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Regulations Governing Studies at NLA University College

Chapter 1 General provisions

Section 1 Scope

The Regulations apply to admission, studies, degrees and examinations at NLA University College (NLA).

Section 2 Definitions

For the purposes of these Regulations, the following definitions shall apply:

- a) *Student*: a person who has been admitted to a course or study programme at NLA in accordance with sections 8-1 to 8-5 of the Universities and University Colleges Act
- b) *Study*: a credit-bearing study programme
- c) *Course*: the smallest credit-bearing unit, with a final assessment that may form part of a study programme, or which can be offered as an independent module
- d) *Study programme*: a unit to which the student is admitted and granted study rights; may consist of one or more courses
- e) *Programme description*: a plan for the study programme that describes learning outcomes, academic content, structure, assessment forms, the nominal length of study, and each course in the study programme.
- f) *Examination or final assessment*: the basis for an assessment result as shown on the diploma or transcript, or which is calculated as part of the grade on the diploma or transcript.
- g) *Rescheduled examination*: an examination or final assessment that is organized for students who have submitted a medical certificate, or had other documented valid absence from the ordinary examination.
- h) *New examination*: an assessment organized for students who have previously taken an ordinary examination

Chapter 2 Admission

Section 3 Admission to studies

(1) In addition to the minimum requirements for admission to study programmes and courses pursuant to the Universities and University Colleges Act and the Regulations Concerning Admission to Higher Education, applicants must also meet the admission criteria for the following:

- a. individual courses with the prerequisite knowledge stipulated in the programme description or course description
- b. study programmes based on previously passed higher education, specified in the programme description
- c. paid and commissioned studies, pursuant to an engagement agreement

d. Master's studies pursuant to the Regulations Relating to Requirements for Master's Degrees

(2) For admission to all study programmes and courses taught in Norwegian, the requirements for Norwegian language proficiency described in the Regulations Concerning Admission to Higher Education apply.

(3) All applicants must document that they meet the requirements for English language proficiency in accordance with the GSU list. The programme description may set stricter requirements for English than those stated in the GSU list.

Section 4 Special admission criteria for Master's degrees

(1) For admission to a 5-year integrated Master's programme, the Regulations Concerning Admission to Higher Education apply.

(2) The academic grounds for admission to a Master's programme worth 90 or 120 credits are stipulated in the programme description pursuant to section 2 of Regulations No. 1392 of 1 December 2005 Relating to Requirements for Master's Degrees.

(3) Master's programme applicants must have an average grade of C (2.7 in the old system) or better for studies that form part of the academic grounds for admission, unless otherwise stipulated in the programme description.

(4) If the study programme is taught in Norwegian, applicants must meet the Norwegian language criteria, cf. section 3. The criteria for Norwegian language proficiency do not apply if the entire study programme is in a language other than Norwegian.

Section 5 Admission based on prior learning and work experience

(1) For admission to undergraduate programmes, applicants aged 25 years or over in the year of admission who do not hold a Higher Education Entrance Qualification can apply for admission based on prior learning and work experience, cf. the Universities and University Colleges Act and the Regulations Concerning Admission to Higher Education.

(2) It is also possible to apply for admission based on prior learning and work experience when the admission criteria include higher education.

(3) The applicant must document competence that is relevant to the study programme in question and that can compensate for non-fulfilment of the standard admission criteria. Applicants must demonstrate equivalent competence to applicants who are offered a place based on the standard admission criteria.

(4) More detailed guidelines on admission based on prior learning and work experience are set by NLA.

Section 6 Withdrawal of studies

NLA may withdraw a study programme if it does not have enough applicants, academic resources or other resources to offer a complete programme, even if qualified applicants have applied.

Section 7 Calculation of grade average for ranking based on higher education

(1) The following numerical values are used for letter grades: A = 5 points, B = 4 points, C = 3 points, D = 2 points, E = 1 point.

(2) The following numerical values are used for numerical grades: 1.0–2.1 = 5 points, 2.2–2.5 = 4 points, 2.6–2.7 = 3 points, 2.8–3.0 = 2 points, 3.1–4.0 = 1 point.

(3) If the applicant does not have a grading scale for the entire admission basis, but for at least half of the credits, the calculation of the grade average will be based on the subjects with a grading scale.

(4) Applicants must be assessed individually if they have a different grading scale to those described in (1) and (2) for more than half of the credits in the admission basis.

Section 8 Ranking of applicants for undergraduate studies and individual courses

(1) When the number of qualified applicants exceeds the number of places, applicants may need to be ranked. This is done as follows:

a. Applicants for undergraduate studies in the Norwegian Universities and Colleges Admission Service are ranked according to the Regulations Concerning Admission to Higher Education.

b. Applicants for local admission:

i. Applicants for undergraduate studies are ranked according to the Regulations Concerning Admission to Higher Education.

ii. Applicants for individual courses where the Higher Education Entrance Qualification is the sole admission criterion are ranked according to the Regulations Concerning Admission to Higher Education.

iii. Applicants for individual courses with a requirement for a higher education qualification are ranked as described in section 9.

(2) If a study with local admission is not full after the regular admission intake, and new applications are being accepted after the original application deadline, offers can be made on a rolling basis to applicants who meet the admission criteria, regardless of the rules on ranking.

Section 9 Ranking of applicants based on higher education

(1) If the number of qualified applicants exceeds the number of places, applicants are ranked based on grade average from the admission basis as defined in the admission and prerequisite knowledge criteria. For studies with an entrance exam, this may constitute all or part of the basis for ranking.

(2) Applicants with a high score are ranked above applicants with a low score. When applicants have the same score, the following will apply, unless otherwise stipulated in the programme or course description:

a. Older applicants are ranked above younger ones.

b. Each programme description may stipulate that the under-represented gender should be given priority.

(3) Applicants who can be ranked in more than one way will have their points calculated in the way that is most beneficial for them.

(4) The rules regarding ranking do not apply to paid or commissioned studies pursuant to section 3 (1) (c).

Section 10 Reserved place

(1) An applicant who has been granted a place on a one-year study programme or degree programme can apply to defer for one year or until the next ordinary round of admission to the study programme. The reason for the application must be documented. In the case of compulsory military service extending over two academic years, a two-year deferment can be granted. As a general rule, reserved places are not granted when admission is based on an entrance exam.

(2) An application can be granted if there are compelling reasons why an applicant cannot take up the offer of a place. Such reasons may be illness, childbirth, adoption, compulsory military service, etc. Applications are granted with the proviso that they start their studies the next year.

(3) Applicants who are granted conditional admission pursuant to section 5-1 of Regulations No. 173 of 31 January 2007 Concerning Admission to Higher Education cannot apply for a reserved place during the next round of admissions.

Section 11 Documentation

All of the documents on which admission is based must be accessible to NLA by the relevant deadline.

Section 12 Replying to an offer of a place on a study programme

Applicants must accept an offer of a place within a set deadline in order to retain their place.

Section 13 Academic assessments

The admissions officer is responsible for obtaining academic assessments when necessary as part of the admissions process. The admissions officer may initiate the establishment of admissions committees when this is deemed appropriate.

Section 14 Appeals

(1) Rejection of an admission application can be appealed to NLA in writing.

(2) Appeals that are not upheld are forwarded to NLA's Appeals Committee.

(3) Separate rules apply to studies under the Norwegian Universities and Colleges Admission Service, cf. the Regulations Concerning Admission to Higher Education.

(4) In the event of rejection following an entrance exam, where a discretionary, artistic assessment has been made, appeals can only be lodged on the grounds of formal errors.

Chapter 3 Degrees and education

Section 15 Establishing and discontinuing study programmes

The board makes the decision to establish and discontinue studies worth more than 30 credits. This also applies to externally-funded studies and joint degrees.

Section 16 Conferral of degrees and vocational education

NLA confers degrees and vocational education as stipulated in section 43 of Regulations No. 1574 of 16 December 2005 relating to Degrees and Vocational Training, Protected Titles and Nominal Length of Study at Universities and University Colleges.

Section 17 Requirements regarding the composition of a Bachelor's degree

A Bachelor's degree is obtained on the basis of examinations in courses or study programmes amounting to at least 180 credits. Degrees are awarded on the grounds of one of the following requirements:

- a. curriculum-guided, integrated, vocational training worth 180 credits
- b. a three-year study programme worth 180 credits which leads to a Bachelor's degree following a decision by the board of NLA
- c. a vocational interdisciplinary course of study worth at least 120 credits and study programmes or courses worth a total of 60 credits
- d. a Bachelor's programme that contains
 - i. a specialization worth at least 80 credits which is defined in a programme description as a single unit, where at least 30 credits are based on lower-level courses
 - ii. a Bachelor's thesis or independent work worth at least 10 credits included in the specialization unit
 - iii. examen philosophicum and examen facultatum

Section 18 Requirements regarding the composition of a Master's degree

The requirements concerning Master's degrees are stipulated in Regulations No. 1392 of 1 December 2005 Relating to Requirements for Master's Degrees.

Section 19 Joint degrees

(1) Joint degrees awarded in conjunction with other educational institutions are subject to separate regulation, cf. section 2-5 of Regulations No. 137 of 7 February 2017 on the Supervision and Control of the Quality of Norwegian Higher Education.

(2) For joint degrees, exceptions can be made from the affiliation requirement under section 22, cf. section 5 of Regulations No. 2221 of 21 December 2018 Regarding Accreditation for and Exemptions from Higher Education.

Section 20 Additional designations for degrees

(1) A completed lower-level study programme has the designation 'University college graduate in [name of the study programme]' or 'Bachelor of [name of the study programme]'. Other additions to the name are determined in connection with approval of the programme description.

(2) A completed Master's programme has the designation 'Master of [name of the study programme]'. Other additions to the name are determined in connection with approval of the programme description.

(3) English degree designations are determined in connection with approval of the programme description.

Section 21 Recognition of other education and exemptions associated with prior learning and work experience

(1) 'Other education' in this clause is understood as education that has not been completed at NLA University College.

(2) Specific recognition of other education as part of a study programme at NLA University College is carried out in accordance with sections 9-1 to 9-5 of the Universities and University Colleges Act.

(3) Documented prior learning and work experience can provide a basis for exemption from courses in studies at NLA University College if the student has achieved learning outcomes equivalent to those stipulated for the relevant course(s), cf. section 9-2 of the Universities and University Colleges Act.

(4) Regarding recognition of examen philosophicum and examen facultatum with a smaller scope than NLA University College's examen philosophicum and examen facultatum, the requirement for scope in the courses can be met through other courses taken at universities and colleges.

(5) An exemption from examen philosophicum and/or examen facultatum may be granted in the cand.theol. degree if the candidate has received recognition for courses in a previous Bachelor's degree or a similar course of study where there is no requirement for examen philosophicum or examen facultatum.

Section 22 Requirement of affiliation with NLA for conferral of a degree or vocational education

Pursuant to section 3 of Regulations No. 2221 of 21 December 2018 Regarding Recognition of Education, at least 60 of the credits that will form part of the calculation basis for a degree or vocational education from NLA must have been taken at NLA.

Section 23 Conferral of a new degree

- (1) Students who have been conferred with a degree or vocational education must complete at least 60 new credits before they can receive a new degree or vocational education at NLA.
- (2) A new Bachelor's degree must have a different title from the previous degree.
- (3) A new Master's degree must include a different Master's dissertation to the one in the previous degree, and the Master's dissertation must have been written under the supervision of one or more people appointed or approved by NLA.
- (4) Students who have previously obtained a Master's degree from NLA University College or other higher education establishment may, after individual assessment, have a previously approved Master's thesis recognized as part of the cand.theol. degree at NLA University College. The content of the Master's thesis must be academically relevant to the overarching learning outcomes of the study.

Section 24 Diploma and other documentation of results

- (1) NLA issues diplomas for degrees achieved pursuant to section 11-12 of the Universities and University Colleges Act.
- (2) Diplomas are issued in Norwegian. Diplomas are issued in English for English-language study programmes. NLA does not translate diplomas.
- (3) Degree diplomas are issued in digital format. A diploma supplement in English is issued together with the diploma.
- (4) Diplomas can be issued in paper format on the basis of a valid application when this is necessary for employment, further studies or for other special reasons.
- (5) Diplomas are only issued once. If a diploma in paper format is lost, NLA can issue a duplicate, following a written application and payment of a fee.
- (6) Students whose progress in their course of study is delayed need to request a diploma when their education is completed.
- (7) Students who meet the degree requirements can choose to defer receipt of the diploma for up to two semesters.
- (8) Continuing education, less extensive studies, uncompleted degree programmes and vocational education are documented with a transcript.

Chapter 4 Admission, special examination arrangements and individual education plans

Section 25 Admission

(1) Persons who have accepted an offer of a place are admitted for the nominal length of study for that particular programme or course, as long as they

- a. pay the tuition and semester fees and any other mandatory fees by the deadline,
- b. register each semester,
- c. confirm the individual education plan each semester by the deadline if the study programme requires an individual education plan.

(2) Admission entails a right and duty in terms of teaching, supervision and assessment, as well as access to digital services and other infrastructure at NLA University College.

(3) Admission will come to an end if/when

- a. The student confirms that they are withdrawing from the study programme.
- b. The student has completed the study programme.
- c. The student fails to fulfil their duties under section 25 subsection 1.
- d. The student fails to meet the requirement to attend the start of the study programme.

(4) Students in degree programmes whose study progress is delayed may be granted an extended right to admission of up to two years after the end of the nominal length of study. For studies of up to 60 credits, an extension of up to one year may be granted. Leave of absence and temporary exclusion from NLA University are not included in the calculation of the delay.

(5) Students who have completed a study programme may be granted admission to individual courses in order to improve their grades in individual examinations for up to two years after completion of the programme.

Section 26 Revocation of admission

(1) A student's right to admission will be revoked

- a. if the student has used all of his/her attempts to take an examination or complete supervised professional training for a compulsory course
- b. if the student does not submit original documentation or diplomas when asked to do so
- c. if the student is not granted leave of absence or an amendment of the individual education plan during the academic year and has not been awarded any of the credits needed according to the plan or the nominal length of study when the student does not have an education plan.

(2) NLA makes decisions regarding revocation of admission. Students must be notified before the decision is made. The decision can be appealed to NLA's Appeals Committee.

(3) Students who have had their admission revoked under this clause cannot be readmitted to the same study programme at NLA until two years have elapsed.

Section 27 Exclusion etc.

The decision to exclude a student will be made pursuant to sections 12-1 to 12-6 of the Universities and University Colleges Act. In cases involving academic misconduct and cheating under section 12-4

of the Universities and University Colleges Act, decisions will be made by the institution's Appeals Committee, cf. section 54.

Section 28 Individual special arrangements for students

(1) Students with disabilities or other special needs have the right to individual adaptation of the learning environment, teaching, professional training, teaching materials and examinations, in accordance with section 10-5 of the Universities and University Colleges Act. The measures to compensate for functional impairment can be of a physical, organizational or pedagogical nature.

(2) Students who need special arrangements must apply for them within the specified deadlines. If the need for special arrangements arises after the deadline, the application must be submitted as soon as possible after the need arose.

(3) Applications must include documentation from an expert, such as a doctor, psychologist, speech therapist or other specialist.

(4) If the decision to make special arrangements does not cover a permanent need for special arrangements, a new application must be submitted every semester.

(5) The special arrangements must not undermine the academic standards, but must be aimed at aiding the student to achieve the learning outcomes of their studies.

Section 29 Leave of absence

(1) A student has the right to leave of absence from studies due to pregnancy, adoption and child care, military service under section 17 of the Military Service Act, the holding of positions in the student union or elected bodies, and other special reasons, according to sections 10-6 and 10-7 of the Universities and University Colleges Act. Leave shall be granted for as long as necessary.

(2) A student who has been an active student for at least one semester of the study programme can also apply for leave of absence from studies for up to one year for other reasons.

(3) NLA must try to ensure, to the greatest extent possible, that students are able to resume their studies at the same level that they had prior to taking the leave of absence. If the programme description has changed in the intervening period, NLA will present possible alternative courses of study.

(4) Students who have taken leave must, after the end of the leave, complete their studies in accordance with the programme description that is in effect on the date on which they resume their studies.

(5) Documented applications for leave of absence, stating the reason for application, must be sent to the Office of the Registrar.

Section 30 Examinations during leave of absence

(1) During the period of leave, the student retains their admission right and the right to sit examinations.

(2) Tuition and semester fees are to be paid according to the applicable regulations.

Section 31 Individual education plan and student contract

(1) Students who are admitted to studies worth 60 credits or more must have an individual education plan. The plan must contain provisions concerning NLA's responsibilities and obligations towards the student, and the student's obligations towards NLA. Further provisions are specified in the student's contract.

(2) NLA may devise an individual education plan for studies worth less than 60 credits if this is considered appropriate.

(3) An individual education plan must allow the student to complete the planned course of study within the nominal period as a full-time or part-time student. The plan must be approved by the student every semester in order for it to be valid.

(4) The plan can be changed if NLA and the student agree to do so.

(5) Students who are unable to follow the scheduled progression of the study programme should immediately contact NLA, which will seek to find adapted solutions within the established framework.

Section 32 Laptop computers

All students must have their own laptop computer for use in teaching and for assignments. Requirements for equipment and software are determined by NLA.

Section 33 Contract for supervision

Students who have been admitted to a Master's programme must sign a contract for supervision with NLA before starting work on their Master's dissertation. The contract for supervision regulates the scope and duration of the supervision.

Chapter 5 Examinations

Section 34 Form of assessment

(1) The course's form of assessment, weighting (if the course consists of several examinations) and the duration of examinations will be stipulated in the course description.

(2) The course description will specify which assessments are part of the final grade and which assessments have the status of required coursework.

(3) The course description will state whether examinations must be passed in a specific order, and if examinations must be passed in order to take other examinations.

Section 35 Examination requirements

- (1) In order to take an examination, students must enrol for the examination by a set deadline every semester, pay the fees stipulated in Act No. 116 of 14 December 2007 concerning Student Welfare Organizations and its regulations, and pay other fees stipulated by NLA.
- (2) Compulsory requirements stipulated in the course description must be met before students can take examinations. Exceptions from the course description must be stipulated in the programme description.
- (3) Attendance requirements must be specified in the programme description or course description. If attendance is required, students must have an attendance rate of at least 80%, unless otherwise stipulated in the programme or course description.

Section 36 Required coursework

- (1) The course description may require that mandatory assignments are approved in order to sit the examination and continue studying. Required coursework is assessed as either Approved or Not Approved.
- (2) As a general rule, a student who does not complete the required coursework due to valid absence has the right to one additional attempt.
- (3) In cases of documented illness and other special circumstances, NLA may, where academically justified, grant an exemption from the required coursework. The student will normally be required to complete other activities that are assessed as Approved.
- (4) If a student's required coursework is not approved, the student will normally be given one additional attempt. Exceptions to this may be specified in the course description.
- (5) If a student is withdrawn from an examination due to incomplete coursework, the decision to withdraw may be appealed to NLA's Appeals Committee.
- (6) If a student postpones a course examination or resits an exam at a later date, previously approved mandatory coursework will remain valid for up to two years, provided that the course description has not changed significantly. Upon documented application, the validity of the required coursework may be extended beyond two years.

Section 37 Number of examination attempts

- (1) Students can take an examination for the same course up to three times, regardless of whether they passed the examination or not. The limit on the number of examination attempts applies to a single course, also where the course has changed its course code, has different codes for different study programmes, or takes a new form as part of a study programme in association with a transitional scheme.
- (2) Following a written documented application, stipulating the reason for application, a dispensation can be granted for a fourth examination attempt in special cases.

(3) If a student is given a Fail for a Bachelor's thesis or other major project assignment that requires supervision or a self-formulated topic, the student has one chance to submit a reworked assignment for reassessment, unless otherwise stipulated in the programme description. If a reworked assignment is assessed as a Fail, the student may use a third exam attempt for the course, but must then devise a new topic and submit an entirely new thesis/assignment.

(4) If a student's Master's dissertation is assessed as a Fail, the student can submit the dissertation one more time. The dissertation must be submitted between six and twelve months from the initial assessment. The student may apply for supervision in connection with the work to revise the dissertation.

(5) It is not possible to have a revised Master's dissertation, Bachelor's thesis or other lower-level major independent work assessed when the student has previously received a Pass for this work in the same study programme, unless otherwise specified in the programme description.

Section 38 Digital examinations

(1) NLA normally holds exams via a digital exam platform. Students are responsible for finding out how to use this platform.

(2) Students are required to use their own laptop computer for exams unless otherwise agreed. NLA is responsible for providing information about equipment and software requirements. For digital school exams, students are responsible for their own equipment and for ensuring that the correct software is installed and set up prior to the exam. If a student does not have the correct equipment and software, they may lose the right to sit the exam.

(3) Assessment is based on the submitted answer paper along with any attachments in the digital exam platform within the given deadline.

Section 39 Examination dates

(1) The date of the ordinary written examination will be announced on StudentWeb by the enrolment deadline. The dates for the oral or practical examination will be announced on StudentWeb at least one month before the examination. Individual time slots for oral or practical exams are announced on the Canvas learning platform at least two days before the exam.

(2) The date of a rescheduled examination will be announced at least two weeks in advance. The rescheduled examination will be held in the following semester at the latest, unless otherwise specified in the programme description.

(3) If an examination must be passed before a student can continue his/her study progression, an attempt will be made to hold the rescheduled examination on a date that makes this possible. The new examination can be held at the same time as the ordinary examination, together with the rescheduled examination or on a separate date.

(4) Students who attend an ordinary examination or document valid absence have the right to have a new examination held before or at the beginning of a new semester if

- it is a requirement that the examination has been passed or a specific grade is necessary in order to continue their studies
- the examination is a group examination and the collaboration and results have a negative outcome for individual students

c. the student needs to pass a single examination in order to complete a degree and the student is ready to start working or study further.

Section 40 Enrolment and withdrawal from examinations

(1) Students with an individual education plan enrol for ordinary examinations by confirming their plan in StudentWeb every semester.

(2) Students who follow studies without an education plan and students on individual courses must enrol for examinations in StudentWeb, unless NLA has stated otherwise.

(3) When a student plans to withdraw from an examination, they must register the withdrawal in StudentWeb at least two weeks before the examination date.

(4) Students bear the responsibility for enrolling for examinations by the deadline and for withdrawing by the deadline. They are responsible for checking that the enrolment or withdrawal is correct and for acquainting themselves with the time and place of the examination.

(5) Students who want to improve their grades can only enrol for ordinary examinations, with the exception of examinations specified in section 42 (3).

Section 41 Absence from examinations and postponement

(1) Students who withdraw from examinations after the withdrawal deadline are deemed to have taken the examination and are registered as 'failed to appear'. This will count as one examination attempt. This also applies to students who do not attend an examination and do not have a documented valid absence, or who do not submit an examination answer paper by the deadline.

(2) If a student is unable to attend an examination due to illness or is unable to deliver written papers by the deadline, a medical certificate must be submitted that covers the examination date in order for the absence to be valid and not be counted as an examination attempt. If it is not possible to submit the medical certificate on the examination date, it must be sent to or handed in to NLA no later than one week (7 days) after the examination date.

(3) Students who become ill during an invigilated time-limited examination may withdraw from the examination. If a medical certificate pursuant to the requirements in subsection 2 is not submitted, the examination will count as an examination attempt.

(4) If the answer paper has been submitted for grading, the student cannot later cite illness.

(5) If a student has a home examination that lasts for up to seven days, the Office of the Registrar may, prior to the submission deadline, grant an extension for delivery of the answer paper of up to 48 hours, subject to immediate provision of a medical certificate or other verifiable documentation confirming that the delay was due to the student having an accident or suffering from an acute illness, or the bereavement of a close family member. If the student has a home examination, portfolio assessment or other assignment with a duration of more than seven days, the Office of the Registrar will decide whether to grant an extension for delivery of the paper, following an application from the student.

Section 42 New and rescheduled examinations

- (1) Rescheduled examinations are held for students who have a documented valid absence from the ordinary examination pursuant to section 41 subsection 2.
- (2) Students who do not attend an ordinary examination and who have not documented a valid absence will only be entitled to sit the next ordinary examination for the course. Students who have not passed an examination are not entitled to take a new examination for the course until the next ordinary examination is held. However, if a rescheduled examination is to be held, students who have failed may also enrol for this.
- (3) Graduating students who passed the final ordinary exam may sit a new or rescheduled exam if such an exam is being held.
- (4) Students whose examination has been annulled by NLA's Appeals Committee must wait until the next ordinary examination to resit this.
- (5) Students who have been unable to take an ordinary examination due to a foreign exchange organized by NLA may apply for the right to take a new or rescheduled examination if such is being held.
- (6) Students who want to improve their grades on a course must take the examination pursuant to the course description in force on the enrolment date. The same applies to students who have the right to take a new or rescheduled examination, and who have not availed themselves of the first opportunity to do so. Students who want to take an examination pursuant to the programme or course description for the course they began after a new programme or course description has been introduced must apply specially for this by the enrolment deadline.
- (7) When a course is discontinued, a new or extraordinary examination will be held for students admitted to programmes at NLA for up to two years after the last ordinary examination.

Section 43 Group examinations

- (1) In group examinations, all participants in the group must contribute to a common product. If doubt arises as to whether a student is making or has made a sufficient contribution to receive credit for a common product for which a collective grade is normally given for the group as a whole, individual grades may be given to the group members upon assessment.
- (2) NLA may decide that a student who has not made a sufficient contribution be considered as having withdrawn from the examination.

Section 44 Language, Norwegian Bokmål/Nynorsk

- (1) All examination question papers will be set in the language of instruction.
- (2) Examination question papers in Norwegian will be written in the language form(s) that correspond to the language form of the enrolled students, cf. section 11-5 of the Universities and University Colleges Act.

(3) Students may apply to submit their exam paper or other work that forms part of the basis for assessment in a different language from the language of instruction. The application must be submitted before the examination enrolment deadline.

Section 45 Aids

(1) The programme or course description must specify which aids are permitted during examinations.

(2) Students are responsible for bringing permitted aids to the examination and for understanding how they work.

(3) Students are required to make all aids available for inspection.

(4) Invigilated digital exams are normally conducted on the student's computer. Students are not permitted to use electronic devices for communication within or beyond the examination venue.

(5) Use or possession of unauthorized aids during the exam will be considered cheating or an attempt at such.

Section 46 Examination venue

(1) Examinations are normally held on the campus that hosts the course. The examination venue will be advertised on StudentWeb at least one week before the examination.

(2) In special cases, students can be granted a dispensation to take the examination at a different venue. The deadline is the same as the one for applying for special examination arrangements. The student is responsible for entering into an agreement with the approved examination venue, providing NLA with the venue's contact details, and paying the costs of holding the examination there.

(3) Students from other educational institutions who wish to use NLA as an examination venue can apply to sit their exams at NLA. If approved, a fee per exam per student must be paid according to the applicable rates, as well as any invigilator fee.

Section 47 External candidates

(1) An external candidate is a person who takes an examination pursuant to section 11-4 of the Universities and University Colleges Act without having been admitted to NLA.

(2) External candidates are only entitled to attend public lectures and take examinations.

(3) External candidates must enrol for examinations by the set deadlines in order to have the right to take the examination. The enrolment must document the Higher Education Entrance Qualification and any special admissions certification.

(4) External candidates must pay the semester fee and the fee stipulated for external candidate examinations by the set deadline.

Chapter 6 Assessment, appeals and cheating

Section 48 Examiners

(1) The provisions on examiners are pursuant to section 11-7 of the Universities and University Colleges Act.

(2) External examiners must have at least one of the following qualifications:

- a. employed at the level of assistant professor, or a higher level, at a university, university college or research institution
- b. documented academic qualifications that, as a minimum, qualify the holder for assistant professor posts at a university, university college or research institution.

At Bachelor's level, external examiners who lack the qualifications stipulated in subsection 2 (a) and (b) may be approved if they are qualified for the subject in question through relevant education and work experience.

External examiners must not be employed by NLA during the academic year in which they assess examinations.

(3) At least two examiners, including at least one external examiner, must grade students' independent work at the higher degree level. Two examiners must grade Bachelor's theses or similar independent work at the lower degree level, exams that are not verifiable and exams that constitute 15 credits or more on their own.

Section 49 Assessment and announcement of grades

(1) The assessment period must follow the requirements in section 11-7 (4) of the Universities and University Colleges Act.

(2) Master's dissertations must be assessed within eight weeks.

(3) Grades will be announced in StudentWeb. Students are responsible for finding out their examination results.

(4) For oral and practical examinations, the assessment result will normally be announced to the student orally on the same day that the examination was held or on Studentweb by the date that all candidates have completed the exam.

(5) Examination results may be announced before the stipulated assessment date. The deadline for appeals will nevertheless not begin to run until the assessment date.

Section 50 Assessment scale and final grade

(1) Examinations, tests, assignments or other work are assessed as either a Pass or Fail, or on a five-step grading scale from A to E for Pass and F for Fail, pursuant to section 11-7 of the Universities and University Colleges Act. If the grades Pass or Fail are used, the threshold for a Pass may be higher

than it would have been for distinguishing between an E and F. Required coursework is assessed as Approved or Not Approved.

(2) Each course description must stipulate the weighting of each part of the assessment. When an overall grade has been weighted and ends up between two steps on the scale, it must be rounded up in the student's favour.

(3) Examinations that count towards a total grade for a course will not generate credits until all of the examinations for the course have been passed. The course description must stipulate if examinations need to be passed in a specific order.

(4) If a student passes the same examination more than once, the best grade will be the one that is valid.

(5) If an oral examination is taken in order to adjust the grade, the written examination will be given greatest weight and be graded first. The total grade can then be adjusted a maximum of one step up or down the scale based on the oral examination. If the student fails the oral examination in isolation, both the written and oral examination will need to be re-taken in order to gain a Pass.

Section 51 Right to an explanation of results

(1) Students are entitled to request an explanation of the grading within the deadlines stipulated in section 11-8 of the Universities and University Colleges Act.

(2) For written work, the grade explanation will normally be given in writing.

(3) A request for an explanation will not lead to the grade being altered. However, the grade may be altered in the student's favour if obvious errors were made during the first assessment.

(4) When a grade in a course is determined based on several separate examinations, the student is entitled to request an explanation for each examination within the usual deadlines.

(5) NLA may decide that all candidates in a course are to be given an explanation of their grade.

Section 52 Appealing a grade

(1) Students can appeal a grade awarded under section 11-10 of the Universities and University Colleges Act.

(2) Students have an individual right of appeal in group examinations. A grade change after a group examination will only apply to the student who appealed.

(3) If the appeal relates to a grade that is included in a diploma already issued to the student, the qualification becomes invalid and the diploma is retracted pending reassessment. If the diploma has been issued on paper, it must be returned to NLA while awaiting the new assessment. The result of the new assessment will not be announced until any paper diploma has been returned to NLA.

(4) If a reassessed grade differs by two or more grades from that of the original assessment, NLA must review the case again before a final grade is determined. In this new assessment, the limitation in section 11-11 (2) second sentence of the Universities and University Colleges Act does not apply.

The student does not have the opportunity to provide a reason for the appeal at this stage of the appeals process.

Section 53 Appeals against formal errors related to examinations

(1) Any person who has taken an examination or a test may appeal against formal errors if the right to appeal is provided for in section 11-9 of the Universities and University Colleges Act.

(2) Appeals against formal errors are dealt with by NLA. NLA's Appeals Committee is the appeals body.

Section 54 Cheating

(1) The rules regarding cheating during examinations, sanctions for cheating, and the processing of cases regarding cheating are provided for in section 12-4 of the Universities and University Colleges Act.

(2) Decisions under this clause will be made by NLA's Appeals Committee.

(3) Cheating includes

- a. the use of unauthorized aids
- b. unauthorized cooperation between candidates, groups or other individuals that results in the submission of non-independent text
- c. plagiarism, erroneous use of a source or failure to reference a source such that the work of others appears to belong to the candidate
- d. aiding another candidate in cheating
- e. knowledge of examination question papers before the start of an examination
- f. manipulation of an examination answer paper after it has been submitted
- g. taking an examination after cheating on the qualifying test or such like
- h. gaining approval to participate in compulsory teaching or other compulsory activities in the knowledge that the grounds for approval were false
- i. acting contrary to guidelines for the examination in question

(4) Reuse of own work that has not resulted in the awarding of credits or the right to sit an exam is generally not considered cheating.

Section 55 Annulment, exclusion and expulsion

The right to annul an examination, test or approval, and to exclude or expel a student who has wilfully attempted to cheat or has cheated through wilful or gross negligence is provided for in section 12-4 of the Universities and University Colleges Act.

Annulment pursuant to section 12-4 of the Universities and University Colleges Act counts as one examination attempt.

Chapter 7 Supervised professional training

Section 56 Assessment of supervised professional training

The following applies to study programmes in which supervised professional training is subject to an academic assessment:

(1) Supervised professional training is assessed as a Pass or Fail, or on a grading scale. If supervised professional training is a compulsory coursework requirement, it will be assessed as Approved or Not Approved. Attendance requirements, coursework requirements and the form of assessment must be stipulated in the programme description. The description must include provisions from the national curriculum, if applicable.

(2) Students have the right to regular supervision and feedback so that they know how they are performing in relation to the learning outcomes for the supervised professional training.

(3) If at some point during supervised professional training doubts arise as to whether a student will pass the training or whether it will be approved, the student will be invited to a meeting with the parties involved. This also applies to professional training that does not entail an academic assessment/supervision. During the meeting, the student will be informed in writing that there are doubts as to whether he/she will pass the supervised professional training or whether it will be approved. The meeting must be held at a point in the training that allows the student to demonstrate sufficient ability during the last part of the period in order to pass the training or have it approved, normally at or before the midway point.

(4) If issues arise after the date of notification that are of such a nature that the supervised professional training would undoubtedly have been rejected if these issues had occurred earlier, this could still lead to the supervised professional training being assessed as a Fail or Not Approved.

(5) Attendance requirements must be specified in the programme and course description, and as a general rule, cannot be waived due to documented absence.

Section 57 Failed supervised professional training – number of attempts

(1) If a period of supervised professional training is assessed as a Fail or Not Approved, the entire period must be repeated, unless otherwise stipulated in the programme or course description.

(2) If the same period of supervised professional training is assessed as a Fail or Not Approved twice, the student will not normally be allowed to complete their studies. If there are special grounds to do so, students may apply for special arrangements for a third and final period of supervised professional training, unless the programme has a curriculum or programme description that prevents this.

(3) Curtailments in supervised professional training due to invalid absence and an inadequate basis for assessment will result in a Fail or Not Approved result for the training. The student must then complete a new period of supervised professional training the next time this is available.

Section 58 Rescheduled supervised professional training

(1) Students who, due to documented illness or other compelling reasons for absence, are unable to complete their supervised professional training can apply to reschedule this.

(2) Documentation of the absence must be submitted no later than one week after the first day of absence and can serve as a basis for rescheduling supervised professional training.

(3) Rescheduled supervised professional training will be granted if it is feasible with regard to the allocation of training places.

(4) NLA determines whether students with a documented absence from supervised professional training must repeat the entire training and when this can be rescheduled for.

Section 59 Special arrangements in supervised professional training

Students with special needs can apply for special arrangements for their supervised professional training within the specified deadlines. The application must be documented.

Chapter 8 Entry into force

Section 60 Entry into force

These Regulations will enter into force on 1 August 2024. Regulations No. 663 of 14 June 2016 Governing Studies at NLA University College will be repealed on the same date.