

## REGULATIONS FOR INCORPORATION OF PERMITTED EXAMINATION SUPPORT MATERIALS AT NORD UNIVERSITY

Pursuant to the Norwegian Universities and University Colleges Act § 3-9(7). Adopted by decision of the rector 08 October 2019.

1. The regulations apply to incorporation of permitted examination support materials at Nord University. "Incorporation" means markings, references, etc. that are permitted to be written into an examination support material.
2. Incorporations can be entered in support materials only in compliance with these regulations. Support materials containing incorporations that are in violation of these regulations will be considered unlawful support materials pursuant to the provisions on cheating in the Regulations relating to studies and examinations at Nord University.
3. It is not permissible to enter incorporations in dictionaries that will be used as support materials during an examination.
4. It is not permissible to remove printed text from a support material. New text cannot be written or pasted into the support materials.
5. It is permissible to correct your own references by crossing out/deleting or applying correction fluid.
6. Index markers/sticky tabs are allowed. These may specify only the title or abbreviation of the name of the law, the year, number, or chapter headings exactly as they appear on the page being indexed. Mathematical formula names are also allowed.
7. It is permissible to underline words and all or parts of sentences, and to use a text marker (highlighter), and you are allowed to use multiple colours. Horizontal and vertical lines may be drawn in the margin. It is not permitted to mark individual letters in the text.
8. It is permissible to incorporate interrelated references in the support material, references to other permitted support materials, and references to published court decisions.
9. It is permissible to refer to multiple sources in the same reference, such as multiple paragraphs or multiple manuals.
10. References may be preceded only by the following words: rescinded (RCND.), amended (AMD.), see, confer (cf./jfr.), conferatur (cf.) or compare (cf.), and is done as follows:
  - a) References to laws and regulations shall contain only the title and/or date (or number) of the chapter, section and/or paragraph, subsection, number or litra. Common abbreviations such as Vtrl (Norw. Road Traffic Act), Fvl (Norw. Public Administration Act) and the like can be used. For example, a reference may read: *cf. Vtrl. § 6, 1st Section, 1st subsection 4.*
  - b) References to published court decisions shall be written in the form used by Lovdata. A reference might be, for example: *see Rt-2015-995 or cf. HR-2019-1156*
  - c) References to other support materials must contain only the title and/or page numbers. A reference might be, for example: *see Revisors håndbok 2019 p. 245.*
11. In subjects where digital devices are to be used, e.g. Lovdata, incorporations may be made in the form of markings and references to other sources of law. Incorporations must be made within the framework stipulated in these regulations.