

# **Regulations relating to studies and examinations at the University of South-Eastern Norway (USN)**

Set out by the Board of the University of South-Eastern Norway on 13 June 2019 pursuant to Sections 3-3, 3-9 and 3-10 of the Act No. 15 of 1 April 2005 relating to Universities and University Colleges.

## Chapter 1. General provisions

### **Section 1-1 Scope**

(1) The Regulations apply to students who have been admitted to the University of South-Eastern Norway, to external candidates who take examinations pursuant to the provisions in Section 3-10 of the Act relating to Universities and University Colleges, and students admitted in conjunction with exchange agreements.

(2) Should these Regulations be in conflict with national legislation or National Curriculum Regulations, Norwegian legislation and the National Curriculum Regulations will take precedence.

(3) The provisions governing admission are set out in the Regulations regarding admission at the University of South-Eastern Norway.

(4) For doctoral programmes, the provisions in the Regulation relating to the degree of Philosophiae doctor (PhD) of the University of South-Eastern Norway apply. Nevertheless, the Regulation will apply to examinations in the training component of the PhD programmes, provided that this is not regulated by or in conflict with the Regulation relating to the degree of Philosophiae doctor (PhD) at the University of South-Eastern Norway.

## Chapter 2. Degrees

### **Section 2-1 Degrees and vocational training programmes**

The University of South-Eastern Norway can award degrees and provide vocational training in accordance with the Norwegian Regulations relating to forskrift om grader og yrkesutdanninger, beskyttet tittel og normert studietid ved universiteter og høyskoler (translated Degrees and Vocational Training, Protected Titles and Nominal Length of Study at Universities and University Colleges).

### **Section 2-2 Bachelor's degree**

(1) The Bachelor's degree is awarded for three-year education amounting to 180 credits, in one of the following courses of study:

- a. study programme of 180 credits leading to the Bachelor's degree according to the National Curriculum Regulations
- b. study programme of 180 credits, with specialisation amounting to at least 80 credits which leads to a Bachelor's degree pursuant to decision made by the Board at the University of South-Eastern Norway
- c. vocational courses of study of at least 120 credits, with the addition of courses or course groups totalling 60 credits
- d. self-composed course of study of 180 credits, cf. third subsection
- e. completion of the three first years of study (180 credits) of the four-year teacher's education according to the Norwegian Curriculum Regulations

(2) As a main rule, the requirements for the degree include a Bachelor's thesis or other independent work. This work can be of a theoretical, practical or artistic nature, and may be performed individually or in a group.

(3) The student may apply to have a diploma issued for a self-composed course of study. The degree requirements include specialisation in courses or groups of courses corresponding to at least 80 credits (specialisation unit) in an subject area offered by the University, and courses or groups of courses amounting to at least 30 credits (breadth courses) within topics related to the specialisation unit. Up to 30 credits may consist of independent courses or courses from other subject areas or study programmes. The remaining 40 credits, beyond the maximum permissible scope of free courses, must be taken within either the specialisation unit or breadth courses. The academic environment within the specialisation unit will assess whether it is academically justifiable to exempt the student from the requirement to submit an independent academic work as described in subsection two.

(4) Students are entitled to academic supervision during their Bachelor's thesis work. The student may be required to have attended academic supervision in order to be able to submit the thesis, cf. Section 7-3. The scope of academic supervision will be stated in the course plan.

### **Section 2-3 Master's degree**

(1) The general requirements for the Master's degree are set out in the Regulations concerning Requirements for Master's degrees. The master's degree is awarded for:

- a. a master's degree of 120 credits
- b. integrated master's degree of 300 credits
- c. experience-based master's degree of 90 or 120 credits

(2) Master's theses may have a scope of 30 to 60 credits, unless otherwise stipulated in Section 6 of the Regulations concerning Requirements for Master's Degrees.

(3) Students are entitled to academic supervision during their Master's thesis work. The student may be required to attend academic supervision in order to be able to submit the thesis, cf. Section 7-3.

(4) The scope of academic supervision will be stated in the course plan and will be governed by the supervision agreement for Master's degree students.

### **Section 2-4 Joint degrees**

(1) For degrees conferred in cooperation with other educational institutions, the same requirements of the content and composition of the degree as for degrees awarded by the University of South-Eastern Norway alone will normally apply.

(2) For joint degrees, exemptions may be made from the affiliation requirement, cf. Section 4 of the forskrift om godskriving og fritak av høyere utdanning (translated Regulations regarding recognition of previous education and exemption of higher education).

## Chapter 3. Study content

### **Section 3-1 Scope of work**

One academic year is standardised as 60 credits and is equivalent to around 1.600 hours of work. The scope of work for each individual course is standardised as 27 hours of work per credit.

### **Section 3-2 Course size**

(1) A course must be equivalent to a minimum of 5 credits and be divisible by 2.5.

(2) For accredited joint degrees, exemptions may be made from the requirements concerning the minimum course size.

### **Section 3-3 Number of final courses and partial assessments**

(1) As a main rule, there can be a maximum of four courses with final assessment per semester.

(2) For courses of 10 credits or less, only two assessments may be given. The Vice-Rector for education and quality of education may grant dispensation from this provision for courses for which this is academically justified.

### **Section 3-4 Study plan**

(1) The study plan must state the assessments to be included in the diploma or transcript, and the grades used, cf. Section 3-9 sixth subsection of the Act relating to Universities and University Colleges. If a course consists of several partial assessments, the weighting of the various partial assessments must be described.

(2) The right to continue a course of study, and the right to take the examination, may be regulated by specific requirements set for each individual study programme.

### **Section 3-5 Individual education plan**

(1) Students who are admitted to studies with a scope of 60 credits or more must have an individual education plan. The individual education plan is worked out according to the study plan and is set up to enable the student to complete the planned study programme within the nominal length of study. The University may determine that students with study programmes with a scope of less than 60 credits must also have an individual education plan.

(2) The individual education plan must be confirmed by the student each semester in order to be valid. Upon confirmation of the individual education plan, the student will normally be registered automatically for teaching and examination in compulsory courses. The student himself/herself must register for teaching and examination in elective courses to which the student has a right of admission.

(3) The individual education plan may be altered by agreement between the Faculty and the student.

### **Section 3-6 Recognition of previous education and exemption**

(1) Applications for recognition of previous education and exemption are assessed in accordance with Section 3-5 of the Act relating to Norwegian Universities and University Colleges. Double credit may not be awarded for the same academic content within the same degree.

(2) Recognition of examinations and courses included in the degree must be stated on the diploma.

(3) Bachelor or Master's theses that have previously been included in a degree may not be included in a new degree.

### **Section 3-7 Part-time studies abroad**

(1) The student shall have the opportunity to take three to twelve months of their education abroad at the University's partner institutions as part of their Bachelor or Master's degree.

(2) The student must meet the following requirements for part-time studies abroad:

- a. have completed and passed at least one year of education equivalent to 60 credits at the University of South-Eastern Norway or another educational institution
- b. meet the requirements of the receiver institution
- c. meet other requirements set in the study plan and course plan

(3) In special cases, upon receipt of an application, the Faculty may grant an exemption from the requirements stated in subsection 2 letter a.

(4) During part-time studies abroad, students will retain their admission to the study programme and must pay semester fees at fixed rates.

### **Section 3-8 Preliminary approval before departure**

(1) Before departure, it must be assessed whether the part-time studies abroad qualify as an exemption for educational components pursuant to the Act relation to University and University Colleges Section 3-5 second subsection. Final exemption is granted when the part-time studies have been completed, and the preliminary approved courses or supervised professional training have been passed.

(2) For studies abroad, the student must inform the University immediately of any changes in their studies and, when applicable, request new preliminary approval.

### **Section 3-9 Laptop PC**

Students must have their own standard laptop PC for use in teaching and assessment, cf. Section 3-3 third subsection of forskrift om egenbetaling ved universiteter og høyskoler (translated the Regulations regarding Fees at Universities and University Colleges).

## Chapter 4. Admission to a course or specific study programme and leave of absence

### **Section 4-1 Admission to a course or specific study programme and extended course of study**

(1) Admission to a study programme is awarded through a decision on admission to the study programme or course. On transitioning to a new study programme or course, a new application for admission must be submitted.

(2) Admission to a course or specific study programme is established when the student accepts the offer of admission, attends the start of studies, registers for the semester and pays semester fees within the prescribed deadline. For some studies, the student is automatically registered for the semester.

(3) For degree studies, active students can receive up to two years of extended admission following the expiry of the nominal length of study. The two-year extension does not include postponed start of studies, temporary suspension or leaves of absence granted.

(4) For one-year study programmes, up to one year of extended admission to a course or study programme may be granted. Extended admission for a course or study programme is not granted for studies of shorter duration.

(5) The admission to a course or study programme terminates when the student confirms in writing that he or she has withdrawn from the course of study, when the studies are completed and diplomas or transcripts have been issued, or when the admission to the course or study programme is lost, cf. Section 4-5.

(6) A student who follows a normal progress is entitled to expect that the learning outcome, level and structure of the study programme will not change significantly. Minor changes must not lead to a delay in the student's progress.

### **Section 4-2 Requirements regarding study progression**

(1) As a main rule, the student must adhere to the prescribed study progression for the study programme, as stated in the study plan and course plan.

(2) Upon application and in special circumstances, the student's individual education plan may be changed, and the student may be granted reduced study progression.

(3) To retain admission to the course or study programme, the student must have a study progression equivalent to at least 50 per cent of the progress requirements for the academic year, pursuant to subsection one.

#### **Section 4-3 Adapted study situation**

(1) As far as this is possible and reasonable the University must adapt the individual study situation for students with special needs, cf. Section 4-3 fifth subsection of the Act relating to Universities and University Colleges. The adaptation shall not result in any reduction of the academic requirements made for the individual study programme.

(2) A student who, due to illness, injury, disability or any other special reason requires adapted teaching, may apply for adaptation of the study situation.

(3) The study situation of students who participate in student political activities at the University, such as participation in legally required councils, committees, boards and similar, must be adapted, provided that participation is academically justified.

#### **Section 4-4 Leave of absence from studies**

(1) Leave of absence from studies is granted for compulsory military service, personal illness and other weighty reasons. The student must submit a written application to the Faculty stating the grounds for the leave of absence.

(2) The student is entitled to a leave of absence for pregnancy, adoption and care of children, cf. Section 4-5 in the Act relating to Universities and University Colleges.

(3) Leave of absence is normally granted for up to two semesters. In special cases, leave of absence may be granted for more than two semesters.

(4) Leave of absence is not normally granted for the first semester after admission, with the exception of parental leave, compulsory military service, further education or other special cases that are outside the student's control.

(5) Students who are granted leave of absence still have admission to the course or study programme at the University and can apply to take examinations during the leave of absence.

#### **Section 4-5 Loss admission to a course or study programme**

(1) The admission to a course or study programme terminates when:

- a. the student, after three attempts, has not passed the examination in the same course and has not been granted dispensation for a fourth examination attempt
- b. the student, after two attempts, has not passed the same practical training course, period of practical training, Bachelor's thesis, Master's thesis or other major project work
- c. the student has not attended the start of studies or registered for the semester within the prescribed deadline

- d. the student has not paid semester fees or other fees set in accordance with forskrift om egenbetaling ved universiteter og høyskoler (translated the Regulations regarding Fees at Universities and University Colleges), within the prescribed deadline
- e. the student fails to submit original documentation and/or diploma when asked to do so
- f. the student has been granted admission based on submission of a false diploma or other invalid documentation
- g. the student does not confirm and update his or her individual education plan within the prescribed deadline
- h. the student has not produced credits in accordance with the progression requirements
- i. the student does not meet the criteria for conditional offer of admission, cf. Section 10 of the Regulation on Admission to the University of South-Eastern Norway

(2) If the admission to a course or study programme terminates, a written decision regarding loss of admission must be made.

#### **Section 4-6 Reactivation of admission to a course or study programme**

The admission to a course or study programme may be reactivated within three weeks after the student has lost admission due to failure to register for the semester or pay the semester fee, or if the student confirms in writing that he or she has terminated the studies.

## Chapter 5. Practical training

#### **Section 5-1 Practical training in education in accordance with the national curriculum**

(1) For education in accordance with the national curriculum for which practical training is integrated, supervised and assessed, the practical training is subject to academic assessment. The student must have regular supervision and feedback on the extent to which the student fulfils the requirements set for passing the practical training.

(2) For each practical training period, feedback must be given midway, and a final written assessment must be given to assess the student's achievements regarding the objectives for the period. The student shall have a copy of the assessments.

(3) Attendance requirements must be stated in the study plan and course plan and, as a main rule, may not be deviated from due to legitimate absence.

#### **Section 5-2 Failed practical training**

(1) If there is any doubt that the student will achieve the learning outcome and pass the practical training, the student must be notified with a written explanation as early as possible during the practical training period. Specified deadlines for such notification may be stated in the National Curriculum Regulations for the individual education.

(2) The practical training period may also be assessed as "failed" due to non-fulfilment of the coursework requirements or attendance.

### **Section 5-3 Postponed practical training**

(1), On application the Faculty may grant postponed practical training for students with legitimate absence.

(2) Postponed practical training may be granted when this is feasible in terms of the allocation of trainee places and does not cause changes in the progression of other students.

(3) The Faculty determines whether students with legitimate absence from practical training must take the entire period again, and when postponed practical training may be completed.

### **Section 5-4 Number of practical training attempts**

(1) The student has access to one new practical training period if the first attempt was assessed as failed.

(2) A student who has failed the same supervised professional training period twice will lose the right of admission to the study programme, cf. Section 4-5.

### **Section 5-5 New or revised practical training report**

The student has the opportunity to submit one new or revised practical training report if the report has been assessed as failed.

## Chapter 6. Forms of assessment and grading system

### **Section 6-1 Forms of assessment**

(1) The form of assessment shall measure the student's knowledge, skills and overall competence in accordance with the course's learning outcome.

(2) The following forms of assessments can be used, either separately or in combination, individually or in a group:

- a. written examination
- b. oral examination
- c. home examination
- d. practical examination and work
- e. portfolio assessment
- f. continuous assessment
- g. Bachelor's thesis
- h. Master's thesis
- i. report
- j. practical training



(3) Upon application from the Faculty the Vice-Rector for education and quality of education may, in particular circumstances, grant dispensation to use other forms of assessment than those stated in the second subsection.

(4) The form(s) of assessment for the course, weighting of any partial assessment, and whether partial assessments are required to be passed in a particular sequence, must be stated in the course plan.

(5) With the exception of Bachelor's and Master's theses, group assessment must not account for more than 50 percent of the basis for assessment in a study programme.

(6) As a main rule, the same form of assessment must be used for ordinary, postponed and new examination. In special cases, a different form of assessment may be applied to postponed and new examination, cf. Sections 7-12 and 7-13. This must be stated in the course plan. Alternative forms of assessment must be academically equivalent to the form of assessment used for the ordinary examination.

(7) The University may, by agreement with the student, use the answer paper for teaching and research purposes. The answer paper may not be published or used for any other purpose, unless set out in an agreement between the University and the student.

(8) As a main rule, all written examinations must be handed in with a candidate number.

(9) As a main rule, a written examination with supervision must not exceed six hours in duration. The duration must be stated in the course plan.

## **Section 6-2 Grading system**

(1) As a main rule grades are awarded according to a five-point scale, from A to E for a pass, and F for a fail. The Faculty itself may determine that recommended grade descriptions from national academic councils may also be used.

(2) The grading scale refers to the following, non-subject-specific descriptions:

Symbol Designation General, non-subject-specific description of assessment criteria

A	Excellent	Excellent performance that clearly excels. The student demonstrates excellent judgement and a high degree of independent thinking.
B	Very good	Very good performance. The student demonstrates very good judgement and independent thinking.
C	Good	Consistently good performance that is satisfactory in most areas. The student demonstrates good judgement and independent thinking most important areas.
D	Fairly good	An acceptable performance with some significant shortcomings. The student demonstrates a certain degree of judgement and independent thinking.
E	Adequate	The performance satisfies the minimum requirements, but no more. The student demonstrates little judgement and independent thinking.

Symbol Designation General, non-subject-specific description of assessment criteria

F	Fail	Performance which does not satisfy the minimum academic requirements. The student demonstrates an absence of both judgement and independent thinking.
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(3) Letter grades are used to an extent amounting to at least three quarters of the number of credits for the study programme.

(4) The weighting of grades for assessment on calculating the final grade must be stated in the course plan. Customary rounding principles apply. The final grade is set as a letter grade.

(5) Partial examinations included in the basis for determining the final grade must use the same form of assessment, and each partial examination must consist of one form of assessment.

## Chapter 7. Examinations

### Section 7-1 Conditions to take an examination

(1) The conditions to take an examination must be stated in the course plan. It may in the course plan be stated that coursework requirements, compulsory activities and attendance must be approved before the student can take the examination and continue the studies.

(2) Students who have not paid semester fee by the deadline in compliance with Section 17 of forskrift om studentsamskipnader (translated the Regulation on Student Welfare Organisations), or any other fee set in accordance with the forskrift om egenbetaling ved universiteter og høyskoler (translated the Regulations regarding Fees at Universities and University Colleges), will not be entitled to take examinations.

### Section 7-2 Coursework requirements

(1) The course plan may require compulsory assignments to be approved in order to take the examination and continue the studies. Coursework requirements are assessed as being approved/not approved.

(2) In the event of documented illness and in other special cases, the Faculty may exempt students from coursework requirements, when this is academically justified. It is normally a prerequisite that the student performs other activities as stipulated by the Faculty, and that are evaluated as approved.

(3) If a student's coursework requirement is not approved, and this is a prerequisite for the student to take the examination, as a main rule the student must be given the opportunity to make one new attempt. If the coursework requirement is considered a preliminary examination pursuant to Section 5-3 fifth subsection of the Act relating to universities and university colleges, the student has right of appeal if the coursework requirement is not approved.

(4) As a main rule, a student who fails to complete the coursework requirement due to legitimate absence has the right to make a new attempt.

### **Section 7-3 Compulsory activity and compulsory attendance**

(1) Attendance requirements for compulsory teaching, compulsory activity and compulsory assemblies must be stated in the study plan or course plan.

(2) In the event of documented illness and in other special cases, the Faculty may exempt students from compulsory assignments and compulsory attendance, when this is academically justifiable.

### **Section 7-4 Right to take an examination as an external candidate**

(1) Persons who comply with the admission requirements and other criteria for taking the examination, but who are not granted admission, may apply for permission to take the examination in a course as an external candidate.

(2) External candidates are not permitted to take examinations in courses that have coursework requirements, compulsory activities or attendance, practical training, or in courses for which the maximum number of examination attempts has been used.

(3) Students who are excluded from the University pursuant to Section 4-8 of the Act Relating to Universities and University Colleges are not permitted to take examinations as external candidates during the exclusion period.

### **Section 7-5 Examination fee for external candidates**

The Rector may determine that persons who have not been admitted as students to a course must pay a fee in addition to the semester fee to cover the University's extra expenses in conjunction with examinations, cf. Section 2-1 first subsection of the Act Relating to Universities and University Colleges.

### **Section 7-6 Registration for examination**

(1) Students who have confirmed the individual education plan by the prescribed deadline will normally be automatically registered to take the examination.

(2) The deadline for a registration for an examination in courses that do not lead to automatic registration pursuant to the first subsection is 1st September for the autumn semester and 1st February for the spring semester.

(3) The registration deadline for the postponed examination based on legitimate absence, cf. Section 7-12, and new examination, cf. Section 7-13, is four weeks before the date of examination, unless otherwise stated.

(4) The student is responsible for controlling in StudentWeb that the registration for the examination is correct.

### **Section 7-7 Withdrawal of examination registration**

- (1) The student may withdraw from examination in a course before the announced deadline for withdrawal, or no later than two weeks before the examination date.
- (2) For Bachelor's and Master's theses, the withdrawal deadline is four weeks, unless otherwise stated in the course plan. The student must inform the Faculty in writing of the withdrawal.
- (3) In special cases, the student may be given an opportunity to withdraw after the deadlines stated in the first and second subsections.

### **Section 7-8 Time of the examination**

- (1) The examination date is announced in StudentWeb.
- (2) A list of examination dates for ordinary examinations is normally available at the start of the semester and no later than 1st October and 1st March.
- (3) As a main rule, the examination is held in the same semester in which teaching in the course ends.

### **Section 7-9 Number of examination attempts**

- (1) A student has three examination attempts in the same course.
- (2) Dispensation may be granted for a fourth examination attempt, upon submission of a written application documenting special grounds for the request. The conditions that are cited must have existed immediately before or at the time of the examination. The student must have had reasonable grounds not to take advantage of the opportunity to withdraw, or have a medical certificate for legitimate absence at the third examination attempt.
- (3) For multiple examination attempts, the best grade will count.
- (4) For an applicable examination attempt, the student must have:
  - a. passed the examination
  - b. withdrawn from the examination after the withdrawal deadline or during the examination
  - c. failed to attend the examination
  - d. failed to submit a written examination paper by the prescribed deadline
  - e. received the grade F/"fail"
  - f. had the examination annulled because of cheating or attempted cheating
- (5) The Bachelor's thesis and other major project work may only be re-submitted once in a new or revised form.
- (6) The student may submit a new or revised Master's thesis only once if the Master's thesis was assigned the grade F. It is not permitted to submit a new or revised Master's thesis for assessment in the same study programme, if the Master's thesis was evaluated and assigned a grade from A to E.

### **Section 7-10 Digital examination**

- (1) The University can arrange the examination using a digital examination platform. The students themselves are responsible for familiarising themselves with how this functions.
- (2) When digital examinations are arranged, the students are required to bring their own digital equipment, such as a laptop computer, cf. Section 4-7. The student's PC must be compatible with the digital examination platform.
- (3) The student is responsible for the PC or other digital equipment being configured for use well before the start of the examination. If this is not done, the student may forfeit the right to take the examination.
- (4) The student is responsible for submitting the correct version of the answer paper, including all attachments, via the digital examination platform.

### **Section 7-11 Ordinary examination**

- (1) Ordinary examination is held in the semester specified in the course plan. Within the same examination period, only one ordinary examination will normally be arranged in the same course.
- (2) In conjunction with submission of an examination, up to 48 hours postponement may be granted if the student is able to document, by medical certificate or other verifiable documentation, that the postponement is due to the student's own acute illness or accident. The same applies in the event of illness, death, accident or similar in the student's immediate family, or any other circumstance that lie beyond the student's control. In special cases, postponement by more than 48 hours may be granted.

### **Section 7-12 Postponed examination due to legitimate absence**

- (1) As a main rule, a new examination is arranged in the subsequent semester for students who had lawful absence at the ordinary examination.
- (2) In the case of study programmes with progression requirements, or for students in the last semester of the study programme, the student may, as a main rule, take a new examination within the same semester, or as early as possible in the subsequent semester.
- (3) Absence is considered as legitimate when it is due to one's own illness, or to serious illness, death or accident in the immediate family, or on other special grounds. Absence due to the student's own actions is not accepted as legitimate. Legitimate absence does not count as an examination attempt and is registered as "legitimate absence".
- (4) Students who do not take an examination must submit written documentation of legitimate absence no later than one week after the examination date or specified deadline. The documentation must specify the examination date, and as a main rule must be dated no later than the examination date or the date of the submission deadline.
- (5) Students who attend an examination, but who fall ill during the examination, may choose whether to submit their answer paper or withdraw from the examination. If they opt to submit, the answer paper will be graded. If the student opts to withdraw, a medical certificate indicating the

reason for absence must be submitted within one week after the examination date, to avoid using an examination attempt. As a main rule, the medical certificate must be issued on the date of the examination.

(6) If the answer paper is submitted for grading, the student may not later claim illness.

(7) Postponed examination is taken using the same course plan as the previous ordinary examination. It is then the student's own responsibility to check which course plan and syllabus/literature list apply.

### **Section 7-13 New examination after a failed attempt (re-sit examination)**

(1) As a main rule, for students who did not pass the ordinary examination, a new examination is held in the subsequent semester.

(2) For study programmes with progression requirements, or for students in the last semester of the study programme, the student may, as a main rule, take a new examination within the same semester, or as early as possible in the following semester.

(3) Within the same examination period, only one new examination will as a main rule be arranged for the same course.

(4) The same course plan as for the last ordinary examination applies to the new examination in the following semester. It is then the student's own responsibility to control which course plan and syllabus/literature list apply.

(5) When a course is removed from the education offered, the University will be obliged to arrange a new examination in the following semester. If there are still students who have received the grade F/fail or have documented legitimate absence from an examination in a discontinued course, a new and final examination will be held in the thereafter following semester.

### **Section 7-14 Language and form of Norwegian**

(1) As a main rule, the examination question paper must be designed and answered in the language of instruction that is stated in the course plan. This applies to all forms of assessment.

(2) The examination question paper is written in the form(s) of Norwegian that coincides with the form of Norwegian of the students registered for the examination, cf. forskrift om målform i eksamensoppgåver (translated the Regulation regarding Form of Norwegian in Examination Question Papers).

(3) The student may apply to take an examination or submit other written work included in the basis for assessment in another language than the teaching language. The application is submitted on the University's form for special examination arrangements by the prescribed deadline, cf. Section 7-16.

### **Section 7-15 Examination support materials for written examinations**

(1) Examination support materials permitted must be notified at the start of the course, in connection with the individual examination, and be clearly stated in the course plan and on the front page of the examination question paper.

- (2) The student is responsible for bringing permitted examination support materials to the examination, as well as familiarising themselves with how these work.
- (3) The student is obliged to make all examination support materials available for inspection.
- (4) In the case of digital examination, the examination is normally taken on the student's PC. It is not permitted to use electronic equipment for communication inside the place of examination or with the outside world.
- (5) Use or possession of unauthorised examination support materials in conjunction with taking the examination will be regarded as cheating or attempted cheating, cf. Section 8-8.

### **Section 7-16 Special examination arrangements**

- (1) Students who can document physical and/or psychological disabilities through specialist or medical certificates are entitled to special examination arrangements as far as practicable.
- (2) The deadline for submitting application for special examination arrangements is 15th September for the autumn semester, and 15th February for the spring semester. The University's form must be used, and documentation may be forwarded within four weeks. Exceptions to the deadline are only made when it is documented that the need for special examination arrangements arose after the expiry of the deadline, or for other special reasons.
- (3) The application must include documentation of recent date from an expert, such as a physician, psychologist, speech therapist or other specialist. As a main rule, application must be made for each academic year, unless the need for special examination arrangements is permanent. The documentation must include a description of the disability and the need for special examination arrangements.
- (4) The special examination arrangements will compensate for the disadvantages that the disability represents in relation to the examination. The special examination arrangements must not result in an advantage over fellow students and should not lead to a reduction in the academic requirements for assessing the achieved learning outcome. Measures taken shall be adequate, but will not always be optimal in terms of the student's own desires or assessment of needs.
- (5) The decision to grant special examination arrangements, and the duration of thereof, is made on the basis of the student's application, the assessment of documentation provided by an expert, the provisions laid down in acts and regulations, and academic considerations. A diagnosis does not automatically establish the right to special examination arrangements.

### **Section 7-17 Examination venue**

- (1) As a main rule, the examination is arranged on the University's premises at the campus to which the student belongs, or where the course is taught.
- (2) Students who take part of the study programme abroad and who wish to take examinations in the University's courses must normally do this while they are in Norway.
- (3) In special cases, students may be granted dispensation to take an examination at another examination venue. The application, including the external examination venue's contact details, must be received by 15th October or 15th March.

(4) The student is charged a fee covering any additional internal expenses and must also cover any costs that the external examination venue may charge. The student must enter into an agreement with the external educational institution.

(5) Students at other educational institutions who wish to use the University as an examination venue can apply to take examinations at the University. If this is granted, the student must pay a fee at the current rates per student and per examination, as well as any compensation for invigilators.

## Chapter 8. Examination result, complaints and cheating

### Section 8-1 Appointment of examiners

(1) The Faculty appoints and approves examiners.

(2) The external examiner must have at least one of the following qualifications:

- a. be employed at secondary education teacher with a master's degree or assistant professor level, or a higher level, at a university, university college or other research institution
- b. have documented academic expertise in the relevant subject area which qualifies for employment as an secondary education teacher with a master's degree or assistant professor at a university, university college or other research institution
- c. in particular cases, be qualified within the course through relevant work experience

(3) External examiners may not be currently employed in a main post or part-time post at the University, or have been employed in such positions during the past academic year. External examiners may furthermore not have been employed as part-time teachers or have been responsible for teaching in the relevant course at the University during the same academic year as the assessment takes place.

### Section 8-2 Examiner arrangements

(1) There must be external grading for the assessment or assessment arrangement, cf. Section 3-9 first subsection of the Act relating to Norwegian Universities and University Colleges.

(2) Two examiners must be used, of whom at least one is external in the following cases:

- a. assessment of Bachelor's and Master's theses
- b. on a new assessment pursuant to Section 5-2 of the Act relating to Universities and University Colleges concerning complaint of formal errors relating to examination, and on new grading pursuant to Section 5-3 of the Act relating to Universities and University Colleges regarding complaints concerning the setting of grades
- c. on grading elective courses/specialised syllabus
- d. on the first grading of a new course

(3) On any disagreement between the internal and external examiners, the external examiner will decide. When two internal examiners disagree, a third, external examiner will be appointed and will make the final decision on the grading.



(4) For the evaluation of an oral or practical examination, as well as other examinations which, by their nature, cannot be verified, two examiners must be used.

(5) The Rector is authorised to establish specific rules for the examiner arrangement.

### **Section 8-3 Grading**

(1) Submitted answer papers must be graded.

(2) After the adjusting oral examination for individual Bachelor's and Master's theses, the course grade may be adjusted by a maximum of one grade. For group assignments, the grade may be adjusted by more than one grade.

(3) Grading deadlines and grading are announced in StudentWeb. The students themselves are responsible for familiarising themselves with the announcement of grading deadlines and grading.

(4) In the case of oral and practical examinations, as a main rule the grading is communicated to the student on the same day as the examination is held.

(5) The grading shall be made available no later than three weeks after the examination date. The Board may decide to extend the grading deadline when there is a special reason for doing so, cf. Section 3-9 fourth subsection of the Act relating to Universities and University Colleges.

(6) For Master's theses and other dissertations, as well as equivalent major written assignments with a scope of 30 credits or more, the grading must be available no later than six weeks after the submission deadline.

### **Section 8-4 Delayed announcement of grading**

If the grading is delayed by more than one week, cf. Section 3-9 fourth subsection of the Act relating to Universities and University Colleges, economic sanctions will be implemented against the faculty responsible. For courses for which an extended grading deadline has been granted by the Board, economic sanctions will be implemented from the first working day following the extended grading deadline.

### **Section 8-5 Explanation of grade**

(1) The student is entitled to an explanation of the grades set, cf. Section 5-3 of the Act relating to Universities and University Colleges.

(2) The request for an explanation of the grade set must be submitted within one week after the grading has been announced to the student. The explanation must normally be provided within two weeks.

(3) Request for an explanation of the grade set for oral examinations, practical skills, or examination in performing, artistic, practical and aesthetic courses, must be made immediately after the grade has been announced to the student.

### **Section 8-6 Appeal about a grade**

(1) The student may appeal about a grade within three weeks after the grade awarded is announced, or from the time that an explanation of the grade is provided, cf. Sections 5-2 and 5-3 of the Act relating to Universities and University Colleges.

(2) Grading based on an oral or practical assessment, which by its nature cannot be verified, cannot be appealed, cf. Section 5-3 fifth subsection of the Act relating to Universities and University Colleges.

(3) The student may appeal individually about a grade for a group examination. Any grade change made after an individual appeal will apply only to the student who appealed.

(4) When a grade is appealed, a new grading is made, pursuant to Section 5-3 fourth subsection of the Act relating to Universities and University Colleges. The new grading is made by two new examiners, of whom at least one must be external, cf. Section 3-9 fifth subsection of the Act relating to Universities and University Colleges.

(5) A new grade can be set that is either more or less favourable for the appellant. The new grading cannot be appealed, cf. Section 5-3 seventh subsection of the Act relating to Universities and University Colleges.

### **Section 8-7 Complaints regarding procedural errors at examinations**

(1) A student who has taken an examination, test or other coursework requirement that is assessed with a grade may complain about procedural errors within three weeks after the student has become or should have become aware of the error, cf. Section 5-2 of the Act relating to Universities and University Colleges. The student may individually complain about procedural errors concerning a group examination.

(3) If there are procedural errors that may have had an impact on the students' performance or the assessment of the performance, the grading shall be cancelled. If the error may be corrected with a new grading of submitted work, a new grading shall be made. Otherwise a new examination or test with new examiners shall be arranged, of whom at least one external, cf. Section 3-9 fifth subsection of the Act relating to Universities and University Colleges.

(3) If the University or the University's Appeals Committee finds that there have been procedural errors that may have had an impact on one or more of the students' performance or the assessment of these, it may be determined that a new grading must be conducted for the complainant alone, or for all students who have taken the examination. It can also be determined that the examination shall be cancelled and that a new examination must be held.

(4) Grades set following a new grading due to procedural errors may be appealed, cf. Section 5-3 of the Act relating to Universities and University Colleges.

### **Section 8-8 Cheating**

(1) Cheating or attempted cheating may result in annulment of the examination, coursework requirements or course, suspension from the University and loss of the right to take examinations for

up to one year at all educational institutions, pursuant to the Act relating to Universities and University Colleges.

(2) Examples of cheating or attempted cheating include:

- a. illegal use of permitted examination support materials or use of other examination support materials than those permitted in the course plan. The same applies if the student had such examination support materials available when taking the examination, even though it cannot be proved that the examination support materials were used
- b. illegal cooperation with others
- c. plagiarising academic literature, websites and own work or the work of others without adequate source references
- d. if the answer paper has been prepared by others
- e. complicity in cheating
- f. attempt to gain access to an examination by cheating at coursework requirements or other compulsory requirements which are given as a condition to take an examination

(3) When cheating or attempted cheating is suspected, the student must be made aware of this immediately. The student must be given the right to complete the examination.

(4) If the University institute a case for suspension, the student has the right to assistance from an attorney and to coverage of legal fees, cf. Section 4-8 fifth subsection of the Act relating to Universities and University Colleges.

## Chapter 9. Diploma and final documentation

### **Section 9-1 Diploma and transcript**

(1) For achieved degrees, vocational training and 1-year programme in educational theory and practice, a diploma is issued in Norwegian. For English-speaking study programmes, a diploma is issued in English.

(2) A diploma is issued automatically to the students who fulfil the requirements within the nominal length of study. The student may reserve the issue of a diploma for a period of up to two semesters.

(3) Students who do not complete the education within the nominal length of study must themselves submit an application for the issue of a diploma.

(4) Diploma for a self-composed Bachelor's degree or vocational Bachelor's degree is issued upon receipt of an application. The applicants themselves must document that the requirements have been fulfilled at the time of the application, cf. Section 2-3.

(5) A diploma for the obtained degree will be issued as a nonduplicate. If it is likely that the diploma is lost, a duplicate will normally be issued on receipt of a fee.

(6) Students who improve their grades in a course after receiving a degree will have a note added to the diploma indicating that the final grade for the course was improved after the degree was obtained.

(7) Education that is not covered by the first section is documented by a transcript or other final documentation.

### **Section 9-2 Diploma Supplement**

A Diploma Supplement shall be issued together with the diploma. This is only valid together with the diploma.

### **Section 9-3 Affiliation requirement for issuance of diplomas**

(1) In order for the University to award a degree or issue diplomas for completed education, at least 60 of the credits included in the basis for calculation must have been earned at the University, cf. Section 3 of the Regulations relating to recognition of previous education and exemption of higher education.

(2) For recognition of previous education that has previously been included in the basis for calculation in a degree, or as part of a degree or vocational training, the student must also have earned a minimum of 60 new credits at the University before a new diploma can be issued or a new degree can be awarded, cf. Section 4 of forskrift om godskriving og fritak av høyere utdanning (translated the Regulations Relating to Recognition of Previous Education and Exemption of Higher Education).

(3) Exceptions may be made for joint degrees, cf. Section 5 of the Regulations relating to recognition of previous education and exemption of higher education.

### **Section 9-4 Additional designations - Master in Business and Economics and Civil Engineer**

(1) Master's programmes in economic and administrative subjects, which satisfy the requirements for admission and subject composition, entitles for the protected title of business economist (MBA) as an additional term on the diploma, cf. forskrift om grader og yrkesutdanninger, beskyttet tittel og normert studietid ved universiteter og høyskoler (translated the Regulation Concerning Degrees and Vocational Education, Protected Titles and Nominal Length of Study at Universities and University Colleges).

(2) Master's programmes in technological subjects, which satisfies the requirements for admission and subject composition, entitles for the protected title of civil engineer (Master in Technology) as an additional term on the diploma, cf. forskrift om grader og yrkesutdanninger, beskyttet tittel og normert studietid ved universiteter og høyskoler (translated the Regulation Regulation Concerning Degrees and Vocational Education, Protected Titles and Nominal Length of Study at Universities and University Colleges).

## Chapter 10. Final provisions

### **Section 10-1 Entry into force**

(1) This Regulation shall enter into force on 1st July 2018.

(2) At the same time, Regulation no. 1864 of 18 December 2015 relating to admission, studies and examination at the University of South-Eastern Norway is annuled.