



Help, I'm a student!

Your guide to the academic jungle.



NORD
University

The University Library



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Dear Student

We are rooting for your success!

Take a look at this selection of resources – your map and compass as you navigate through the academic jungle.

Quite a lot can be said about academic writing and exams, but some questions are frequently recurring. By reading this booklet you will get a solid knowledge base to help you before the exam nerves inevitably kick in.

This booklet is not the map to the holy grail, but rather our humble attempt to help you in your academic endeavors and to get familiar with the rules and practices of your study programme.

Now it is time to take the vine in your own hands.

Good luck!

Regards,
The University Library



The Student Life

There are many kinds of students: The young and the old. The experienced and the inexperienced. The introverted and the extroverted. The theoretical and the practical. The structured and the easily distracted. The single, the established, the desperate.

No matter the background or baggage, everyone has to learn how to be a student. Everyone has to try and fail and find the balance between studying and maintaining life otherwise. That might be easier said than done!

A NEW PHASE OF LIFE

It is very normal to experience painful and difficult feelings when entering new phases in life. Transitions are challenging! Many freshmen are leaving the comfort of their own homes, moving to a brand-new place. Others might be parents in full time jobs, struggling to balance studies, work, lack of sleep and poopy diapers.

Fret not! Help is available:

STUDENTINORD:

www.studentinord.no

- Will help you with housing, food and beverage (cafeterias), counselling and health services, kindergarten, coursing and other aspects of student life.
- Student hosts (in Bodø, Mo i Rana and Trøndelag) will help you get your student life started.
- Take a look at the Studentinord website www.studentinord.no/news



STUDENT ADVISORS:

- The student advisors provide you with information about the specific study programmes, answer your questions about the study plan, admission requirements, further studies, career opportunities and much more.
- Contact information is located in the study plan at nord.no.

FRIENDS AND NETWORKING:

- As a student you will meet a bunch of new people, and many make friends for life. Classmates, student sponsors, the guy next to you on the bus every morning, or the girl at the student dorm.
- If you join a student organization (ISU, SOB, BOSI, INTER etc.), you can find a sense of belonging and get involved in matters you care about.

Remember: Nothing happens by itself, and friends just don't appear like a bolt out of the blue. Take the initiative – dare to ask!

Fancy a mountain hike?

Do you want to grab a coffee in the break?

The Movies?

Should we study together at the library tomorrow?



Study Technique

Studying is a craft. It takes a lot of practice and depends on your ability to develop your own personal study technique.

EXAMPLES OF PROVEN STUDY TECHNIQUES:

- Plan ahead: Get yourself an overview of the syllabus, lectures and other activities in your study programme. Make your own personal schedule where you plan all your study and leisure activities.
- Avoid cramming: Work steadily throughout the semester.
- Use available resources: You can find an abundance of useful information on nord.no and in Canvas. A list of valuable resources can be found at the back of the booklet.

- Find your course description and check the expected learning outcomes for the specific courses. This is the knowledge in which you will be tested in the exam.
- Take notes: Both in lectures and when you are working with your subjects.
- Form a study group with your friends.
- Look through relevant literature before the lectures.
- Make sure that you understand the syllabus - don't just grind and cite.

This list is not a quick and easy fix to do well at your exam, but tried and tested study techniques that many students find favorable. Try for yourself and see what works best for you.



Academic writing



When writing assignments at the university, you are expected to meet certain requirements. This applies to everything from work requirements to master's thesis.

You have to:

- analyse and discuss subject-relevant questions or issues.
- think critically and analytically.
- argue for and substantiate your claims.
- show professional assessment and reflection skills.
- use relevant literature actively and in an independent manner.
- adhere to formal requirements regarding layout, structure and references.

Academic writing is a required study skill: It is how you learn your subject, develop your professional voice and take part in professional dialogue. This is to a large extent what you are assessed in as a student!

Assignment A is a valuable resource about academic writing developed by the University Library.

Assignment A is located in Canvas:



Exams




As a student, it is your responsibility to familiarize yourself with the regulations applicable to your study programme and the exam at Nord University. The regulations are found at: www.nord.no/en/student/examinations-and-assessment.

Here are some tips that may be of value for you:

BEFORE THE EXAMINATION

- Make sure that you are registered for the exam in Studentweb:
 - ⇒ Here you can find your candidate number for the different exams you are signed up for.
 - ⇒ The dates of the exams may be changed! Cross-check the date in Studentweb when the time is approaching.
- Get to know the regulations for the exam.
- Find out which aids are permitted.
- Download and practice using the required software. For instance, Word, Safe Exam Browser etc. Make sure they work properly for the big day!
- Learn how to use the exam portal Inspera. Feel free to take the demo test to practice the programme.

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- Do you need any kind of facilitation? Apply in good time before the exam!
 - Do you have a home exam that requires a bibliography? You can make a draft of this before the exam, providing yourself with an overview of the sources you can use.

DURING THE EXAMINATION

- Read and understand the assignment:
 - ⇒ What acts of writing are asked for? Look for task words like describe, reflect, assess etc. (We have provided a table explaining such words, see “Task words: the verbs in the assignment text”).
 - ⇒ Technical language/terminology: Notice which words are used in the assignment text. Perhaps you have to define the terms before you use them?
 - ⇒ If the assignment consists of multiple parts or questions, you have to figure out how to divide your time and prioritize your answers.
 - ⇒ Are you supposed to answer all of the questions, or can you choose? Are the questions weighted differently?
 - ⇒ Formal requirements? Number of pages/words, referencing style, layout, reference usage, deadline etc.

- How to begin writing? Ideally you should start with planning your answer: disposition, keywords, mind maps etc. From there – write like the wind!
- Cite while you write, both in-text and in the bibliography.
- Remember to take time to proof-read your exam and to make sure that all the formal requirements are met before hand-in.

AFTER THE EXAMINATION

- You can find the exam results in Studentweb:
 - ⇒ For written examinations the censorship deadline is normally three weeks after the exam.
 - ⇒ For oral or practical examinations, the results should be made available no longer than 24 hours after the last examination day in the subject.



VERBS IN THE ASSIGNMENT

ANALYSE

To analyse means to investigate an issue, an object or a concept to determine a viewpoint or meaning. To analyse can also mean making a thorough or systematic study of individual elements and comparing the relationship between them. The analysis can also apply to a work process.

DESCRIBE

To describe means to portray or recount an experience, situation, work process or a topic. To describe something may also refer to using relevant terminology to systematise knowledge of a topic.

USE

To use means to apply something or to carry out a task to reach a goal. To use, which is closely related to apply, is understood as to utilise or to employ, for example, a method or a tool.

DEFINE

To define means to give short explanation or description of a term or expression. The purpose of a definition is to be as precise as possible, to ensure that the reader understands the term or expression in the same way as the writer.

DISCUSS

To discuss means to consider different ideas and opinions related to sides of an issue, and to argue for and against. A discussion can be ended with a conclusion. We can discuss independently and in dialogue with others. A debate among several persons on a subject can mean the same as to discuss.

EXPLAIN

To explain something means to give a well-grounded explanation of a subject, an issue or something we wish to examine or implement.



PLAN

To plan means to set up a course of action to reach a goal. The plan describes how we intend to reach the goal, and may show the link between activities, implementation and the goal.

REFLECT

To reflect means to examine and consider different aspects of your own and others' actions, attitudes and ideas. We may also reflect on a subject, practical activities or our own learning. Reflection means testing out our own thoughts and attitudes to develop better insight and understanding.

TAKE A STAND

Here you are expected to discuss a topic or research question, and then give your own opinion on said topic or research question.

INTERPRET

To interpret means to construct a perception or understanding of the meaning of a phenomenon, a practical situation or an artistic expression. The understanding often builds on an analysis of individual elements and how they are linked.

EXPLORE

To explore refers to experiencing and experimenting, often encouraging curiosity and sense of wonder. To explore may mean to sense, seek, discover, observe and examine. In some cases, to explore means to investigate different aspects of an issue through open and critical discussion. To explore may also mean testing or trying out and evaluating work methods, products or equipment.

ASSESS

To assess means to consider different aspects of an issue or point of view. It may also include judging the quality of a product or process. An assessment often results in a decision, a judgement or a conclusion.

Literature

Pettersen, T. (2015). *Skriv: Fra idé til fagoppgave (2. utg.)* [Write: From idéa to thesis (2nd ed.)]. Gyldendal akademisk.

Utdanningsdirektoratet [Directory of education] (2018). *Retningslinjer for utforming av nasjonale og samiske læreplaner for fag i LK20 og LK20S: Vedlegg* [Guidelines for the design of national and Sami curricula for subjects in LK20 and LK20S: Attachments] <https://www.udir.no/laring-og-trivsel/lareplanverket/forsok-og-pagaende-arbeid/Retningslinjer-for-utforming-av-lareplaner-for-fag-/vedlegg/#verbbeskrivelse>



Cheating

All students have a responsibility to learn the rules that apply for exams at the university. If you break the rules, you may be suspected of cheating or attempted cheating. Lack of knowledge of the rules does not exempt you from responsibility.

WHAT ARE THE CONSEQUENCES OF CHEATING?

Cheating is immoral and unethical, and can result in the annulment of the exam, expulsion from Nord University and loss of the right to sit for exams at other universities and colleges in Norway up to one year.

WHAT CONSTITUTES CHEATING?

- Using non-permitted resources and aids during exams.
- Presenting others' work as if it were your own (plagiarism).
- Using sources without adequately referencing them (plagiarism).

- Fabricating or inventing data.
- Collaborating with others when collaboration is not allowed.
- Breaking the exam rules.
- Obtaining unregulated access to the exam, e.g. through manipulation of attendance lists.

There will be control for aids and unpermitted resources at in-person exams. Findings of non-permitted aids can be assessed as cheating or attempted cheating.

In the case of a home exam all aids are, in principle, permitted. Collaboration is not permitted for individual home exams. If it is an individual exam, the answer must be prepared by you alone.

PLAGIARISM

Plagiarism is one of various acts that constitute cheating.

- When you obtain information from sources without referencing where you obtained it from and who the author is.
- When you use other people's work, including other students' work, and submit it as your own.
- Self-plagiarism: When you use your own texts, for example work requirements that you have written previously, without referring to them.



HOW DO I AVOID PLAGIARISM?

- Make sure to correctly refer to all the sources you have used in the assignment, both along the way and in the reference list.
- Distinguish clearly between what the sources say and your own interpretation of it.
- Avoid too many and too long direct quotations.
- Don't get too attached to the specific language used in your sources. Formulate the idea in your own words (paraphrase), and always remember to state the source clearly.

At Nord University, electronic plagiarism control is used. This reveals text correlations between submitted works and other sources. Electronic plagiarism control is a tool in the work to uncover cheating.

Check the regulations on studies and examinations at Nord University, chapter 9: https://lovdata.no/dokument/SF/forskrift/2022-05-11-999/KAPITTEL_9#%C2%A79-1



Sources

At the university, you learn knowledge, skills, and general competences that you will continue to build on after you graduate. It is important to be clear about which thoughts are other people's and which are your own. Are you explaining what others meant, thought, described or found out? Then you must point to a source. This applies not only to written work but also oral presentations.

WHY REFER TO SOURCES?

- When you use and discuss sources in academic assignments, you demonstrate your knowledge of the subject.
- When you provide sources, it becomes possible to check facts and verify results.
- It must be possible for readers to identify the original sources, so that they can check them themselves.
- The original author must be credited and thus made visible.
- The reader must be able to distinguish between the student's own contributions and the research of others.

HOW TO CITE SOURCES?

There are different ways to cite sources. Which way one chooses depends on how the sources are used in the assignment. Are you making a direct citation? Are you going to reformulate the ideas with your own words? Or are you mentioning the entire work in the text?

1. Direct citation

Written verbatim from the source using quotation marks "...". Remember to include page numbers in direct citations.

Example, APA 7th referencing style:

"At a university or university college you are expected to build your text to the greatest extent possible in the prevailing research tradition" (Bårnes & Løkse, 2014, p. 54).

2. Indirect citations

Indirect quotation, also called paraphrasing, is when you reproduce the source's content in your own words. Page numbers are optional when you paraphrase, but be consistent.

Example, APA 7th referencing style:

Bårnes & Løkse (2014, p. 54) believe that at the university, you're expected to write your text in the current research tradition as much as possible.



3. Citing the entire source

When you refer to the entire source, you only need to mention the author and year of publication in the reference in the text.

Example, APA 7th referencing style:

The library has a range of books about academic writing. One book that is popular with students is *Information Literacy: How to Find, Evaluate and Cite Sources* (Bårnes & Løkse, 2014).

REFERENCE LIST

Regardless of the ways in which you refer in the text, you must include the source in the reference list at the end of the thesis. Our example is written as follows:

Bårnes, V.B. & Løkse, M. (2014). *Information Literacy: How to Find, Evaluate and Cite Sources*. Cappelen Damm akademisk.

The bibliography comes last in your thesis, and the sources should be arranged alphabetically by authors' last names. Remember that within a single reference, the order of authorship should never be changed.



REFERENCING STYLES

At Nord University students are often asked to use either APA 7th or Harvard referencing style, unless they are informed otherwise. There are many good guides for how to cite correctly. We recommend Citation compass, Søk & skriv (available both in Norwegian and English) and our own sample collection for APA 7th in Canvas. At the back of this booklet, you can find QR-codes that will take you directly to these resources.

Remember!

Always refer to sources you have used, both in the running text and at the end in a reference list.



Syllabus



Every discipline in your study program has its own syllabus. The syllabus usually consists of both printed and electronic sources.

The university library has at least one copy of the curriculum literature, either in printed or electronic format. The digital syllabus, accessible from Canvas, also contains information on whether the literature is available or on loan.

COMPENDIUMS

If your syllabus contains a compendium, the easiest way to obtain it is to purchase it digitally. Digital compendiums are purchased at akademika.no and downloaded to the *Bookshelf* app. Digital compendiums cannot be printed on paper.

The Akademia bookstore on campus Bodø and campus Levanger sells printed compendiums. If you study at one of the other study centers, you can order printed compendiums by sending an email to bodo@akademika.no or levanger@akademika.no.

Here you can search for compendiums from Akademia:
www.akademika.no/nord-kompendier





The library can help you!

You are welcome to pay us a visit and have a chat with one of our librarians. We can help you with anything that is related to literature and sources: from borrowing books, searching for articles on databases to using referencing tools such as EndNote.

Did you know that you can request an individual session with a librarian? All you have to do is to enter the link "Book a librarian" on our website and submit the form. We also offer regular courses, including EndNote. The course calendar is at the bottom of the website.

The libraries at Nord university offer a good working environment. Here we facilitate concentration and in-depth learning. Our premises accommodate workplaces for both individual study and collaboration in groups.

Welcome!



HELP AND R



Webpage of the University Library
www.nord.no/en/library



Library resources in Canvas:
nord.instructure.com/courses/19184



Examinations and assessment at nord.no:
www.nord.no/en/student/examinations-and-assessment



**Assignment A
– an academic writing guide:**
nord.instructure.com/courses/22542



RESOURCES



Søk&Skriv:

www.sokogskriv.no/en/



Citation compass:

kildekompasset.no/en/



Studentinord:

www.studentinord.no/news



Checklist for new international students:

www.nord.no/en/student/new-student/checklist

CHECKLIST

EXAM SUBMISSION

- Set aside enough time for submission; 30-45 minutes before the exam is due.
- Check formal requirements for page numbers, top/bottom margins, cover page, reference list and insert it.
- Save the task as a PDF file. Make sure you save the file somewhere you can easily find it.
- Submit the task in Inspira.
- Cross-check that you have submitted the correct task.
- If something goes wrong with the submission; call the examination office ASAP. Phone: 75 51 71 10.
- Cheer and laugh, you have submitted! Congratulations!

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