

# Regulations for Admission, Programmes of Study and Examinations at Inland Norway University of Applied Sciences

*Please note that the English translation is for information purposes only. For all legal purposes, the original regulations and guidelines in Norwegian are the authoritative versions.*

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Established by the Board of Inland Norway University of Applied Sciences on 26. January 2017 in accordance with the Norwegian Act of 1st April 2005, No. 15, relating to Universities and University Colleges (Universities and University Colleges Act) § 3-2, § 3-3, § 3-5, § 3-6, § 3-7, § 3-8, § 3-9, § 3-10, § 3-11, § 4-7, § 4-8, § 4-9, § 4-10, § 5-2 and § 5-3, Regulations no. 1392 concerning requirements for master's degrees of 1. December 2005 § 2 and the regulations of 6. January 2017 No. 13 concerning admission to higher education § 11.

## Chapter 1. General rules (§§ 1-1 – 1-2)

### § 1-1. Scope of the regulations

The Regulations apply to admission, academic degrees, study programmes and examinations of undergraduate degrees (bachelor level), master's degrees, and further education at Inland Norway University of Applied Science (Hereinafter "INN University"). The regulations also apply to individuals who pass examinations in accordance with The Act of 1. April 2005 no. 15 § 3-10, without being admitted as students at INN University.

For study programmes that are subject to the Norwegian National Curricula, the relevant National Curriculum will take precedence over these Regulations, in case of conflict between the two.

### § 1-2. Definitions and terminology

<i>Examination</i>	Assessment that provides the basis for determining the grade in an academic course, whether the result is to be included in a diploma or transcript of records, or as part of an overall grade in a diploma or transcript of records.
<i>Academic course</i>	The smallest credit-awarding academic unit in a study programme.
<i>Course description</i>	Description of, among others, learning outcomes, content, scope, teaching and working methods, work requirements, prerequisites and forms of assessment in a specific course. Course descriptions are included as part of a curriculum.
<i>Course cluster</i>	An approved combination of courses that, through a curriculum, are defined as constituting a single unit.
<i>Undergraduate degree</i>	A programme of study for which the admission requirements are general university and college admissions certification, in combination with special admission requirements, if applicable.
<i>The Act</i>	"The Act" refers to the Norwegian Act of 1st April 2005, no. 15, relating to Universities and University Colleges (Universities and University Colleges Act).
<i>Compulsory coursework requirements</i>	Compulsory requirements that must be fulfilled in order to gain admission to an examination. Compulsory coursework requirements are detailed in the course description and are assessed to be approved or rejected.

<i>Professional education</i>	A study programme that is regulated by a National Curriculum (see below), and which qualifies for a specific profession.
<i>External candidate</i>	A candidate who turns up for an examination/assessment in accordance with the Norwegian Universities and University Colleges Act, § 3-10, without being admitted to, or registered as a student at INN University.
<i>National Curriculum</i>	A plan that, through regulations, determines learning outcomes, content and construction of professional education.
<i>Professional Expert</i>	Used here to denote a medical doctor or equivalent authority that is certified to approve sick leave or provide medical diagnosis.
<i>Independent work</i>	Work of theoretical, practical or artistic nature based on the specifications of the relevant academic course. The work can be done individually or in groups.
<i>Assessment criteria</i>	A written description of the academic basis and the criteria upon which an examination will be assessed, following a course's learning outcomes description.
<i>Student</i>	A student, is any person who has been admitted to studies at INN University, in accordance with the admission criteria of § 3-6 and § 3-7 of The Act.
<i>Curriculum</i>	A description detailing admission requirements, learning outcomes, content, and organisation of a study programme. Course descriptions are included as part of a curriculum. In the National Curricula, curricula are referred to as "programplaner" (programme plans) and "fagplaner" (academic plans or curricula).
<i>Academic credits</i>	Units used for calculating the scope of study programmes and courses. One full-time academic year is equivalent to 60 academic credits, with a standard workload of 1500-1800 hours for the students.
<i>Study programme</i>	One or more courses with overall learning outcomes laid down in a curriculum.
<i>The right to study (Admission)</i>	The legal status of being admitted as a student in a study programme at INN University.

<i>Individual education plan</i>	An Individual agreement between a student and INN University, with the objective of completion of the study programme to which the student is admitted.
<i>Further education</i>	A credit-awarding study programme that provides new formal expertise at a lower or higher degree level (also known as continuing education).
<i>INN University</i>	Inland Norway University of Applied Sciences

## Chapter 2. Admission

### § 2-1. Admission to and ranking for undergraduate studies

(1) Admission and ranking of applicants for undergraduate education are regulated by the Norwegian Ministry of Education and Research's (hereinafter: The Ministry) Regulations Concerning Admission to Higher Education.

(2) The Rector determines supplementary provisions for the assessment of Prior Experiential Learning (realkompetanse).

### § 2-2. Admission and Ranking for further education and master level education based on previous higher education

(1) Admission requirements for further education can be found in the curriculum or the National Curriculum.

(2) Admission of applicants for master's programmes is regulated by The Ministry's regulations on requirements for Master's degrees.

(3) If the number of qualified applicants exceeds the number of study places, the applicants are ranked according to the ranking regulations given in INN University's supplementary regulations.

(4) Applicants whose first language is not Norwegian or another Nordic language must document knowledge of Norwegian, equivalent to the requirements as set out in the National Regulations Concerning Admission to Higher Education § 2-2 And § 2-3. The requirement for documentation of Norwegian language proficiency does not apply to English language study programmes.

(5) Applicants with foreign education must document knowledge of English, equivalent to the requirements delineated in the National Regulations Concerning Admission to Higher Education § 2-2 and § 2-3 and listed in the GSU list.

### **§ 2-3. Admission and ranking to practical pedagogical education**

(1) Admission of applicants to practical pedagogical education is regulated by The Ministry's regulations on the National Curriculum for practical pedagogical education.

(2) If the number of qualified applicants exceeds the number of study places, the applicants are ranked according to the ranking rules delineated in INN University's supplementary regulations.

### **§ 2-4. Conditional admission**

(1) For admission to undergraduate study programmes, further education, master's degrees, and practical pedagogical education, conditional admission may be granted, cf. the Regulations Concerning Admission to Higher Education.

(2) Applicants assessed on the basis of Prior Experiential Learning cannot be granted conditional admission.

### **§ 2-5. Reserved study places**

(1) Application for a reserved study place may be granted in the case of unforeseen and life-changing circumstances, which means that the applicant cannot commence the study programme as planned. Life-changing circumstances refer to enlistment to military service, childbirth, adoption, or illness.

(2) An application must be submitted no later than three weeks after the applicant received a study offer. It is a prerequisite that the applicant accepts the offer before the application is submitted.

(3) The study place may be reserved for up to one year.

(4) A student who is granted a reserved study place is guaranteed to be admitted to the relevant study programme at the next regular admission cycle. It is contingent on the relevant study programme still being offered, and that the student applies for the study programme within the next ordinary application deadline.

### **§ 2-6. Documentation control**

Applicants may be required to submit the original documents that form the basis of admission during the application process and after admission has been granted. If the original documents are not submitted within the stipulated deadline, or the applicant submits a false certificate or other invalid documentation, the application will be rejected, and the applicant will be refused admission.

### **§ 2-7. General**

(1) The curriculum for undergraduate programmes, further education, and master's degree programmes delineates additional requirements for relevant entrance examinations and professional or linguistic minimum requirements as set by

The Ministry's regulations. Professional minimum requirements are minimum grade requirements or other professional requirements; cf. Regulations Concerning Requirements for Master's Degrees.

(2) Application deadlines for study programmes following local admission rules are determined by the Rector.

(3) For admission on the basis of admission tests, the right to appeal applies only to formal errors in the decision regarding admission.

## **Chapter 3. Academic degrees**

### **§ 3-1. Academic degrees and vocational education**

INN University has a mandate to award degrees and provide vocational education in accordance with the regulations of 16 December 2005 no. 1574 relating to Degrees and Vocational Training, Protected Titles and Nominal Length of Study at Universities and University Colleges.

### **§ 3-2. Requirements for bachelor degree**

A bachelor degree is obtained on the basis of the examinations in courses, course clusters, or study programmes with a scope of 180 credits. Included as part of the academic degree is independent work of theoretical, practical or artistic nature of at least 10 credits. The basis for awarding the degree must also include one of the following:

- a) Integrated education, vocational education or another study programme with a scope of 180 credits according to an approved curriculum. The curriculum must contain at least 120 credits within one field of study.
- b) Integrated education, vocational education or another study programme of a minimum of 120 credits, combined with another study programme with a scope of a minimum of 60 credits.
- c) Three-year degree of 180 credits satisfying the following conditions:
  - Specialisation in an academic subject with a scope of a minimum of 80 credits. The specialisation should include subjects building upon one another, and the scope of the supplementary subjects must be a minimum of 20 credits. The specialisation must be defined as a definitive academic subject, subject group, or study programme in a curriculum.
  - Additional subject, subject group, or study programme of a minimum of 30 credits.
  - Philosophy of science or philosophical topics and / or other free-standing subjects.

### **§ 3-3. Additional rules for the bachelor's degree**

1) For a bachelor's degree awarded in accordance with § 3-2A), the academic content of the degree is stated on the diploma as follows:

Bachelor of <Title of the Study Programme>.

(2) For a bachelor's degree awarded in accordance with § 3-2B), the academic content of the degree is stated on the diploma as follows:

Bachelor on the basis of < Title of the Study Programme of 120 credits> and < Title of the Study Programme of 60 credits>.

(3) For a bachelor's degree awarded in accordance with § 3-2C), the academic content of the degree is stated on a diploma in accordance with the academic subject area for specialisation:

Bachelor with specialisation in <subject area of specialisation>.

(4) National Curriculum-based education may differ from this provision. The additional rules are determined by the establishment of the study programme.

### **§ 3-4. Requirements for the master's degree**

The requirements for content and scope of the master's degree are delineated in the National Regulations concerning Requirements for Master's Degrees of 1 December 2005 no.1392. INN University has a mandate to award master's degrees approved in accordance with § 3-2 and § 3-3 of The Act.

### **§ 3-5. Additional rules for the master's degree**

When a master's degree is awarded, the degree's academic content in the diploma appears as follows:

Master in <Title of the Study Programme>.

### **§ 3-6. Requirements for the award of academic degree**

For the issue of a diploma for a degree or vocational education from INN University, a minimum of 60 of the credits that comprise the degree or vocational education must have been completed at INN University.

### **§ 3-7. Accreditation of prior learning, exemption, and academic overlap**

(1) A student may be granted accreditation of previous higher education pursuant to § 3-5 of The Act, if it can be documented that the necessary academic requirements are fulfilled. Applications for accreditation must be submitted in writing within one month after the start of the relevant course, and must contain necessary documentation of the extent and content of the education sought to be accredited. Documentation of Prior Experiential Learning can provide a basis for exemption from an examination.

(2) Approval of applications for accreditation of previous higher education and exemption from examinations is done at the Rector's discretion following an assessment of the documentation.

(3) Partial courses or partial examinations cannot be accredited, and no exemptions are made for partial courses or partial examinations.

(4) The same academic content will not be counted twice towards the same degree. In case of overlap in academic course content, the content of subject groups, or study programmes that form the basis for a degree, the total credit score will be reduced by the amount of credits the overlap equals.

(5) An exemption from an examination in a course shall be stated in the diploma, with a statement of the grounds for exemption.

### **§ 3-8. Prerequisites for granting a new degree**

In the case of accreditation of education that has previously formed the basis for an awarded degree, or as part of a degree or vocational education, the student must acquire a minimum of 60 new credits before she/he may be awarded a new degree from INN University. The Rector may set requirements of up to 90 new credits for specific study programmes. When awarding a new master's degree, the new credits must include a different master's thesis than the assignment that constituted the basis for the previously awarded master's degree.

## **Chapter 4. Study programmes and individual education plans**

### **§ 4-1. Study Portfolio**

(1) The INN University Board adopts the strategy for the institution's educational programme, research activities, and other academic activities, and adopts plans for academic development in accordance with the objectives set by the general authority in the sector and INN University.

(2) Based on strategic goals and long-term plans for academic development, the INN University Board produces an annual resolution regarding which study programmes are part of INN University's study portfolio.

(3) The INN University Board approves the establishment of study programmes exceeding 60 credits.

(4) The Rector authorizes the establishment of degree programmes of 60 credits or less.

(5) Cases involving the creation or abolition of disciplines or other material changes in the study portfolio must be processed and approved by the College Board.

(6) All study programmes shall adhere to the relevant requirements for accreditation of study programmes stipulated by NOKUT.

(7) The Rector may, in case of low application rates, or if other compelling reasons make it necessary, decide not to launch a study programme. Applicants for the relevant study programme must be informed regarding the resolution as soon as possible.

#### **§ 4-2. Curricula**

(1) The Rector determines the curricula along with their course descriptions for all credit-awarding study programmes.

(2) Curricula are designed in accordance with the National Qualifications Framework.

(3) The Rector approves changes in already approved curricula. Changes in curricula or course descriptions shall not enter into force prior to the following academic year.

#### **§ 4-3. Individual education plans**

(1) Students who are admitted to a study programme with a scope of at least 60 credits must have an individual education plan. The individual education plan shall contain provisions regarding INN University's responsibility and obligations towards the student, and the student's obligations towards INN University and towards his/her fellow students.

(2) The individual education plan must be set up so that the student is able to complete the planned study programme or course of study in the standard duration of a full-time or a part-time study programme.

(3) The individual education plan may be amended by agreement between INN University and the student.

(4) The student must confirm his/her individual education plan and complete the semester registration every semester, within the set deadlines. This is a prerequisite for gaining a student status.

(5) Upon confirmation of the individual education plan, the student is automatically enrolled for lectures and examinations.

(6) For admission-based courses without prior knowledge requirements, students are ranked according to the Regulations Concerning Admission to Higher Education. For courses with prerequisite requirements, students are ranked based on their obtained examination grades from the required completed courses. In case of identical grades, the ranking is done based on age, where older applicants are given priority over younger applicants.

#### **§ 4-4. Study abroad**

(1) The student must normally have passed 60 credits before leaving and must otherwise meet all the requirements INN University stipulates for students wishing to study abroad.

(2) Students who participate in courses or an apprenticeship abroad as an integral part of their study programme at INN University, must confirm their individual education plan and pay the semester fee before their departure, in order to maintain their right to study.

#### **§ 4-5. The academic year**

The Rector determines the teaching periods for the academic year. The academic year is 10 months long, from mid-August to mid-June.

### **Chapter 5. The right to study and leave of absence**

#### **§ 5-1. The right to study**

(1) A prospective student who has accepted the offer for a study place has a right to study according to the standard study period for the relevant study programme to which he or she is admitted.

(2) The right to study entitles students to participate in all organised teaching and assessment in accordance with the curriculum and course descriptions in the study programme to which the student is admitted.

(3) The Rector may impose capacity limitation on elective courses if the students are ensured a place in alternative elective courses so that they can complete the study programme in the course of its normal duration.

(4) If the student is delayed in her/his studies in relation to the stipulated programme duration, the student's right to study is maintained for up to one additional year. In special cases, the right to study may be further extended, upon application by the student. In such cases, INN University may choose to limit the rights associated with extended right to study. The duration of the extended right to study does not include the right to a reserved study place, leave of absence, and temporary expulsion from INN University.

(5) Students at The Norwegian Film School do not retain the right to study beyond the standard study time.

(6) The Rector may give students the right to attend lectures and to sit examination in courses that are not a part of the curriculum of the study programme in which the student is enrolled.

(7) When a student does not complete his/her studies within the standard study duration, and in the meantime significant changes to the curriculum have been made,

or the study programme/course has been discontinued, the right to complete the studies according to the original curriculum/course description applies for one year after the change entered into force.

### **§ 5-2. Conditions for retaining the right to study**

The student must pay a semester fee and any other fees stipulated in accordance with regulations concerning fee payments at universities and university colleges, confirm the individual education plan and/or register for each semester within the applicable deadlines, in order to retain the right to study.

### **§ 5-3. Termination of the right to study**

The right to study terminates automatically when:

- a) The student him/herself confirms that he/she withdraws from the study programme.
- b) The course of studies has been completed and a diploma or graduation certificate has been issued.
- c) The student does not pay the semester fee or other fees, cf. § 5-2, does not confirm his/her education plan and/or does not register within the specified deadlines.

### **§ 5-4. Loss of the right to study**

Students lose the right to study on the study programme in which they are enrolled in the following cases:

- a) The student has exceeded the stipulated limit for standard and extended study duration.
- b) The student has used up his/her maximum number of attempts for the examinations or apprenticeship period according to the curriculum or according to these Regulations.
- c) The student is not on leave of absence or temporarily expelled from INN University, and has not submitted and passed his/her examinations during the past academic year according to the relevant curriculum.
- d) The student fails to submit the original documents on the basis of which he/she is granted admission to the study programme.
- e) The student does not meet his/her attendance requirements at the start of the study programme, where such exist.

### **§ 5-5. Leave of absence**

(1) Students are entitled to parental leave pursuant to § 4-5 of The Act.

(2) Otherwise, leave of absence may be granted for up to one year for initial service, illness, political activities, or other special circumstances. In rare cases, leave of absence may be granted for over one year.

(3) A student who has been granted leave of absence shall, as far as this is possible,

be allowed to resume their studies on the relevant study programme at the time specified when the leave of absence was approved.

(4) If a student wishes to take individual examinations during his/her leave of absence period, a semester fee must be paid for the relevant semester.

## **Chapter 6. Examinations**

### **§ 6-1. General rules for examinations**

(1) The types of examinations that form the basis for assigning grades are determined through curricula, and by The Ministry in the National Curricula.

(2) When using a partial examination, the course description must state how the assessment is implemented and how the final grade is calculated.

(3) A supervised written examination shall normally have the following scope:

- Up to, and including 10 credits will have a duration of up to 4 hours
- 11 to 30 credits will have a duration of up to 6 hours
- Over 30 credits will have a duration of up to 8 hours

The scope of home examinations and group examinations is determined on separate grounds.

(4) Examination answers must always constitute original, independent and individual work, unless it is clear from the task that this fundamental rule can be waived. The answer, or any part of it, should not have been previously submitted as an examination at INN University or other institutions.

(5) The examination is usually held in the semester in which the teaching of the relevant course concludes.

(6) The examination is conducted at a place stipulated by INN University.

### **§ 6-2. The right to sit an examination**

(1) Students are entitled to take the examination in courses in which they have a right to study and are registered for the examination.

(2) The Rector may determine prerequisite requirements, mandatory work requirements, compulsory attendance requirements, and practical work as prerequisites for examinations. Information about such requirements should be stated in the curriculum and course descriptions. Students who do not meet such requirements are not entitled to sit the examination.

(3) Students who are admitted to a study programme of one year's duration (60 credits) or more must confirm their individual education plan in order to be able to sit examinations.

(4) Others who meet the general and applicable special admission requirements and other requirements necessary to sit an examination, have the right to sit examinations according to the relevant rules (§ 3-10 of The Act). The Rector has the authority to rule whether the conditions for sitting the examination are met.

(5) A student who has lost the right to study after using his/her maximal number of attempts at sitting an examination, cf. § 5-4B), will not gain new attempts at an examination in the same course by re-enrolling at INN University.

(6) A student who has completed his/her study programme and lost the right to study under § 5-3B) cannot sit examinations in courses in the same study programme by re-admission to INN University.

### **§ 6-3. Prerequisites**

The Rector may stipulate requirements of certain examinations that must be passed before another examination can be taken. Exemption may be granted only where it can be documented that an examination in a relevant corresponding course has been passed.

### **§ 6-4. Mandatory work requirements**

(1) Students who have not fulfilled an approved mandatory work requirement, will receive a new attempt before an ordinary examination, where this is feasible. Students who have not met the set deadline and have not been granted an extension due to illness or other well-being related reasons, will not be allowed another attempt before the next time the course is completed.

(2) Mandatory work requirements are assessed to be approved/rejected, and do not award credits.

### **§ 6-5. Registration for examinations**

(1) Examination registration is usually done by the student confirming his/her individual education plan.

(2) Registration for examinations must take place no later than 1 October in the fall semester and 1 March in the spring semester, if INN University has not set other deadlines.

(3) The individual student is responsible for assuring that he or she has been registered for the relevant examinations within the specified deadlines.

(4) A student who is registered for an examination may withdraw from it. The withdrawal must be registered by INN University no later than two weeks before the examination date.

(5) The student is responsible for keeping him/herself informed regarding the time and place of the examination.

### **§ 6-6. Number of examination attempts**

(1) A student is entitled to sit an examination at INN University in the same course – or a corresponding course – three times. Practical work in professional studies, cf. § 6-9, master's theses, and larger scope independent work in an undergraduate degree, cf. § 6-7, are exceptions to this provision.

(2) At the Norwegian Film School, students may take a regular exam only once.

(3) It is considered to be an examination attempt when a student

- Withdraws from an examination after the registration deadline without a valid reason
- Does not show up for an examination
- Does not deliver a completed examination within the stipulated deadline
- Delivers a blank examination
- Withdraws during the examination without valid reason
- Shows up for an examination without necessary or working equipment, and due to this reason is unable to complete the examination
- Has his/her examination annulled due to cheating or attempted cheating.

In the above cases, the student cannot re-sit the examination before the next ordinary examination in the course.

(4) In special cases, the Rector may grant an exemption for a fourth attempt at the request of the student. In such cases, specific requirements and time will be set for when a fourth and final examination attempt must be completed.

(5) In courses with partial examinations, the number of examination attempts is usually linked to the individual partial examinations. A passed examination in a course should not, normally, be re-taken if another partial examination in the same course is assessed as not passed.

### **§ 6-7. Number of examination attempts for master's thesis and independent works of a large scope in undergraduate degrees**

(1) If a master's thesis is assessed as not passed, a revised master's thesis may be submitted for assessment once again, at an agreed deadline.

(2) Other major independent works in undergraduate degrees (e.g. bachelor's thesis, specialisation assignment, R&D task, project assignment) that are assessed as not passed, can be submitted for assessment once again, as a revised version, and at an agreed deadline.

(3) No new or revised master's thesis, or other major work in an undergraduate degree, can be submitted if the student has previously submitted the task or work for evaluation and received a passing grade, in the same study programme.

#### **§ 6-8. Continuation examination**

(1) The Rector may decide to hold a continuation examination targeted at students who have taken a regular examination and have not passed it, or whose absence from the ordinary examination has been approved.

(2) A valid absence at an examination is constituted by illness or compelling well-being reasons. These circumstances must be documented. Professional expert documentation shall be delivered to INN University as soon as possible and no later than three working days after the examination.

(3) Students with a valid examination attempt in accordance with § 6-6, third paragraph, are not entitled to sit a continuation examination.

(4) Students wishing to improve their grade are entitled to attempt this at the next ordinary examination date.

(5) The continuation examination must have the same examination format as the ordinary examination.

(6) In case of an examination re-take, the higher grade applies.

(7) The Rector may adopt rules for admission to a continuation examination for students other than those without a passing grade or valid absence from the ordinary examination.

#### **§ 6-9. Supervised professional training in a programme of professional studies**

(1) If a student has to cancel his or her period of supervised professional training due to illness or strong well-being related reasons, the grounds for this must be documented by a professional expert. Such documentation must be provided to INN University as soon as possible, and no later than three business days after the supervised professional training has been interrupted.

In cases where interruptions to supervised professional training are approved due to illness or compelling well-being reasons, this would not be counted as an examination attempt.

(2) Supervised professional training in a programme of professional studies is defined as an examination, and is assessed on a pass/fail basis. In cases of non-passed supervised professional training, an option is given to re-take the supervised professional training period once again. The maximum number of attempts is two, unless otherwise determined in the National Curriculum.

(3) For supervised professional training in a programme of professional studies, the provisions of § 6-2 of these Regulations apply.

### **§ 6-10. Admission to sit an examination as an external candidate**

(1) An external candidate is a person as described in § 3-10 of The Act.

(2) Admission to an examination may be refused pursuant to § 3-10 of The Act if the external candidate has not completed compulsory education, has not completed compulsory supervised professional training, or has not completed mandatory work requirements. Former students who meet the necessary work requirements, requirements for specific examinations or requirements for mandatory attendance and supervised professional training, have the right to take an examination as external candidates, provided that the relevant examination is still offered.

(3) External candidates must register for examinations and, if applicable, apply for approval of learning prerequisites or supervised professional training, within the stipulated deadlines. Documentation of the admission requirements for the relevant study programme for the examination must be enclosed upon registration.

(4) The external candidate's rights at INN University are limited to participation in public lectures and admission to the relevant examinations, in accordance with The Act and these Regulations' provisions regarding examinations.

(5) External candidates must pay examination fees in accordance with the rulings of the Board. The examination fee must be paid within the specified deadline. External candidates who have not paid the examination fee within the deadline will not be admitted to the examination.

(6) In addition to the examination fee, external candidates must pay a semester fee in accordance with the provisions of the law concerning student welfare organisations and its associated regulations.

(7) The examination fee and semester fee will not be refunded if the external candidate withdraws from the examination.

(8) Students who are banned, cf. § 4-8 of The Act, cannot be admitted to an examination as external candidates.

(9) Limitations on the number of examination attempts pursuant to § 6-2, fifth paragraph, apply to external candidates as well.

(10) The Rector may exempt individual study programmes or courses from the external candidate scheme.

### **§ 6-11. Special arrangements for examinations**

(1) Individual special arrangements for an examination shall aim to outweigh the disadvantages entailed by an impairment for an examinee, while at the same time endeavour to ensure all examinees are tested on equal grounds. The special

arrangements shall not manifest as reduced academic requirements on individual examinations. The special arrangements shall be such that the performance in the examination can be assessed according to standard academic criteria.

(2) Students who require individual special arrangements for the practical aspect of sitting an examination, must submit an application form for this within the stipulated deadlines.

(3) Students who cannot sit an examination due to an acute condition are usually referred to a continuation examination. If it is likely that a student with an acute condition will be able to sit a regular examination with the implementation of simple and low-resource measures, the special arrangements needed to accommodate this will be implemented.

(4) Application for special arrangements for an examination must contain documentation from a professional expert, and describe the need for special arrangements for the examination.

(5) It is normally required to apply for special arrangements for each examination period, but if the basis for the required special arrangements is permanent in nature, exceptions may be made to this rule.

(6) If extra time is required for examinations with supervision, an extension of up to 25% of the normal examination duration can be granted, with a maximum extension of one hour. For home examination, a maximum of extra 48 hours may be granted.

(7) Students with documented dyslexia or other learning disabilities, may at their own discretion, have a notation on the examination paper containing this information, or attach an anonymous certificate confirming this.

(8) Students whose first language is not Norwegian are not normally granted an extension to their examinations, but can, at their own discretion, note this on the examination questionnaire or attach an anonymous certificate confirming a different native language.

(9) It is at the Rector's discretion whether a special arrangement is implemented, and what kind of special arrangement will be carried out.

## **§ 6-12. Use of examination aids during supervised examinations**

(1) An overview of permitted aids during an examination is detailed in the course description and must be stated on the examination form.

(2) It is the students' responsibility to familiarize themselves with the permitted aids for each examination.

## Chapter 7. Grading system, assessment and appeal

### § 7-1. Grading system

(1) The grading system for examinations, tests, evaluation of assignments, or other forms of assessment must follow one of two options:

- a) Pass/Fail
- b) Gradient letter scale from A to E for pass, and F for fail, according to the general qualitative instructions of grading from The Norwegian Association of Higher Education Institutions (UHR).

(2) Examiner guidance must be prepared for each written examination. This should be available for the examiner before the assessment begins, and should be made available to the students when the examination results are announced.

(3) The letter grades correspond to numerical values as follows: A=5, B=4, C=3, D=2, E=1, F=0. The numerical values are used when calculating the final grade in a course in which several partial examinations are calculated to produce the final grade, or when multiple course results must be included in a total final grade for a course. Weighted average is calculated to one decimal place. Following regular rounding rules, rounding is done to a whole number, which produces a letter grade equivalent to the numerical value.

(4) The pass/fail assessment option should be used in supervised professional training courses and courses of similar character.

(5) The pass/fail assessment option can be used

- a) in courses emphasizing a holistic assessment of knowledge, skills and expertise, and where fine-grained marks have little meaning
- b) in fundamental courses such as field courses, drug calculations courses, methodical courses, writing courses or other introductory courses
- c) in project work/bachelor work organized as group assignments.

(6) Which grading system is to be used for individual examinations, tests, or evaluation of assignments, is delineated in the curricula and course descriptions.

(7) The relative weight of partial examinations for calculation of a final grade is delineated in the curricula and course descriptions.

(8) More discipline-specific criteria can be prepared by the individual academic departments based on national guidelines within each academic field.

## § 7-2. Assessment rules

- (1) Students' knowledge, skills and general expertise must be assessed in an impartial and professionally unbiased manner.
- (2) There shall be an external evaluation of the assessment or assessment scheme.
- (3) An external examiner cannot be employed, full-time or part-time, at INN University, nor has acted as an instructor in the relevant subject of the exam in question. Employees at partner institutions should not be called as external examiners if they are closely associated with the academic environment responsible for the teaching of the subject of the examination.
- (4) The use of an external examiner should be diverse. The external examiner can be used for a specific part of the examination answers in a course with large cycles. This evaluation is used as the basis for the assessment of the relevant answers.
- (5) Assignment texts and examiner instructions must always be submitted to at least one external examiner for evaluation and approval. This even applies in cases in which an external examiner does not partake in evaluating the answers.
- (6) Scope of the assessment:
  - a) There shall be two examiners present at oral examinations and on other examinations in which there is no possibility for re-taking the examination.
  - b) There must be two examiners assessing a bachelor's theses and other major works at undergraduate level, one of which must be external.
  - c) There must always be at least two examiners, of which at least one must be external when evaluating students' independent work at postgraduate level.
  - d) On other examinations, an external examiner should be used in addition to an internal examiner each academic year on at least 1/3 of the courses. During a three-year period, all courses must have been covered by external examiners.
  - e) In case of re-assessment after appeal, cf. § 5-2 of The Act, second paragraph and § 5-3 fourth paragraph, at least two new examiners must be used, of which at least one must be external. Changes to assessment results may be both favourable and unfavourable, in case of appeal. In cases of re-assessment, the examiners should not be given the original grade, the original examiners' justification of the grade, or the students' grounds for the appeal. The new commission should always have examiner instructions available.
- (7) If an internal and external examiner do not agree regarding the assessment of an answer, the external examiner's assessment prevails.
- (8) In case of disagreement between a lecturer and a supervisor/professional training supervisor at a place of professional training when assessing the professional training, a programme director/course supervisor/academic supervisor shall act as a third examiner.

(9) In order to be admitted to an oral examination, a student must pass a preceding written examination.

### **§ 7-3. Assessment deadlines and announcement of assessment results**

(1) The assessment deadline is three weeks from the day of the examination.

(2) In case of a new assessment due to appeal or a change of examiner, the appeal shall be settled without undue delay, cf. § 1-1A of the Norwegian Public Administration Act.

(3) The INN University Board may exempt individual examinations in accordance with § 3-9, fourth paragraph, of The Act.

(4) The assessment deadline for master's theses and major independent works with a scope of over 25 credits is six weeks.

(5) Where a final grade is partially determined by an oral examination, there must be a minimum of 24 hours between the publication of the assessment results for the written examination and the start of the oral examination.

(6) Assessment results are announced via Studentweb. Students are responsible for checking their assessment results.

(7) INN University is not responsible for any mistakes or misunderstandings that occur in relation to a spoken announcement of examination results.

### **§ 7-4. Justification for grading**

(1) A student is entitled to ask for a justification for the grade set on his or her performance. For an oral examination or assessment of practical skills, request for justification must be submitted immediately after the grade has been announced. For other types of assessment, a request must be submitted within one week of the grade being announced.

(2) Justification shall normally be given within two weeks after the student has submitted a request for it. The justification shall explain the general principles underlying the assessment and for the assessment of the student's performance. The justification is given orally or in writing, at the examiner's discretion. The examiners decide amongst themselves which of them shall provide the justification.

(3) When the grade in a course is determined on the basis of several separate partial examinations, the student has the right to ask for grade justification for each sub-examination, following the aforementioned deadlines.

### **§ 7-5. Appeal of grading**

(1) Appeal of grading must be submitted in writing within three weeks after an examination result is announced. If the student has submitted a request claim for justification for his or her grade or have appealed formal errors, the appeal deadline is calculated from the date the student has received grade justification or a decision regarding the appeal of formal errors. In courses with partial examinations, the right to appeal is calculated from the time the examination results in each individual sub-examination are announced.

(2) In case of appeal of the grading of a group examination, all the group's members must be in agreement regarding submitting the appeal.

(3) Assessment of oral examinations and supervised professional training or other forms of assessment that due to the nature of the test do not allow for re-examination, cannot be appealed, cf. § 5-3, fifth paragraph of The Act.

(4) Assessment of appeal must be presented without undue delay, cf. § 1-1A of the Public Administration Act, after the appeal assessment is concluded. Changes to the original assessment results can be done both favourably and unfavourably, upon appeal. Grading after a re-assessment under this section cannot be appealed, cf. § 5-3, sixth paragraph of The Act.

(5) If a final grade is partially determined on the basis of an oral examination along with a related written examination, and the assessment result for the written part of the examination is changed, a new oral examination must be held before a new final grade is determined, cf. §3-9, fifth paragraph, of The Act.

(6) When the grade in a course is determined on the basis of several separate partial examinations, the student has the right to appeal the grade in each partial examination.

### **§ 7-6. Appeal of formal errors**

(1) Appeal of formal errors is processed in accordance with the provisions of § 5-2 of The Act. Formal errors may be errors in the assignment, examination finalisation, or the assessment.

(2) Appeals of formal errors in examinations must be submitted within three weeks after the student is or should have been aware of the facts that form the basis for the appeal. If a request for grading justification or appeal of grading is submitted, the appeal deadline is calculated from the date the student has received the justification or a resolution of the appeal, cf. § 5-2 of The Act.

(3) The INN University's Appeals Committee is the appeal instance ruling on matters of formal errors in examinations.

## **Chapter 8. Cheating, examination annulment and expulsion**

### **§ 8-1. Cheating**

(1) Cheating occurs when a student acts in violation of these Regulation or the guidelines for examinations and examination supervision.

The following are considered as cheating or attempted cheating (among others):

- Having non-approved resources during an examination
- Presenting the work of others as one's own
- Citing sources or otherwise using sources in a written work without sufficient references
- Citing one's own former work without sufficient references
- Gaining admission to an examination by cheating on a test or any similar prerequisites to examination admission, or having received approval for participation on a faulty basis related to compulsory attendance or other compulsory activities
- Participating in a non-approved cooperation between examinees or groups.

(2) A student may be deemed to have cheated or attempted to cheat from the moment an examination or test has begun. Examinations or tests are normally considered to have begun when the assignment text has been handed out or problem formulation has been approved. If an inspection of permitted aids is carried out before the assignment text has been handed out, examinations are deemed to have begun when the examination candidate has presented his/her aid material for inspection.

(3) If during the course of an examination with supervision a situation occurs such that a student may be suspected of cheating, the student shall immediately be informed that the case will be reported to the administration for follow-up. The student is then given the opportunity to choose whether to cancel or resume the examination. The same applies to students who have contributed to cheating, cf. paragraph 6.

(4) If the assessment of an individual examination shows that two or more answers are clearly based on the same original work, or have the same originator, or have a largely common disposition or material content, all those involved are considered as having cheated.

(5) References for all used sources, including own work, must be provided. Transcript or copy without source references is considered cheating, independent of the source.

(6) Examinees who intentionally contribute to cheating by others are also considered to have cheated, regardless of the form of examination.

(7) In group examinations, all participants in the group are responsible for all content in the answer, product or performance.

## **§ 8-2. Annulment and expulsion**

(1) Cheating and attempted cheating are handled in accordance with § 4-7 and § 4-8 of The Act. This also applies to intentionally facilitating cheating.

(2) The INN University's Appeals Committee is authorised to make decisions regarding annulment of examinations and/or expulsion as a punitive measure for cheating or attempted cheating.

(3) Students who have their examination annulled due to cheating or attempted cheating, and who are not expelled, are only allowed to sit the next ordinary examination in the course. An examination that is annulled pursuant to this paragraph, counts as an examination attempt.

(4) Students can be expelled from INN University and deprived of the right to be admitted to examinations in other higher education institutions for up to one year as a result of cheating or attempted cheating, cf. § 4-8 of The Act.

(5) A student suspected of cheating or attempted cheating is not entitled to sit an examination or test in the course or similar course relevant to the suspected act, as long as the case is being processed.

## **Chapter 9. Diplomas and transcripts of records**

### **§ 9-1. Diplomas**

(1) INN University awards a diploma for the degree obtained, cf. § 3-11 of The Act, and issues a diploma supplement in English.

(2) Students who have passed examinations in subjects that do not collectively form the basis for the award of a diploma will receive a transcript of records for their studies.

(3) A diploma for a degree obtained must reflect the basis for the awarding of the degree. Only the courses included in the degree will appear on the diploma.

(4) The diploma must contain general information about the degree, the programme's objectives, content and organization, as well as a description of the learning outcomes.

(5) Only one diploma is awarded to an individual student for each study programme that provides the basis for a diploma. If a student completes a new examination in a course that may affect the grade of the original diploma, this shall be documented through a transcript of records.

(6) Authorization of education and affiliation requirements associated with the issuing of diplomas is regulated by the Regulations Relating to Recognition of Higher Education of 10 April 2006 no. 412, as well as § 3-6 and § 3-7 of these Regulation.

(7) In cases where it can be documented that a diploma has been lost in a fire, through theft or under similar unforeseen circumstances, a duplicate may be issued for a fee, following an application.

(8) If a student has completed a programme of study and appeals the grade in a course, no diploma shall be awarded before the appeal is settled. If a diploma has been issued, any appeal of a grade will not be processed before the student has returned the diploma.

(9) For bachelor's degree pursuant to § 3-2 B) and C), a diploma is awarded following an application by the student. The applicant must document that the necessary requirements are fulfilled at the time of application.

(10) As a general rule, diplomas are issued in Bokmål or Nynorsk. For study programmes taught in English, a diploma is issued in English. INN University does not offer diploma translations.

(11) Partial examinations are not noted in diplomas, unless national guidelines dictate otherwise.

## **Chapter 10. Supplementary rules and entry into force**

### **§ 10-1. Exemptions**

Applications for exemptions from The Regulations are processed by the Rector.

### **§ 10-2. Supplementary rules**

(1) The Rector may decide upon supplementary provisions, rules and guidelines for these Regulation.

(2) Information published on the INN University website, Studentweb or learning platforms is considered to be provided to each individual student.

### **§ 10-3. Entry into force**

(1) The Regulations have entered into force on 1 February 2017.

(2) On 1 February 2017, the following were repealed: The Regulations Governing Admission to Studies at Hedmark University of Applied Sciences no. 300 of 1 March 2010, The Regulations Governing Admission to Master's Programmes at Hedmark University of Applied Sciences no. 306 of 1 March 2010, and chapter 2 – Admission and Ranking for Undergraduate degrees in the Regulations Governing Admission, Studies and Examinations at Lillehammer University College no. 551 of 28 May 2013.

(3) For students who have been granted admission to study programmes, or have begun their studies prior to 1 February 2017, these Regulations apply from 1 August 2017.

(4) The Regulations Governing Studies and Examinations at Hedmark University of Applied Sciences no. 923 of 9 June 2016 and the Regulations Governing Admission, Studies and Examinations at Lillehammer University College no. 551 of 28 May 2013 have been repealed on 1 August 2017.