact information – KTH Admissions Office**

 General questions regarding the admissions process and technical and/or urgent questions, please contact the KTH Admissions Office via <u>info@kth.se</u>