

# **Admission, Study and Examination Regulations at Gjøvik University College**

## 1. General Regulations

- § 1. Scope of the Regulations
- § 2. Definitions
- § 3. The Academic Year

## 2. Admission to and Ranking for First-degree and Higher-degree Studies

- § 4. Admission to and Ranking for First-degree Studies
- § 5. Ranking Rules for Admission to Individual Courses and First-degree Courses with Restricted Admission
- § 6. Admission to Higher-degree Studies
- § 7. Ranking for Admission to Higher-degree Studies
- § 8. Application Deadline

## 3. Admission to and Ranking for Master's Degree Studies

- § 9. Admission to Master's degree Studies
- § 10. Admission Exempt from the Ranking Rules
- § 11. Conditional Admission
- § 12. Admission Procedure
- § 13. Appeal
- § 14. Application Deadline
- § 15. Supplementary Provisions

## 4. Right to Study, Education Plan, Leave of Absence and Studies Abroad

- § 16. Right to Study
- § 17. Education Plan
- § 18. Absence and Leave of Absence
- § 19. Studies Abroad

## 5. Degrees

- § 20. Bachelor's Degree
- § 21. Credit Reduction for the Bachelor's Degree
- § 22. Master's Degree
- § 23. Required Individual Project for the Master's Degree

## 6. Course Portfolio, Study Plan and Curriculum

- § 24. Strategic Planning and Establishing Study Portfolio
- § 25. Establishing Study Plan and Curriculum
- § 26. Supplementary Provisions

## 7. Examination – General Regulations, Procedure and Appeal

- § 27. Examination
- § 28. Right to Register for Examination
- § 29. Registration for/ Withdrawal from an Examination

- § 30. Non-degree Students
- § 31. Time and Scope
- § 32. Examination under Specific Conditions
- § 33. Use of Aids at Supervised Examinations
- § 34. Cheating, Attempted Cheating, Annulment of Examination or Test.

Suspension and Expulsion

- § 35. Grade System
- § 36. Assessment
- § 37. Explanation of Grades and Appeal against a Grade
- § 38. Appeals against Procedural Errors
- § 39. Administrative Approval/ Recognition of Degree, Professional Training

Programme, Subject, Course or Course Group

- § 40. Application for Exemption. Specific Recognition of Education
- § 41. Decision of Exemption

8. Diploma and Transcript of Records

- § 42. Diploma
- § 43. Specification of Alternative Form of Examination
- § 44. Specification of Exemption from Examination
- § 45. Issuing of Diploma

9. Exemption, Supplementary Provisions, Appeals and Coming into Force

- § 46. Exemption
- § 47. Supplementary Provisions
- § 48. Appeals
- § 49. Coming into Force

# **Admission, Study and Examination Regulations at Gjøvik University College**

Established by the board of Gjøvik University College on 13 December 2007 pursuant to the provisions of the University and College Act of 1 April 2005 no. 15, § 3-3, § 3-5, § 3-6, § 3-8, § 3-9, § 3-10 and § 5-3.

## 1. General Regulations

### § 1. Scope of the Regulations

1.1 The regulations apply to introductory courses, first-degree studies, higher-degree studies, master's degree studies and all examination forms at Gjøvik University College (hereby known as HiG). HiG may exempt from the ranking rules regarding admission to higher-degree studies open to purchase.

1.2 It is implied in these regulations that the students progress according to the nominal length of study for full-time students. For part-time students and students who have applied for and have been granted exemption from the nominal length of study, the application of these regulations will take this into consideration unless something different is stated.

1.3 If a set deadline is not a workday, the deadline is extended to the first following workday.

### § 2. Definitions

2.1 The required activities are a condition for taking an examination. Required activities are compulsory exercises or assignments which are not part of the examination.

2.2 Examination: Examinations are all tests and assignments on which an independent grade is awarded for a course or course group. An examination may include several mid-term examinations; the course description is required to outline the weighting of the different parts of the examination.

2.3 A course is the smallest examination unit which can be included in a study programme. The scope of a course is indicated by credits and shall be divisible by 5. Study plans may establish exceptions to this rule according to the provisions in the national curriculum or in specific cases, in the individual curriculum. The course descriptions shall provide an overview of learning objectives/goals, academic content, teaching and study forms, required activities, scope and evaluation forms.

2.4 Evaluation: Applies to the work which has been completed to evaluate the assessment or assessment forms. The evaluation is compiled in a document and covers the standard of the assessment or assessment forms, the academic level, impartiality etc.

2.5 Study plan: A specification of the academic content of studies which are regulated by the national curriculum.

2.6 Specialisation: Course groups which are defined by the curriculum as academically related and which compliments each other in such a way that they together exceed the basic level of each individual course. Specialisations do not include elective courses.

2.7 First-degree studies: Studies for which the entrance requirement is higher education entrance qualification alone or combined with specific entrance requirements.

2.8 Non-degree student: Applies to students which have not been admitted to any study programme but have been admitted to one or more courses. The student pays the regular student fee and enjoys student rights (cf. § 16) in the specific courses.

2.9 External candidate: A person who according to the provisions of the University and College Act § 3-10 registers for an examination at the University College without being admitted and registered as a student.

2.10 National curriculum: The Ministry of Education and Research has established a national curriculum for a study programme.

2.11 Individual course work: Course work of a determined scope and/or form which is part of the study programme and aims to illustrate understanding, analytical ability and maturity. The course work may be theoretical, practical or artistic and be completed individually or in groups.

2.12 Curriculum: The academic content of a study programme which is not regulated by the national curriculum.

2.13 Credits: A measurement for the scope of a study programme, one year of full-time study equals 60 credits.

2.14 Study programme: A length of study of minimum 30 credits with specific academic content and progression according to the study plan or curriculum.

2.15 Right to Study: The rights from being admitted to a study programme and having student status. The student has right to take part in all organised teaching, supervision (individual and in groups), exercises and assignments, laboratory courses, professional training, field work etc. of the study programme which the student has been admitted to.

2.16 Education plan: An agreement for the completion of a study programme between the University College and the individual student. The education plan shows which study programme the student intends to complete and the intended length of study.

2.17 Assessment: Applies to the work which has been completed for assessing the students' knowledge, skills and attitudes. The assessment provides a grade.

### § 3 The Academic Year

3.1 The academic year begins in mid-August and ends in late June. The Rector sets the dates for the following academic year before the end of January.

## 2 Admission to and Ranking for First-degree and Higher-degree Studies

### § 4. Admission to and Ranking for First-degree Studies

4.1 Admission to first-degree studies is governed by the rules set forth by the Ministry of Education and Research in their regulations. The University College Director establishes supplementary provisions for evaluating prior learning and work experience.

4.2 The University College Board determines the number of study places in accordance with the University and College Act § 3-7.

4.3 A study place may be reserved to the following year on the ruling of the University College Director. Valid conditions include military service and pregnancy and must be documented.

### § 5. Ranking Rules for Admission to Individual Courses and First-degree Courses with Restricted Admission

5.1 In courses with restricted admission and higher education entrance qualification as its admission requirement, the applicants are ranked according to their point score. In other courses, the applicants are ranked according to their examination results in the courses required for admission. On equal grades, the applicants are separated according to birth date; older applicants are ranked ahead of younger applicants. Applicants who are over the age of 25 may be evaluated for admission based on their prior learning and work experience in pursuance with the regulations established by the Ministry of Education and Research.

## § 6 Admission to Higher-degree Studies

6.1 Study programmes which are regulated by the national curriculum use the minimum requirements for admission established by the national curriculum or the regulations of the national curriculum.

6.2 Study programmes with a defined curriculum use the minimum requirements established by the curriculum.

## § 7. Ranking for Admission to Higher-degree Studies

7.1 If there are more qualified applicants than study places the applicants are ranked as follows:

Applicants with a bachelor's degree or other education of 180 credits, which have been approved as basis for admission, are ranked according to the weighted average grade of all the examinations from this education.

Applicants with a cand.mag.-degree, teacher education or other education of more than 180 credits are ranked according to the weighted average grade from examinations totalling 180 credits. A subject, course or course group of minimum 80 credits or an integrated education of 120 credits must be included in the ranking. The examinations which give the applicant the highest rating are used.

Applicants for higher-degree studies may, as well as applicants for master's degree studies be granted conditional admission, cf. § 11. Applicants who are granted conditional admission will not have their missing examinations count as a part of their weighted average grade.

The weighted average is determined by the average of all grades on the diploma weighted according to the number of credits for each grade unit.

7.2 The calculation of the weighted average from the grades is conducted according to the following table:

Points:	5	4	3	2	1
Grade:	A	B	C	D	E

In the case of equal point score, older applicants are ranked ahead of younger candidates. Decimal grades are used when calculating the weighted average. The Admission Committee uses conversion tables for other grade schemes.

7.3 The Committee for Course Programmes may provide more specific ranking rules.

## § 8. Application Deadline

8.1 The application deadline is 15 April unless the University College sets a different date. If there are open study places after the regular admission, applications are accepted

and evaluated after the application deadline. All attachments which form the basis for admission must be submitted together with the application. The University College Director sets a deadline for submitting attachments to the application.

### 3. Admission to and Ranking for Master's Degree Studies

#### § 9. Admission to Master's degree Studies

9.1 Admission to master's degree studies is governed by the regulations set forth by the Ministry of Education and Research.

9.2 The University College Board determines the number of study places in accordance with the University and College Act §3-7.

9.3 Bonus points are awarded for education exceeding the admission requirement of 180 credits according to the following rules:

0.5 points per 30 credits, maximum 2 points.

9.4 On admission to master's degree studies in which professional training is part of the admission requirement, bonus points for relevant professional training may be awarded according to the following rules:

0.5 points per year, maximum 2 points.

9.5 In the case of equal point score, older applicants are ranked ahead of younger applicants.

9.6 The Committee for Course programmes may provide more specific rules governing these procedures.

#### § 10 Admission Exempt from the Ranking Rules

10.1 A maximum of 15 percent of the applicants may be granted admission exempt from the ranking rules. This applies to the following applicants:

a) Applicants who cannot be calculated on points according to the ranking rules in § 7 of these regulations.

b) Applicants who can document that disease, disability or other well-founded reasons make it reasonable to believe that their examination results do not correctly reflect the applicants' qualifications.

10.2 Applicants must be qualified for admission according to the current provisions. If applicants have prior learning and work experience approved as part of their basis for admission, the ranking shall be carried out after evaluating if the applicant have equivalent qualifications with applicants who are granted admission according to the points rules in § 7.

## § 11. Conditional Admission

11.1 The University College may, upon evaluation, grant conditional admission to applicants who lack parts of the admission requirements if this is due to reasons beyond the applicant's control.

It must be documented that the missing examination/s are completed and passed during the first semester.

11.2 Conditional admission may also be granted to applicants who qualify for admission after the spring semester in which they are submitting their application. The applicant must be qualified for admission before starting the study programme. These applicants cannot be ranked on point score before completely documenting their basis for application.

## § 12. Admission Procedure

12.1 The calculation of point score, ranking and admission are conducted on authorisation from the University College Director on advice from the coordinator of the specific master's degree programmes.

## § 13. Appeal

13.1 Appeals regarding admission are decided by the Appeals Committee.

## § 14. Application Deadline

14.1 The application deadline is, unless another date is specified, 15 April.

## § 15. Supplementary Provisions

15.1 The Committee for Course Programmes uses the curriculum to establish the admission requirements for the different master's degree programmes, including academic minimum requirements or minimum grade requirements in addition to what is established in § 2.

## 4. Right to Study, Education Plan, Leave of Absence and Studies Abroad

### § 16. Right to Study

16.1 The right to study pertains to the specific study programme or course the student has been granted admission to. The University College may restrict the number of places on

elective courses provided that the students can follow alternative courses as to complete their studies within the nominal length of study.

16.2 Students may be allowed to follow lectures and sit examinations in courses which are not part of their study programme. This right is established in the student's education plan.

16.3 Students may be allowed to complete a degree when they initially were granted admission to a shorter study programme.

16.4 The right to study gives:

- a) The right to set up an education plan in accordance with § 17.
- b) The right to follow teaching in accordance with the study plan and curriculum for the specific study programme and education plan.
- c) The right of supervision and access to other resources in accordance with the curriculum, the education plan and other rules established by the University College, including reading room, computers, library etc.
- d) The right to be assessed by examinations in accordance with the course description and these regulations.

16.5 The University College may pass rules which require the students to be present at study start, rules regarding registration and valid reasons for absence etc.

16.6 The right to study may be revoked if the student:

- a) Fails to pay the semester fee within the due date.
- b) Fails to approve an education plan within the deadline.
- c) Does not uphold a satisfactory progression in the study programme (over 50 percent behind nominal length of study).
- d) Does not sit any examinations in two years and the student has not been granted leave.
- e) Has used all attempts at an examination or professional training period in accordance with these regulations.
- f) Is expelled in accordance with the University and College Act § 4-8, § 4-9, § 4-10.

## § 17 Education Plan

17.1 Students admitted to first-degree studies of minimum 60 credits shall set up an education plan. This also applies to part-time students with a study progression of minimum 50 percent of full-time studies (the University and College Act § 4-2).

17.2 Students admitted to studies of 60 credits or more shall have confirmation of their education plan within 15 September in the autumn semester and within 15 February in the spring semester. Confirmation of the education plan is a requirement for the students to keep their right to study (cf. 16.6).

17.3 The education plan is set up by the student and the University College according to the framework given by the study plan/curriculum of the student's study programme, and other applicable rules.

17.4 The education plan shall contain provisions regarding the responsibilities and obligations of the University College to the student and the student's obligations to the University College and fellow students, including:

- The name of the study programme to which the student was granted admission.
- Any other study programme or study offer the student was also granted admission to.
- Reference to the study plan/curriculum of the study programme.
- Reference to important rules which are not included in the education plan and where these are to be found.
- Which courses and course groups the student intends to complete.
- At what time and in what order the courses will be completed.
- A description about the motivation for choosing elective courses.
- A description about the motivation when changing the education plan.
- The possibility of changing the education plan as a result of changes in courses and the study programme.
- A description about the consequences of not following the education plan.

17.5 The University College Director may provide more extensive rules concerning the form of the education plan, storage and filing, and regarding deadlines and procedures to make changes in the education plan etc.

## § 18. Absence and Leave of Absence

18.1 A student should have completed minimum 30 credits before applying for leave. Nominally, leave is granted for up to one year.

18.2 The University College Director, on advice from the specific academic community, deals with applications for leave of absence.

18.3 The University College Director, on advice from the specific academic community, may grant leave of absence for up to one year for child birth/adoption (cf. the University and College Act § 4-5), compulsory military service, disease or other well-founded reasons.

18.4 The student retains the right to resume his/her studies at the equivalent level prior to the leave of absence, but the education plan must be adapted to the curriculum.

18.5 If the student wishes to complete selected examinations during the leave of absence, s/he must pay the student fees for the specific semesters.

## § 19. Studies Abroad

19.1 All bachelor's degree and master's degree students shall have the opportunity to complete one semester (30 credits)/professional training abroad.

19.2 The student must nominally have completed and passed 60 credits and meet the requirements set forth by the University College for studying abroad.

19.3 Students completing courses/professional training at a foreign educational institution as an integrated part of their education at HiG must register and pay the student fee at HiG before departure to retain their right to study.

19.4 Supplementary provisions regarding the application procedure, pre-approval etc. are decided by the University College Director. Specific recognition of examinations completed abroad are subject to specific regulations (cf. § 39).

## 5. Degrees

### § 20. Bachelor's Degree

20.1 The bachelor's degree is achieved by completing examinations of a total of 180 credits or more. Out of the 180 credits, a minimum of 60 credits must have been completed at HiG, including the bachelor's thesis/student company (cf. § 2 of the regulations concerning administrative approval of higher education).<sup>1</sup>

20.2 The degree shall comprise of one of the following:

- a) Three years integrated professional training of minimum 180 credits.
- b) Two years integrated professional training or other study programme of minimum 120 credits in combination with an approved specialisation within the same or other subject/subject area of minimum 60 credits.
- c) Nominal three year study programme/180 credits including a minimum specialisation of 80 credits in combination with other courses or course groups of minimum 30 credits. The bachelor's degree shall include an individual thesis of minimum 10 credits. The studies may include examen philosophicum or equivalent philosophical courses of minimum 10 credits and examen facultatum or equivalent theoretical science courses of minimum 10 credits.

20.3 The student must apply for approval in case of significant discrepancy regarding the student's progression in relation to the nominal length of study. The application is decided by the University College Director on advice from the specific department.

20.4 Students qualifying for the bachelor's degree/diploma within several subject areas are required to complete minimum 60 credits, including another bachelor's thesis in addition to what is required for the first degree/diploma (cf. § 3 of the regulations concerning administrative approval of higher education).<sup>1</sup>

1. Cf. Regulation of 10 April 2006, no. 412, concerning administrative approval of higher education.

#### § 21 Credit Reduction for the Bachelor's Degree

21.1. Overlapping academic content in subjects/courses/course groups/study programmes which are part of the bachelor's degree shall comprise maximum 10 credits. Overlapping courses exceeding more than 10 credits must be compensated.

#### § 22. Master's Degree

22.1 HiG awards master's degrees which following the Ministry's regulations are approved according to the University and College Act § 3-2.

22.2 The master's degrees awarded at HiG follow the regulation of 1 December 2005, no. 1392, concerning requirements for the master's degree, established by the Ministry of Education and Research.

22.3 The University College awards master's degrees as described in § 3 and § 5.

#### § 23 Required Individual Project for the Master's Degree

23.1 The Committee for Course Programmes establishes, through the curriculum, supplementary provisions regarding the independent project including scope, assessment form and if the project is to be completed individually or in groups.

### 6. Course Portfolio, Study Plan and Curriculum

#### § 24. Strategic Planning and Determining Study Portfolio

24.1 The University College Board establishes long-term strategies for education, research and other academic operations and establishes plans to ensure that the academic development is in accordance with the goals set forth by the Ministry and the institution. Based on the strategic goals and long-term plans regarding academic development, the University College Board implements annual decisions regarding which studies are to be included in the University College study portfolio.

24.2 Based on factors regarding capacity and resources, the University Board may choose to regulate the number of study places on each specific study programme or parts of the study programme within the framework and goals set forth by the Ministry.

24.3 If low application volume or other significant reasons force the cancellation of admission to a study programme or specific courses, the Rector has authority to make such a decision.

#### § 25. Establishing Study Plan and Curriculum

25.1 All study programmes which yield credits at HiG must have an established study plan and curriculum.

25.2 The Committee for Course Programmes determines the study plan for programmes regulated by the national curriculum.

25.3 The Committee for Course Programmes determines the curriculum for all other study programmes.

25.4 The University College Board//Rector decides which department is responsible for the specific study programmes and courses offered at the University College.

#### § 26. Supplementary Provisions

The Committee for Course Programmes may establish supplementary provisions regarding the requirements for approving course curricula. The provisions may cover criteria as well as approval procedures.

### 7. Examination – General Regulations, Procedure and Appeal

#### § 27. Examination

27.1 Examinations are tied to individual courses and shall ensure that the student has a satisfactory academic level and is assessed according to the learning goals of the study programme.

27.2 Professional training is assessed as passed/failed. If the professional training period is not passed, the student may re-take the professional training period unless otherwise is specified in the national curriculum.

#### § 28. Right to Register for Examination

28.1 The students have the right to sit all examinations which are required for being awarded a diploma in the study programme which they have been admitted to.

28.2 The University College may establish specific required activities, required examinations or tests and requirements regarding compulsory teaching and completed professional training prior to taking the examination in specific courses. Such details shall be included in the course description.

28.3 Students which have not completed the required activities, have not followed the compulsory teaching, have not completed compulsory professional training or handed in compulsory assignments do not have the right to sit the examination.

28.4 Other persons which meet the general and specific admission requirements and other requirements for taking the examination, enjoy the right to sit the examination according to the supplementary provision, cf. the University and College Act § 3-10.

28.5 The University College Director determines if the requirements for taking the examination have been met.

28.6 A student has three attempts at the same examination in a course. In special cases, the University College Director may grant more attempts upon application from the student and a statement from the academic community. If the course is discontinued, the right to re-sit the same examination is valid for one year after the course was discontinued.

28.7 Professional training in the programmes of professional study (nursing and radiography) is regulated by 35.5. In special cases, the University College Director may grant a third attempt to complete the professional training period upon application from the student and a statement from the academic community.

28.8 If a student has completed more attempts, the best grade is used.

28.9 If a student does not complete a study programme according to the nominal length of study and the study plan and curriculum has been significantly changed, the student retains the right to complete the study programme according to the original study plan and curriculum for one year after the change was implemented.

## § 29. Registration for/ Withdrawal from an Examination

29.1 The examination registration deadline is 15 September in the autumn semester and 15 February in the spring semester unless otherwise is specified by the University College. The examination registration deadline for the nursing and radiography programmes is 1 month prior to the examination. Registration is made on the electronic student system employed by the University College.

29.2 The students normally register for the regular examination by confirming the education plan within the set deadline.

29.3 The University College Director may decide to hold a new examination open to students which did not pass the examination or had been granted absence from the examination. The new examination may also be open to students who wish to improve their grade. The University College Director decides whether to keep or change the examination form.

29.4 Students taking new or rescheduled examinations are required to register for the examination within the set deadline.

29.5 It is the students responsibility to know the time and place of the examination via the electronic student system at the University College.

29.6 The University College Director may in special cases, upon application, set aside the examination registration deadline. Exemption may be granted to a student suffering from illness or other unforeseen circumstances which made it impossible for the student to register within the deadline, this must be documented.

29.7 A student who has registered for an examination has the right to withdraw from the examination. Withdrawal from an examination must be completed on the electronic student system minimum 2 weeks prior to the examination.

29.8 A student is considered to have taken an examination if s/he, without valid reason, withdraws from the examination after the withdrawal deadline, does not attend the examination, does not hand in his/hers examination paper or withdraws during the examination. Valid reasons include illness or significant welfare reasons and shall be documented. Such documentation shall be submitted/ mailed as quickly as possible, and no later than three work days after the examination.

### § 30. Non-degree Students

30.1 Non-degree students must apply for taking the examination or apply for recognition of previous education or professional training within the set deadlines: 15 September for the spring semester and 15 February for the autumn semester.

30.2 Documentation of higher education entrance qualification for the examination in the specific study must follow the application as an attachment.

30.3 Admission to the examination may be declined if the non-degree student has not completed compulsory teaching/professional training where the learning objectives cannot be tested by the examination.

30.4 The non-degree students' rights at the University College are limited to attending open lectures and admission to the examination in pursuance with the University and College Act and these regulations.

30.5 Non-degree students must pay the examination fee in accordance with the regulations set forth by the University College Director. The examination fee must be paid within the set deadline. Non-degree students who have failed to pay the examination fee within the set deadline do not have admission to the examination.

30.6 In addition to the examination fee, non-degree students are obliged to pay the semester fee in accordance with the Student Welfare Organisation Act of 28 June 1996, no. 54. Non-degree students are, on having paid the semester fee, entitled to a student identity card and have access to Oppland Student Welfare Organisation's facilities.

30.7 The University College may exempt certain courses from non-degree students. The University College Director decides which courses on advice from the specific departments.

### § 31. Time and Scope

31.1 Examinations are nominally held in the semester which the teaching is finished. At the examination the students are tried on the syllabus that is defined in the course description or education plan.

31.2 Written supervised examinations are nominally adapted to the scope of the course as follows:

- Up to and including 10 credits: Up to 4 hours.
- From 11 to 30 credits: Up to 6 hours.
- Over 30 credits: Up to 8 hours.

The Committee for Course Programmes decides any exceptions to these rules when revising the course descriptions.

### § 32. Examination under Specific Conditions

32.1 If a student requires having an examination arranged according to specific needs, the student may apply to the University College Director for specific arrangements for both written and oral examinations. The specific arrangements are intended to compensate for the student's disadvantages to ensure that the all students are assessed on an equal basis.

32.2 The specific arrangements include:

- a) Extension of the examination time. At written supervised examinations, the examination time may be extended by 25 % and maximum 1 hour. At home examinations, the examination period may be extended by maximum 2 days.
- b) The right to take longer breaks and rest periods.
- c) Written examinations may replace oral examinations.
- d) Oral examinations may replace written examinations.
- e) Separate examination location and separate invigilator.

- f) Examination at the student's home
- g) Use of computers and other technical aids.
- h) Writing help, interpreter for the deaf and other practical help.
- i) Transferring the examination to Braille script or enlarged script.
- j) Having the examination read out loud.
- k) Having the examination paper read out loud for revision before handing it in.
- l) Other specific arrangements may be agreed upon application. The University College Director decides over these matters.

32.3 The application must be submitted minimum one month prior to the examination and must include documentation from experts and a description of the need for specific examination arrangements. The student shall apply for each separate examination semester, if the need for specific arrangements is permanent, this rule may be waived.

32.4 Specific examination arrangements are used to ensure that the examination paper may be assessed according to regular academic criteria. The University College Director decides on advice from the academic community if the assessment criteria have been met.

32.5 Students with dyslexia or other reading and writing difficulties, or students whose first language is not Norwegian, may have an anonymous confirmation of this included with their examination paper.

32.6 Students whose first language is not Norwegian may, upon application, be granted the right to use a bilingual dictionary at the examination. The dictionary must be submitted to the examination responsible minimum 2 days prior to the examination.

### § 33. Use of Aids at Supervised Examinations

33.1 The University College decides which aids are allowed at examinations. An overview of what aids are allowed shall be included in the course descriptions and in the examination assignments.

### § 34. Cheating, Attempted Cheating, Annulment of Examination or Test. Suspension and Expulsion

34.1 It is considered cheating if a student has other aids available than what are allowed during an examination, communicate with others about the examination or answers to the examination, or in other ways act in a way which conflicts with the examination regulations or rules regarding the use of sources.

34.2 If during a supervised examination it is suspected that a student is cheating, the student shall immediately be informed that the incident will be reported to the administration for further measures. The student is presented with the choice if s/he

wishes to withdraw or continue with the examination. The same choice is offered to students who have contributed to cheating.

34.3 If during home examination actions are carried out which means that the final result is not the independent work of the individual candidate; the administration is to be informed. If inspection shows that two or more examination papers are founded on the same original work or author all involved are considered to have cheated.

34.4 The students shall make a reference list of all sources. Transcription or copying without reference is considered cheating, regardless of source. Examination papers shall always be original, independent and individual work, unless it is clearly stated on the examination that this rule is to be waived. The examination paper shall never before have been submitted at an examination at this or other institutions.

34.5 Candidates who knowingly or by serious negligence are an accessory to cheating are also considered to have cheated, regardless of examination form.

34.6 Students who have cheated or attempted cheating may have their examination annulled in pursuance with the University and College Act § 4-7 or be expelled in pursuance with § 4-8 of the University and College Act.

### § 35. Grade System

35.1 The grade system at examinations, tests, assessment of assignments or other evaluation comprises of pass/fail or a five-step graded scale from A to E for passed and F for failed as illustrated below:

A	Excellent	An excellent and outstanding performance. The candidate demonstrates excellent judgment and independence.
B	Very good	A very good performance. The candidate demonstrates very good judgment and independence.
C	Good	A good performance in most areas. The candidate demonstrates reasonable judgment and reasonable independence in the key areas.
D	Satisfactory	A satisfactory performance with significant shortcomings. The candidate demonstrates limited judgment and independence.
E	Sufficient	A performance which meets the minimum requirements but not more. The candidate demonstrates very limited judgment and independence.
F	Fail	A performance which do not meet the academic criteria. The candidate demonstrates an absence of both judgment and independence.

A more detailed description according to the specific subject may be developed by the individual department/academic community on basis of national developments.

35.2 The letter grades have a corresponding numerical value: A=5, B=4, C=3, D=2, E=1, F=0. The numerical values are used to calculate a final grade from several examinations. The numbers are rounded off according to common rules. The rules for calculating the final grade in a course shall be included in the course description.

35.3 Fail/pass should not be used to an extent at which it exceeds more than 50 percent of the credits of a study plan/curriculum.

35.4 What grade system is used at an examination shall be defined in the course description.

35.5 Professional training periods are assessed as passed/failed. If a student fails, s/he retains the right to re-take the professional training period once unless otherwise is stated in the national curriculum.

## § 36. Assessment

36.1 The students' knowledge and qualifications shall be assessed impartially and in an academic manner.

36.2 The departments appoint external examiners, nominally for 4-year terms. External examiners may give a limited number of guest lectures, but are not to be employed at the institution or work for the institution as a part-time teacher in this period. The requirements for the external examiner are given in 36.14.

36.3 Annually, the departments define how the external examiner is to be used as part of the assessment. The external examiner must work in different ways.

36.4 An external examiner shall always be used to assess the students' independent work as part of higher-degrees.

36.5 If an oral examination is the only examination form and it covers 30 credits or more, an external examiner shall always be used.

36.6 If the internal examiner and external examiner disagree on the assessment of a paper, a third and external examiner must be employed. The three examiners jointly decide the grade.

36.7 If the subject teacher and supervisor of the professional training disagree on the assessment of the practical training period, the course responsible/study programme responsible is appointed as the third examiner.

36.8 The assessment deadline is three weeks after the examination. In the case of a new assessment as a result of an appeal or a change of examiner, the deadline is based on the appointment of the new examiner.

36.9 The University College Board may decide to exempt specific courses from these rules, and may in temporary regulations set a longer assessment deadline when it is impossible to appoint the required number qualified examiners to uphold the assessment deadline of three weeks. The University College Board may pass regulations which set longer deadlines for theses or equivalent written works.

36.10 In case of new assessment as a result of an appeal, cf. the University and College Act § 3-9, no. 5, minimum two examiners are appointed, one being external. The new assessment may be in favour or to the disadvantage of the appellant.

36.11 Assessments of written examinations are posted on the electronic student system.

36.12 The students are responsible for informing themselves about the assessment.

36.13 A student who has passed a separate test which is part of a final examination is nominally not required to re-sit the separate test unless otherwise is specified in the course description.

36-14 The Committee for Course Programmes may provide supplementary provisions for the use of external examiners at examinations.

### § 37. Explanation of Grades and Appeal against a Grade

37.1 Students have the right of an explanation of grades. At oral examinations or assessment of practical qualifications, an explanation of the grade must be demanded immediately.

37.2 For other assessment forms, an explanation of the grade must be demanded within one week from when the assessment was published.

37.3 Explanation of grades shall nominally be given within two weeks after the student asked for such. The explanation shall describe the general assessment principles and the specific assessment of the student's performance.

37.4 The examiner decides whether to present the explanation of grades orally or in writing. The examiners agree on who is to give the explanation.

37.5 An appeal against a grade must be submitted in writing within three weeks from when the assessment was published. If the student has demanded an explanation of the grade or appealed against procedural errors, the appeal deadline is determined from when

the student received the explanation or decision regarding the appeal against procedural errors. The written appeal shall:

- State who is making the appeal (name, address and student number).
- State what decision is being appealed (course, examination date, grade).
- Include date and signature.

37.6 All students must sign the appeal regarding group examinations.

37.7 If a course grade is calculated from several separate tests (mid-term examinations), an appeal may only be submitted after the final grade has been determined. If all the mid-term examinations required a passing grade and the student received a “fail” on one of them, the student retains the right to appeal against each mid-term examination and may submit an appeal against both the mid-term examination and the final examination (cf. 37.1 and 37.2).

37.8 Nominally, all mid-term examinations require a passing grade.

37.9 Assessment of oral performance and professional training periods or other assessment which because of its nature is impossible to re-assess, are not open to appeal (cf. the University and College Act § 5-3, no. 5).

37.10 If an appeal calls for re-assessment, new examiners are appointed. One shall be an external examiner. The new assessment shall be completed within the same deadline which applies to the regular examination. The new assessment may be in favour or to the disadvantage of the appellant.

37.11 Grades determined by re-assessment are not open to appeal (cf. the University and College Act § 5-3, no. 6). If the final grade is determined on the basis of an oral examination/adjustment in addition to a written mid-term examination and the appeal against the written part of the examination is taken into account, a new oral examination is carried out prior to determining the final grade.

## § 38. Appeals against Procedural Errors

38.1 Appeals regarding procedural errors in connection with examinations are dealt with by the Appeals Committee in pursuance with the University and College Act § 5-1. Procedural errors include errors on the examination assignment, in the examination process or the assessment process.

38.2 Appeals against procedural errors at an examination must be submitted within three weeks after the student does or should have known what forms the basis of the appeal. If the student has demanded an explanation of grades or has appealed against a grade, the appeal deadline is set, according the University and College Act § 5-2, no. 3, according to when the student received the explanation or decision regarding the appeal.

38.3 If the Committee for Course Programmes identifies procedural errors and it is reasonable to assume that these affected the students' performance or the assessment of their performance, a new assessment shall be carried out or a new examination shall be held as soon as possible.

#### § 39. Administrative Approval/ Recognition of Degree, Professional Training Programme, Subject, Course or Course Group

39.1 Degrees, professional training programmes, subjects, courses or course groups from an institution governed by the University and College Act are subject to administrative approval of the same number of credits at HiG.

39.2 Overlapping academic content gives the equivalent reduction in total credits, cf. the University and College Act § 3-4. The University College Director deals with these applications on advice from the specific department.

39.3 Degrees or programmes from foreign institutions or Norwegian institution which is not governed by the University and College Act may receive general recognition as equivalent to a degree, part of a degree or programme offered at institutions which are governed by the act. The Norwegian Agency for Quality Assurance in Education (NOKUT) deals with such applications, cf. the University and College Act § 3-4, no.2.

39.4 Degrees or programmes from a Norwegian or foreign institution which are not governed by the University and College Act may receive recognition as academically equivalent to a degree, part of a degree or programme offered at HiG. In addition, recognition according to these provisions gives the right to the equivalent title, cf. the University and College Act § 3-4, no.3.

39.5 If external studies and studies at HiG are combined for a degree, part of a degree or professional training programme, overlapping academic content will give the equivalent reduction in total credits. The University College Director, on advice from the specific department, deals with the applications in pursuance with these provisions and in accordance with the degrees and programmes which are offered at the department.

39.6 Exemption from an examination or test in a study programme at HiG may be granted if it is decided that an equivalent examination or test have been completed at HiG or other institution.

39.7 Documentation of prior learning and work experience may also be a valid reason for exemption, cf. the University and College Act § 3-4, no. 4. The University College Director deals with exemption applications on advice from the department.

39.8 The University College Director may pass supplementary provisions regarding the application procedure and documentation requirements for applications for administrative approval/recognition of Norwegian or foreign education and applications for exemption

from examinations or tests, including provisions regarding such exemption due to prior learning and work experience.

#### § 40. Application for Exemption. Specific Recognition of Education

40.1 Application for exemption from an examination must be submitted in writing minimum one month after course start. It must include all necessary documentation of scope and content of the examination for which administrative approval is wanted. Exemption is not granted for mid-term examinations which are part of a final assessment.

#### § 41. Decision of Exemption

41.1 The University College Director decides all applications for exemption from examination on recommendation from the study programme responsible. The decision shall include the basis for exemption.

41.2 Appeals against decisions regarding administrative approval of degrees, professional training programmes, subjects, courses or course groups and exemption or specific recognition are dealt with by the Appeals Committee.

### 8. Diploma and Transcript of Records

#### § 42. Diploma

42.1 The University College draws up diplomas for completed study programmes.

42.2 For study programmes of 2 years or more, diplomas are issued with supplements.

42.4 The diploma shall include:

- Name and national insurance number.
- The degree or professional training programme which have been completed.
- The total number of credits of the study programme.
- Time of completion of the study programme.
- Name, credits and grade for all included courses.
- Time for the completed examinations.
- Any exemption from examination and the basis for exemption.
- Title of individual theses (minimum 15 credits).
- The grade system which have been used.

#### § 43. Specification of Alternative Form of Examination

43.1 If the student's knowledge and qualifications have been assessed differently than the other students on the study programme, it shall be stated on the diploma, cf. the University and College Act § 3-11.

#### § 44. Specification of Exemption from Examination

44.1 Any exemption from examination must be stated on the diploma and transcript of records including the basis for exemption.

#### § 45. Issuing of Diploma

45.1 A diploma is issued to all students who have met the requirements for a degree or curriculum/study plan approved by the Committee for Course Programmes.

45.2 For candidates who have followed a set study programme for which a diploma is awarded, the diploma is issued automatically upon completion of all examinations.

45.3 Candidates who meet the requirements for a degree based on an individually selected study programme must apply to be issued a diploma and the candidate must document that the requirements have been fulfilled.

45.4 Everyone who completes minimum one course at the University College is entitled to a transcript of records.

### 9. Exemption, Supplementary Provisions, Appeals and Coming into Force

#### § 46. Exemption

46.1 Applications for exemption from the regulations are dealt with by the University College Director on advice from the Rector.

#### § 47. Supplementary Provisions

47.1 The Committee for Course Programmes may pass supplementary provisions to these regulations.

#### § 48. Appeals

48.1 Appeals against decisions in accordance with these regulations are dealt with by the Appeals Committee unless otherwise is stated in these regulations.

## § 49. Coming into Force

49.1 These regulations come into force on 1 January 2008. On the date of coming into force the following regulation is repealed:

Admission, Study and Examination Regulation at Gjøvik University College of 14 June 2005, no. 832.

