

Regulations relating to Studies and Examinations at Nord University

Authority: Adopted by the Board of Nord University on 28 October 2020, pursuant to the Act of 1 April 2005, no. 15 relating to universities and university colleges (the University and University College Act) Section 3-3, Section 3-4, Section 3-5, Section 3-6, Section 3-7, Section 3-8, Section 3-9, Section 3-10, Section 3-11, Section 4-2, Section 4-5, Section 4-7, Section 4-8, Section 5-3, Section 7-9 and Section 9-1.

Chapter 1. General provisions

Section 1.1. *Scope*

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

(2) For programmes for which national curricula or other similar national regulations have been prescribed, with provisions that are in conflict with the provisions of these Regulations, the curriculum provisions will apply.

(3) To the extent that they are relevant, the Regulations will also apply to examinations in the coursework component of doctoral programmes.

(4) These Regulations also apply to individuals who take examinations subject to Section 3-10 of the University and University College Act without having been formally admitted to the university (external candidates).

Section 1.2. *Definitions*

1. *National curriculum*

A national regulatory framework for a programme of study.

2. *Programme of study*

An organised set of courses to which students may be admitted. A programme of study is defined by the student's right to undertake and study new courses available within the study programme, without applying for admission to the specific course.

3. *Programme plan*

Detailed information about a programme of study, including admission requirements, content, courses and learning outcomes. The programme plan must include details of any requirements for independent work, as well as compulsory, optional and elective courses the student is eligible to take.

4. *Course description*

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

5. *Course*

A unit of study that generates credits and has its own final assessment. A completed course will be assigned a separate grade.

6. *Course group*

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

7. *Credits*

A measurement of the scope and workload of a programme of study or course. One year of full-time study amounts to 60 credits and has a workload equivalent to 1,500 - 1,800 hours.

8. *Individual educational plan*

An individual educational plan is a mutually binding agreement between the university and the student regarding completion of a programme of study with a minimum scope of 60 credits. The individual educational plan is based on the programme plan, and will stipulate which courses the student is to take at any given time.

9. *Student*

A person who, pursuant to Sections 3-6 and 3-7 of the University and University College Act, is admitted to a programme of study or independent course units at the university.

10. *External candidate*

A person who, in accordance with Section 3-10 of the University and University College Act, is permitted to take examinations without being admitted as a student at the university.

11. *Candidate*

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

12. *Assessment*

A designation for all types of evaluation of a candidate's knowledge, skills and general competences. To obtain a final grade and valid credits, the candidate must achieve a grade of approved/passed in all assessments described in the course description.

13. *Examinations*

A form of assessment that encompasses all forms of testing that provide the grounds for the award of a separate grade for a course, either by 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. *Diploma*

A document that confirms achievement of a completed degree or vocational training.

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 only valid 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.

Chapter 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 scopes, including further education and supplementary studies based on completed two-year, three-year and four-year first degree programmes.

Section 2.2. *Requirements for the university college graduate degree*

A university college graduate degree is achieved by completing a two-year educational programme with a scope of 120 credits and with a designated programme plan approved by the 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 credits. The basis for the degree must include one of the following:

- a) A programme of study equivalent to at least 180 credits which, in accordance with the national curriculum or decision by the Board, grants a bachelor's degree; or
- b) An integrated educational programme or other programme of study equivalent to at least 120 credits, combined with supplementary studies or a specialisation equivalent to at least 60 credits within the same or a related subject area; or
- c) An elective course of study equivalent to 180 credits, with an academic specialisation equivalent to at least 90 credits. The specialisation is divided into 60+30 credits, of which 30 credits advance knowledge gained in courses included in the first 60 credits. The specialisation must include a separate written or artistic work equivalent to at least 10 credits. Courses in the specialisation unit may not be older than 10 years at the time of application for the award of a degree pursuant to this provision. The specialisation must be combined with courses/course groups in related subject areas, with a scope of at least 30 credits. No more than 120 credits may overlap with compulsory courses from an ordinary programme of study. *Examen philosophicum* and *examen facultatum* may be included in the degree.

(2) For bachelor's degrees subject to subsection (1) a), the degree is issued as «Bachelor of <title of study programme>» on the diploma.

(3) For candidates who have completed the driving instructor programme and the supplementary one-year programme in traffic pedagogy and road safety, the degree is specified as "Bachelor in Traffic Pedagogy and Road Safety". Other bachelor's degrees under subsection (1) b) and c) are issued as "Elective bachelor", without an academic major identified.

(4) On conferring a new bachelor's degree or a degree that is fully or partly based on a previously awarded degree, the affiliation requirement and the requirement of new credits stipulated in the Regulations relating to recognition of and exemption from higher education must be fulfilled. If the new bachelor's degree includes the requirement to submit a bachelor's thesis, the new credits must normally include a different bachelor's thesis than the thesis submitted for the earlier degree.

Section 2-4. Requirements for the master's degree

(1) Requirements concerning the content and scope of the master's degree are set out in the Regulations concerning requirements for the master's degree issued by the Norwegian Ministry of Education and Research.

(2) On conferring a new master's degree or a degree that is fully or partly based on a previously awarded degree, the affiliation requirement and the requirement of new credits stipulated in the Regulations relating to recognition of and exemption from higher education must be fulfilled. The new credits must normally include a different master's thesis to the previous degree.

Section 2-5. Requirements for vocational training

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

Chapter 3. Organisation 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 which must be observed by students.

(2) The academic calendar stipulates the dates for the main examination period.

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 credits in scope.
- (3) The Dean determines the establishment and discontinuation of study programmes and courses with a scope of up to and including 30 credits.
- (4) Establishment, discontinuation and announcement of study programmes and courses must adhere to the university's annual cycle. The Rector may adopt separate guidelines for customised and externally financed study programmes and courses.
- (5) All study programmes and courses must fulfil the applicable requirements for the accreditation of study programmes issued by the Norwegian Agency for Quality Assurance in Education (NOKUT).

Section 3.3. Programme plans

- (1) The Rector determines the programme plans for all study programmes and courses offered by Nord University.
- (2) For programmes and courses up to and including 30 credits, the programme plan may be determined by the Dean of the individual faculty.
- (3) If a study programme is offered as a joint initiative by two or more faculties, the Rector will determine which of the faculties is to have the academic and administrative responsibility for the programme.
- (4) The programme plan must normally ensure that at least 50 per cent of the examinations within a study programme are subject to assessment on an individual basis.

Section 3.4. Changes to programme plans

- (1) The Dean may approve changes to approved programme plans pursuant to the accreditation guidelines. Such changes may not enter into force before the start of the next academic year. Notwithstanding the foregoing, changes to year programmes and other shorter courses may not enter into force prior to the commencement of a new year group.
- (2) The Dean may nonetheless approve changes to the programme plan in the course of the current academic year in compelling circumstances. Such changes must be announced as early as possible and students must have the opportunity to comment.
- (3) The university must ensure reasonable transitional arrangements for students affected by changes to a programme plan.

Section 3.5. Language

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

Section 3.6. Special study arrangements

- (1) Applications for special study arrangements for individual students are considered in accordance with Section 4-3, subsection 5 of the University and University College Act, and Section 21 of the Equality and Anti-Discrimination Act.
- (2) The student has an individual responsibility to apply for and document the need for special study arrangements.
- (3) The university may not grant special study arrangements that might potentially lower the academic requirements of an individual course/course of study.

Section 3.7. Individual educational plan

- (1) The individual educational plan must present the student's planned progression within the programme of study.
- (2) Individual educational plans that include an independent written or artistic student work equivalent to 30 credits or more must also contain a special agreement regarding supervisory arrangements for the independent work.

- (3) The student must review and complete semester registration for each semester.
- (4) If the student becomes significantly delayed in their studies in relation to the individual educational plan, the individual faculty may require changes to the individual educational plan. The faculty will take the provisions of Section 6-2 of these Regulations into account when determining whether a student is significantly delayed. The student will contribute to drawing up a new individual educational plan. On any subsequent changes to the individual educational plan, any requirement for higher study progression per academic year beyond normal progression should be avoided.
- (5) Unless there are exceptional grounds for reduced study progression, individual educational plans with lower study progression than 50 per cent of the normal progression should be avoided.

Chapter 4. Admission

Section 4.1. Admission requirements

- (1) Admission of students to the university's programmes of study will take place in accordance with Sections 3-6 and 3-7 of the University and University College Act, with appurtenant regulations.
- (2) If the study programme has admission requirements in addition to the Higher Education Entrance Qualification, these must be stated in the programme plan. If the study programme is not regulated by the Regulations concerning admission to higher education, rules for ranking and any quota regulations must also be stated in the programme plan.
- (3) Applicants who do not hold the Higher Education Entrance Qualification and who are 25 years of age or older in the year of admission may be admitted to a particular course of study if, on the basis of prior learning and work experience, they have the qualifications necessary for the relevant course of study. If the study programme in question has requirements for a specific grade level, grade point average or similar, these requirements must be met. The Rector may stipulate guidelines for the documentation of qualifications and for the administrative processing of applications pursuant to this provision.
- (4) Applicants with foreign educational qualifications as the basis for admission are evaluated on the basis of applicable national criteria and guidelines laid down 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 must also fulfil language requirements pursuant to Section 2-2 of the Regulations concerning admission to higher education.

Section 4.2. Local admission

- (1) Applications for admission to programmes that are not subject to the Regulations concerning admission to higher education may be submitted to the university within the application deadlines listed on the university's website. The Rector will lay down guidelines for local admission, and assessment of prior learning and work experience as admission criteria.
- (2) Students wishing to transfer from an equivalent course of study 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 customised and externally financed study programmes offered in cooperation with external partners.

Section 4.3. Submission of documentation

- (1) The applicant is personally responsible for submitting the required documentation.
- (2) For applicants who are undertaking a course of study in order to meet admission requirements at the time of application, the deadline for submission of documentation is 1 July for admission in autumn. For all other applicants, the deadline for submission of documentation coincides with the application deadline, unless otherwise advised.

Section 4.4. Ranking rules

- (1) Unless the programme description states otherwise, the applicants' competitive points are calculated on the basis of their grades according to the admission criteria, pursuant to guidelines determined by the Rector, and the applicants are ranked according to this calculation.
- (2) If two (2) or more applicants achieve the same score, the offer is made on the basis of drawing lots.
- (3) Applicants for whom it is not possible to calculate competitive points will be ranked according to the result of a specific, individual assessment.

Section 4.5. Cancellation

- (1) In the event of low applicant numbers or other compelling circumstances, the Rector may decide to cancel a study programme or course prior to its announced start.
- (2) The decision to cancel commencement of a programme must be adopted prior to distribution of offers of admission to the study programme. In compelling circumstances, the Dean may nevertheless cancel study programmes or courses offered as customised or externally financed education subsequent to the distribution of offers of admission.

Section 4.6. Deferment

- (1) Applications for deferment may be granted 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 must be submitted to the university within three (3) weeks of the applicant's receipt of the offer of admission to a study programme.
- (3) A place may be deferred for up to two (2) years.
- (4) The institution must ensure that an applicant who is granted deferral is guaranteed admission to the relevant programme in the next ordinary admissions round. This is subject to the continued existence of the study program and conditional upon the applicant submitting a new application for admission before the next ordinary deadline for applications.

Section 4-7. New admission after termination or loss of the right of admission

- (1) As a general rule, students who have lost the right of admission to a course or specific programme of study must submit a new, ordinary application for admission, and may be credited for courses they have previously passed, pursuant to the provisions of Section 5-1.
- (2) Students who have lost the right of admission to a course or specific programme of study under the provisions in these Regulations, and who lack a third or less of the number of credits required to complete a qualifying programme of study, may apply to the faculty for restoration of the right of admission to a course or specific programme of study. Restoration of the right of admission may only be granted if there is available capacity in the year group in which the applicant is placed. If the right of admission is restored, the student must be granted a new right of admission period, in accordance with the applicable individual educational plan. If the student is delayed, and this is not due to a leave of absence that has been granted, the right of admission to a course or specific programme of study may not be extended by more than one semester. Restoration of the right of admission under this provision may only be granted once. An application for restoration of the right of admission may not be granted if the programme of study has been discontinued, unless otherwise provided under the national curriculum. An application for restoration of the right of admission may not be granted if the total right of admission period will be significantly longer than stated in Section 6-2, subsection 3.
- (3) Upon new admission, the student must adhere to the programme plan for the year group to which he or she is admitted.
- (4) The application deadline for the restoration of the right of admission pursuant to this provision must be stated in the academic calendar. Restoration of the right of admission pursuant to this provision may take effect from the upcoming semester at the earliest.
- (5) Students who have completed a programme of study and wish to retake an examination they have passed must apply for admission to the independent course unit within the applicable programme.

(6) The provisions of the Regulations concerning the number of examination attempts also apply to admission pursuant to this subsection.

Chapter 5. Recognition of advanced standing

Section 5.1. *Advanced standing*

(1) Applications for recognition of advanced standing will be considered in accordance with the provisions of Section 3-5 of the University and University College Act. The equivalent applies to courses completed at other institutions.

(2) Advanced standing may only be granted pursuant to this provision to the extent that the Regulations relating to recognition of higher education permit recognition of advanced standing.

(3) Academic content that forms the basis for advanced standing may not be recognised more than once within the same degree.

(4) Under normal circumstances, the institution will not recognise advanced standing for, or grant exemption from, components of specific courses.

(5) Overlapping academic content will reduce the total number of credits awarded and must be reflected in the transcript or diploma. Credit reduction due to overlapping courses will be applied to the course that ensures the best outcome for the student.

(6) Pursuant to these provisions, recognition of advanced standing will be stated on the diploma.

(7) A student who plans to undertake part of their degree or course of study at another institution should apply for preliminary recognition of the external courses.

(8) The Rector may lay down guidelines for the processing of applications for advanced standing, including guidelines for the assessment of prior learning and work experience.

Chapter 6. Right of admission and leave of absence

Section 6.1. *Right of admission*

(1) A person who has accepted an offer of admission to a study programme at the university has a right of admission to the applicable programme of study or course.

(2) To retain this right of admission, the student must, every semester and within the stated deadlines:

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

(3) The right of admission to a course or specific programme of study includes the right to attend all organised teaching, supervision, training, assignments, fieldwork, laboratory courses, supervised professional training, etc., in addition to examinations and other forms of assessment included in the programme plan. Reference is also made to provisions regarding deadlines and other conditions concerning presentation for assessment and examination in Section 7 of these Regulations.

(4) As a general rule, admission to a course or specific programme of study is valid for the normal duration of the course in accordance with the programme plan.

Section 6.2. *Normal duration and extended right of admission*

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

- (2) The right of admission for a student who is granted leave of absence will be extended in accordance with the length of the leave of absence.
- (3) The right of admission for a student whose studies are delayed for reasons other than the granting of leave of absence may, upon application, be extended for a period of up to two (2) years.
- (4) Concerning the extension of the right of admission to a course or specific programme of study pursuant to subsection (3), the following minimum progression requirements (for part-time studies, the requirement applies on a proportional basis) will nonetheless apply:
- Passed 30 credits after one (1) year of a programme of study with a duration of one or more years.
 - Passed 60 credits after two (2) years of a study programme with a duration of one or more years.
 - Passed 90 credits after three (3) years of a study programme with a duration of more than one year.
 - Passed 120 credits after four (4) years of a study programme with a duration of more than one year.
 - Passed 150 credits after five (5) years of a study programme with a duration of more than one year.
 - Passed 180 credits after six (6) years of a study programme with a duration of more than one year.
- (5) Based on academic assessments, the individual faculty may introduce stricter study progression requirements than those stated in subsection (4). These study progression requirements must be stated in the individual programme plan.
- (6) The student will retain the right of admission to courses of study with a scope of less than 60 credits for the period of one (1) semester beyond normal duration, subject to the condition that the student has taken examinations within the normal duration of the course of study.

Section 6-3. Termination of the right of admission

The right of admission to a course or specific programme of study will cease when the programme of study is completed. The same will apply when

- a) The student resigns admission, or
- b) The student has exceeded the right of admission period without completing the programme.

Section 6-4. Loss of the right of admission

The student may lose the right of admission if

- a) The student fails to fulfil their obligations under Section 6-1.
- b) The student has used the maximum number of examination attempts for assessment in a course that is compulsory according to the programme description (Section 7-5, subsection 6 and Section 7-8, subsection 2, respectively, apply to supervised professional training and master's theses).
- c) The student has failed to accumulate credits under the programme of study in the course of the last two (2) semesters.
- d) The student fails to fulfil the study progression requirements pursuant to Section 6-2 of these Regulations, or specific academic progression requirements pursuant to the programme description, or national curricula, or
- e) The student fails, on request, to present original documentation used in the admissions process or as the basis for recognition of advances standing for educational qualifications achieved externally.

Section 6-5. Leave of absence

- (1) A student admitted to a study programme with a scope of at least 60 credits may be granted leave of absence for periods of time for which significant grounds for absence are documented. Significant grounds may include the student's own illness, compulsory military service or other compelling welfare-related reasons. Leave is not normally granted before the student has passed a minimum of 30 credits in the programme of study.
- (2) A student admitted to a programme of study with a scope of 90 credits or more, and who has passed a minimum of 30 credits in the programme of study, may be granted leave of absence for up to one academic year, one time, during the course of study, without providing reasons.

- (3) No leave is granted to students enrolled in a programme of study with a scope of fewer than 60 credits.
- (4) Leave pursuant to the first and second subsections cannot be granted if the student's total study time exceeds twice the normal duration of the course of study.
- (5) If a student is granted leave of absence pursuant to the first or second subsections, the student may not take an examination during the period of leave, with the exception of resitting an examination which he/she completed prior to the leave of absence, or for an extraordinary examination if this is arranged.
- (6) Applications for leave of absence in conjunction with childbirth or adoption are processed pursuant to the provisions of Section 4-5 of the University and University College Act.
- (7) Students who are granted leave of absence will have the opportunity to resume their studies at a level equivalent to their level of study prior to their leave, provided that the institution still offers the course of study. When the student resumes their studies, an individual educational plan must be prepared and must normally be adapted to the applicable programme plan for the year group to which the student will be assigned after the leave of absence.

Chapter 7. Assessment

Section 7.1. *Assessment methods*

- (1) The Rector will stipulate and define the assessment methods to be used at the university.
- (2) The assessment methods must be presented in the course descriptions.
- (3) Compulsory attendance may only be required when this is justified on academic grounds, and when it can contribute to the achievement of learning outcomes.

Section 7.2. *Ordinary examinations*

Ordinary examinations are normally held in the semester in which teaching of the course is concluded.

Section 7.3. *Supplementary examinations and re-scheduled examinations*

- (1) Supplementary examinations are arranged for candidates who have failed to pass the last ordinary examination, or who have obtained recognition of legitimate absence from the last ordinary examination.
- (2) Candidates who interrupted the ordinary examination, failed to attend/failed to make a submission to the ordinary examination, or who wish to repeat an ordinary examination they have passed, will have access to subsequent supplementary examination if this is arranged.
- (3) A supplementary examination is normally held during the following semester. Normally, only one supplementary examination is arranged in the period between two ordinary examinations.
- (4) If there is a requirement in the programme description for a specific course/examination to be passed as a condition for further progression in a study programme, a supplementary examination will be arranged prior to or in conjunction with the start of the following semester.
- (5) A re-scheduled examination may be offered to candidates whose absence is due to circumstances regulated by Section 4-5 of the University and University College Act for ordinary examinations, if there are particular grounds for arranging any such examination prior to the supplementary examination pursuant to subsection 1. In separate guidelines, the Rector may determine that other, specific groups of students may be offered access to re-scheduled examinations. The Dean will determine whether a re-scheduled examination is to be held for the individual course.
- (6) The same course literature and form of assessment as for the last ordinary examination will apply to a new, re-scheduled examination.
- (7) Candidates who have failed to pass, interrupted or had legitimate absence from supervised professional training must, as a general rule, report for new supervised professional training in the next ordinary instance. Periods of supervised professional training must be stated in the individual programme description.

Section 7-4. *Special examinations*

If required, special examinations may be held upon the discontinuation of a course, or when more than one (1) year has passed since the last, ordinary occurrence of the course. Any such examination will normally be held within one (1) year of the last ordinary examination for the course. If such an examination is held, the same rules will apply for registration as for an ordinary examination. The Dean of the individual faculty will determine whether and when any such examination may be held.

Section 7-5. *Conditions for access to assessment*

(1) Students have access to assessment in accordance with the programme plan for the relevant course of study or individual educational plan, cf. Section 7-7 concerning registration for assessment.

(2) Students who wish to take examinations in courses not included in the individual educational plan may register for scheduled examinations, provided that they fulfil all of the requirements for taking examinations.

(3) The student must register for assessment within stipulated deadlines and must have fulfilled the obligations set out in Section 6-1.

(4) It is not possible to take the same examination more than three (3) times. Additional examination attempts may nonetheless be granted if the conditions listed in subsections (6) or (7) are fulfilled. The exemption in subsections (6) or (7) will not apply to university college graduate, bachelor's and master's theses. Separate rules apply to the number of attempts at university college graduate, bachelor's and master's theses cf. Section 7-8.

(5) The limitation on the number of examination attempts also applies if the course has changed course code, is included with a different code in several programmes of study, or is included in a programme of study in a new form, in connection with a transitional arrangement. The limitation on the number of examination attempts also applies to any new admission to the same or another programme of study in which the course is included.

(6) Candidates who have used three examination attempts for the same examination without passing and who apply to make a fourth examination attempt will receive academic supervision from their faculty. The candidate must document that such academic supervision has taken place in order to be able to register for a fourth attempt. As a general rule, registration for a fourth examination attempt must take place before the ordinary examination registration deadlines.

(7) The examination office may, on the basis of application, grant permission for a fifth attempt. The fifth attempt may only be granted if, by passing the examination in the course, the candidate will complete a degree or vocational training at the university. As a general rule, registration for a fifth examination attempt must take place before the ordinary examination registration deadlines.

(8) If a student fails to pass a supervised professional training course, the student may attempt the course one additional time. If the student fails to pass the supervised professional training course on the second attempt, the student's admission to a course or specific programme of study will be revoked.

(9) The Rector may stipulate restrictions to the access to retake examinations that have already been passed, when this is justified on academic grounds.

Section 7.6. *Prerequisite knowledge and compulsory requirements*

(1) If the relevant programme plan or course description makes special requirements concerning prerequisite knowledge, compulsory participation, laboratory work or other requirements to take an examination, as a general rule these must be fulfilled before a student may take an examination.

(2) Students who, due to personal illness, compulsory military service, or other compelling welfare-related grounds, will not be able to fulfil the requirements for compulsory participation without an unreasonable burden, may, on the basis of application, be granted an adjusted programme plan. Any adjusted programme plan must ensure that the individual student has the opportunity to achieve the learning outcomes for the individual course. Any alternative plan should be completed prior to the final assessment for the course. Any adjustment which imposes an unreasonable burden on the institution may not be granted. The Dean will determine applications concerning adjusted programme plans. As a general rule, students who do not achieve the grade of approved/passed concerning 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 are normally announced on StudentWeb no later than the start of the semester in which the examination in question is scheduled. The date of a supplementary examination must be announced no later than two (2) weeks prior to the examination date.
- (2) The examination site is normally the same as the teaching site. The Rector may determine guidelines for access examinations at other locations. Specific provisions may be adopted for the choice of examination site concerning customised and externally financed education.
- (3) The student registers for assessment in the courses stipulated in the individual educational plan by completing semester registration in StudentWeb within the deadlines set in the academic calendar. The student is personally responsible for ensuring that his/her registration for assessment is correct at any given time, and for staying informed of the time and place for applicable examinations.
- (4) The same applies to registration for examinations that are not stipulated in their individual educational plan.
- (5) Where special deadlines apply to registration for supplementary/rescheduled examinations, the student is responsible for registering for any such examination within the stipulated deadline.
- (6) In the case of compelling grounds, the Director of Academic Affairs may authorise a student, upon application to register for an examination after the deadline. The assessment must give special weight to the student's opportunity to complete his/her course of education in the relevant semester, and the extent to which the student can avoid significant delays in his/her studies by being authorised to register.
- (7) Candidates may withdraw from an examination no later than two (2) weeks before the examination date. Candidates may withdraw from submitting a master's thesis up to the deadline for submission. Withdrawal from examinations takes place in StudentWeb. In such case, no examination attempt will be recorded.

Section 7.8. Special provisions concerning university college graduate, bachelor's and master's theses and portfolio examination

- (1) Only three (3) attempts are permitted for university college graduate or bachelor's theses, or a similar final thesis of at least 15 credits. If the thesis is not awarded a passing grade, the candidate may choose between revising and resubmitting the thesis, or submitting a completely new thesis. The candidate may submit a revised thesis once only. If the thesis is the result of group work, the group may submit the revised thesis once only. Theses that are the result of group work may not be revised individually. New submission of a revised thesis constitutes a formal examination attempt. If a revised thesis is not awarded a passing grade, the candidate must prepare a completely new thesis. Upon submission of the new thesis, the student must meet any compulsory requirements related to the bachelor's or university college graduate thesis. .
- (2) Only two (2) attempts at a master's thesis are granted. If a master's thesis is not awarded a passing grade, the candidate may choose between submitting a revised thesis, or submitting a completely new thesis. If the master's thesis is the result of group work, the group may submit a significantly revised thesis once only. A master's thesis resulting from group work may not be revised individually. New submission of a revised thesis constitutes a formal examination attempt. In the event of a new submission, the candidate is entitled to academic supervision to an extent determined by the Dean. The candidate must enter into a new academic supervision agreement. The academic supervision agreement must state whether the candidate is to submit a revised or completely new thesis. Candidates whose master's thesis has been assessed as passed may not submit a new thesis for assessment within the same programme of study.
- (3) If a portfolio examination is not awarded a passing grade the candidate may, in a supplementary examination, submit a revised portfolio examination. If the portfolio examination is the result of group work, the group may submit the a revised portfolio examination in a supplementary examination. The portfolio examination resulting from group work may not be reworked individually. New submission of a reworked portfolio examination constitutes a formal examination attempt. If the candidate does not register to take a supplementary examination or fails to pass the supplementary examination, the candidate will be referred to the next ordinary portfolio examination. At the next ordinary examination, the candidate must prepare a new portfolio examination.
- (4) If the candidate, cf. Section 4-7 of the University and University College Act, has had his/her thesis, as mentioned in this provision, annulled, the candidate is required to submit a completely new thesis.
- (5) The types of thesis given in this provision may not be revised and resubmitted if they are awarded a passing grade.

(6) As a general rule, master's theses and the equivalent are considered public and are made openly available to the public in the university's digital archive insofar as the thesis or equivalent work does not contain information that is subject to a statutory duty of confidentiality. A candidate may request confidentiality with regard to such publication. Faculties may also exempt theses from publication on appropriately compelling grounds. This must be stipulated in the academic supervision agreement between the faculty and the individual candidate.

Chapter 8. Performance of assessment

Section 8.1. *Language and language variant*

- (1) Examination question papers are issued in the language of instruction of the course, unless otherwise stated in the course description.
- (2) Examination question papers must be written in the language of instruction of the course, unless otherwise stated in the course description. If the examination is to be written in Norwegian, it may also be written in Swedish or Danish, unless otherwise stated in the course description. If the course description does not require assessment in a specific language, or in a specific variant of Norwegian, the candidate may choose which variant of the Norwegian language they will use in their response.
- (3) Examination question papers issued in Norwegian must be written in Bokmål or Nynorsk in accordance with the language variant chosen by the examination candidate upon registering for the examination. Exemptions may be made pursuant to Regulation no. 4148 of 7 July 1987 concerning the variant of Norwegian used in examination assignments.
- (4) In exceptional cases, candidates who do not have Norwegian as their first language, and who have not been assessed in the Norwegian language in upper secondary education, may apply to receive the examination question in English and to submit their answer paper in English.
- (5) Applications pursuant to subsection (4) must be submitted before the deadline for registration for examination, and will be assessed specifically for the individual examination in question.

Section 8.2. *Digital examinations*

Candidates must have their own laptop computer with administrative rights for use in digital, written examinations. Specific requirements may be issued concerning the content and software used for such examinations. The university is responsible for making any such content and software available to the candidates well in advance of the examination. The candidate is personally responsible for mastering the use of a computer for the digital, written examination.

Section 8.3. *Examination support materials*

- (1) The course description and examination paper shall provide a list of permitted examination support materials. Bilingual dictionaries are permitted unless otherwise stipulated in the course description. To the extent it is permitted to alter a permitted examination support material, this shall be stated in the course description.
- (2) The candidate is personally responsible for being informed of permitted examination support materials for each examination.

Section 8-4. *Special examination arrangements*

- (1) Candidates who, due to disability or impairment, are unable to take an examination in the ordinary way may be granted special examination arrangements upon application.
- (2) An application for special examination arrangements must be submitted within the deadlines set in the academic calendar. The university may nonetheless process applications after the deadline if the need for special examination arrangements has arisen after the deadline, or if there are other special reasons for failure to meet the deadline. In such cases, the application must be submitted without undue delay, and no later than one (1) week prior to the examination.

(3) The candidate is personally responsible for documenting their need for special examination arrangements in the form of a medical certificate or other expert or professional opinion. The documentation should be current and must be appropriate to assess the need for special examination arrangements at university level.

(4) Special examination arrangements must have the purpose of compensating for a disability or impairment to the greatest possible extent, without giving the student an unreasonable advantage.. The university will not grant applications for special examination arrangements that might lower the academic requirements for an individual course/course of study.

(5) The university may grant special examination arrangements for the normal duration of a programme of study for candidates with a permanent need for special examination arrangements. Students whose studies are delayed beyond the normal duration must submit a new application for special examination arrangements.

Section 8.5. Examination duration

(1) Examination times are announced on Studentweb.

(2) An examination is deemed to commence when examination question papers are distributed or otherwise made available. If permitted examination support materials are checked prior to distribution of examination papers, the examination is considered to have commenced upon commencement of control of support materials.

(3) Examinations for supervised professional training are deemed to commence at the stipulated time of arrival on the first day of the supervised professional training.

Section 8.6. Absence and withdrawal from examinations

(1) A candidate who has not withdrawn from an examination by the deadlines stated in Section 7-7, subsection 7, and who has not been granted legitimate absence from the examination, is considered to have attended the examination and used one (1) examination attempt.

(2) A candidate who does not attend an examination for which they are registered, and who claims legitimate absence, must present written documentation of the circumstances within one (1) week of the examination. The candidate must submit a medical certificate in cases related to personal illness or illness in their immediate family. The medical certificate must be appropriate to document absence from the specific examination.

(3) If a candidate interrupts an examination without submitting his or her response, or submits a blank response, this is deemed to be an interrupted examination. Candidates who interrupt a written examination they have commenced must sign and submit a form for interrupted examinations. An interrupted examination counts as a formal examination attempt. Legitimate absence pursuant to Section 8-6, subsection 2 also applies to candidates who interrupt an examination.

(4) Legitimate absence from all or part of a take-home examination will not give any right to an extended submission deadline. The university may adopt separate provisions for supervised professional training, and these must be stated in the programme description.

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

Chapter 9. Cheating, cancellation, suspension and expulsion

Section 9.1. Cheating, annulment and suspension

(1) Cheating with intent or through gross negligence, or an attempt to cheat, in an examination or during a course, may lead to annulment of the examination in question. The candidate may be suspended from the university and lose the right to take examinations at institutions subject to the University and University College Act for a period of up to one (1) year, in accordance with Sections 4-7 and 4-8 of the University and University College Act.

(2) The following constitute cheating or attempted cheating:

- a) Having non-permitted examination support materials in one's possession during an examination. If the examination includes control of examination support materials prior to the commencement of the

examination, the equivalent will apply if non-permitted examination support materials are discovered during control.

- b) Presenting the published or unpublished work of other parties as one's own.
 - c) Presenting one's own earlier work, including work used in examinations or other assessment, without satisfactory reference to sources.
 - d) Quoting sources or otherwise using sources in written work without satisfactory reference to sources.
 - e) The unlawful fabrication of data in connection with student work.
 - f) Any unauthorised collaboration with other examination candidates or groups.
 - g) Acting in violation of specific guidelines for an individual examination.
 - h) Unlawfully obtaining access to an examination by, for example, cheating in the fulfilment of compulsory requirements or in internal testing, or manipulation of attendance lists for compulsory class participation.
- (3) Lack of knowledge of the rules for referencing, permitted examination support materials, guidelines for examinations, or the like, will not exempt the student from accountability for cheating or attempted cheating.
- (4) If a candidate comes under suspicion of cheating during an examination or control of permitted examination support materials, the candidate must be informed immediately that the situation will be reported. The non-permitted examination support materials must be confiscated immediately. The candidate will have the right to complete the examination.
- (5) On any suspicion of cheating, examination 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 counts as a formal examination attempt.

Section 9.2. *Expulsion and suspension from the institution*

(1) A student who, despite written warning from the Director of Academic Affairs, acts in a manner described in Section 4-8, subsection 1, of the University and University College Act, may by decision of the University Appeals Committee be expelled from specific areas of the institution for a period of up to one (1) year. If a student, after receiving a written warning from the Director of Academic Affairs, still does not respect such expulsion, the University Appeals Committee may decide to suspend the student from the study programme and to deprive them of the right to take examinations at institutions subject to the University and University College Act for up to one (1) year.

(2) A student who, despite a written warning from the Director of Academic Affairs, has worn a garment that fully or partly covers the face, in violation of Section 7-9, subsection 1, of the University and University College Act may be expelled for up to one year, as determined by the Director of Academic Affairs. If, despite the written warning from the Director of Academic Affairs, the student does not comply with an expulsion order, the student may be excluded from the study programme for up to one (1) year, as determined by the University Appeals Committee.

Chapter 10. Examination results

Section 10.1. *Grading scale*

- (1) The university uses the following grading scales:
- a) Approved/not approved
 - b) Pass/fail
 - c) A grading scale with five (5) levels from A to E for passed, and F for failed. General, qualitative descriptions of the levels in the scale can be found on the university's website.
- (2) In the case of assessment methods comprising several assessment components, all components must be assessed as passed before the final grade for the course is awarded.
- (3) If a student has taken an examination more than once, the best grade will apply.

Section 10.2. Grading procedures

(1) Grading will be carried out by two (2) examiners, of whom at least one (1) must be an external examiner in the following cases:

- a) a) Assessment of all examinations at second cycle degree level (master's level), including the candidate's independent work (master's thesis).
- b) b) Assessment of the candidate's independent work at first cycle degree level (bachelor's or university college graduate theses).
- c) c) Assessment of all other courses at least every third time an ordinary examination is held, and not more seldom than every third year.
- d) d) Reassessment of examination grade (reassessment) in accordance with Section 3-9, subsection 5, of the University and University College Act.

(2) Assessment of oral examinations and assessment of practical examinations and the like which, by their nature, cannot be reviewed and therefore cannot be appealed, will be undertaken by two (2) examiners, of whom at least one (1) examiner will be an external examiner, as a general rule.

(3) When an examination is not assessed by an external examiner, there must be at least two (2) internal examiners.

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

- a) Participation in the assessment of the examination answer papers from all candidates, or
- b) Participation as an external examination control officer. The Rector may adopt guidelines for the external examination control.

(5) External examiners may not have been employed by Nord University at any time during the ten (10) months preceding their nomination.

Section 10.3. Grading

(1) Examiners are appointed by the Dean of the individual faculty. Examiners for reassessment of examination grades must be appointed at the same time.

(2) A written guide for examiners must be drawn up for all examinations. The guide for examiners must be available to the examiners in conjunction with grading. After the examination results have been announced, the guide for examiners will be made available to the candidates.

(3) The candidate shall be assured of anonymous grading as far as possible.

(4) On assessment of master's thesis, the candidate's supervisor may not be an examiner. The Dean may decide that this will also apply to the assessment of university college graduate and bachelor's theses. If necessary, the Commission of Examiners may ask the supervisor for a written account of the supervision process.

(5) Examination results will be announced no later than three (3) weeks after the examination, unless the Board has adopted another deadline for examination results in temporary regulations pursuant to Section 3-9, subsection 4 of the University and University College Act.

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

- a) a) Examination results for bachelor's and university college graduate theses with a scope of at least 20 credits must be announced within four (4) weeks of the submission deadline.
- b) b) Examination results for master's theses must be announced within six (6) weeks of the submission deadline.

(7) The grades for oral or practical examinations must be announced no later than 24 hours after the last examination day for the course.

(8) Examination result are announced on StudentWeb.

(9) The examination results for written work with subsequent adjustment after oral or practical examinations will be announced for the written work no later than twenty-four (24) hours prior to the oral or practical examination. To be able to take the oral examination, the student must first have achieved a pass grade for the written work. For written works, a grade of F is assessed to be final.

Chapter 11. Grounds and appeals

Section 11.1. *Grounds for assigned grades*

- (1) The candidate may request grounds for the assessment of their examination performance.
- (2) A request for grounds relating to a written examination must be submitted via Studentweb within one (1) week of the announcement of grades. If the examination results are delayed, the requirement must be submitted one (1) week after the examination results have been announced.
- (3) A request for grounds relating to an oral examination or assessment of practical skills must be submitted immediately after the announcement of grades.
- (4) For examinations for which the final grade is determined on the basis of both written and oral examinations, a request for grounds may not be submitted until after the final grade has been announced.
- (5) Grounds must normally be given within two (2) weeks. The grounds must be given in writing. For oral examinations or the assessment of practical skills, the grounds may be given orally.

Section 11.2. *Appeal of grades*

- (1) An appeal concerning a grade may be submitted in writing using the appropriate electronic form within three (3) weeks of the announcement of the result. If the candidate has requested grounds or submitted an appeal relating to a procedural error, the deadline for appeals concerning examination results will run from when the grounds are given or the appeal relating to a procedural error has been decided.
- (2) For examinations for which the final grade is assigned on the basis of both written and oral examination, the appeal may not be submitted until the final grade has been announced. If the examination consists of a written examination for which the grade is adjusted by the result of an oral examination, and the grade changes after reassessment of examination grade for the written part of the examination, a new oral examination will be held to determine the final grade.
- (3) The assessment of oral examinations, supervised professional training, practical examinations or the like, which according to their nature cannot be reviewed, may not be appealed.
- (4) If the grade after reassessment of examination grade deviates by two or more grades from the primary examination result, a further assessment is made before the final grade is determined. The examiners for the primary examination result and for the re-assessment will conduct the assessment jointly.
- (5) There is an individual right to appeal the result of a group examination. Any change of grade after appeal will apply solely to the person who submitted the appeal.

Section 11.3. *Appeal concerning a procedural error*

Procedural errors concerning examinations or examination results may be appealed in accordance with Section 5-2 of the University and University College Act. Such appeals must be submitted within three (3) weeks of the candidate becoming aware of the grounds for the appeal. If a request for grounds has been made, or an appeal of grade, the appeal deadline pursuant to this subsection will run from when the candidate has been informed of the grounds, or a final decision concerning the appeal has been made.

Chapter 12. Diplomas and Transcripts

Section 12.1. *Diploma*

- (1) A diploma and diploma supplement are issued upon the completion of a degree, vocational training, including the one-year programme in educational theory and practice (PPU), or other programme of study 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 a degree. Achieved degrees and results are also available via the Diploma portal (Vitnemålsportalen).
- (3) If a student has submitted an appeal, cf. Section 11-2 or Section 11-3, the student must wait for the result of the appeals procedure before a diploma can be issued. If a diploma concerning the examination in question has

already been issued to the student, no appeal will be considered until the diploma has been returned to the university. For courses of education that are subject to suitability assessment, the university may withhold a diploma until the 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 part of the basis for the diploma, this may be documented in a separate transcript.

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

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

(7) For students who have been granted advanced standing pursuant to the provisions in this Regulation and Section 3-5 of the University and University College Act, the requirements for affiliated credits and new credits in accordance with Chapter 2 of this Regulation and the Regulations relating to recognition of previous higher education must be fulfilled before a diploma can be issued to the student.

Section 12.2. *Transcripts*

(1) On a continuous basis and upon completion of courses of study, the candidate may download transcripts from Studentweb or the Diploma portal (Vitnemålsportalen).

(2) The transcript must state the grades for all courses for which the student has passed the examination. Results from partial components of examinations are not normally stated.

Chapter 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 take examinations provided that they have applied to register by the applicable deadline and have documented that they fulfil the requirements for admission and all other requirements for registration for examination, including required prerequisite knowledge and compulsory requirements. Any application to take examinations as an external candidate for courses within customised educational programmes will normally be rejected.

(3) External candidates may be required to pay an examination fee, set by the Board, in addition to the ordinary semester fee.

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

Chapter 14. Miscellaneous provisions

Chapter 14.1. *Additional provisions*

(1) The Rector may lay down supplementary regulations within the framework of the provisions of these Regulations.

(2) A faculty may lay down supplementary regulations where this is stated in 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 regulations.

Section 14.2. *Entry into force and transitional provisions*

(1) These Regulations enter into force on 1 January 2021.

(2) As of the same date, the Regulations of 31 January 2019, no. 63 relating to studies and examinations at Nord University are repealed.

