

## Guidelines for admission to continuation examinations

What the guidelines regulate	Admission to continuation examinations
Objective	Supplementary provisions relating to examinations
Governing documents	FOR-2017-01-26-98 Regulations for Admission, Programmes of Study and Examinations at Inland Norway University of Applied Sciences LOV-1967-02-10 The Public Administration Act
Responsible party	Rector

<b>Activities</b>	
1.	The Rector may adopt rules for admission to continuation examinations for persons other than students without a passing grade or approved absence from an ordinary examination, cf. the Regulations for Admission, Programmes of Study and Examinations at INN University § 6-8 (7).
2.	The power to adopt such rules should not be used to grant individual exemptions from the main rule, or to establish various practices between the faculties or departments, unless there are reasonable grounds for doing so.
3.	Students who are in their final semester of a study programme leading to a bachelor's or master's degree can attend a continuation examination to improve an already passing grade. This assumes that an ordinary examination in the course will not be arranged before the student completes her/his study programme.
4.	Students who are on exchange stays through INN University when ordinary examinations are held are granted admission to a continuation examination.

5.	Students who have extensive positions of trust at the faculty or department level at INN University or at the national level may, upon application, be granted admission to a continuation examination. Applications will be processed individually, but normally the threshold would be that the position has an equivalent of 10 hours per week or that the position has extensive scope during certain periods.
6.	In cases where a course is discontinued and an ordinary examination is held for the last time, access to a continuation examination is given to improve an already passing grade.
7.	In all cases, admission to the continuation examination requires that INN University shall arrange such examination for students who have failed or hold a valid absence from the ordinary examination.
8.	Students shall apply for admission to the continuation examination in accordance with these rules by a set deadline. Applications are sent by email to INN University. Students with a failing grade or valid absence at the last ordinary examination should register for the continuation examination through Studentweb.
9.	Decisions following applying for admission to a continuation examination are regarded as individual decisions under § 2 of the Public Administration Act and can be appealed to the person who made the decision.

## Document history

Version:	Author:	Date:	Comments:	Approved by:
1	Student administration	20.09.2017		Rector