

Regulations relating to studies and examinations at Nord University

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INTRODUCTION

Issued by the Board of Nord University on June 22 2017 pursuant to the Act of April 1 2005 relating to Universities and University Colleges (Universities and University Colleges Act).

This English translation of *Forskrift om studier og eksamen ved Nord universitet* is intended for information purposes only. The original Norwegian document is the authoritative version for all legal purposes. Should a dispute arise regarding the interpretation of provisions in the two versions, the Norwegian version shall prevail.

This document relates to the Norwegian higher education system and specifically to the management of studies and examinations at Nord University.

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. In the case of any conflict between provisions set out in national curricula or other regulatory frameworks and the provisions of these regulations, the national curricula or applicable regulatory framework shall prevail.
3. To the extent that they are relevant, the regulations shall apply to examinations for coursework in doctoral programmes.
4. These regulations also apply to individuals who, subject to the *Universities and University Colleges Act* section 3-10, sit examinations without having been formally admitted to the university (external candidates).

Section 1.2 Definitions

1. **Curriculum**

A national regulatory framework for a study programme.

2. **Study programme**

An organized collection 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, without having to re-apply for admission to do so.

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. In national curricula, the study plan may be referred to as the programme description (*fagplan*) or programme plan (*programplan*).

4. Course description

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

5. Course

A unit of study that generates credit points and contains discrete final assessment.

6. Course set

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

7. Credit points

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. Educational plan

An educational 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 educational 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 is granted admission to a study programme or independent course at the university in accordance with the *Universities and University Colleges Act* sections 3-6 and 3-7.

10. External candidate

A person who, in accordance with the *Universities and University 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, hereunder 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 passed /approved in all assessment items described in the course description in order 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 compound grade on the diploma/transcript.

14. Diploma

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

Overview of completed courses and grade results achieved. A transcript may be issued independently, or as part of a diploma.

SECTION 2. DEGREES AND VOCATIONAL TRAINING

Section 2.1 Degrees and vocational training

1. Nord University issues 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 for completed two-year, three-year and four-year educational programmes.

Section 2.2 Requirements for college graduate degrees

1. A college graduate degree is achieved by completion of 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 bachelor degrees

1. The degree of Bachelor is achieved by completion of an educational programme with a scope of minimum 180 credit points. The basis for the degree shall comprise one of the following:
 - a. A study programme corresponding to at least 180 credit points which, in accordance with national curricula or determination by the Board, provides a bachelor qualification; or
 - b. An integrated educational programme or other study programme corresponding to minimum 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 comprised of two (2) parts of 60 + 30 credit points respectively, for which the courses that comprise the part worth 30 credit points shall develop knowledge, skills and competencies obtained in the courses that constitute the first part of 60 credit points. The specialization

shall contain an independent written or artistic work corresponding to at least 10 credit points. The specialization must be combined with courses/course sets corresponding to at least 30 credit points in related subject areas. 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 degrees subject to paragraph 1a), the degree is issued as "*Bachelor i* <title of study programme>" on the diploma. Bachelor degrees subject to paragraph 1b) and 1c) are issued as "*Selvvalgt bachelor*" (elective bachelor), without an academic major.

Section 2.4 Requirements for master degrees

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.

Section 2.5 Requirements for vocational qualifications

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

SECTION 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 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 adopt 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 and courses 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. Where 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 should ensure that assessment on an individual basis comprises at least 50 percent of assessment 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

1. 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 necessity 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 Educational plan

1. The educational plan shall show the student's planned progression within the programme.
2. Educational plans that contain an independent written or artistic student work corresponding to 30 credit points 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 educational plan. The faculty shall consider the provisions of section 6, sub-section 2 of these regulations when determining whether a student is significantly delayed. Subsequent changes to an educational plan should avoid increasing the annual study load beyond normal progression requirements.
5. Educational plans with a stipulated study progression of less than 50 percent of 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.
3. Where a programme has no absolute grade requirements for admission, the institution may admit applicants who are over the age of the 25, who do hold 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 3.

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 within the applicable application deadline, as stipulated 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 faculty. Application deadlines are stated in the academic calendar.
3. The university may enter 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 responsible for submission of required documentation.
2. The deadline for submission of documentation for applicants who complete the qualifying education within the same year they apply is July 1, 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 case of low applicant numbers or other compelling circumstances, cancel a study programme or course prior to commencement.
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.
3. A study place may be deferred for a period of one (1) year.
4. The institution shall ensure that an applicant who is granted deferral is admitted in the next ordinary intake, 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 AND EXEMPTION FROM EXAMINATIONS

Section 5.1 Credit transfer and exemption from examinations

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 3.5. The equivalent applies for courses completed at other institutions.
2. The conditions set out in the *Universities and University Colleges Act* section 3.5, paragraph 1 are considered met when the material grounds for the application for credit transfer correspond to the content, scope and depth of one or more courses.
3. 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.
4. Academic content that forms the basis of credit transfer shall not be recognised more than once within the same degree.
5. Under normal circumstances, the institution shall not transfer credit as recognition for, or to give exemption from, parts of discrete courses.
6. Academic content that overlaps shall produce a reduction in total credit points awarded. The transcript shall show any reduction in credit. Credit reduction shall apply to the course that ensures the best outcome for the student.
7. Pursuant to this provision, transfer of credit and academic recognition shall be stated on the transcript.
8. A student who has completed part of their education at another institution should apply for transfer of credit.
9. The Rector may determine guidelines for management of applications for credit transfer and academic recognition, herein guidelines for assessment of prior learning.

SECTION 6. CONDITIONS AND RIGHTS OF ADMISSION AND LEAVES OF ABSENCE

Section 6.1 Conditions and rights of admission

1. A person who has accepted an offer of admission is admitted to the applicable course or programme.
2. In order to retain admission, the student must, every semester and within 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; and
 - d. 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 assessment described in the study plan. Refer to provisions regarding deadlines and other conditions regarding attendance at 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 programme of study.
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 progression requirements apply to students who do not have approved leave (the provision applies proportionally to students participating in part-time courses of study).
 - 30 credit points awarded after one (1) year of a course of study with a duration of one or more years.
 - 60 credit points awarded after two (2) years of a course of study with a duration of one or more years.
 - 90 credit points awarded after three (3) years of a course of study with a duration of more than one year.
 - 120 credit points awarded after four (4) years of a course of study with a duration of more than one year.
 - 150 credit points awarded after five (5) years of a course of study with a duration of more than one year.
 - 180 credit points awarded after six (6) years of a course of study 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. Study progression requirements that differ from those given in paragraph 4 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

1. 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

1. 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 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 these regulations, 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 90 credit points or more may, in the course of their studies and without providing grounds, be granted a leave of absence once, for a period up to one (1) year.
2. Leaves of absence may otherwise be granted for shorter or longer periods where special grounds for consideration are documented. Special grounds may include personal illness, compulsory military service, or other compelling welfare-related grounds.
3. The institution manages leaves of absence in relation to birth or adoption in accordance with the provisions of the *Universities and University Colleges Act* section 4-5.
4. Leaves of absence are not usually granted to students who are admitted to a study programme with a scope of less than 60 credit points.
5. Leaves of absence are not usually granted before a student has completed and passed at least 30 credit points within their programme of study.
6. The institution may not grant an application for leave of absence pursuant to paragraphs 1 and 2 if the student's total duration of study exceeds two (2) times the normal duration for the course of study.
7. Unless otherwise stated in the grounds for the leave of absence, a student may not take examinations during a period of leave, with the exception of supplementary examinations following ordinary examinations undertaken during a period of active study.
8. A student who is 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 educational plan. The faculty shall strive to adapt the new educational plan to the applicable study plan for the class to which the student is allocated upon recommencement.

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 only be required when it is justified from an academic perspective, and when it is suitable for contributing to the achievement of learning outcomes.

Section 7.2 Ordinary examinations

1. The institution usually holds the ordinary examination for a course in the semester that teaching for the course concludes.

Section 7.3 Supplementary examinations and deferred examinations

1. Supplementary 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 examinations.
2. A candidate who withdraws during the course of an ordinary examination may take a supplementary 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 institution usually arranges supplementary examinations in the semester following the ordinary examination for the course. The institution usually arranges only one (1) supplementary examination in the period between two (2) ordinary examinations.
4. If a course is a prerequisite for further progression in a programme, as described in the study plan, a supplementary examination will be arranged prior to or in association with commencement of the following semester.
5. A candidate whose absence is the result of circumstances regulated by the *Universities and University 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 supplementary examination pursuant to paragraph 1. The Rector may, in supplementary guidelines, determine that other, specific groups of students 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 will apply to a deferred examination as to the last ordinary 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

1. 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. The same rules for registration for ordinary examinations apply to extraordinary examinations. The Faculty Dean determines whether and when an extraordinary examination will take place.

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 educational plan. Refer to section 7-7 for registration for examinations.
2. A student who wishes to sit an examination in a course that is not a part of their educational plan may register for a scheduled examination, on the condition that they meet the requirements to sit an examination.
3. The student must present for assessment within the stated deadlines and must have met their obligations according to section 6-1.
4. Under normal circumstances, it is not possible to sit the same examination more than three (3) times. Expended examination attempts do not expire. Students who are re-admitted after having their admission repealed are not usually granted new examination attempts.
5. Students who have expended three (3) examination attempts on the same examination without passing, and who have applied for access to a fourth examination attempt, shall be invited by the faculty to attend counselling about their study progression. 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. Under normal circumstances, the institution shall grant an application in this case. As a rule, registration for a fourth examination attempt shall occur within 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 repealed.
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, given in the study plan or course description, must be satisfied before the student can present 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 adaptations that constitute an unreasonable burden to the institution. The Dean determines applications for adapted study plans. As a rule, students who do not achieve a grade of approved/passed for compulsory requirements must undertake the course in its entirety in the next ordinary teaching period for the course.

Section 7.7 Registering for assessment

1. Usually ordinary examination dates will be announced in StudentWeb upon commencement of the semester in which the applicable examinations are planned. The date for a supplementary examination shall be announced at least two (2) weeks prior to the date upon which the examination will take place.

2. The examination location is the same as the study location. The Rector shall 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 educational plan by completing semester registration in StudentWeb within the determined deadlines. The student is personally responsible for ensuring that their assessment registration is correct at any given time, as well as for familiarizing themselves with examination times and locations.
4. The equivalent applies to a student who wishes to register for examinations not stipulated in their educational plan.
5. Where special deadlines for registration for supplementary/deferred examinations apply, the student is responsible for registering for any such examination within the applicable deadline.
6. The Director of Student and Academic Affairs may grant a student leave, upon application, to register for an examination after the deadline in the present of extenuating circumstances. The student's ability to complete their studies within the applicable semester, and the degree to which the student will avoid significant delays in their studies by grant of leave to register, shall be given weight in an evaluation of any such application.
7. The student may withdraw from an examination no later than two (2) weeks prior to an examination. Withdrawal is carried out in StudentWeb. In this case, no examination attempt will be recorded.

Section 7.8 Special provisions relating to candidate, bachelor and master theses, and portfolio assessment

1. If a candidate thesis, bachelor thesis or similar final task of at least 15 credit points in scope receives a grade of not passed, the candidate may submit a revised version of the same task one (1) time. Re-submission constitutes a formal examination attempt. If the revised task receives a grade of not passed, the candidate must produce an entirely new task. When submitting a new task, the student must usually recomplete the compulsory requirements associated with the bachelor or candidate thesis.
2. If a master thesis receives a grade of not passed, the candidate may re-submit a revised version of the thesis one (1) time. In the case of re-submission, the candidate usually has the right to supervision of a scope determined by the Dean. The parties shall enter into a new supervision agreement. If the significantly revised thesis receives a grade of not passed, the institution will usually cancel the student's admission.
3. If a portfolio receives a grade of not passed, the candidate may re-submit a revised version of the same portfolio one (1) time. Re-submission constitutes a formal examination attempt. If the revised portfolio receives a grade of not passed, the candidate must produce an entirely new portfolio for assessment.
4. Assessment forms described in this provision may not be re-submitted for re-assessment if they receive a grade of passed.
5. In general, master theses and the equivalent are considered public and shall be made publically available in the university's digital archive insofar as the thesis or equivalent work does not contain sensitive information to which duty of confidentiality applies. A candidate may refuse disclosure of their thesis. A faculty may also exempt a thesis from disclosure in the presence of suitably compelling circumstances. Provisions concerning any such exemption shall be made explicit in the supervision agreement between the faculty and the candidate.

SECTION 8. ROUTINES FOR ASSESSMENT

Section 8.1 Language and form of language

1. Examinations are delivered in the language of instruction given in the course description. If the language of instruction is Norwegian, the respondent may usually also submit a response in Swedish or Danish. If the course description does not provide requirements for assessment in a specific language, or in a specific form of Norwegian, the candidate may choose which form of Norwegian language they use in their response. If the language of instruction is English, the examination response shall also be submitted in English unless otherwise specified in the course description.
2. In certain cases, candidates who do not have Norwegian as their first language, and who have not been assessed in Norwegian language at upper secondary school, may apply to receive the examination question in English and to submit their response in English.
3. Applications pursuant to the second paragraph must be submitted within the deadline for examination registration.

Section 8.2 Digital examinations

1. Candidates must have their own laptop computer for use in digital 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 within a reasonable timeframe prior to the examination. The candidate is responsible for mastering use of their computer in digital examinations.

Section 8.3 Examinations aids

1. The course description and examination paper shall provide an overview of permitted examination aids. Bilingual dictionaries are permitted unless otherwise stipulated in the course description. If candidates are permitted to prepare or alter a permitted examination aid, the extent of any such preparation/alteration shall be stated in the course description.
2. The candidate is personally responsible for acquainting themselves with the permitted examination aids 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. Applications for special examination arrangements must be submitted within the deadlines stipulated in the academic 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 by a statement from their doctor or other expert or professional. Documentation must be current and suited to 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. The examination schedule provides the start and end times of examinations.
2. An examination is usually understood to have commenced once examination papers are distributed or made otherwise available.
3. If an audit of permitted examination aids is carried out prior to distribution of examination papers, the examination is considered commenced at the start of the examination aids audit.
4. Examinations for professional practice courses are considered commenced 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 within 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. A candidate who terminates an examination without submitting their examination response, or having submitted a blank examination response, 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. Any such provisions shall be stated in the study plan for the applicable course.
5. A candidates who has submitted their examination response for assessment may not recall the response 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 *Act relating to universities and university colleges* 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 aids in one's possession during an examination. If the examination includes an audit of examination aids prior to the commencement of the examination, the equivalent applies to non-permitted aids 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 aids, the student shall be informed that the situation is to be reported. The non-permitted examination aids shall be confiscated immediately. The candidate shall have 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 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 by decision of the university's Appeals Committee for a period of one (1) year, in accordance with the *Act relating to universities and university colleges* section 4-8.

SECTION 10. GRADING

Section 10.1 Grading scales

1. The university employs the following grading scales:
 - 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 are described on the university's website.
2. In the case of assessment arrangements comprised of 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 Routines for grading

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 level), including the candidate's independent work (master thesis).
 - b. Grading of the candidate's independent work at undergraduate level (bachelor and candidate theses).
 - c. Grading of all other courses on the occasion of every third ordinary examination, at a minimum, 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, grading shall be carried out by two (2) internal examiners, of which one (1) shall act as a co-examiner. The co-examiner shall participate in preparation of the examination question/s and assessment criteria. The co-examiner shall also participate in assessment of the examination response. If there are more than fifteen (15) responses, the co-examiner may assess a share of the responses.
 4. The following constitute external grading:
 - a. Participation in assessment of examination responses from all candidates; or
 - b. Participation as an external programme supervisor. The Rector may determine guidelines for external programme supervisors.
 5. External sensors must not have been employed at Nord University at any time during the ten (10) months preceding nomination.

Section 10.3 Grading

1. Examiners are appointed by the Dean of the individual faculty. Examiners for re-grading 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 inspection by students.
3. 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.
4. The following grading deadlines apply to master theses and similar works:
 - a. Grade results for bachelor and candidate theses of a scope corresponding to at least 20 credit points shall be announced within four (4) weeks of the submission deadline.
 - b. Grade results for master theses shall be announced within six (6) weeks of the submission deadline.
5. The grades for oral examinations shall be announced no later than 24 hours after the last examination day for the course.
6. The candidate shall be assured anonymous grading where the form of assessment does not prevent anonymous grading.
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. The candidate must have obtained a passing grade on the written work in order to present for the oral examination. For written works, a grade of F is considered final.

SECTION 11. GROUNDS AND APPEALS

Section 11.1 Grounds for determination of grade

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 in writing using the appropriate electronic form within one (1) week of announcement of the original result. 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, either orally or in writing according to the examiner's preference, within two (2) weeks of the demand.

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 of 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. Appeals related to portfolio examinations or assignments with oral component may only be submitted after announcement of the final grade. If the grade for an assignment with oral component is changed following an appeal, the candidate shall perform a new oral examination.
3. Grading of oral examinations, professional practice, practical examinations or the like which, according to their nature cannot be reviewed, may not be appealed.
4. Appeals of the results of group work may only be submitted with the written consent of all group members. Appeals without the consent of all group members will be rejected.
5. If the assignment with oral component is carried out as a group examination, all members of the group are responsible for any new oral examination.

Section 11.3 Appeal relating to procedural error

1. In accordance with the *Act relating to universities and university colleges*, examination candidates may appeal a grade on the grounds of procedural error related to the examination or grading. Appeals relating to procedural errors must be submitted within three (3) weeks following the discovery of the situation that forms the grounds of the appeal.
2. An appeal on the grounds of procedural error for group examinations may only be submitted with the consent of all group members. The result of the appeal applies to all group members.

SECTION 12. DIPLOMAS AND TRANSCRIPTS

Section 12.1 Diplomas

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 automatically and without delay upon completion of the course of study and qualification for the degree.
3. If a student has submitted an appeal pursuant to section 11, sub-section 2 or section 11, sub-section 3, the diploma and/or transcript will not be issued until a decision in the case is handed

down. If a diploma and/or transcript relating to the examination in question has already been issued, no appeal will be heard until the diploma/transcript 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 on a separate transcript.
5. Should the student lose their diploma, the institution may only issue a replacement if there are extenuating circumstances associated with the loss of the original, such as a house fire. The replacement will be stamped as a duplicate. 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 partner/s.
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 the *Regulations relating to recognition of previous higher education*.

Section 12.2 Transcripts

1. Transcripts are issued for all courses of study that do not result in award of a diploma.
2. Transcripts may be issued at any time during the course of study, by request from the student. The transcript shall state the grade results for all courses in which the student has passed the final examination. The results of individual assessment components (partial examination results) are not usually included. The student may not withhold individual grade results from the transcript.

SECTION 13 EXTERNAL CANDIDATES

Section 13.1 External candidates

1. External candidates' access to teaching at the university is restricted to public lectures.
2. External candidates have the right to sit examinations on the condition that they apply to register within the applicable deadline, have documented that they meet the requirements for admission and all other requirements for registration for the examination, including specific prerequisites and compulsory tasks. 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 examinations fee, in an amount determined 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 August 1 2017.
2. The Regulations relating to studies and examinations at Nord University of January 6 2016 are repealed on the same date.