



POLITI HØGSKOLEN

NOMINATION PROCEDURE FOR EMPLOYERS OUTSIDE THE NORWEGIAN POLICE SERVICE

What is the Purpose of a Nomination Procedure?

Most of the continuing and further education programs at the Norwegian Police University College (Politihøgskolen) have a limited number of study places. These places are allocated among various employers (such as police districts, specialized units/agencies, or employers outside the Norwegian Police Service) based on assessed needs and/or predetermined quotas. Each employer's needs are communicated to the Norwegian Police University College through a prioritized list of applicants resulting from the nomination procedure. For an applicant to be granted a study place, their employer must establish a nomination procedure for its employees.

Who is Considered an Employer Outside the Norwegian Police Service?

Employers outside the Norwegian Police Service refer to countries that have an established partnership with the Norwegian Police University College.

How an Applicant Can Receive an Offer of a Study Place

For an applicant to be offered a study place, the following formalities must be in place:

- The applicant must have applied to the specific course through the online application portal "Søknadsweb".
- The applicant must be qualified for the course.
 - To be qualified, the applicant must document that they meet the admission requirements for the course they have applied to. Admission requirements are specified in the study plan of each course. Study plans for our courses are found on the webpage of each individual course, at www.politihogskolen.no. The required documentation must be uploaded by the applicant to Søknadsweb before the application deadline.
- The applicant must also be nominated by their employer and prioritized high enough on the nomination list to be allocated one of the study places assigned to their respective employer.

How a Nomination Procedure Can Be Established and Requirements for a Nomination list

The Police University College does not dictate how employers organize their internal nomination procedure, but the following must be in place for such a procedure to be established:

- Establish an information channel where necessary information about announced courses, the internal application process, and documentation requirements is communicated to potential applicants. Applicants must be informed that they need to apply for admission through Søknadsweb within the specified deadline.
- Ensure the necessary flow of information to those responsible for signing off on applications within the organization.
- Implement a system for receiving and processing internal applications.
- Set up a central nomination body (i.e., a liaison) within the country to prioritize applicants and submit the final nomination list.

POLITI HØGSKOLEN

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Relevant Deadlines

The final nomination list(s) of prioritized applicants must be sent to the Police University College by the specified deadlines:

- **For programs starting in the fall semester:** The submission deadline for the nomination list is March 1.
- **For programs starting in the spring semester:** The submission deadline for the nomination list is September 15.

What Information Must Be Included in the Nomination List?

The nomination list must include the following information for each applicant:

- The applicant's full name (first and last name).
- Date of birth (6 digits, DDMMYY).
- The applicant's application number
 - Each applicant receives a unique application number when registering their application in Søknadsweb.
- The course code the applicant is prioritized to.
- Each applicant must be ranked in order of priority, and the list must include the applicant's priority number in the sequence.

Please note: If the applicant has applied to more than one course, a new line is added for each course. Each line must include the details listed above.

To ensure that the nomination list is ready for submission by the aforementioned deadlines, we highly recommend setting an internal application deadline well before the Police University College's deadline. This will allow for sufficient time to assess and prioritize applicants before submitting the nomination list.

Please note that the current practice within the Norwegian Police Service is to set an internal application deadline of one month prior to the Police University College's deadline, i.e., February 1 and August 15, respectively. While this is optional, it is crucial to ensure enough time for the employer to prepare the nomination list before submission to the Police University College.

The nomination list should be sent collectively to the Police University College via email at opptakEVU@phs.no.

How Are Study Places Allocated?

Study places are allocated to employers based on reported or known competency needs. Applicants are then assigned to these study places according to the prioritized nomination lists submitted by each country's liaison to the Norwegian Police University College. This means that an applicant ranked number 1 on the nomination list for a course is prioritized over an applicant ranked number 2 from the same employer.

Please note that applicants must be both qualified and nominated to be offered a study place in the Police University College's continuing and further education courses, unless otherwise stated. For example, in cases where the course is open to all qualified applicants, no nomination from the employer is required. These courses are clearly marked on our website.

Employers outside the Norwegian Police Service may not nominate applicants for courses where external target groups are not allowed. Each course has a target group described in the study plan. Study plans are always published on the webpage of each individual course.

Updated procedures for nomination, template for nomination list, and information about available courses will always be accessible on the Police University College's website under Continuing and Further Education - Police University College (www.politihogskolen.no).