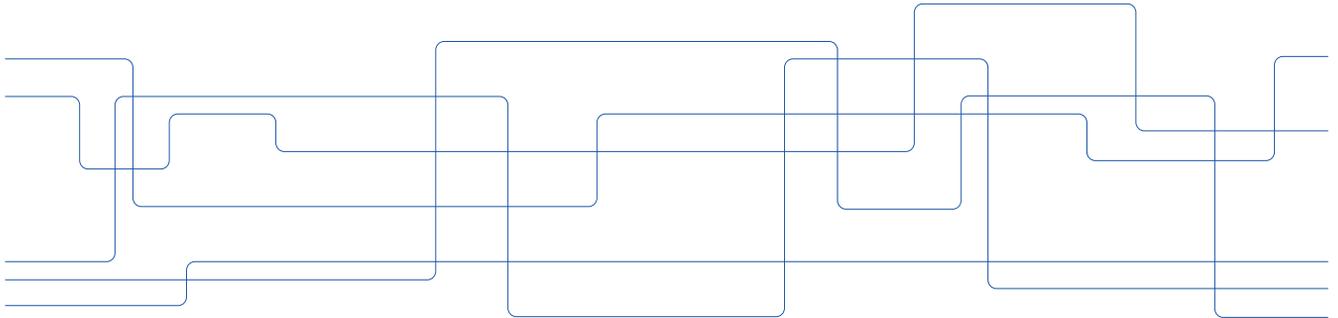




# Introduction to the admissions process and assessments on NyA-webben MASTERHT25





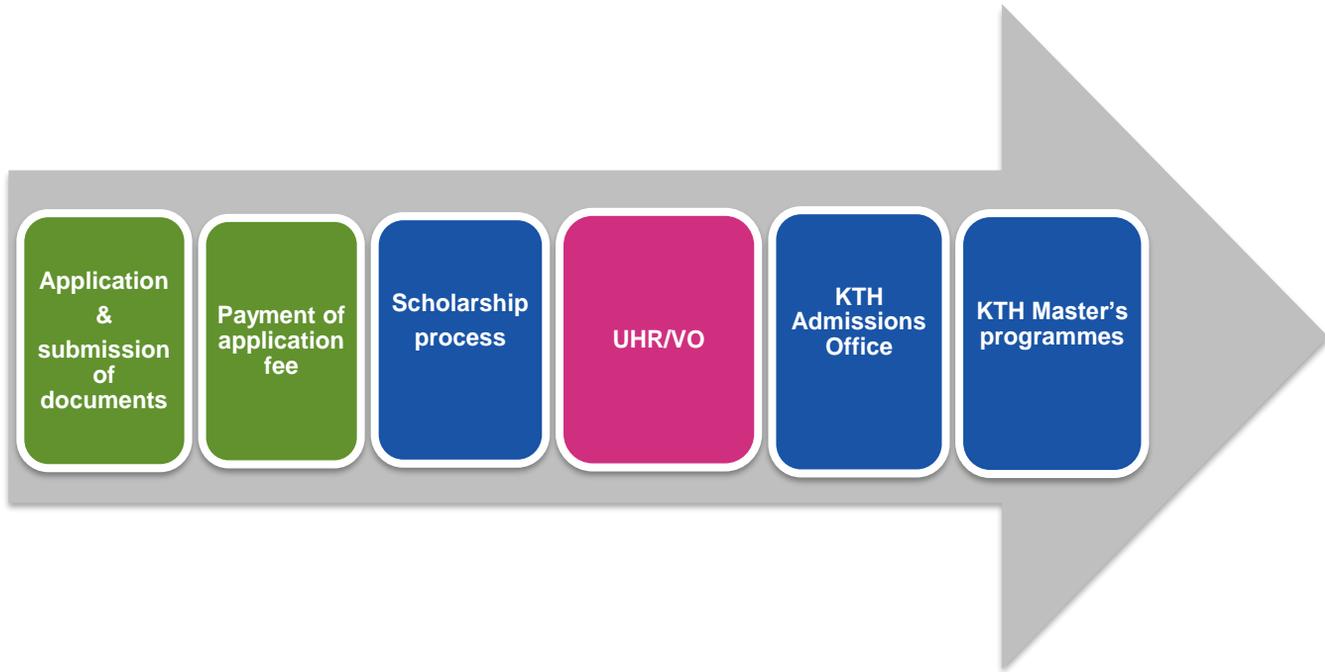
# Timetable - admissions process

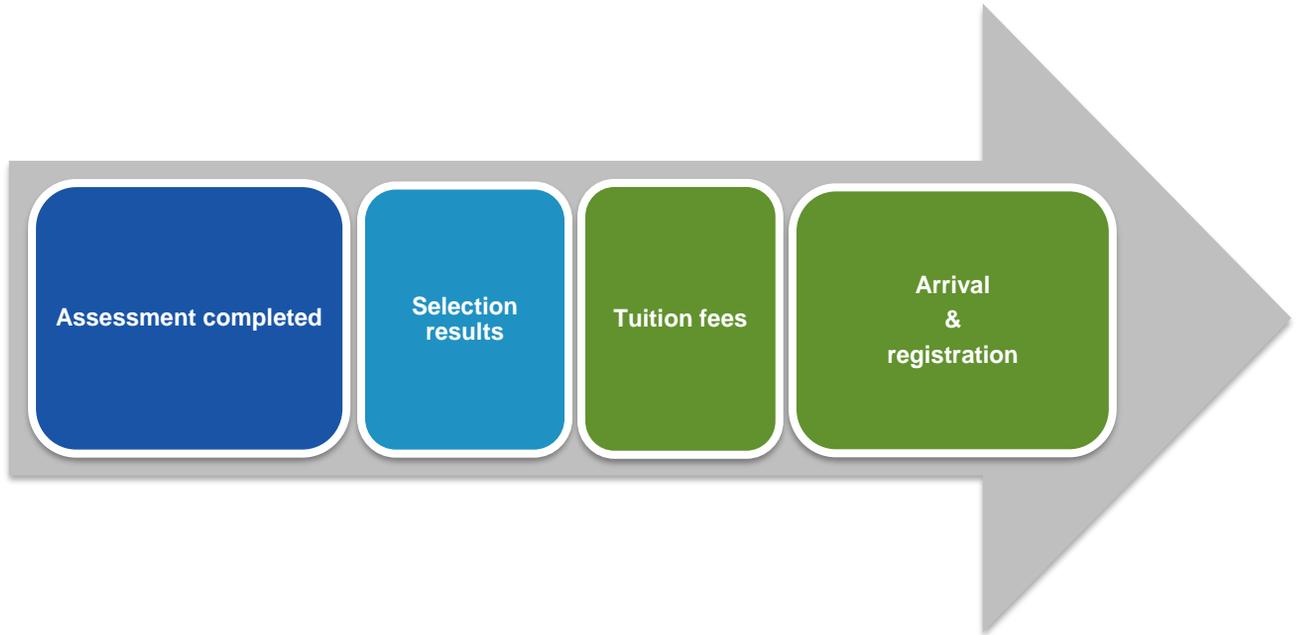
## MASTERHT25

<b>2025-01-15</b>	Online application deadline
<b>2025-02-03</b>	Deadline for submitting supporting documents and paying the application fee
<b>2025-03-10</b>	Deadline for the assessment of GBA (general admission requirements) and English (The KTH admissions office)
<b>2025-03-17</b>	Deadline for the assessment of specific requirements/merit value (Schools/Programmes)
<b>2025-03-25</b>	Selection
<b>2025-03-27</b>	Notification of selection results is published



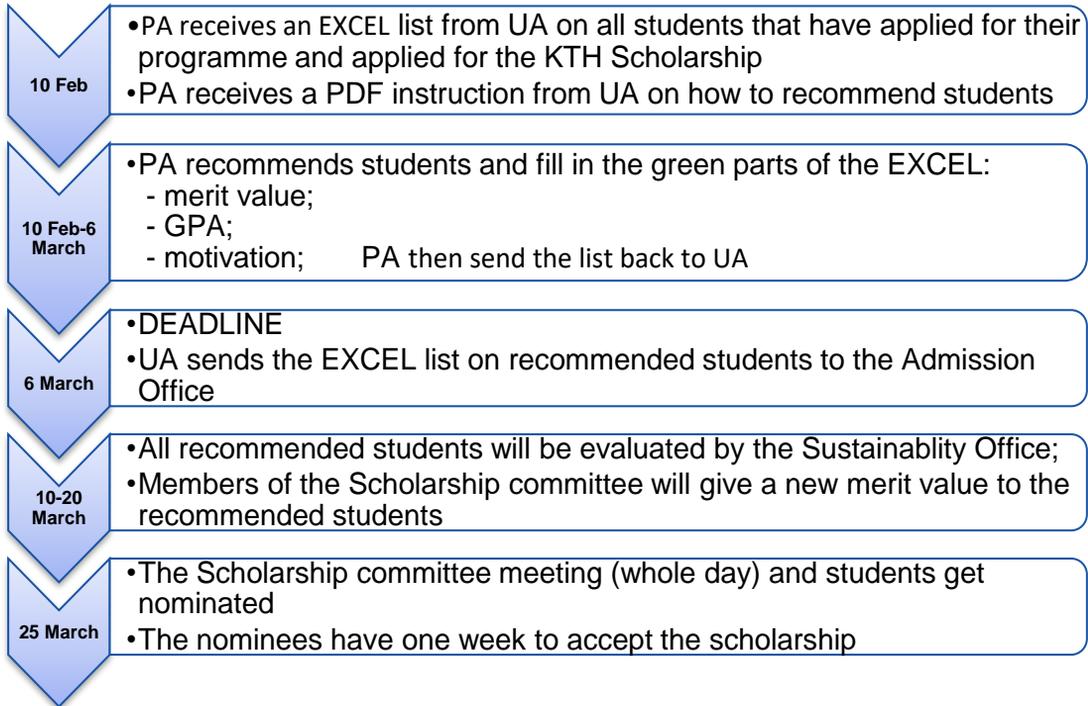
# Admissions process for MASTERHT25 - overview of the workflow



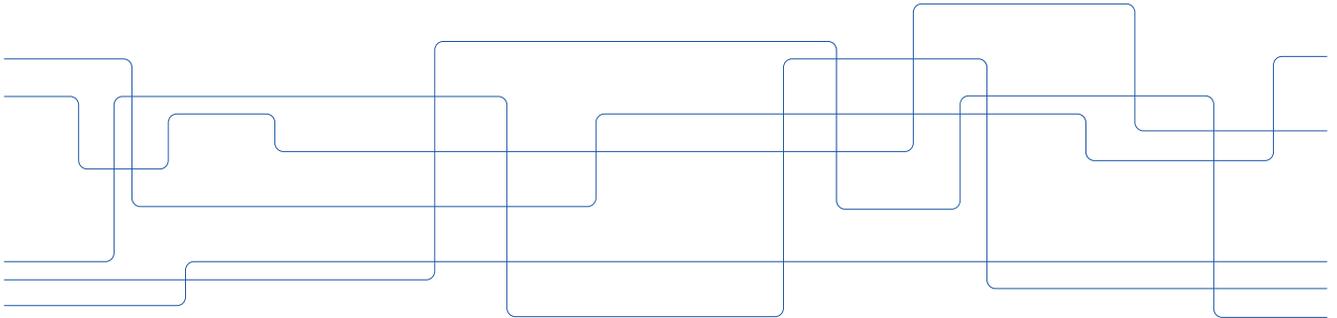




# The scholarship process



# 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:

Password:

Log in

About your [kth.se](#) account



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

Help / feedback



## Other Selected Services

Admission (NyA webben) ←

Communication tool (KTH Slack)

Diariet (W3D3)

Documentation wiki (Confluence)

Egenrapporteringen (HR+)

Employee benefits (KTH for me)

Fakturahantering (Agresso)

File storage in the cloud (KTH OneDrive)

Forms

Kurs- och programplanering (KOPPS)

Ladok for employees (administrators and teachers)

Learning Management System (Canvas)

Lokalbokning

Occurrences in the work environment (IA)

Portal for IT matters

Publications (DiVA)

Service Management (Edge)

Travels & expenses (KTH-RES)

UG-groups

Video Platform (KTH Play)

W3D3 Searchport

Webbredigering (Polopoly)



# Login view – select KTH

## NyA-webben

Log in via higher education institution

Select your higher education institution from the list.

You will be redirected to the website of the selected higher education institution. After successful login you will return to NyA-webben.

Välj universitet/högskola... ▼

Ok



# Select language and Help-pages

You will be logged out from NyA-webben when you close the browser

 Svenska  English

<input type="text" value="YYYYMMDD-XXXX"/>	<input type="text" value="First name"/>	<input type="text" value="Last name"/>	<input type="text" value="E-mail"/>	<input type="text" value="Appl. no."/>	<input type="button" value="Search"/>
<input checked="" type="checkbox"/> Autofill century					

Logged in as: Aida Barucija (barucija) - Kungl. Tekniska högskolan

[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).

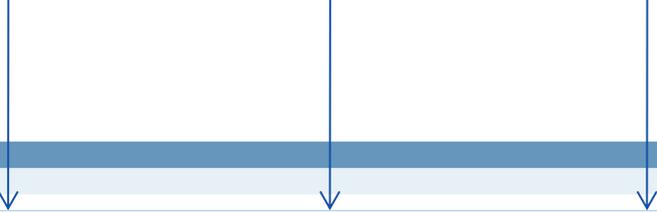


# Start menu

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



# Find your programme



Evaluations ▾ Processing

Choice of course offering:

Higher education institution Kungl. Tekniska högskolan School/department  Admissions round  Course offering

Choose **Evaluations** under the Start-menu, then select **your school** (for example ABE-PROG, ITM-PROG etc.), admissions round **MASTERHT25** 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:

General entry requirements	Admissions' evaluation	The school's/department's evaluation	Merit rating <span>i</span>
<input type="checkbox"/> Include applicants without general entry requirements	<input checked="" type="checkbox"/> Qualified <input type="checkbox"/> Not qualified <input type="checkbox"/> Not evaluated	<input checked="" type="checkbox"/> Qualified <input checked="" type="checkbox"/> Not qualified Not assessed <input checked="" type="checkbox"/> Has qualifications <input checked="" type="checkbox"/> Does not have qualifications	<input checked="" type="checkbox"/> Complete <input checked="" type="checkbox"/> Incomplete



# Assessment

Choose this setting (see previous page)

Press + to view application

NyA-webben

YYYYMMDD-XXXX First name Last name Email Appl. no Search

Logged in as Magnus Wikström (logout) - Kungl. Tekniska högskolan Help

Choice of course offering: Higher education institution: Kungl. Tekniska högskolan School/department: ZREP/PROS/actor och samarb. Admissions round: Internationella masterprogram hit Course offering: DTH0501 - Magisterprogram, 3 år

Set up which applicants to show

General entry requirements:  include applicants without general entry requirements  Qualified  not qualified  not evaluated

The school's department's evaluation:  Qualified  not qualified  Not assessed  Does not have qualifications

Merit rating:  Complete  Incomplete

Save Excel Update

Applications to: KTHB1001, TLODM, Master's Programme, Architectural Lighting Design, 60 credits, 60.0hp, 100%, ENG, NBL, MASTERHT17

Number of people found: 16

Display [50] [x] records

#	Full name	Personal ID number	First name	Last name	General entry requirements	Priority	The school's department's evaluation	Merit rating (0-75)	Familiarization (assessment completed)	Merit rating	Internal notes
+		1988001-0209	DIMITRIS	ASORAS	Eligible	1				0	
+		198810349133	SCHAHAD HALEED	ALSAEED	Eligible	2				0	
+		199240157122	RAVISHAI	SOBIE	Eligible	1				0	
+		19910517-6860	ALESSANDRO	FALGA	Eligible	1				0	
+		1991029-6036	MOUTABA	HAKIMULLAH	Eligible	2				0	
+		199910214-1482	LINNEA	HENGTAM	Eligible	4				0	
+		19900218-9940	RAJESHKUL JAYWAT	HWAT	Eligible	1				0	
+		1991102-9493	VALENTIN	MAKSEK	Eligible	1				0	
+		19921021-0493	GABRIELLA	MIRZA	Eligible	3				0	
+		19820717-7762	MO ZAMUL	MOTTUSIM	Eligible	1				0	
+		1980018-7285	ARTHA S/R ELKHAITH HAKSAN	MUSA	Eligible	4				0	
+		24070204-6422	SITI BUKHARI	NUMAGIWIATI	Eligible	1				0	
+		1980006-7736	JONATHAN	PENR	Eligible	1				0	
+		1980009-2355	MOHAMMAD MOSTAFIZUR	RAHMANI	Eligible	3				0	
+		19831023-7229	SAJIDA	SADIO	Eligible	3				0	
+		19910613-2180	NASTARAN	TALEB ENOLLAH	Eligible	4				0	

Showing 1 to 16 of 16 entries

Previous Next

Save Excel Update

The purple arrows above indicate where you enter your evaluations.



# Assessment

## - mandatory fields

The school's/department's evaluation	Merit rating (0-75)	Färdigbedömd (assessment completed)	Merit rating	Internal notes
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	0	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	0	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	0	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	0	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	0	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	0	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	0	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	0	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	0	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	0	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	0	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	0	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	0	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	0	<input type="text"/>



# Qualifications from Ladok and registered foreign academic qualifications

Qualifications

Documents

Application

Person

Fee status

Official notes

## General entry requirements for Bachelor's level

No general entry requirements for Bachelor's level

## General entry requirements for Master's level

GBAEX Examen, grundnivå 180 hp/motsv.

Based on

REGEX Manuellt registrerad utländsk/äldre svensk examen (NyA) 2014-07-31

Valid from

2020-07-01

Country of qualification

FÖRENADE ARABEMIRATEN

## Upper-secondary school qualifications

Equivalence evaluations for course

Code	Identifier	Origin	Notes
ENGEN06	Engelska 6	U	Engelska 6 enligt bedömningshandbokens rekommendation för utländska akademiska meriter

## Higher education qualifications

No higher education qualifications

## Foreign/older Swedish academic qualifications

	Credits	Date
B.Sc in Architectural Engineering	180.0	2014-07-31
AE00000000 FÖRENADE ARABEMIRATEN		
Ajman University of Science and Technology		
Field:	Engineering, Technology	
Specialisation:	Architecture, Urban and Regional Planning	
Degree:	Yes	
Specific degree:		
Document ID:	3737990	
Last changed by:	Lena Andersson 2019-12-17	



# Supporting documents

Applicants to: KTH E1001, TLOOM, Master's Programme, Architectural Lighting Design, 60 credits, 60.0hp, 30.0hp, 100%, DAG, NML, MASTERHT17  
Number of search results: 15  
Display 50 records

Additional info	Personal ID number	First name	Last name	General entry requirements	Priority	The school's/department's evaluation	Merit rating (0-7.5)	Färdighetsmät (assessment completed)	Merit rating	Internal notes
+	198030140259	DIMITRIS	AORAS	Eligible	1			<input type="checkbox"/>	0	
+	198911035-9133	MOHAMMAD KHALED	ALBASID	Eligible	2			<input type="checkbox"/>	0	
+	1964442-1122	HANINOUA	DOVE	Eligible	1			<input type="checkbox"/>	0	
+	19910917-8050	ALESSANDRO	FALCA	Eligible	1			<input type="checkbox"/>	0	

1.

Qualifications Documents Application Person Fee status Official notes [more info](#) Print

2.

3.

Admissions round	Arrived at University Admissions	Document
MASTERHT16	16-09-23	2667301 <a href="#">Show in new tab</a>
MASTERHT17	16-12-05	2718557* <a href="#">Show in new tab</a>
MASTERHT17	16-12-05	2718559* <a href="#">Show in new tab</a>
Utländska akademiska meriter		
Transcript akademisk utbildning		
MASTERHT17	16-12-05	2718561* <a href="#">Show in new tab</a>
MASTERHT17	16-12-05	2718562* <a href="#">Show in new tab</a>
MASTERHT17	16-12-05	2718564* <a href="#">Show in new tab</a>
MASTERHT17	16-12-05	2718566* <a href="#">Show in new tab</a>
MASTERHT17	16-12-05	2718568* <a href="#">Show in new tab</a>
MASTERHT17	16-12-05	2718578* <a href="#">Show in new tab</a>
MASTERHT17	16-12-05	2718580* <a href="#">Show in new tab</a>
MASTERHT17	16-12-05	2718582* <a href="#">Show in new tab</a>
MASTERHT17	16-12-05	2718590* <a href="#">Show in new tab</a>
MASTERHT17	16-12-05	2718597* <a href="#">Show in new tab</a>

\* Uploaded by applicant

Note

Upladdat på sökandevebben: 2016-12-05 18:09  
DIPLOMA and TRASCRIPITS - Alessandro Falca. Blandat innehåll. 02.DIPLOMA and TRASCRIPITS - Alessandro Falca.pdf



# "Internal notes" and "Official notes"

Applicants to: KTH-E0139, TURSM, Master's Programme, Urbanism Studies, 60 credits, 60.0hp, 30.0hp, 100%, DAG, NML, MASTERHT19  
Number of people found: 43

Display 30 records

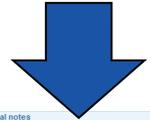
Additional info	Personal ID number	First name	Last name	General entry requirements	Priority	The school's/department's evaluation	Merit rating (0-75)	Färdigbedömd (assessment completed)	Merit rating	Internal notes
	19910428-1911	PRINCE TENKORANG	ABOAGYE	Eligible	1				0	

Qualifications Documents Application Person Fee status Official notes [more info](#) Print

Internal notes

1

Admissions round	Arrived at University Admissions	Document
HT2017	17-10-19	3007542 <a href="#">Show in new tab</a>
HT2017	17-10-17	2999582* <a href="#">Show in new tab</a>
MASTERHT17	17-10-19	3007542 <a href="#">Show in new tab</a>
MASTERHT17	17-10-17	2999582* <a href="#">Show in new tab</a>
MASTERHT17	16-12-05	2719317 <a href="#">Show in new tab</a>



- Internal notes (blue arrow) – only visible to other administrators in NyA-webben 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 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 assess 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 offer. They are however encouraged to decline their offer 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 offer, 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

Admitted/Reserves ▾
Latest processing

---

**Choice of course offering**

School/department: ABE-PROG/Arkitektur och samhällsbyggnad/NyA-webb    Admissions round: Internatic

Education: KTH-E0121, TARKM, Master's Programme, Architecture, 120 credits, 120.0hp, 30.0hp, 100%

**Selection information**

Number of admitted	44	Admission number S1	86	 <a href="#" style="border: 1px solid #ccc; padding: 2px 5px;">Detailed selection information</a>
Number of reserves	323	Admission number S2	0	
Number of deleted	85	Late admission number	0	
		Planning number	32	

[Admitted](#)

[Reserves](#)

[Deleted](#)

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	<u>Number of admitted</u>	Number of reserves	Number of deleted	<u>Admission number S1</u>
Avgiftsskyldiga	6	191	56	30
Avgiftsbefriade	38	132	29	56
<b>Total</b>	<b>44</b>	<b>323</b>	<b>85</b>	<b>86</b>



# Contact information – KTH Admissions Office

- General questions regarding the admissions process and technical and/or urgent questions, please contact the KTH Admissions Office via [info@kth.se](mailto:info@kth.se)