

Regulations governing studies at NLA University College

Legal basis: Laid down by the board of NLA University College on 14 June 2016, pursuant to Act No. 15 of 1 April 2005 relating to Universities and University Colleges, sections 3-3, 3-5, 3-6, [3-7], 3-9, 3-10, 4-2, 4-5 and 5-1 and Regulations No. 1392 of 1 December 2005 Relating to Requirements for Master's Degrees.

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 3-6 and 3-7 of the Universities and University Colleges Act.
- b) *Study:* A course or study programme that students may be admitted to.
- 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) *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.
- e) *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.
- f) *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.
- g) *New examination:* An assessment organized for students who have previously taken an ordinary examination.

Chapter 2. Admission

Section 3 *Admission criteria*

In addition to the minimum requirements for admission to studies and courses pursuant to section 3-6 of the Universities and University Colleges Act and Regulations No. 173 of 31 January 2007 Concerning Admission to Higher Education, applicants must meet the admission criteria for

- a) individual courses with the prerequisite knowledge stipulated in the programme or course description
- b) supplementary studies listed in the programme description

- c) paid and commissioned studies, pursuant to an engagement agreement
- d) Master's studies pursuant to Regulations No. 1392 of 1 December 2005 Relating to Requirements for Master's Degrees.

Section 4 *Special admission criteria for Master's degrees*

The academic grounds for admission 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.

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

An admissions committee may approve other documented qualifications as being fully or partly equivalent to the requirements in subsection 2.

Applicants with qualifications from countries outside the Nordic region must provide documentation of their compliance with the criteria for Norwegian and English skills. The criteria in section 2-2 of Regulations No. 173 of 31 January 2007 Concerning Admission to Higher Education shall apply unless otherwise stipulated in the programme description. The criteria for Norwegian skills does not apply if all of the compulsory parts of the studies and the specialization in question are in English.

Section 5 *Withdrawal of studies*

The board itself decides how many students are admitted to each study programme.

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

Section 6 *Calculation of grade average*

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

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.

Where only courses that constitute at least 40 credits in an applicant's specialization follow a grading scale, the calculation of the grade average will be based on these.

Applications from potential students who have taken courses at foreign institutions or where a Norwegian grading scale has been applied to less than 40 credits of the specialization must be assessed individually.

Section 7 *Calculation of additional points*

Additional points (education points) may be assigned for relevant education above the minimum requirement as follows: 0.25 points per 30 credits, 0.5 points maximum. The programme description of each study will stipulate what constitutes relevant education.

Additional points (work experience points) may be assigned for relevant work experience above the minimum requirement as follows: 0.25 points per half-year for up to 2 years, maximum 0.5 points. The programme description of each study will stipulate what constitutes relevant work experience. Relevant work experience is a minimum of one year in a 50% position or six months in a full-time position.

Section 8 *Quotas*

In connection with admission to a Master's programme pursuant to section 3 of the Regulations Relating to Requirements for Master's Degrees, at least 25% of places will be reserved for applicants who compete solely on the basis of their grade average. The percentage for each Master's programme is stipulated in the programme description. Quota applicants whose applications are unsuccessful will compete in the next quota.

It must be possible to calculate points for additional qualifications for applicants who compete in the quota with additional points as well as their grade average.

Pursuant to section 3 of the Regulations Relating to Requirements for Master's Degrees, up to 50% of places on Master's programmes aimed at international applicants are reserved for foreign applicants.

Section 9 *Ranking of applicants*

If the number of qualified applicants exceeds the number of places, the applicants will be ranked as follows:

- a) Applicants who compete with a grade average without additional points will be ranked according to the grade average from their academic grounds.
- b) Applicants who compete with additional points are ranked according to the grade average from their academic grounds plus additional points.
- c) Qualified applicants whose points cannot be calculated will be ranked against applicants with points based on a discretionary assessment of the academic grounds. Admission on this basis requires knowledge and skills that are assessed as equal to those of applicants who are offered admission following point-based ranking.

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 description:

- a) When they have the same score, older applicants are ranked above younger ones.
- b) Each programme description may stipulate that the under-represented gender should be given priority.

Applicants who can be ranked in several ways will have their points calculated in the way that is most beneficial for the applicant.

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

Section 10 *Reserved place*

An applicant who has been granted a place can apply to defer for one year or until the next ordinary round of admission to the study programme or the course. The reason for the application must be documented.

An application can be granted if there are weighty 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.

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 sent to NLA by the deadline.

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

An applicant who is offered a place may lose it if NLA does not receive confirmation of acceptance by the deadline.

Section 13 *Conditional admission*

Applicants who do not meet the general admission criteria on the admission date may receive conditional admission until the studies begin if they provide documentation that they will take the necessary examinations before the studies begin.

Applicants who do not meet the general admission criteria on the date of admission and at the beginning of studies may receive conditional admission if the requirements in section 5-1 of Regulations No. 173 of 31 January 2007 Concerning Admission to Higher Education have been met.

Section 14 *Admissions committee*

The rector will appoint admissions committees to review applications that require individual academic or discretionary assessment.

An admissions committee must consist of at least one member of the academic staff affiliated with the study programme and at least one member of the administrative staff.

Section 15 *Appeals*

Rejection of an application for admission and conditional admission can be appealed to NLA in writing.

Appeals that are not upheld can be appealed to NLA's appeals board.

Chapter 3. Degrees and education

Section 16 *Conferral of degrees and vocational education*

NLA confers degrees and vocational education as stipulated in section 64 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, course groups 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 at least 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 course groups worth a total of 60 credits
- d) a Bachelor's programme that contains
 1. a specialization unit worth at least 90 credits which is defined in a programme description as a single unit, where at least 30 credits are based on lower-level courses

2. a Bachelor's thesis or independent work worth at least 10 credits included in the specialization unit
 3. examen philosophicum and examen facultatum worth a total of 20 credits
- e) the three first years of study, worth 180 credits, of a four-year primary and lower secondary teacher education programme pursuant to Regulation No. 295 of 1 March 2010 relating to National Curriculum Regulations for Differentiated Primary and Lower Secondary Teacher Education Programmes for Years 1–7 and Years 5–10.

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*

Joint degrees awarded in conjunction with other educational institutions are subject to separate regulation, see Regulations No. 237 of 28 February 2013 Relating to Supervision of the Quality of Higher Education.

Section 20 *Additional designations for degrees*

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]". Any additional designations are adopted by the board on a case-by-case basis.

A completed Master's programme has the designation "Master of [name of the study programme]". Any additional designations are adopted by the board on a case-by-case basis.

If the first three years of a four-year teacher's education programme have been completed, the degree will have the designations "Bachelor of Primary Education for Years 1–7" or "Bachelor of Primary and Lower Secondary Teacher Education for Years 5–10", respectively.

English degree designations are set by the board.

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

A student may apply for exemption from an examination or test in accordance with section 3-5 of the Universities and University Colleges Act. The decision regarding the application will be made by a committee that consists of at least one member of the academic staff affiliated with the study and at least one member of the administrative staff.

The decision will be stipulated on the diploma, indicating the reason for the exemption and the number of credits.

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

Pursuant to section 2 of Regulations No. 412 of 10 April 2006 Regarding Recognition of Education, at least 60 of the credits that will form part of the basis for calculation of a degree or vocational education from NLA must have been taken there.

Section 23 *Conferral of a new degree*

A student who has been conferred a degree or vocational education must complete at least 60 new credits before they can receive a new degree or vocational education at NLA.

A new Bachelor's degree must have a different title than the previous degree.

A new Master's degree must include a different Master's dissertation than the one that formed part of 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.

Section 24 *Diploma and final documentation*

NLA issues diplomas pursuant to section 3-11 of the Universities and University Colleges Act.

Diplomas are only issued once. If a diploma is lost, NLA can only issue a duplicate, following a written application and payment of a fee.

Further education, less extensive studies, incomplete degree programmes and vocational education are documented with a transcript. The same applies to new examinations that are taken after a student has received his/her diploma. Upon request, students who have not completed their education will be issued with a transcript for the courses they have passed.

Diplomas are issued in Norwegian. Diplomas are issued in English for English-language study programmes. NLA does not translate diplomas.

Chapter 4. Establishing, changing and discontinuing study programmes

Section 25 *Establishing and discontinuing study programmes*

Studies worth more than 30 credits are established and discontinued by the board. This also applies to externally-funded studies and joint degrees.

Section 26 *Changes to programme and course descriptions*

Changes to a programme or course description apply from the new academic year.

Chapter 5. Admission, leave of absence and individual education plans

Section 27 *Admission*

Any person who has accepted an offer of a place is admitted for the nominal length of the study programme or course they have been admitted to, as long as they

- a) register each semester
- b) pay the mandatory fees by the deadline
- c) confirm the individual education plan each semester by the deadline if the study programme requires an individual education plan
- d) follow the requirements for study progression.

If the studies are delayed in relation to the nominal length of study, the student retains the right to admission for up to two years. Leave of absence and temporary exclusion from NLA are not included in the calculation of the delay.

Once the student has received a diploma or transcript after completing the study programme, or the student withdraws from the programme, their admission will come to an end.

Any person who has completed a study programme retains the right to admission for up to two years after completion of the programme in order to improve their grades for individual examinations. A transcript will be issued for the new grade.

Section 28 *Revocation of admission*

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 a plan.

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 board.

Students who have had their admission revoked cannot be readmitted to the same study programme at NLA until two years have elapsed.

Section 29 *Exclusion etc.*

The decision to exclude a student will be made pursuant to sections 4-8 to 4-10 of the Universities and University Colleges Act.

Section 30 *Leaves of absence*

Students can apply to the study administration for leave of absence. They must provide a justification for the application.

The right to parental leave is provided for in section 4-5 of the Universities and University Colleges Act. Students are also entitled to leave in order to perform compulsory military service, in the event of illness and if there are other weighty reasons.

If there are no statutory reasons for a leave of absence, leave will only be granted after the student has completed at least one semester of the study programme. Leave is granted for up to one year. The student waives the right to admission during the period of leave.

NLA must try to ensure, to the greatest extent possible, that students are able to return to the same level that they had prior to taking the leave of absence. If the study programme has changed in the intervening period, NLA and the student will work together to identify a good solution for the course of study.

Students who have taken leave must complete their studies in accordance with the programme description that is in effect on the date on which they resume their studies.

Section 31 *Examinations during leaves of absence*

If a student who is on leave meets the requirements in the programme description for taking examinations, the student may apply to interrupt their leave in order to enrol for the examination. The student will then be registered as an active student, and must pay the applicable fees.

Section 32 *Individual education plan*

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 and his/her fellow students. Further provisions are specified in the student's contract.

NLA may devise an individual education plan for studies worth less than 60 credits if this is considered expedient.

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

Section 33 *Contract for supervision*

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

Section 34 *Mutual duty of information during the study programme*

Deadlines, attendance dates and approval of coursework requirements for a course must be announced on the learning platform or the study administration system.

Students are under an obligation to stay updated as to information provided on the learning platform and StudentWeb, particularly in relation to deadlines, attendance dates and approval of coursework requirements. Students who cannot follow the stipulated study progression must contact NLA immediately, and NLA will try to make special arrangements within the given frames.

Chapter 6. Assessment

Section 35 *Form of assessment*

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

The course description will specify which assessments are part of the final grade and which assessments have the status of coursework requirements.

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 36 *Examination requirements*

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.

Compulsory requirements stipulated in the course description must be met before students can take examinations. Exceptions to the course description must be stipulated in the programme description. If attendance is required, students must have an attendance rate of at least 80%, unless otherwise stipulated in the programme description.

Section 37 *Number of examination attempts*

Students can take an examination for the same course up to three times, regardless of whether the examination was passed 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 if it takes a new form as part of a study programme in association with a transitional scheme.

Following a written justified and documented application, a dispensation can be granted for a fourth examination attempt in special cases.

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 student's Master's dissertation is assessed as a Fail, the student has one chance to submit a reworked dissertation for reassessment. The dissertation may 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.

Section 38 *Examination date*

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.

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.

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.

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

- a) it is a requirement that the examination has been passed or a specific grade is necessary in order to continue their studies
- b) 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 of a vocational programme, and the student is ready to begin working.

The application for a new examination must be sent to the study administration within one week of the assessment.

Section 39 *Enrolment and withdrawal from examinations*

Students with an individual education plan enrol for ordinary examinations by confirming their plan in StudentWeb every semester. Students who follow studies without a plan and students on individual courses must enrol for the examination in StudentWeb, unless NLA has stated otherwise.

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

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.

Students who want to improve their grades can only enrol for ordinary examinations.

Section 40 *Absence from examinations and postponement*

Students who withdraw from examinations after the deadline for withdrawal 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.

If a student is unable to attend an examination due to illness or 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 delivered or postmarked no later than one week after the examination date.

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

If a student has a home examination that lasts for up to seven days, the study administration 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 study administration will decide whether to grant an extension for delivery of the paper, following an application from the student.

Section 41 *New and rescheduled examinations*

Rescheduled examinations are organized for students who have a documented valid absence from the ordinary examination pursuant to section 37 subsection 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.

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 are held.

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.

When a course ends, 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 42 *Language, Norwegian Bokmål/Nynorsk*

All examination question papers will be set in the language of instruction.

Examination question papers in Norwegian will be written in Bokmål or Nynorsk unless otherwise stipulated in the programme or course description.

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

Section 43 *Aids*

The programme or course description must specify which aids are permitted during examinations. Information about which aids are permitted will be given on the cover page of the examination question paper or detailed in a separate document at the examination venue.

Candidates must familiarize themselves with the aids that are permitted during the examination.

Section 44 *Special examination arrangements*

Students may apply for special examination arrangements by completing a dedicated form by a set deadline. If the student's need for special arrangements arises after the deadline for applications, NLA may grant a dispensation from the deadline. In such cases, the application must be sent as soon as possible after the need arose, with documentation specifying that the issue arose after the deadline.

An application for special examination arrangements must include documentation from an expert, for example a doctor, psychologist, speech therapist or other specialist, stating the student's needs. A new application must be submitted every semester, but students with chronic ailments or permanent disabilities do not need to submit new documentation every time.

The special arrangements must not undermine the academic standards.

Section 45 *Examination venue*

Examinations are normally held at the educational institution that hosts the course. The examination venue will be advertised on StudentWeb at least one week before the examination.

Students can apply 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.

Section 46 *Examiners*

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 other levels than the Master's level, external examiners who lack the qualifications stipulated in subsection 1 (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.

Two examiners are always required for assessments where the grade cannot be appealed. Master's dissertations must be assessed by two examiners, at least one of whom must be external. The supervisor normally will be present, but not participate in the grading.

Section 47 *Assessment and announcement of grades*

The assessment period must follow the requirements in section 3-9 subsection 4 of the Universities and University Colleges Act. Master's dissertations must be assessed within eight weeks.

Grades will be announced in StudentWeb. Students are responsible for finding out their grade. For oral and practical examinations, the assessment will be announced to the student orally or on StudentWeb on the same day that the examination was held.

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

Section 48 *Assessment scale and final grade*

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 3-9 of Act No. 15 of 1 April 2005 relating to Universities and Colleges. 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. Coursework requirements are assessed as Approved or Not Approved.

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, it must be rounded up in the student's favour. 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 programme description must stipulate if examinations need to be passed in a specific order.

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

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 based on the oral examination. If the student fails the oral examination in isolation, both the written and oral examinations will need to be re-taken in order to gain a Pass.

Section 49 *Appeals against formal errors related to the examination*

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 5-2 of the Universities and University Colleges Act.

Section 50 *Appeals against grading – the right to an explanation*

A student's right to receive an explanation of the grading and to appeal the grade follows from section 5-3 of the Universities and University Colleges Act.

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.

In the event of a group examination, each student may appeal the grade individually unless otherwise stipulated in the programme description. If a grade is changed following an appeal, this will only apply to the students who signed the written appeal.

If an appeal is in reference to a grade that is included in a diploma that has been conferred, the diploma must be returned to NLA pending a new assessment.

Section 51 *Cheating*

The rules regarding cheating during examinations, sanctions for cheating, and the processing of cases regarding cheating are provided for in sections 4-7, 4-8 and 4-11 of the Universities and University Colleges Act.

Cheating includes

- a) the use of illegal aids
- b) unlawful cooperation between individuals or groups
- c) plagiarism, erroneous use of a source or failure to reference a source such that the texts of others appear to belong to the candidate
- d) aiding another candidate in cheating
- e) knowledge of examination question papers before the beginning 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 the like
- h) gaining approval to participate in compulsory teaching or other compulsory activities in the knowledge that the grounds for approval were false.

Section 52 *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 sections 4-7 and 4-8 of the Universities and University Colleges Act.

Annulment pursuant to section 4-7 of the Universities and University Colleges Act counts as one examination attempt.

Section 53 *External candidates*

An external candidate is a person who takes an examination pursuant to section 3-10 of the Universities and University Colleges Act without having been admitted to NLA.

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

External candidates must enrol for examinations by the set deadlines in order to have the right to take the examination. The enrolment must document general and any special admissions certification.

External candidates must pay the semester fee and the fee stipulated for external candidate examinations by the set deadline. The fee comprises a charge for sitting the examination and payment for the costs of the examination.

Chapter 7. Supervised professional training

Section 54 *Assessment of supervised professional training*

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.

Students have the right to regular supervision and feedback, so that they know how they are performing in relation to the description of learning outcomes for the period of supervised professional training.

If at some point during a period of supervised professional training doubts arise as to whether a student will pass their period of supervised professional training or whether it will be approved, the student will be invited to a meeting between the parties involved. During the meeting, the student will be informed in writing that there are doubts as to whether he/she will pass the period of supervised professional training or whether it will be approved. The meeting must be held at least three weeks before the end of the period of supervised professional training, and nevertheless at a time that allows the student to show an adequate ability to practice during the last part of the period in order to pass the supervised professional training or have it approved. If the period of supervised professional training lasts for five weeks or less, the meeting must be held half-way through the period.

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

Further provisions are stipulated in the programme description.

Section 55 *Failed supervised professional training – number of attempts*

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.

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.

Chapter 8. Supplementary rules. Entry into force.

Section 56 *Entry into force*

These Regulations will enter into force on 1 August 2016. The following will be repealed on the same date:

- a) Regulations No. 999 of 27 January 2011 Relating to Studies at NLA
- b) Regulations No. 1792 of 9 December 2005 Relating to Studies and Examinations at Gimlekollen School of Journalism and Communication
- c) Regulations No. 1106 of 12 June 2007 Relating to Bachelor's Degrees at Gimlekollen School of Journalism and Communication
- d) Regulations No. 338 of 10 March 2006 Relating to Local Admission and Ranking of Applicants to Further Education at Gimlekollen School of Journalism and Communication
- e) Regulations No. 867 of 15 June 2011 Relating to Studies and Examinations at Staffeldtsgate University College