

Guidelines for granting a fourth attempt at an examination

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| What the guidelines regulate | Processing of applications for fourth examination attempts |
| 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 § 6-6 (4) LOV-1967-02-10 The Public Administration Act |
| Responsible party | Rector |

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| 1. | The rector may in special cases grant exemption for a fourth examination attempt following an application from a student. In such cases, specific requirements and time may be set for when a fourth and final examination attempt must be conducted. |
| 2. | The fourth examination attempt can be granted if the case can be regarded as a special case, and where it is probable that the student will fulfil the prerequisites to complete her/his study programme. |
| 3. | When applying for a fourth examination attempt, the student must submit a written and reasoned application to INN University. The application must also contain a plan for how the student will complete her/his study programme. |
| 4. | Unless the special circumstances justifying the application are already known to INN University, this must be documented by an expert party, for example through a medical certificate. |

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| 5. | Special cases may be illness, accidents or other incidents that have affected the student's ability to take the examination. |
| 6. | Changed conditions/circumstances that allow the student to increase her/his performance in the fourth attempt would be used as the basis for the assessment. |
| 7. | A student's examination history in the relevant course; absence, illness, failure, etc. and study progression should be used as the basis for the assessment. |
| 8. | Specific requirements and time for the completion of the fourth examination attempt may be set in order to ensure the student's preparedness for the examination. Requirements may be imposed to re-apply mandatory work requirements, or other appropriate measures. |
| 9. | Decisions following applying for a fourth examination attempt are regarded as individual decisions under § 2 of the Public Administration Act and can be appealed to the person who made the decision. |
| 10. | When rejecting an application for a fourth examination attempt, a decision shall be made on the loss of the right to study, cf. the Regulations for Admission, Programmes of Study and Examinations at INN University § 5-4 b), unless the student can complete her/his study programme by passing the examination in another course. |

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