

# Regulations relating to studies and examinations at Nord University

**Authorization:** Issued by the board of Nord University 31 January 2019, pursuant to the Act of 1 April 2005 No. 15 relating to universities and university colleges (University and College Act) § 3-3, § 3-4, § 3-5, § 3-6, § 3-7, § 3-8, § 3-9, § 3-10, § 3-11, § 4-2, sections 4-5, § 4-7, § 4-8, § 5-3, § 7-9 and § 9-1.

## Section 1: General provisions

### Section 1.1. *Scope*

(1) These regulations apply to degrees, programmes and courses at Nord University. The regulations shall ensure correct management of the university's academic activities, and regulate students' rights and obligations.

(2) For studies in which national framework plans or other similar national regulations have been prescribed in conflict with the provisions of these regulations, the framework provisions apply.

(3) To the extent that they are relevant, the regulations shall also apply to examinations for coursework in doctoral programmes.

(4) These regulations also apply to individuals who sit examinations subject to the Act relating to universities and university colleges section 3-10 without having been formally admitted to the university (external candidates).

### Section 1.2. *Definitions*

#### 1. *Framework Plan*

A national regulatory framework for a study programme.

#### 2. *Study programme*

An organized set of courses to which students may be admitted. A study programme is defined by the admitted student's right to register for and study new courses within the study programme.

#### 3. *Study plan*

A plan that provides detailed information about a study programme, including admission requirements, content, courses and learning outcomes. The study plan should include details regarding any requirements for independent work as well as compulsory and elective courses the student is eligible to take. In framework plans, the study plan may be referred to as the programme plan (programplan) or as the programme description (fagplan).

#### 4. *Course description*

A description of a course's content, scope, learning outcomes, course literature, assessment and any applicable academic overlap.

#### 5. *Topic*

A unit of study that generates credit points and has discrete final assessment. A completed course shall be assigned a separate grade.

#### 6. *Course set*

A set of courses within a given subject area that are defined as collectively constituting a single academic unit within a study plan, and which are given a common designation.

#### 7. *Credits*

A measurement of the scope and workload of a study programme or course. One year of full-time study normally corresponds to 60 credit points and has a workload corresponding to 1500 - 1800 hours.

#### 8. *Education plan*

An education plan is a mutually binding agreement between the university and the student regarding completion of a study programme with a minimum scope of 60 credit points. The education plan is based on the study programme's study plan, and shall stipulate which courses a student undertakes at any given time.

#### 9. *Student*

A person who, pursuant to the Universities and Colleges Act sections 3-6 and 3-7, is admitted to study programme or individual courses at the university.

#### 10. *External candidate*

A person who, in accordance with the Universities and Colleges Act section 3-10, is granted permission to sit examinations without being admitted as a student at the university.

#### 11. *Candidate*

A person who sits for assessment, including both students and external candidates.

#### 12. *Assessment*

A designation for all types of evaluation of a candidate's knowledge, skills and competencies. The candidate must achieve a grade of approved/passed in all assessments described in the course description to obtain a final grade and valid credit points.

#### 13. *Examination*

A form of assessment that encompasses all forms of testing that provide the grounds for the award of a discrete grade for a course, either through the inclusion of the result on the diploma/transcript, or by the inclusion of the result in a calculation of a consolidated grade on the diploma/transcript

#### 14. *Certificates*

A document that confirms achievement of a degree or vocational qualification.

#### 15. *Diploma Supplement*

An English-language supplement to the diploma issued concurrently with the diploma. The Diploma Supplement contains information about Norway's educational system and the student's education. The Diploma Supplement is valid only in conjunction with the diploma.

#### 16. *Transcript*

An overview of completed courses and grade results that do not lead to, or have led, to an academic degree or vocational qualification.

## **Section 2. Degrees and vocational training**

### **Section 2.1. *Degrees and vocational training***

(1) Nord University confers degrees and vocational qualifications in accordance with the Regulations relating to degrees and vocational training, protected titles and nominal length of study at universities and university colleges.

(2) Nord University also offers courses of study of other scope, including further education and supplementary education based on completed two-year, three-year and four-year basic educational programmes

### **Section 2.2. *Requirements for university college graduate degrees***

A university college graduate degree is achieved by completing a two-year educational programme with a scope of 120 credit points and with a designated study plan approved by the University Rector.

### **Section 2.3. *Requirements for the bachelor's degree***

(1) The degree of Bachelor is achieved by completing an educational programme with a scope of minimum 180 credit points. The basis of the degree shall include one of the following:

- a) A study programme corresponding to at least 180 credit points which, in accordance with national curricula or decision by the Board, grants a bachelor's degree; or
- b) An integrated educational programme or other study programme corresponding to a minimum of 120 credit points combined with supplementary studies or a specialization corresponding to minimum 60 credit points within the same or an equivalent subject area; or

c) Elective studies corresponding to minimum 180 credit points, containing an academic specialization corresponding to minimum 90 credit points. The specialization shall be divided into 60 + 30 credits for which the 30 credit points are courses that build upon the courses constituting the first 60 credits. The specialization shall contain an independent written or artistic work corresponding in scope to at least 10 credits. The specialization must be combined with courses/course sets in related subject areas and correspond in scope to at least 30 credits. Not more than 120 credit points shall overlap with compulsory courses from an ordinary study programme. *Examen philosophicum* and *examen facultatum* may be included in the degree.

(2) For bachelor's degrees subject to paragraph 1a), the degree is issued with the wording «Bachelor of <title of study programme>» on the diploma. Bachelor's degrees subject to paragraph 1b) and 1c) are issued with the wording "Selvvalgt bachelor" (elective bachelor), without an academic major identified.

(3) When conferring a new bachelor's degree or one based partly or wholly on a previously awarded degree, the affiliation requirement and the requirement for new credits stipulated in the Regulations relating to recognition of higher education must be fulfilled. If the new bachelor's degree contains the requirement to submit a bachelor's thesis, the new credits shall normally include a different bachelor's thesis than the one submitted for the earlier degree.

#### **Section 2.4. Requirements for the master's degree**

(1) Requirements relating to the content and scope of the degree of Master are provided in the Regulations concerning requirements for the degree of Master issued by the Ministry of Education and Research.

(2) When conferring a new master's degree or one based partly or wholly on a previously awarded degree, the affiliation requirement and the requirement for new credits stipulated in the Regulations relating to recognition of higher education must be fulfilled. The new credits should normally include a different master's thesis than that of the previous degree.

#### **Section 2.5. Requirements for vocational qualifications**

A vocational qualification is achieved by completion of a four-year teacher training programme for grades 1-7 or grades 5-10 (240 credits).

### **Section 3. Organization of courses of study and quality of education**

#### **Section 3.1. Academic year**

(1) Teaching periods are determined by the Board and are presented in the academic calendar. The academic calendar also states designated deadlines for students.

(2) The academic calendar provides the dates for the main examination blocks.

#### **Section 3.2. Academic Portfolio**

- (1) The Board determines the courses of study that comprise the university's overall academic portfolio each year.
- (2) The Board adopts decisions regarding the establishment and discontinuation of study programmes and courses of more than 30 credit points in scope.
- (3) The Faculty Dean makes decisions regarding the establishment and discontinuation of study programmes and courses with a scope of 30 credit points or less.
- (4) Establishment, discontinuation and advertisement of courses shall adhere to the university's annual cycle. The Rector may adopt suitable guidelines for customized and externally financed education.
- (5) All study programmes and courses must satisfy the requirements for accreditation of study programmes issued by the Norwegian Agency for Quality Assurance in Education (NOKUT).

### **Section 3.3. Study plans**

- (1) The Rector approves the study plans for study programmes and courses offered by Nord University
- (2) The Faculty Dean may approve study plans for study programmes and courses with a scope of 30 credit points or less as well as study plans for study programmes regulated by national curricula.
- (3) If a study programme is offered as a joint initiative by two or more faculties, the Rector determines which of the faculties shall have academic and administrative responsibility for the programme.
- (4) The study plan shall normally ensure that assessment on an individual basis comprises at least 50 percent of the examinations within the study programme.

### **Section 3.4. Changes to study plans**

- (1) The Faculty Dean may approve changes to approved study plans. Such changes shall not enter into force earlier than the start of the next academic year. Notwithstanding the foregoing, changes to year programmes and other shorter courses shall not enter into force prior to commencement of a new class.
- (2) The Faculty Dean may nevertheless, in the presence of absolute necessity, approve changes to a study plan with effect for the current academic year. Such changes shall be announced as early as possible and students shall be given the opportunity to comment.
- (3) The university shall ensure reasonable transitional arrangements for students affected by changes to a study plan.

### **Section 3.5. Language**

The language of teaching and assessment is Norwegian unless otherwise specified in the study plan and course descriptions.

### **Section 3.6. Special study arrangements**

(1) The institution manages applications for special study arrangements for individual students in accordance with the *Universities and University Colleges Act section 4, sub-section 3, paragraph 5*, and the *Anti-Discrimination and Accessibility Act section 17*.

(2) The student has an individual responsibility to apply for and document the need for special study arrangements.

(3) The university shall not grant special study arrangements that could potentially lower the academic requirements of an individual course/course of study.

### **Section 3.7. Education plan**

(1) The education plan shall show the student's planned progression within the programme.

(2) Education plans that contain an independent written or artistic student work corresponding to 30 credits or more shall also contain a special agreement regarding supervisory arrangements for the independent work.

(3) The student shall review and complete semester registration each semester.

(4) If the student becomes significantly delayed in their studies with regard to their planned progression, the responsible faculty may require changes to the education plan. The faculty shall consider the provisions of section 6, sub-section 2 of these regulations when determining whether a student is significantly delayed. The student shall contribute in the development of a new education plan. Subsequent changes to an education plan should avoid increasing the annual study load beyond normal progression requirements.

(5) Education plans with a stipulated study progression of less than 50 percent of the normal study load should be avoided unless there are exceptional grounds for a reduced study load.

## **Section 4. Admission**

### **Section 4.1. Admission requirements**

(1) Admission of students to the university's study programmes shall be managed pursuant to the *Act relating to universities and university colleges section 3, sub-section 6* and *section 3, sub-section 7*, in conjunction with related regulations.

(2) If the study programme has admission requirements in addition to the Higher Education Entrance Qualification, these shall be stated in the study plan. If the study programme is not regulated by *Regulations concerning admission to higher education*, rules for ranking and any quota regulation shall be stated in the study plan.

Where a programme has no absolute grade requirements for admission, the institution may admit applicants who are over the age of 25, who meet the criteria of the Higher Education Entrance Qualification, on the grounds of prior learning.

(4) Applicants with foreign educational qualifications as the basis for admission are evaluated in accordance with national criteria and guidelines provided by the Norwegian Universities and Colleges Admission Service,

the Norwegian Agency for Quality Assurance in Education (NOKUT), and other agencies. Applicants with foreign educational qualifications shall also satisfy language requirements pursuant to the *Regulations concerning admission to higher education* section 2, sub-section 2..

#### **Section 4.2. Local admission**

(1) Applications for admission to programmes not regulated by the *Regulations concerning admission to higher education* may be submitted to the university by the stipulated application deadline listed on the university's website. The Rector shall determine guidelines for local admission, and assessment of prior knowledge as grounds for admission.

(2) A student who wishes to transfer to a programme at the university from an equivalent programme at another institution may apply directly to the relevant faculty. Application deadlines are listed in the academic calendar.

(3) The university may enter into special agreements regarding admission rules and procedures for customized and externally financed education offered in cooperation with external partners.

#### **Section 4.3. Submission of documentation**

(1) The applicant is personally responsible for submitting the required documentation.

(2) The deadline for submission of documentation for applicants who complete the qualifying education within the same year they apply is 1 July, for admission in the autumn semester. The deadline for submission of documentation for all other applicants is within one (1) week of the application deadline, unless otherwise advised.

#### **Section 4.4. Ranking rules**

(1) Unless the study plan states otherwise, applicants are ranked according to their competitive score, which is calculated based on the applicant's grades in the qualifying education, pursuant to guidelines determined by the Rector.

(2) If two (2) or more applicants achieve the same score, the offer is issued by lottery.

(3) Applicants for whom it is not possible to calculate a competitive score will be ranked according to the result of a material, individual assessment.

#### **Section 4.5. Cancellation**

(1) The Rector may, in the event of low applicant numbers or other compelling circumstances, cancel a study programme or course prior to its announced start.

(2) The decision to cancel must be adopted prior to offers of admission being issued. In the case of compelling circumstances, the Dean may nevertheless cancel study programmes or courses offered as customized or externally financed education subsequent to offers of admission being issued.

#### **Section 4.6. Deferment**

- (1) The institution may approve applications for deferment in cases where unforeseen or compelling circumstances prevent the applicant from commencing their studies in accordance with their offer of admission. Such grounds for deferment may include childbirth, adoption, compulsory military service, or other compelling circumstances.
- (2) The application for deferment shall be submitted to the university within three (3) weeks of receipt of the offer of admission. The application is submitted to the university on the applicable form.
- (3) A study place may be deferred for a period of two (2) years.
- (4) The institution shall ensure that an applicant who is granted deferral is admitted in the next ordinary admissions round. This is on the condition that the applicant submits a new application for admission in the next ordinary admissions round and that the study programme exists at the time of application.

### **Section 5. Credit Transfer for Prior Education and Exemption from Examinations**

#### **Section 5.1. Credit transfer and academic recognition**

- (1) . The institution manages applications for credit transfer and academic recognition in accordance with the provisions of the *Act relating to universities and university colleges* section 3 subsection 5. The equivalent applies for courses completed at other institutions.
- (2) Credit transfer and academic recognition may only be granted pursuant to this provision to the extent that the *Regulations relating to recognition in higher education* permit credit transfer and academic recognition.
- (3) Academic content that forms the basis of credit transfer shall not be recognised more than once within the same degree.
- (4) Under normal circumstances, the institution shall not transfer credit as recognition for, or to give exemption from, parts of discrete courses.
- (5) Academic content that overlaps shall produce a reduction in total credit points awarded and shall be reflected in the transcript or diploma. Credit reduction shall apply to the course that ensures the best outcome for the student.
- (6) Pursuant to this provision, transfer of credit and academic recognition shall be stated on the diploma.
- (7) A student who has completed part of their education at another institution should apply for transfer of credit.
- (8) The Rector may determine guidelines for management of applications for credit transfer and academic recognition, herein guidelines for assessment of prior learning.

## **Section 6. Rights of Admission and Leaves of Absence**

### **Section 6.1. Rights of admission**

(1) A person who has accepted an offer of admission is entitled to admission to the applicable course or programme.

(2) To retain admission, the student must, every semester and by the stated deadlines:

- a) Pay the semester registration fee,
- b) Pay the copyright fee for course literature (*kopinor*),
- c) Pay fees for learning materials and any other material costs associated with teaching described in the study plan and course description,
- d) pay a co-pay fee/tuition fee, when this is stated in the curriculum/course descriptions, and
- e) complete semester registration.

(3) Admission entails the right to participate in all organized teaching, supervision, training, tasks, fieldwork, laboratory courses, professional practice etc., in addition to examinations and other forms of assessment described in the study plan. Refer to provisions regarding deadlines and other conditions regarding access to assessment and examinations in Section 7 of these regulations.

(4) As a rule, admission is valid for the normal duration of the course or programme described in the study plan.

### **Section 6.2. Normal duration and extended admission**

(1) The study plan shall state the normal duration of the study plan.

(2) A student who is granted leave of absence shall have their admission extended in accordance with the length of the leave of absence.

(3) A student who is delayed in their studies for reasons other than an approved leave of absence, may, upon application, extend admission for a period of up to two (2) years beyond normal duration.

(4) The following minimum progression requirements apply to students who do not have approved leave (the provision applies proportionally for part-time courses of study).

Passed 30 credit points after one (1) year of a study programme with a duration of one or more years.

Passed 60 credit points awarded after two (2) years of a study programme with a duration of one or more years.

Passed 90 credit points after three (3) years of a study programme with a duration of more than one year.

Passed 120 credit points after four (4) years of a study programme with a duration of more than one year.

Passed 150 credit points after five (5) years of a study programme with a duration of more than one year.

Passed 180 credit points after six (6) years of a study programme with a duration of more than one year.

(5) Based on an academic assessment, the individual faculty may introduce stricter requirements for study progression than those given in paragraph 4. Such study progression requirements shall be stated in the specific study plan.

(6) Admission to a course of study with a scope of less than 60 credit points is valid for the period of one (1) semester beyond normal duration on the condition that the student has taken examinations within the normal duration of the course of study.

### **Section 6.3. Termination of admission**

The student's enrolment terminates when the study programme is completed. The equivalent applies when

- A) The student vacates their study place, or
- b) The student fails to complete the study programme within the normal duration.

### **Section 6.4. Cancellation of admission**

Admission may be cancelled if

- A) The student fails to meet their obligations under section 6-1,
- b) The student exceeds the total number of examination attempts in a course that is compulsory according to the study plan (section 7-5, paragraph 6 and section 7-8, paragraph 2 apply to professional practice and master's theses respectively),
- c) The student fails to accumulate credit points in the course of two (2) consecutive semesters,
- d) The student fails to meet progression requirements pursuant to section 6.2 of these regulations, or special academic progression requirements pursuant to the study plan or national curricula, or
- e) The student fails to present original documentation used in the admissions process or as the grounds for credit transfer for educational qualifications achieved externally.

### **Section 6.5. Leaves of absence**

(1) A student admitted to a study programme with a scope of 60 credits or more, when compelling grounds for absence are documented, may be granted a leave for periods of time. Special grounds may include the student's own illness, compulsory military service or other compelling welfare-related reasons. Leave is normally not granted before the student has passed a minimum of 30 credits in the study programme.

(2) A student admitted to a study programme with a scope of 90 credits or more, and who has passed a minimum of 30 credits in the programme, may be granted leave for up to one academic year one time during the course of study without providing reasons.

(3) No leave is granted to a student enrolled in a study programme with a scope of fewer than 60 study points.

(4) Leave pursuant to the first and second paragraph above cannot be granted if the student's total study time exceeds twice the normal duration for the course of study.

(5) If a student is granted leave pursuant to the first or second paragraph above, the student may not take the examination during the leave period, with the exception of a new exam following an ordinary examination taken prior to the leave of absence.

(6) Applications for leave in conjunction with childbirth or adoption are processed pursuant to the provisions of the *Act relating to universities and university colleges* section 4.5.

(7) Students who are granted leave of absence shall be given the opportunity to resume their studies at a level corresponding to their level of study at the time they commenced their leave, on the condition that the institution still offers the course of study. When the student recommences their studies, the faculty shall prepare an individual education plan that is normally adapted to the applicable study plan for the class to which the student is allocated after leave of absence.

## **Section 7. Assessment**

### **Section 7.1. Assessment methods**

(1) The Rector determines and defines the assessment methods that are approved for use at the university.

(2) Applicable assessment methods shall be stated in the course description.

(3) Compulsory participation may be required only when it is justified from an academic perspective, and when it is suitable to aid in the achievement of learning outcomes.

### **Section 7.2. Ordinary examinations**

Ordinary exams are normally held in the semester in which teaching for the course concludes.

### **Section 7.3. New exams and deferred exams**

(1) New examinations are arranged for candidates who fail to pass the last ordinary examination, and for candidates who have obtained recognition of approved absence from the last ordinary exams.

(2) A candidate who withdraws during the course of an ordinary examination may take a new examination if one is arranged. A student who did not attend or failed to submit an ordinary examination or wishes to re-sit an examination they have passed previously, will be referred to the next ordinary examination.

(3) The new exam is normally held during the following semester. Normally only one new exam is arranged in the period between two regular exams.

(4) If a course is a prerequisite for further progression in a programme, as described in the study plan, a new examination will be arranged prior to or in conjunction with the start of the following semester.

A candidate whose absence is the result of circumstances regulated by the Universities and Colleges Act section 4.5 may be given the opportunity to take a deferred examination, if there are exceptional grounds for arranging this examination prior to the new examination pursuant to paragraph 1 above. The Rector may, in supplementary guidelines, determine that other, specific groups of

students shall be granted access to deferred examinations. The Faculty Dean determines whether to arrange a deferred examination for the individual course.

(6) Usually, the same course literature and assessment method as was used in the previous ordinary exam will apply to the deferred examination.

(7) Candidates who failed, withdrew from, or had approved absence from professional practice shall, as a rule, undertake new professional practice in the next ordinary practice period. Professional practice periods are stated in the individual study plan.

#### **Section 7.4. Extraordinary examinations**

If necessary, the institution may arrange extraordinary examinations upon discontinuation of a course, or when more than one (1) year passes between ordinary occurrences of a course. Under normal circumstances, the institution arranges an extraordinary examination within one (1) year of the last ordinary examination for the course. If such an exam is arranged, the same rules apply for registration as those applicable to an ordinary examination. The Faculty Dean determines whether and when an extraordinary examination will be held.

#### **Section 7.5. Conditions for access to assessment**

(1) The student has access to sit for assessment in accordance with the study plan for the relevant course of study and individual education plan. Refer to section 7.7 for information on registration for examinations.

(2) A student who wishes to sit an examination in a course that is not a part of their education plan may register for a scheduled examination, on the condition that they meet all requirements to sit an examination.

(3) The student must register for assessment within the stated deadlines and must have met their obligations according to section 6.1.

(4) It is not possible to sit the same examination more than three (3) times. A fourth exam attempt may nevertheless be granted if the conditions listed in paragraph 5 are met. A fourth attempt cannot be granted for bachelor's or master's theses. Expended examination attempts do not expire.

(5) Students who expend three exam attempts without passing and who apply for access to a fourth examination attempt shall be invited by the faculty to attend counselling. The student must document that they have attended counselling if the student chooses to pursue their application for a fourth attempt following the counselling session. The institution shall normally approve an application under these circumstances. As a rule, registration for a fourth examination attempt shall occur by the ordinary registration deadline for examinations.

(6) If a student fails to pass a professional practice course, the student may attempt the practice course one additional time. If the student fails to pass the practice course on the second attempt, their admission shall be revoked.

(7) The Rector may determine restrictions on access to re-sit examinations passed previously, where such restrictions are academically justified

### **Section 7.6. Prerequisites and compulsory requirements**

(1) . As a rule, any prerequisites, compulsory participation, practice/training, or other requirements to qualify for assessment that are laid down in the study plan or course description, must be satisfied before the student can sit for assessment.

(2) Students who, due to personal illness, compulsory military service, or other compelling welfare-related grounds, are unable to satisfy requirements for compulsory participation, may be granted an adapted study plan upon application. Any adapted study plan must ensure that the individual student has the opportunity to achieve the learning outcomes for the individual course. Any adapted study plan should be completed prior to the final assessment for the course. The institution shall not grant adapted plans that constitute an unreasonable burden on the institution. The Dean makes decisions concerning applications for adapted study plans. As a rule, students who do not achieve a grade of approved/passed for compulsory requirements must retake the course in its entirety in the next ordinary teaching period for the course.

### **Section 7.7. Registering for assessment**

(1) Ordinary examination dates will usually be announced in StudentWeb at the start of the semester in which the examinations are planned to be held. The date for a new examination shall be announced at least two (2) weeks prior to the exam date.

(2) The examination location is the same as the study location. The Rector may determine guidelines for access to sit examinations at other locations. Specific provisions may be issued with regard to the location of examinations within customized and externally financed education.

(3) The student registers for assessment in enrolled courses according to their education plan by completing semester registration in StudentWeb by the deadlines set. The student is personally responsible for ensuring that their assessment registration is correct at any given time, and for familiarizing themselves with examination times and locations.

(4) The same applies for a student who wishes to register for examinations not stipulated in their education plan.

(5) Where special deadlines for registration for new/deferred examinations apply, the student is responsible for registering for any such examination within the stipulated deadline.

(6) The Director of Student and Academic Affairs may authorize a student, upon application and for compelling reasons, to register for an examination after the deadline. The student's ability to complete their studies within the applicable semester, and the extent to which the student will avoid significant delays in their studies by being allowed to register, shall be given weight in the evaluation of any such application.

(7) The student may withdraw from an examination no later than two (2) weeks prior to an examination. Withdrawal from exams is carried out in StudentWeb. In this case, no examination attempt will be recorded.

### **Section 7.8. Special provisions relating to college candidate's, bachelor's and master's theses and portfolio assessment**

(1) If a college candidate's thesis, bachelor's thesis or similar concluding task of at least 15 study points receives a grade of not passed, the candidate may submit a revised version of the same thesis one (1) time. If the thesis is the result of a group effort, the group can submit the same task in a revised form one time.

Theses resulting from a group effort cannot be revised individually. A new submission constitutes a formal examination attempt. If the revised version receives a grade of not passed, the candidate must produce an entirely new thesis. When submitting a new thesis, mandatory requirements related to the bachelor's or college candidate's task must normally be met again.

(2) If a master's thesis receives a grade of not passed, the candidate may resubmit the thesis one time with substantial changes. If The master's thesis is the result of a group effort, the group can resubmit the thesis one time with substantial changes. A master's thesis resulting from a group effort cannot be revised individually. A new submission constitutes a formal examination attempt. In the event of a new submission, the candidate is normally entitled to counselling to an extent determined by the Dean. The candidate shall enter into a new supervision agreement. If the substantially revised thesis receives a grade of not passed, the student's right of admission shall normally be revoked. Candidates who have had a master's thesis assessed and received a passing grade cannot submit a new thesis for assessment within the same study programme..

(3) If a portfolio exam receives a grade of not passed, the candidate may, at a new exam, may submit the same portfolio exam in revised form. If the portfolio exam is the result of a group effort, the group, at the new exam, can submit the same portfolio exam in revised form. The portfolio exam resulting from a group effort cannot be revised individually. New submission of the revised portfolio exam is considered a formal exam attempt. If the candidate does not register to take a new exam or fails to pass the new exam, the candidate shall be referred to the next ordinary portfolio examination. At the next ordinary exam, the candidate must prepare a new portfolio examination.

(4) Thesis forms described in this provision may not be re-submitted for a new assessment in revised form if they receive a grade of passed.

(5) In general, master's theses and the equivalent are considered public and shall be made available to the public in the university's digital archive insofar as the thesis or equivalent work does not contain sensitive information to which statutory duty of confidentiality applies. A candidate may refuse such disclosure of their thesis. A faculty may also exempt a thesis from disclosure in the presence of suitably compelling reasons. Provisions concerning any such exemption shall be made explicit in the supervision agreement between the faculty and the candidate.

## **Section 8. Procedures for assessment**

### **Section 8.1. *Language and language variant***

(1) . Examination question papers are delivered in the language of instruction, unless otherwise stated in the course description.

(2) . Examination question papers must be answered in the language of instruction in the course, unless otherwise stated in the course description. If the language of instruction is Norwegian, the candidate may also submit their answer paper in Swedish or Danish, unless otherwise stated in the course description. If the course description does not provide requirements for assessment in a specific language, or in a specific variant of Norwegian, the candidate may choose which variant of Norwegian language they will use in their answer paper.

(3) Exam papers issued in Norwegian are to be in Bokmål or Nynorsk in accordance with the target form that the exam candidate has chosen at registration for the exam. Exceptions may be made pursuant to the [Regulation of 7 July 1987 No. 4148](#) relating to language form in examination questions.

(4) In certain cases, candidates who do not have Norwegian as their first language, and who have not been assessed in Norwegian language in upper secondary school, may apply to receive the examination text in English and to submit their answer paper in English.

(5) Applications pursuant to the second paragraph above must be submitted by the deadline for examination registration, and will be assessed specifically for the individual exam in question.

### **Section 8.2. Digital examinations**

Candidates must have their own laptop computer with administrative rights to use it in digital, written examinations. The university can issue specific requirements concerning content and software for use during digital examinations. The university is responsible for making any such content and software available to the candidate well in advance of the examination. The candidate is personally responsible for mastering the use of a computer at the digital, written exam.

### **Section 8.3. Examination support materials**

(1) The course description and examination paper shall provide an list of permitted examination support materials. Bilingual dictionaries are permitted unless otherwise stipulated in the course description. To the extent it is permitted to incorporate a permitted examination support material, this shall be stated in the course description.

(2) The candidate is personally responsible for familiarizing themselves with the permitted examination support materials for each examination.

### **Section 8.4. Special examination arrangements**

(1) Candidates who, due to disability or impairment, are unable to sit an examination under ordinary circumstances may be granted special examination arrangements upon application.

(2) Application for facilitation must be made by the deadlines set forth in the study calendar. The university may process applications after the deadline if the necessity for special examination arrangements arises after the deadline, or if there are other special reasons for failure to meet the deadline. In either of these cases, the application must be submitted without unreasonable delay, and no later than one (1) week prior the examination.

(3) The candidate is personally responsible for documenting special needs in a statement from their doctor or other expert or professional. Documentation must be current and suitable for assessing the need for special arrangements for examinations at university level.

(4) Special examination arrangements shall have the purpose of compensating for a disability or impairment to the extent that this is possible, without providing an unreasonable advantage to the student. The university shall not grant applications for special examination arrangements that could potentially lower the academic requirements of an individual course/field of study.

(5) The university may grant special examination arrangements for the normal duration of a study programme for candidates with long-term needs for special arrangements. Students who become delayed in their studies must re-apply for special examination arrangements.

### **Section 8.5. Examination duration**

(1) Exam times are announced in Studentweb.

(2) An examination is understood to have commenced once examination papers are distributed or otherwise made available. If an audit of permitted examination support materials is carried out prior to distribution of examination papers, the examination is considered to have commenced at the start of the support materials audit.

(3) Examinations for professional practice courses are considered to commence at the stipulated time of arrival on the first day of practice.

### **Section 8.6. Absence and withdrawal from examinations**

(1) A candidate who has not withdrawn from an examination by the deadline given in section 7.7, paragraph 7, and who has not obtained approved absence from the examination, is considered to have presented for the examination and expended one (1) examination attempt.

(2) A candidate who does not attend an examination for which they are registered, and who claims valid absence, must present written documentation of the situation within one (1) week of the examination. The candidate shall produce a medical certificate in cases related to personal illness or illness in their immediate family. The medical certificate shall be suited to documenting absence from the actual examination.

(3) Candidates who withdraw from a commenced written exam without submitting their answer paper or a blank exam answer shall sign and submit the form for terminated examination. A terminated examination constitutes a formal examination attempt. Valid absence pursuant to section 8-6, paragraph 2 also applies to candidates who terminate an examination.

(4) Valid absence from whole or part of a take-home examination does not provide the right to an extended submission deadline. The university may determine other provisions for practice courses, and these shall be stated in the study plan.

(5) A candidate who has submitted their examination paper for assessment may not recall it from grading.

## **Section 9. Cheating, annulment, suspension and expulsion**

### **Section 9.1. Cheating, annulment and suspension**

(1) Cheating with intent or by gross negligence, or an attempt to cheat, on an examination or in the course of study, may lead to annulment of the examination in question. The candidate may be suspended from the university and be deprived of the right to sit examinations at institutions subject to the Universities and

Colleges Act for a period of up to one (1) year, in accordance with the Act relating to universities and university colleges section 4-7 and section 4-8.

(2) The following constitute acts of cheating or attempts to cheat:

- A) Having non-permitted examination support materials in one's possession during an examination. If the examination includes an audit of examination aids prior to the commencement of the exam, the equivalent applies if non-permitted support materials are discovered during the course of the audit.
- b) Presenting the published or unpublished work of others as one's own.
- c) Presenting one's own earlier work, herein work used in examinations or other assessment, without satisfactory referencing.
- d) Quoting sources or otherwise using sources in written work without satisfactory referencing.
- e) The unlawful fabrication of data in connection with student work.
- f) Any non-regulation collaboration with other examination candidates or groups.
- g) Acting in violation of specific guidelines for an individual examination.
- h) Unlawfully obtaining access to assessment by, for example, cheating during the completion of compulsory assignments, internal testing, or manipulation of attendance lists for compulsory class participation.

(3) Lack of knowledge about the rules for referencing and use of sources, permitted examination aids, guidelines for examinations, or the like, do not relieve the student of accountability for acts of cheating or attempts to cheat.

(4) If a candidate comes under suspicion of cheating during an examination or an audit of permitted exam support materials, the student shall be informed that the situation will be reported. The non-permitted examination support materials shall be confiscated immediately. The candidate shall be given the right to complete the examination.

(5) Once a student has come under suspicion of cheating, grade results shall be withheld until the applicable administrative authority finds that an act of cheating did not occur.

(6) Annulment of an examination on the grounds of cheating constitutes a formal examination attempt.

### **Section 9.2 *Expulsion and suspension from the institution***

(1) A student who, despite written warning from the Dean or Programme Coordinator, acts in a manner described in the Act relating to universities and university colleges section 4-8, paragraph 1, may be expelled from specific areas of the institution for a period of up to one (1) year. If a student, after receiving written warning from the Programme Coordinator, still does not respect such expulsion, the University Appeals Committee may decide to ban the student from the study programme and to deprive them of the right to sit examinations at institutions subject to the Act relating to universities and university colleges for up to one year.

(2) A student who, despite written warning from the Programme Coordinator, has worn a garment that wholly or partially covers the face, in violation of the Act relating to universities and university colleges section 7-9 first paragraph, may, in accordance with a decision of the Programme Coordinator, be expelled for up to one

year. If, despite the written warning from the Programme Coordinator, the student does not comply with and expulsion order, the student may, upon decision of the University's Appeal board, be excluded from the study programme for up to one year.

## **Section 10. Grading**

### **Section 10.1. Grading scale**

(1) The university uses the following grades:

- a) Approved/not approved
- b) Passed/not passed
- c) A grading scale with five (5) levels from A–E for passed, and F for not passed. General, qualitative descriptions of the levels of the scale can be found on the university's website.

(2) In the case of assessment arrangements comprising several assessment components, all components must be assessed as passed before award of the final grade.

(3) If a student has taken an examination more than once, the best grade applies.

### **Section 10.2. Grading procedures**

(1) Grading shall be carried out by two (2) examiners, of which at least one (1) is an external party in the following cases:

- a) Grading of all examinations at graduate level (master's level), including the candidate's independent work (master's thesis).
- b) Grading of the candidate's independent work at undergraduate level (bachelor's and college candidate's theses).
- c) Grading of all other courses at least at every third ordinary examination, and not more seldom than every third year.
- d) For re-grading (appeal of grade) in accordance with the Act relating to universities and university colleges section 3-9, paragraph 5.

(2) Grading of oral examinations and assessment of practice courses and the like which, by their nature, cannot be reviewed or appealed as such, shall be carried out by two (2) examiners, of which at least one (1) examiner will normally be an external party.

(3) When an external examiner is not used to grade examinations, there must be two (2) internal examiners.

(4) The external examiner can be involved in one of the following:

- a) participation in the assessment of the examination answer papers from all candidates, or
- b) participation as an external supervisory examiner. The Rector may determine guidelines for supervisory examination.

(5) External sensors must not have been employed at Nord University at any time during the ten (10) months preceding nomination.

### **10.3. Grading**

(1) Examiners are appointed by the Dean of the individual faculty. Examiners for reassessment of exam grades shall be appointed concurrently.

(2) The institution shall prepare a guide for examiners. The guide shall be available for examiners during grading. After grade results are announced, the guide shall be made available for students to inspect.

(3) The candidate shall be assured anonymous grading where the form of assessment does not prevent anonymous grading.

Grade results shall be announced no later than three (3) weeks after the examination unless the University Board determines another deadline in temporary regulations pursuant to the Act relating to universities and university colleges section 3-9, paragraph 4.

(5) . The following grading deadlines apply to master's theses and similar works:

a) Grade results for bachelor's and college graduate's theses of a scope corresponding to at least 20 credits shall be announced within four (4) weeks from the submission deadline.

b) Grade results for master's theses shall be announced within six (6) weeks from the submission deadline.

(6) The grades for oral examinations shall be announced no later than 24 hours after the last examination day for the course.

(7) Grade results are announced in StudentWeb.

(8) The grade results for written works subject to subsequent adjustment by oral or practical examinations shall be announced at least twenty-four (24) hours prior to the oral or practical examination. To register for the oral examination, the student must first have obtained a passing grade for the written works. For written works, a grade of F is considered final.

## **Section 11. Grounds and appeals**

### **Section 11.1. Grounds for assigned grades**

(1) The candidate may demand grounds for the assessment of their examination performance.

(2) A demand for grounds relating to a written examination must be submitted via Studentweb within one (1) week after the original grade results were announced. If announcement of results is delayed, the demand shall be presented one (1) week after announcement of results.

(3) A demand for grounds relating to an oral examination or assessment of practical skills must be submitted orally to the examiner immediately following announcement of the result.

(4) Grounds should normally be given within two (2) weeks after the demand is received. The grounds shall be given in writing. In the case of oral exams or assessment of practical skills, the grounds can be given orally.

### **Section 11.2. Appeal of grade**

(1) An appeal of grade may be submitted in writing using the appropriate electronic form within three (3) weeks after announcement of the result. If the candidate has demanded grounds or submitted an appeal relating to a procedural error, the period for appeal of grade commences when grounds are given or when a decision about the procedural error is handed down.

(2) For exams where the final grade is assigned based on both written and oral examination, the appeal may be submitted only after the final grade is announced. If the exam consists of a written exam where the grade is adjusted by the result of an oral exam, and the grade changes after re-grading of the written part of the exam, a new oral exam is arranged to determine the final grade.

(3) The grading of oral examinations, professional practice, practical examinations or the like, which according to their nature cannot be reviewed, may not be appealed.

(4) If the grade after a re-assessment deviates by two or more grades from the ordinary exam, a third assessment is conducted before the final grade is determined. The examiners from the ordinary exam and from the re-assessment shall conduct the assessment jointly.

(5) There is an individual right to appeal the result of a group exam. Any change of grade after appeal will apply only to the individual who submitted the appeal.

### **Section 11.3. Appeal relating to procedural error**

In accordance with the Act relating to universities and university colleges section 5-2, examination candidates may appeal a grade on the grounds of procedural error related to the examination or grading. Such appeals must be submitted within three (3) weeks after the candidate becomes aware of the reasons constituting the grounds for the appeal. If the demand is lodged for grounds of assessment or appeal of a grade, the appeal deadline pursuant to this clause runs from the time the candidate has been given the rationale for assessment or a final decision on the complaint has been made.

## **Section 12. Diplomas and Transcripts**

### **Section 12.1. Diplomas and Transcripts**

(1) The institution issues a diploma and diploma supplement upon the completion of a degree, vocational education, including applied education (PPU), or other study programme that corresponds to a minimum of two (2) years of full-time study.

(2) A diploma is issued to the graduate upon completion of the course of study and qualification for the degree. Achieved degrees and results are also available via the Diploma portal (Vitnemålsportalen).

(3) If a student has submitted an appeal pursuant to section 11, sub-section 2 or section 11, subsection 3, the diploma and/or transcript will not be issued until a decision in the case is handed

down. If a diploma relating to the examination in question has already been issued, no appeal will be heard until the diploma is returned to the university. For studies subject to suitability provisions, the university may withhold a diploma until a student has undergone suitability assessment for the relevant occupation.

(4) The diploma is a formal document and is issued once only. If a student improves a grade within a course that constitutes a part of the basis for the diploma, the achievement may be documented in a separate transcript.

(5) Should the student lose their diploma, the institution may issue a duplicate, on application from the student, in special circumstances (such as a house fire). The application must be documented. The student will be required to pay a replacement fee.

(6) Candidates who undertake degrees offered in cooperation with partner institutions in Norway or abroad (joint degrees) must have taken courses corresponding to at least thirty (30) credit points at Nord University. The diploma shall state that the course of study is offered in cooperation with other institutions.

(7) Students who have been granted credit transfer pursuant to the provisions herein and the Act relating to universities and university colleges section 3-5 shall only be issued a diploma on the condition that they meet the requirements for affiliated credit points and new credit points in accordance with Section 2 in these regulations and the Regulations relating to recognition of previous higher education.

## **Section 12.2. Transcripts**

(1) Upon completion of courses of study, the candidate may consecutively download grade transcripts from Studentweb or the Diploma portal (Vitnemålsportalen).

(2) The transcript shall state the grade results for all courses in which the student has passed the final examination. Results from partial components of exams are not normally stated.

## **Section 13. External candidates**

### **Section 13.1. External candidates**

(1) External candidates' access to teaching at the university is limited to public lectures

(2) External candidates have the right to sit examinations on the condition that they apply to register by the applicable deadline document that they meet the requirements for admission and all other requirements for registration for the examination, including specific prerequisites and compulsory criteria. Usually, the institution will reject any application to sit examinations as an external candidate for courses within customized educational programmes.

(3) The institution may require external candidates to pay an examination fee, set by the university board, in addition to the normal semester fee.

(4) The provisions of these regulations apply in general to external candidates.

## **Section 14. Miscellaneous provisions**

### **Section 14.1. *Additional provisions***

(1) The Rector may determine additional rules and policies within the framework of the provisions of these regulations.

(2) Each individual faculty may determine supplementary rules and policies where permitted by the individual provisions of these regulations. In cases where two or more faculties collaborate on a course of study, all cooperating faculties must approve any supplementary rules or policies.

### **Section 14.2. *Entry into force and transitional provisions***

(1) These regulations enter into force on 1 August 2017.

(2) As of the same date, the regulations of 22 June 2017 No. 1197 relating to studies and examinations at Nord University are rescinded.