

## **Regulations relating to admission, programmes and examination at Sogn og Fjordane University College**

Stipulated by the Board of Sogn og Fjordane University College on 17 December 2009 pursuant to Sections 3-2, 3-3, 4-4, 3-5, 3-6, 3-7, 3-8, 3-9, 3-10, 3-11, 4-2, 4-5, 4-6, 4-7, 4-8, 5-1, 5-2, 5-3 and 7-1 of the Act of 1 April 2005 no. 15 relating to universities and university colleges.

### **SECTION 1: SCOPE AND DEFINITIONS**

#### **1.1 SCOPE**

These regulations apply to all programmes at Sogn og Fjordane University College (HSF). For fee-based educational provisions, the university college can make exceptions to the ranking rules for admission and some other arrangements which apply for ordinary students.

#### **1.2. DEFINITIONS**

1. In these regulations, “the Act” refers to the act of 1 April 2005 no. 15 relating to universities and university colleges.
2. Admission is the process in which a person applies, has their qualifications assessed and is admitted to a programme of study, shorter programme of one semester's or one year's duration or course.
3. A Bachelor's degree is a programme of study where the basis for admission is through upper secondary school or prior learning and work experience.
4. A programme of study is a grouping of courses as stipulated in a programme description which students can gain admission to and which culminates in a degree or vocational training.
5. A shorter programme of one semester's or one year's duration is a grouping of courses as stipulated in a programme description which students may gain admission to and which has a dimension of a minimum 30 credits (ECTS).
6. A course is a component of a programme of study or a shorter programme of one semester's or one year's duration. A course shall have a content stipulated in a course description and a dimension expressed in credits (ECTS).
7. A student is a person who through admission in accordance with Section 3-6 and Section 3-7 of the Act is admitted to a programme of study or a shorter programme of one semester's or one year's duration at HSF.
8. A course student is a person who is admitted to one or more courses.
9. An external candidate is a person who in accordance with Section 3-10 of the Act registers for an examination at HSF without being admitted as a student.

10. A curriculum is a national plan which states learning outcomes, content and structure of the programmes and courses in an education. The Ministry stipulates curriculums.

11. A programme description is a document which states entrance requirements, learning outcomes, academic content, structure, teaching methods, coursework requirements, syllabus, assessment methods and competence for a programme of study or shorter programme of one semester's or one year's duration. The programme description is a legally binding document for both the student and the university college. For education in accordance with the national curriculum, the programme description shall meet the curriculum's requirements. The programme description outlines the courses that comprise the programme (course plan). The programme description usually includes an outline of the periods of supervised professional training if such training forms part of the programme. If sound reasons exist, the periods of supervised professional training may be described in a separate document as an attachment to the programme description.

12. A course description is a document the entrance requirements, learning outcomes, academic content, teaching methods, coursework requirements, assessment methods and syllabus for a course.

13. An individual education plan is an agreement drawn up between the student and the institution which states the rights and obligations of the university college towards the student and the rights and obligations of the student towards the institution and fellow students. The individual education plan is based on the programme description. For students admitted to a programme of study or shorter programme with a dimension of 60 credits or more, an individual education plan shall be prepared, with reference to Section 4-2 of the Act.

14. Coursework requirements are compulsory work that must be completed and approved before the student may implement an examination. Coursework requirements are a condition for implementing the examination and may not be part of the examination. Examples of coursework requirements are written assignments, oral presentations, seminars, exercises, excursions and compulsory instruction. Coursework requirements shall be presented in the programme/course description.

15. Recognition means qualifications awarded by an institution that is subject to this Act shall be granted the same number of credits for it by other such institutions, cf. Section 3-5 (1) of the Act.

16. Exemption means a student may be granted exemption from an examination or test, cf. Section 3-5 (2) of the Act.

17. Credits (ECTS) are a measurement of the dimensions of a programme of study, shorter programme of one semester's or one year's duration or course. Sixty (60) credits constitute one year's full-time study.

18. An examination is a test followed by an assessment. All written, oral, practical or artistic work, presentations and tests which form the basis for grades on the diploma or transcript of records are regarded as examinations.

19. A Diploma Supplement is an English addition to the diploma which states the name and personal data of the student, information about the student's programme of study and an

explanation of the Norwegian educational and assessment system. The Diploma Supplement does not include assessment of the student's presentations. The Diploma Supplement should be an attachment to the original diploma, and it is only valid together with it.

### 1.3. DECISION-MAKING AUTHORITY

1. The Rector has the upper responsibility for all administrative decisions in accordance with these regulations. The Rector is responsible for the Board making all decisions in accordance with the stipulations and provisions, and can therefore re-examine the decisions made by subordinates.

2. In cases where the decision-making authority in this regulation is not explicitly stated as another body, the Rector or whomever he or she authorises has the decision-making authority.

## **SECTION 2: DEGREES AND VOCATIONAL TRAINING**

### 2.1 COLLEGE GRADUATE

1. Sogn og Fjordane University College awards the degree College graduate based on a completed two-year programme (120 credits) which in accordance with a decision of the University College Board culminates in the degree of College graduate.

### 2.2 BACHELOR'S DEGREE

1. Sogn og Fjordane University College awards the Bachelor's degree based on one of the following criteria:

- A completed three-year programme (180 credits) which in accordance with the curriculum or regulations culminates in a Bachelor's degree.
- A completed three-year programme (180 credits) which in accordance with a decision of the Board of Sogn og Fjordane University College culminates in a Bachelor's degree. The degree must include an independent work of minimum 15 credits. The Academic Affairs Committee may grant exception to this rule if special reasons exist.
- A three-year standard programme (180 credits) with an academic specialisation of minimum 80 credits. The degree must include an independent work relevant to the academic specialisation of minimum 15 credits. Moreover, the degree must include a specialisation in another course of minimum 30 credits.

### 2.3 MASTER'S DEGREE

1. Sogn og Fjordane University College awards Master's degrees approved by the Ministry in accordance with Section 3-2 of the Act.

2. Master's degrees at HSF are subject to the Regulation of 2 July 2003 relating to requirements for Master's degrees, stipulated by the Ministry of Education and Research.

3. Additional rules regarding the independent work in the degree, assessment arrangements and other issues will be stipulated in the programme description. The Academic Affairs Committee has responsibility for stipulating programme descriptions.

### 2.4 VOCATIONAL TRAINING

1. 1. Sogn og Fjordane University College offers teacher education (240 credits) based on the prevailing curriculum.

## 2.5 REQUIREMENT FOR THE SMALLEST UNIT IN A DEGREE

1. Courses/units included in a degree at HSF should normally have a minimum dimension of 10 credits. The Academic Affairs Committee may grant exception to this rule if special reasons exist.

## 2.6 ACADEMIC OVERLAPPING

1. In Bachelor's degrees, academic overlapping may have a maximum dimension of five (5) credits.

2. In Master's degrees of up to 120 credits, academic overlapping is not permitted.

## 2.7 AWARDING OF DEGREES ON THE BASIS OF RECOGNITION OF EDUCATION

1. Education from another institution may be assessed as academically equivalent to education at HSF and thereby form the basis for awarding of a degree, cf. Section 3-5 (3) of the Act.

2. When a student has qualified for a diploma for a completed education or degree on the basis of recognition of education from another institution, the student must have completed a minimum 60 credits at HSF to be awarded the degree, cf. the Regulations relating to recognition of higher education.

3. When a student has qualified for a diploma for an education/degree and this builds on a previous diploma for an education/degree, the student must have completed a minimum of 60 new credits that did not form the basis for previous diplomas. In some programmes, there may be a requirement for 90 new credits in order to be awarded a new diploma.

## 2.8 JOINT DEGREES

Sogn og Fjordane University College may award joint degrees in collaboration with other institutions.

# **SECTION 3: PROGRAMME AND COURSE DESCRIPTIONS**

## 3.1 COURSE AND PROGRAMME DESCRIPTIONS

1. Descriptions should be prepared and approved for all programmes of study, shorter programmes of one semester's or one year's duration and courses that HSF offers or is academically responsible for.

2. The course level should be stated in the course code/name in the following way:

- 100 level courses are basic level (basic course)
- 200 level courses are specialisation level (specialisation course at Bachelor's level). Specialisation courses build on basic courses
- 300 level courses build on a completed Bachelor's degree or the equivalent and form part of a Master's degree or are approved as part of a Master's degree at another institution.

### 3.2 DEVELOPMENT AND COMPOSITION OF COURSE AND PROGRAMME DESCRIPTIONS

1. The Academic Affairs Committee prepares a template for the development of course and programme descriptions. These descriptions shall be based on the national qualification framework.
2. The university college's course/programme descriptions shall be prepared on the basis that an academic year for a full-time student (60 credits) shall constitute a workload of 1600 hours (40 hours per week for 40 weeks).
3. The university college's course/programme descriptions should be arranged so that a student yields credits regularly when he or she completes a programme in the nominal length of study, i.e. 60 credits per academic year on a full-time basis.

### 3.3 DEVELOPMENT OF NEW COURSE AND PROGRAMME DESCRIPTIONS

1. The Board appoints a committee and authorises work on programme descriptions for new Bachelor's and Master's programmes and one-year further education programmes for a second degree.
2. The Dean appoints a committee and authorises work on descriptions of shorter programmes and courses with a dimension of up to 60 credits at Bachelor's level.
3. A programme description committee at HSF should, in addition to representatives for staff and students, have external representatives for all programmes of study and shorter programmes with a dimension of more than 30 credits.

### 3.4 APPROVAL OF NEW PROGRAMME DESCRIPTIONS

1. The Academic Affairs Committee at HSF makes a resolution about approval of new descriptions for programmes of study and courses of more than 30 credits.
2. The Dean makes a resolution about approval of new descriptions for programmes of study and courses of 30 credits or less.

### 3.5 ESTABLISHMENT OF NEW PROGRAMMES OF STUDY AND SHORTER PROGRAMMES OF ONE SEMESTER'S OR ONE YEAR'S DURATION

1. The Board makes a resolution about the establishment of new programmes of study and shorter programmes with a dimension of more than 30 credits. The Rector prepares the case for the Board in consultation with the Dean of the relevant faculty based on the committee recommendation and a proposal of the programme description.
2. The Dean makes a resolution about the establishment of programmes and courses with a dimension of 30 credits or less.
3. When a programme of study or shorter programme of one semester's or one year's duration includes courses from several faculties, the Board will decide which faculty will have the overall academic responsibility for the programme.

### 3.6 START-UP OF PROGRAMMES OF STUDY / SHORTER PROGRAMMES OF ONE SEMESTER'S OR ONE YEAR'S DURATION

1. Resolutions about starting up programmes of study/ shorter programmes of one semester's or one year's duration that are fully financed by the ordinary budget are made by the Board in connection with annual budget resolutions.
2. The Rector is authorised to make resolutions about starting up programmes of study/ shorter programmes of one semester's or one year's duration that are fully or partly externally financed.

### 3.7 REVISION OF PROGRAMME DESCRIPTIONS

1. All programme descriptions at HSF shall be subject to annual revisions. The Director of Academic Affairs sets the timing and procedures for the revision.

### 3.8 PUBLICATION OF PROGRAMME DESCRIPTIONS

1. All programme descriptions at HSF are published electronically. The Director of Academic Affairs is the editor of the course catalogue.

## **SECTION 4: ADMISSION**

### 4.1 STUDENT ADMISSION

1. The Board can regulate the admission capacity of individual programmes of study/ shorter programmes of one semester's or one year's duration, cf. Section 3-7 of the Act.
2. The central admission regulations (Regulation relating to admission to higher education) applies to the teacher training programme, Bachelor's degrees and other shorter programmes of one semester's or one year's duration announced by the Norwegian Universities and Colleges Admission Service (NUCAS). These regulations also apply for other programmes of study/ shorter programmes of one semester's or one year's duration at Bachelor's degree level with local admission in which the entrance requirement is Higher Education Entrance Qualification.
3. A person must apply within the set deadline and in the prescribed way in order to gain admission to a programme or course. The application deadlines for local admission are the same as the prevailing deadlines for the Norwegian Universities and Colleges Admission Service (NUCAS). The Director of Academic Affairs may stipulate other application deadlines for local admission should the situation dictate this. Admission to the programme or course provides the right to study in accordance with the university college's regulations, cf. Section 6.
4. A student may apply for postponed start of studies (reserved study place) for one year or possibly one semester if the study arrangements allow it and if there is sufficient reason. Such reasons may include enlistment for compulsory civilian national service or military service, pregnancy or illness. Such applications are processed by the Director of Academic Affairs.

5. Students at the university college who have been admitted to specific programmes of study where other courses may be included as elective courses have priority over external applicants.

#### 4.2 ADMISSION TO BACHELOR DEGREE PROGRAMMES

1. Section 3-6 of the Act and regulations stipulated by the Ministry apply for admission and ranking of applicants for Bachelor degree programmes.

#### 4.3 ADMISSION TO FURTHER EDUCATION

1. For admission to further educations with curricula, the entrance requirements stipulated in the curriculum applies for admission to further education.

2. For admission to further educations without curricula, the entrance requirements stipulated in the programme description applies for admission to further education without a curriculum.

#### 4.4 ADMISSION TO MASTER'S PROGRAMMES

1. The regulation on requirements for Master's degrees stipulated by the Ministry applies for admission to Master's programmes.

2. Further specifications of the academic prerequisites for admission will be stipulated in the programme description.

3. The Academic Affairs Committee sets guidelines for ranking of applicants for Master's programmes.

#### 4.5 ADMISSION TO ONE-YEAR PROGRAMME IN EDUCATIONAL THEORY AND PRACTICE

1. The minimum requirements stipulated in the curriculum apply for admission to the one-year programme in educational theory and practice.

2. Applicants admitted based on education taken outside the Nordic countries must document knowledge of Norwegian and English corresponding to the Higher Education Entrance Qualification.

3. The Academic Affairs Committee provides further guidelines on ranking of applicants for the one-year programme on educational theory and practice.

#### 4.6 ADMISSION BASED ON PRIOR LEARNING AND WORK EXPERIENCE

1. The university college may admit applicants who are 25 years of age or older in the year of admission based on prior learning and work experience, cf. Section 3-6 of the Act and the regulation stipulated by the Ministry.

2. The assessment of prior learning and work experience is based on the submitted documentation. Applicants may be invited to an entrance examination and interview.

3. Applicants should attach a personal application briefly outlining their motivation for taking the programme and their expectations, along with a self evaluation of why he or she considers he or she is able to complete the programme.

4. The Academic Affairs Committee can implement further guidelines for the assessment of prior learning and work experience within the framework set down by the Ministry.

#### 4.7 COMPLAINTS RELATING TO REJECTION OF APPLICATION FOR ADMISSION

1. Complaints concerning individual decisions in connection with admissions organised through the Norwegian Universities and Colleges Admission Service (NUCAS) are determined by the Joint Appeals Committee, cf. the regulation relating to joint appeals committees for admission to Bachelor degree programmes at universities and university colleges through NUCAS.

2. Exceptions from point 1 above are complaints concerning admissions in accordance with Section 3-6 of the Act, clauses 2 and 3. Such complaints are determined by the university college's Appeals Committee.

#### 4.8 REGULATIONS FOR WORK IN ADMISSION COMMITTEES

1. The Director of Academic Affairs and/or an Admission Committee takes care of the admission or, if the admission is co-ordinated nationally, ensures it is implemented.

2. The Admission Committee is appointed by the Board and should have the following composition: chairperson, deputy chairperson and a student representative are permanent members. The committee shall also include the Dean of the faculty or his or her appointee. The Director of Academic Affairs shall act as secretary for the Admission Committee.

3. The Admission Committee shall make decisions on applications in accordance with Section 4.6, clause 1 of this regulation and rank applicants without credits. The Application Committee may delegate its decision-making authority to the Director of Academic Affairs.

#### 4.9 CANCELLATION OF ADMISSION

1. The Board may resolve to cancel admission (zero admission) to a programme of study/ shorter programmes of one semester's or one year's duration if the level of applications is too poor. Such cancellation shall occur an adequate time prior to the start-up and no later than June 1 for programmes commencing in August.

## **SECTION 5: TEACHING**

### 5.1 THE ACADEMIC YEAR

1. The academic year comprises 40 weeks, usually 18-19 weeks in the autumn semester and 21-22 weeks in the spring semester. The Christmas and Easter holidays do not form part of the academic year. The teaching and examinations shall be completed within the academic year. The Rector stipulates the academic year each year by January 1 in the year the academic year starts.

2. Academic years may differ for preliminary courses, part-time programmes, shorter programmes organised with three semesters and externally financed offers.

## 5.2 ACCESS TO THE TEACHING

1. Lectures at the university college are as a general rule public. Exceptions may be made to this rule if special reasons exist, including if fees are prescribed for the course/programme in question, cf. Section 3-8 of the Act.

2. For each semester, admission to a course or teaching may be implemented where students in programmes of several years' duration register for teaching in courses they plan to take in the following semester. The Dean determines the admission capacity for each course. The Director of Academic Affairs may stipulate ranking procedures for admission to the teaching.

3. In order to register for the teaching in a course, there may be requirements that specific courses, examinations or coursework requirements shall be completed and approved. Such requirements shall be stipulated in the course description.

4. A course that is not a compulsory part of a programme of study/ shorter programme of one semester's or one year's duration may in special circumstances be cancelled. Such decisions are made by the Dean.

## 5.3 ATTENDENCE

1. Where attendance at lectures or other activities is compulsory, this will be stipulated in the course/programme description.

2. Unless otherwise stipulated in the course/programme description, an attendance rate of 80% is required for compulsory teaching.

3. Absence from compulsory lectures or activities is handled in accordance with the regulations relating to coursework requirements, cf. Section 8.2.

## 5.4 CHANGES TO THE TEACHING PLAN

1. In the event that planned teaching is changed or cancelled, the affected students should be advised at the earliest convenience. Decisions about the cancellation of teaching, and whether such teaching shall be replaced or compensated for, shall be made by the Dean.

## 5.5 STUDENT EVALUATION OF THE TEACHING

1. Student evaluation of the teaching shall be carried out in all courses in accordance with the university college's quality assurance system.

## 5.6 LANGUAGE OF INSTRUCTION

1. All teaching is normally given in Norwegian or another Scandinavian language.

2. Where the situation dictates, all or part of the teaching of a course may be given in English. Such decisions shall be made by the Dean. If the language of instruction is not a Scandinavian language, notification shall be provided at the earliest convenience.

## **SECTION 6: ADMISSION TO A COURSE OR SPECIFIC PROGRAMME OF STUDY**

### **6.1 ADMISSION TO A COURSE OR SPECIFIC PROGRAMME OF STUDY AND TERMINATION OF ADMISSION**

1. Students admitted to a programme of study are granted access to teaching activities and examination in courses in the programme of study and periods of supervised professional training where applicable or other compulsory or elective activities in the programme of study.
2. A student who does not fulfil the requirements relating to the programme of study at the start of studies will be subject to termination of admission. Such requirements should be stated in the admission letter sent to the student. A student who, for such reasons, has their admission terminated must reapply for new admission.
3. Termination of admission will also apply when a student has exhausted all attempts to pass an examination or period of supervised professional training. A student who, for such reasons, has had their admission terminated may not gain a fresh admission to the same programme or courses that form part of the programme.
4. Admission to a course or specific programme of study elapses when the student has completed the programme of study he or she was admitted to.
5. Admission to a course or specific programme of study will also be terminated owing to criminal offences or on the basis of an aptitude assessment, cf. Sections 4-8 and 4-9 of the Act.

### **6.2 REQUIREMENT FOR PROGRESSION IN THE PROGRAMME**

1. The right to continue taking a programme may be regulated with special requirements for each programme. Such requirements will be stipulated in the programme description.
2. A student may be registered for a programme for up to twice the nominal length of study up to a maximum two years longer than the nominal length of study. Termination of admission then takes effect.
3. Students who do not follow the nominal study progression must expect to follow the prevailing programme description and the examination arrangements stated in it. Students may apply for a leave of absence from the programme of study, cf. Section 6.6.

### **6.3 SEMESTER FEE AND OTHER STUDENT FEES**

1. Sogn og Fjordane University College may not claim fees from students for ordinary programmes of study culminating in a degree or vocational training courses, cf. Section 7-1 of the Act.

2. All students admitted to a programme/course of 15 credits or more per semester must pay a semester fee and copy fee, cf. Section 7-3 of the Act. A student with such admission is regarded as a student at all times, also in semesters with no examinations.
3. Students studying at more than one institution shall pay the semester fee and copy fee to the educational institution at which they are awarded the most credits.
4. Students taking courses of 14 credits or less shall pay the semester fee and copy fee in the examination semester. Such students must choose whether or not to pay the semester fee in semesters with no examination. In such cases, the student must request this himself/herself.
5. Private candidates may attend all open lectures, but they are not entitled to have assignments evaluated, and are therefore only considered students in the examination semester. Consequently, such students only pay the semester fee in the examination semester.
6. Participants in a programme that takes part in commercial assignments do not pay the copy fee. Such students may also be exempted from paying the semester fee when a joint assessment of the extent of the teaching, place of teaching, examination and other issues make it unreasonable to consider them students. However, such students may pay the semester fee if they wish to do so and in doing so are entitled to a student ID card.
7. Exchange students pay the semester fee in their own country. International students who are not connected to exchange programmes (Nordplus, Erasmus) must pay the semester fee and copy fee at HSF if there is no exemption agreement.
8. Fixed fees must be paid before a student ID card is issued.
9. Participants in further and continuing education courses and other courses with no credits do not pay the semester fee.
10. The Board of Sogn og Fjordane Student Welfare Organisation determines the amount of the semester fee, and the Board of HSF determines the copy fee.

#### 6.4 INDIVIDUAL EDUCATION PLAN AND INDIVIDUAL EDUCATION PLAN REVIEW

1. A student admitted to a programme with a dimension of 60 credits or more must draw up an individual education plan for the current semester by the following dates:
  - September 15 in the autumn semester
  - February 15 in the spring semester
2. All students admitted to a programme with a dimension of 60 credits or more will be offered an annual individual education plan review with a student adviser. The Dean appoints the adviser. The review may be implemented on an individual basis or in groups, but on an individual basis if this is requested by one of the parties.

#### 6.5 SPECIAL ADAPTATIONS OF THE STUDY ARRANGEMENTS

1. A student may apply for special adaptations of study arrangements. The request must be documented with a medical certificate from a doctor or another expert.

## 6.6 LEAVE OF ABSENCE

1. Students, who for a limited period of time are not able to attend teaching activities or sit an examination for a course/programme to which they are admitted, may apply for a leave of absence from the programme. The grounds of application for the leave of absence must be documented. The leave of absence comes in addition to the students' right to extended study progression, cf. 6.2.
2. A leave of absence may be granted due to birth and care of children. In such circumstances, the student retains their status as a student during the duration of the leave of absence, and has the right to resume the programme at a level equivalent to that prior to commencing the leave of absence, cf. Section 4-5 of the Act. A leave of absence may also be granted based on other caring work, illness, compulsory military service, duties in student organisations and other special circumstances. A leave of absence is normally not granted based on other education or work.
3. A leave of absence is granted for a period of one or more semesters and normally not longer than two years. Leave of absence will not be granted for a period of less than one semester. In some programmes, where periods of supervised professional training or similar require it, a leave of absence will not normally be granted for a period of less than one year.
4. The right for a leave of absence usually only applies for fixed programmes with annual admission. These rules do not apply for programmes with admission of only one class or when other reasons exist when it is unclear when the next class will start up.
5. Applications for leaves of absence are approved by the Director of Academic Affairs in consultation with the Programme Coordinator.
6. A student who has been granted a leave of absence is not admitted to a course or specific programme of study as described in this regulation. A student on a leave of absence may not implement an examination. For leaves of absence connected with pregnancy and caring for children, point 2 applies.
7. A student on a leave of absence can, within the stipulated deadline for examination registration, annul the leave of absence.
8. A student who does not follow the nominal study progression must expect to follow the prevailing programme description and examination arrangements stated in it, cf. Section 8.1. However, when a student is granted a leave of absence, the university college should still contribute to the student completing the education without considerable disadvantages.
9. Decisions relating to leaves on absence are made on a case by case basis in accordance with the Public Administration Act. Any appeals will be resolved by the Board's Appeals Committee.

## 6.7 THE RIGHT TO TAKE COURSES WITHOUT ADMISSION TO A PROGRAMME

1. A course student is admitted to one or more individual courses.

2. Course students must document that they meet the entrance requirement for the course. The entrance requirement is usually the same as the entrance requirement for the programme of study to which the course belongs.

3. There is no closing date for applications for admission as course student, but such applications must be submitted sufficiently early in relation to course registration and the progression of teaching and coursework requirements. Where necessary, a decision is made by the Programme Coordinator.

4. Admission as a course student provides admission to the course in question equivalent to the nominal length of study.

5. Admission as a course student also doubles as registration for examination in the course in question.

6. Course students have the same rights and obligations as ordinary students, but obligations are limited to the course(s) in which the student is admitted.

7. Course students who wish to take more courses in the same semester are responsible for choosing courses that can be taken parallel with regards to practical arrangements such as time of teaching activities and examination.

8. Course students pay a semester fee and copy fee in accordance with the prevailing guidelines.

## 6.8 PRIVATE CANDIDATES

1. A private candidate is a person who registers for an examination without being admitted as student at the university college, cf. Section 3-10 of the Act. Private candidates must pay the examination fee as fixed by the Board's resolution. The examination fee must be paid within the stipulated deadline.

2. Private candidates must register for the examination within the stipulated deadline. This is February 15 for examinations in the spring semester and September 15 for examinations in the autumn semester. Documentation of Higher Education Entrance Qualification and any specific entrance requirements must be attached to the registration.

3. Decisions about examination arrangements for private candidates are made by the Director of Academic Affairs in consultation with the Programme Co-ordinator.

4. If the private candidate's knowledge and skills are assessed in a different way than those of students admitted to the programme, it should be indicated on the diploma and transcript of records, cf. Section 3-11 of the Act.

5. Private candidates who yield 15 credits or more per semester must pay a semester fee. Private candidates who have paid semester fee are entitled to a student ID card that shows that the fee has been paid. Private candidates who have paid semester fee have access to welfare offers from the Student Welfare Organisation.

## **SECTION 7: EXAMINATION**

### **7.1 FORMS OF ASSESSMENT**

1. The course/programme descriptions should stipulate the forms of assessment and weighting of the different examinations or parts of examinations that will form the basis of the final assessment and fixing of the final grade.
2. Examinations shall normally be individual tests. Group examination may be used for smaller parts of a programme.
3. Oral examinations are public unless the arrangement of the examination or test requires otherwise, cf. Section 3-9 of the Act.
4. Portfolio assessment is the assessment of a collection of texts or other work which has been produced during a certain period and which forms the basis for final assessment and fixing of the final grade. The course/programme descriptions shall stipulate the process of selecting the work to be included in the portfolio for final assessment. The Academic Affairs Committee can stipulate supplementary rules for portfolio assessment.

### **7.2 EXTENT AND DURATION OF EXAMINATION**

1. The extent of the different parts of an examination or final assessment shall be indicated in the form of weighting and duration in the course/programme descriptions.
2. Supervised written examinations have a normal duration of up to six hours. In addition to the allocated time, the student receives 15 minutes to prepare the examination paper for submission. The stated time includes any meal breaks.

### **7.3 PLACE OF EXAMINATION**

1. The examination will be arranged at the university college's permanent premises and where the teaching activities for the course/subject in question have taken place. The Director of Academic Affairs may in special cases make exceptions to this rule.

### **SECTION 7.4: TIME OF EXAMINATION**

1. The examination schedule with time and place for the examination should be published a minimum two weeks before the registration deadline. Changes to the examination schedule must be announced a minimum three weeks before the examination.
2. Examinations may be arranged throughout the year. The Director of Academic Affairs determines the examination period for supervised written examinations to be arranged towards the end of each semester.
3. The relevant faculty stipulates deadlines for submission of assignments and times for practical tests/presentations to be included in the portfolio for final assessment.
4. The same examination will normally be arranged only once per semester. When it comes to new examinations, see Section 8-6 (2).

5. Students following the ordinary programme description and nominal length of study will have at least one day between examination days. There may be exceptions for elective courses.

## 7.5 LANGUAGE VARIANTS

1. Examination assignments will be provided in both Nynorsk and Bokmål. Applications may be submitted to have examination assignments in other languages. Such applications are determined by the Dean.

2. Examination answers may be written in Nynorsk or Bokmål or another Scandinavian language. Applications may be submitted to write examination answers in another language. Such applications are determined by the Dean.

## 7.6 EXEMPTION FROM EXAMINATION AND COURSEWORK REQUIREMENTS

1. A student may be granted exemption from an examination or coursework requirement when it can be documented that the equivalent examination or coursework requirement has been successfully completed at the same or another institution or based on documented prior learning and work experience, cf. Section 3-5 of the Act.

2. Applications for exemption in accordance with Section 3-5 of the Act are determined by the Dean of the faculty which has academic responsibility for the examination or coursework requirement in question. Cases with precedent are determined by the Director of Academic Affairs.

3. Applications for exemption from an examination or a coursework requirement must be submitted as early as possible, but not later than the deadline for examination registration in the same semester as the examination or coursework requirement in question.

4. Exemptions from examinations should be indicated on the diploma and transcript of records, including a note outlining the basis for the exemption.

## SECTION 7.7 GUIDELINES FOR THE IMPLEMENTATION OF EXAMINATIONS

1. The Board authorises the Academic Affairs Committee to make supplementary rules for the practical implementation of examinations, such as guidelines for examination candidates, invigilators, lecturers, examiners and examination co-ordinator. The Academic Affairs Committee is also authorised to stipulate supplementary rules for digital implementation of examinations, including electronic submission of assignments.

2. In supervised written examinations, candidates who do not follow the university college's guidelines for examination candidates may be expelled from the examination venue.

## **SECTION 8: THE RIGHT TO SIT EXAMINATIONS**

### 8.1 ACCESS TO EXAMINATION

1. Anyone who satisfies the general requirements and any special requirements for taking the examination in a given course is entitled to take the examination. This also applies to students who have not been admitted to the programme of study or course, cf. Section 3-10 of the Act.

2. In order to sit an examination, the candidate must be registered for the examination within the deadlines stipulated by the university college. Students pay a semester fee in accordance with the Act and Regulations relating to the student welfare organisations within given deadlines. Private candidates and students taking externally financed programmes/courses must pay the fees set by the university college.

3. If the prevailing course/programme description stipulates special coursework requirements or supervised professional training in order to sit the examination, these must be implemented and/or passed before the candidate may sit the examination. This also applies if the candidate must pass specific examinations before sitting the examination in question. Information on such requirements should be stipulated in the programme description.

4. A student has the right to sit the examination in the same course three times as long as the course/examination in question still exists. This also applies to private candidates without them having to pay additional examination fees. In special cases, the Director of Academic Affairs may permit a candidate to have a fourth attempt based on a recommendation from the Dean.

5. For periods of supervised professional training, a student may only implement each period of training on two occasions. In special cases, the Director of Academic Affairs may make exemptions to these rules based on a recommendation from the Dean. For curriculum-based programmes of study, the conditions stipulated in the curriculum apply for periods of supervised professional training.

6. The right to repeat examinations, periods of supervised professional training or coursework requirements (cf. clause 4 of this section) is annulled when changes are made to the programme description. In such cases, the last attempt based on the old arrangement may be implemented one year after the old arrangement ceased. The Dean determines whether examinations, periods of supervised professional training or coursework requirements based on the old arrangement may be granted exemption with respect to the new programme description.

## 8.2 COURSEWORK REQUIREMENTS

1. The course lecturer is responsible for approving coursework requirements. The course lecturer is responsible for preparing a list of students with approved coursework requirements. This list must be submitted to the examination co-ordinator a minimum two weeks before the examination date.

2. The course lecturer sets the deadline for when coursework requirements must be completed/submitted. To the extent possible, the deadline should be sufficiently early as to enable sufficient time to implement a fresh attempt before the examination. If a coursework requirement involves attendance in lectures, laboratory work, excursions and other activities that cannot be repeated, the course lecturer has a special responsibility to explain this to the students and notify students who might fail a coursework requirement. This type of coursework requirement also implies a special responsibility for the student to be well

informed and contact the course lecturer to discuss how the coursework requirement can be implemented if the student sees that it might be difficult to participate in compulsory teaching and other activities.

3. In the case of illness or other significant welfare issues, the Programme Co-ordinator may decide that other coursework requirements may be implemented if it is practically possible.
4. A student who has not gained approval for coursework requirements does not have the right of examination. In such cases, the student must repeat the course and implement the given coursework requirements and examination when the course is next offered.
5. A student may have previously completed coursework requirements approved. Exemptions may be granted from coursework requirements based on education at another institution or another equivalent examination, cf. Section 7.6.

### 8.3 EXAMINATION REGISTRATION

1. Examination registration occurs in connection with the semester registration, and will be stated in the individual education plan for students who have entered into such an agreement.
2. The examination registration applies for one semester and must be completed by September 15 in the autumn semester and February 15 in the spring semester. The deadline for registration for examinations outside the fixed examination periods is one month before the examination.
3. A student may withdraw from an examination no later than two weeks before the examination. For examinations of one week's duration or longer, the deadline for withdrawing is two weeks before the examination period commences. Such examination arrangements shall be stipulated in the course/programme description.
4. A student who withdraws from the examination after the stipulated deadline without a valid reason will be regarded as having implemented the examination. Valid reasons are illness and other significant welfare reasons, which must be documented by a medical certificate or similar, submitted to the university college no later than three working days after the examination. The Director of Academic Affairs determines what constitutes a valid reason for absence.
5. The student is responsible for ensuring he/she is registered for the right examination, correcting any errors and being informed about the time and place of the examination.

### 8.4 EXAMINATION WITH SPECIAL ADAPTATIONS

1. Students who owing to medical or other reasons require special adaptations for an examination must apply for such adaptations in writing within the stipulated deadlines for examination registration (September 15/February 15). In the event of acute illness after this deadline, an application must be submitted as soon as possible. Any needs that are not obvious must be documented by a medical certificate or similar. The medical certificate or similar must include a specification of the special adaptation(s) that the student requires, and must not be more than three years old. The student must reapply for each examination period. If the basis for special adaptation(s) is of a permanent nature, a longer period may be granted.

Applications for special adaptations for examinations are determined by the Director of Academic Affairs based on a recommendation from the Programme Co-ordinator.

2. Special adaptations may be permitted for students with chronic or acute illnesses or physical disabilities, pregnant women needing rest, mothers who need to breastfeed babies and students with learning disabilities or Norwegian as foreign language.

3. Special adaptations may involve special physical arrangements, special examination support material, extension to the duration of the examination, the reading out of the examination text for written examinations and the attaching of the certificate to the examination paper. For supervised written examinations of more than four hours' duration, one additional hour is permitted. For examinations of four or less, an additional half hour is permitted. Home examinations may be extended by 24 hours. Saturday and Sunday count as ordinary days. Special adaptations may also include alternative forms of examination.

4. In special circumstances (illness and other significant welfare issues) students may be allowed to take the examination at another location. The students must cover extra expenses in connection with the decentralised examination. Students at other university colleges/universities must as a rule have significant welfare reasons for taking their examination at HSF. Such applications are determined by the Director of Academic Affairs, who may stipulate a fee for arranging such examinations.

5. The Academic Affairs Committee may stipulate supplementary rules for special adaptations for examinations.

## 8.5 PERMITTED EXAMINATION SUPPORT MATERIALS IN SUPERVISED WRITTEN EXAMINATIONS

1. The course lecturer determines what examination support materials are permitted during the supervised written examination. A list of examination support materials permitted for a supervised written examination will be listed for each course in the course/programme description, and should also be clearly indicated on the examination assignment.

2. Examination support materials for supervised written examinations may include written and printed material, calculator, drawing equipment etc. If printed material is permitted, it must not include any personal notes except legal references and markings. Examination candidates are not permitted to bring equipment to the examination that may be used to communicate with others in the room or elsewhere.

3. The use of non permitted examination support materials is regarded as cheating. Candidates in the possession of non permitted examination support materials when the examination has started are regarded as attempting to cheat.

## 8.6 NEW EXAMINATIONS

1. The university college will arrange new examination for students who had approved reasons for absence from the ordinary examination or who failed the last ordinary examination. The basis for absence must be documented in writing and submitted to the university college as soon as possible and no later than three working days after the

examination/final assessment. Students who have a valid reason for absence are regarded as not having attended the examination.

2. The new examination is generally arranged towards the end of the next semester. If the ordinary examination was arranged in the first half of the semester, the new examination shall be arranged towards the end of the same semester. In some programmes of study, where passing the examination is a prerequisite for continuing in the next semester or academic year, the new examination is arranged before or in connection with the start of the new semester/academic year. More than one new examination may not be arranged in the same course in the same semester. In special circumstances, the Director of Academic Affairs may grant an exception to this rule.

3. When a new examination is arranged, it is open to all students in the same way as the ordinary examination. An exception to this rule is new examinations arranged at the start of a new academic year for programmes of study in which passing the examination is a prerequisite for continuing in the next academic year. Such examinations are only open to those who have a valid reason for absence from the ordinary examination or who failed the ordinary examination.

4. Candidates who fail or have a valid reason for not submitting a portfolio as basis for the final assessment will be given the opportunity to submit a new portfolio by the end of the next semester. The course/programme description shall clarify whether a candidate who fails some parts of the portfolio must submit a full portfolio again or just the parts which he or she failed.

5. Candidates who receive a grade of F or fail a Master's thesis, Bachelor's thesis, semester assignment, project assignment or similar may submit a reworked version of the original assignment when reattempting the examination. If the candidate also receives a grade of F or fail on their second attempt, they must submit a completely new assignment on another topic. The Dean will determine cases where doubt arises. A student who has already had an assignment assessed as passed may not have the assignment reassessed in the same programme of study.

6. The new examination should be based on the same syllabus and form of assessment as the ordinary examination.

7. When the course/programme description is altered, the last examination based on the old arrangement will be arranged one year after the old arrangement has ceased. In such cases, the examination is open to all registered students that meet the requirements for taking the examination in question. If a candidate has valid absence due to illness when such an examination is arranged, and the candidate has not passed the examination, he or she may apply to re-sit the examination under the old arrangements. Such applications are determined by the Director of Academic Affairs based on a recommendation from the Dean.

## 8.7 SUPERVISED PROFESSIONAL TRAINING

1. For curriculum-based programmes of study, the conditions for supervised professional training apply as stipulated in the curriculum.

2. In all courses/programmes containing supervised professional training, the course/programme description shall outline the criteria for implementation and assessment of the supervised professional training.

3. Regulations stipulating that certain courses, examinations or coursework requirements must be completed and approved prior to commencing the period of supervised professional training may apply. This should be outlined in the programme description.

4. A student may withdraw from a period of supervised professional training no later than two weeks prior to its commencement. A student who withdraws from the period of supervised professional training after the given deadline and without valid reason is deemed as having used one of their attempts to complete the period of supervised professional training in question.

## **SECTION 9: EXAMINATION RESULT**

### **9.1 ASSESSMENT TERMS**

1. The result of the examination/final assessment is expressed as passed/failed or a grade on a scale from A to F, with A as the highest grade and F indicating fail. At HSF, the grade scale has the following designations and general qualitative descriptions:

<b>Grade</b>	<b>Designation</b>	<b>General qualitative description</b>
A	Excellent	An excellent performance which gains distinction
B	Very good	A very good performance, certainly above average
C	Good	A performance which fulfils the learning outcomes in a good manner
D	Fair	An acceptable performance, which is above the minimum requirements
E	Satisfactory	A performance that fulfils the minimum requirements, but no more
F	Fail	A performance that does not fulfil the minimum requirements

The performance shall be assessed against the learning outcomes which have been stipulated for the course, and the prevailing subject and level-specific general qualitative descriptions.

2. All parts of an examination which shall form the basis of a joint grade for a subject or course are converted to numerical equivalents as follows: A=5, B=4, C=3, D=2, E=1. Conventional mathematical rules apply when calculating the joint grade.

3. The grade scale pass/fail shall be an independent assessment term not connected with the graded scale from A-F.

### **9.2 EXAMINATION RESULTS**

1. All examinations/final assessments in courses or subjects that will be stated on the diploma or transcript of records shall be assessed by at least two examiners.

2. There shall be two examiners, of whom at least one is external, for at least one part of the examination included in the examination/final assessment of a shorter programme where the nominal length of study is 60 credits.

3. There shall be two examiners, of whom at least one is external, for at least one examination per academic year in programmes of study of several years' duration, degree programmes, vocational training and for assessment of candidates' independent work in second degree courses.

4. The reassessment of examination grades shall be carried out by at least two examiners, of whom at least one is external, cf. Section 3-9 of the Act.

5. There shall be an external evaluation of the assessment or assessment methods, cf. Section 3-9 of the Act. The Dean is responsible for this. The external assessment can be:

- The external examiner participates in the examination/final assessment of all candidates in accordance with a fixed plan.
- The external examiner evaluates the forms of assessment as they are expressed in course/programme descriptions, examination assignments and assessment guidelines.
- The external examiner participates in the assessment of a random selection of examination papers (random sample).

6. An external examiner shall usually not be an examiner in the same course at the university college for more than five consecutive years. The external examiner cannot be employed or have significant teaching duties at the university college within the academic area in the same academic year as the examination is arranged. The external examiner must meet at least one of the following criteria:

- Be employed as Assistant Professor (or higher) at another educational or research institution
- Have other documented scientific competence at an equivalent level
- Have experience as an examiner in the course in question at universities or university colleges
- Through vocational experience, be highly qualified in the relevant subject

The examiner will also act as examiner in a new examination, should one be required (re-sit examination).

7. Examiners are appointed by the Dean. Sufficient examiners shall be appointed to handle both the ordinary examination and the reassessment of examination grades, should this be required, cf. Section 9-3 (4).

8. Assessment shall be done anonymously to the extent possible.

9. Rules for calculation of final grades based on several part examinations in a course will be stipulated in the course/programme description. This also applies if there are specific conditions for presenting oneself for part examinations or if they have to be completed in a specific order. All part examinations must be completed before a final grade may be awarded.

10. In the case of portfolio assessment, the course/programme description shall clarify whether one joint grade shall be awarded for the entire portfolio or separate grades for different parts.

11. Grades shall be made known 15 working days after the date of submission of the examination paper. The Board may make exceptions to this requirement on certain conditions, cf. Section 3-9 of the Act. In courses or subjects where the examination/final assessment consists of several parts – written and oral examinations and/or portfolio assessments – and at oral tests that function as basis for adjusting grades from a written examination and/or portfolio assessment, the assessment of the written examination/portfolio assessment must be known before the oral test takes place. A student who has not passed the written examination/portfolio assessment cannot present himself/herself for the oral test.

12. If the two examiners do not reach agreement on the assessment of an examination answer, the decision shall be made by a third examiner. This must be an external examiner. The third examiner has the right to know the original examiners' assessments and reasoning, if such reasoning is available.

13. The awarding of grades is usually individual also for group examinations. This rule is intended for situations where it can be documented or is likely that one or more of the group members has not contributed to the examination work as prescribed. In such cases, individuals or the group may have to take a supplementary examination.

14. If a candidate is of the opinion that the group examination does not reflect his/her own knowledge level, it is possible to apply within two hours of the examination/submission deadline to take an individual supplementary examination. Such applications are determined by the Dean.

15. A student who has presented himself/herself for an examination/submitted an examination paper may not avoid assessment.

16. If a candidate has re-sat an examination, the best grade applies.

17. The examination results will be made known electronically and perhaps also on notice boards. The lists of examination results shall be anonymous.

18. Periods of supervised professional training are assessed as pass or fail. The student is entitled to continuous assessment. If doubt arises about the approval of a student's period of supervised professional training, the student will in addition to usual supervision receive an interim written assessment. This shall be provided as early as possible, and no later than three weeks before the period of supervised professional training is to be completed. For periods of five weeks or less, the notice shall be given midway in the period. This assessment shall clearly state the assessment to date and requirements, if any, for passing the period of supervised professional training at the final assessment. For curriculum-based programmes of study, the rules for supervised professional training apply as stipulated in the curriculum.

19. For assessment of the independent work in a Master's degree, cf. Section 6 of the regulation relating to requirement for Master's degrees, the student's supervisor shall not be a member of the assessment commission.

### 9.3 EXPLANATION AND APPEALS

1. If written guidelines or examiner guides for the assessment work have been prepared, these shall be made available for the students to review after the examination result is fixed.
2. The student is entitled to receive an explanation of their examination result, either orally or in writing, cf. Section 5-3 of the Act.
3. With respect to appeals about procedural errors or the awarding of grades for an examination, Sections 5-2 and 5-3 of the Act apply. All appeals shall be submitted in writing to the university college.
4. A student may submit a written appeal about the examination result within three weeks of the announcement of the examination result, cf. Section 5-3 of the Act. The nature of the complaint shall be explained and submitted directly to the new examiners for a reassessment of the examination grade.
5. For continuous portfolio assessment, the candidate has the right to appeal about the grade when the final assessment of the course is announced, cf. Section 5-3 of the Act.
6. When appealing about results of group assignments/examinations, the written appeal must be signed by the entire group. Appeals about a group grade which involves the requirement for individual grading shall be handled in accordance with the rules stipulated in Section 9.2 of these regulations.
7. When considering appeals, the Appeals Committee shall have access to relevant material that documents the appeal and the original assessment. The Appeals Committee's decision shall be available within three weeks of the deadline for appeals.
8. Oral examinations and other examination methods where the nature of the presentation make it difficult to reassess may only be appealed against based on procedural errors. When an oral examination is held in connection with a written examination, and one grade is awarded based on the total performance, only the written examination result can be appealed against. If the examination result is changed, a fresh oral examination must be held in order to determine a final grade.
9. Appeals relating to procedural errors in the examination must be submitted within three weeks of when the student became aware of or should have become aware of the basis for the complaint. The Director of Academic Affairs may decide that the appeal may be accepted if it is clear that the appeal is justified and the issue complained about only has consequences for the complainant. In other cases, or if the appeal does not gain acceptance, the case will be handled by the Appeals Committee at the university college. The Appeals Committee at the university college may decide upon a fresh assessment or annulment of the examination even though no appeal has been submitted.

## **SECTION 10: DIPLOMA AND TRANSCRIPT OF RECORDS**

### **10.1 ISSUING OF DIPLOMAS AND TRANSCRIPTS OF RECORDS**

1. A diploma and diploma supplement are issued when a degree or vocational training is completed, cf. Section 2 of these regulations. For other shorter programmes of one semester's

or one year's duration or examinations, the university college issues transcripts of records, cf. Section 3-11 of the Act.

2. A student will normally receive only one diploma for the same programme of study. If a student improves the grades stated on the issued diploma, the student may request a new diploma.

3. All transcripts of records from HSF shall, in addition to information on the assessment terms and personal data, include information on each course and state whether some examinations are taken at other institutions.

4. The diploma and transcript of records that form the basis for the diploma shall, in addition to what applies for all transcripts, include information on:

- Courses that form the basis for the degree or the vocational training, including supervised professional training, if any
- Academic specialisation
- Independent work, if any, of at least 15 credits

5. The diploma shall be issued on behalf of the university college. The diploma shall be signed by the Rector and the Director of Academic Affairs. This authorisation can be delegated.

## 10.2 ACADEMIC OVERLAPPING AND CREDIT REDUCTION

1. If a student sits an examination in courses that fully or partly overlap each other, there will normally be a credit reduction, cf. Section 2.6. The reduction is made in the course that leads to the most favourable result for the student. Overlapping between the university college's own courses will normally be indicated on the course description. The Dean determines issues concerning credit reduction.

## 10.3 REQUIREMENT OF AFFILIATION

1. The issuing of a diploma requires that a minimum 60 credits that will form the basis for the diploma are taken at HSF, cf. Section 2 of the Regulations relating to recognition of higher education

## 10.4 JOINT DEGREES

1. Sogn og Fjordane University College can award joint degrees based on collaboration with other educational institutions. In such cases, exceptions may be made from the rules on diplomas in these regulations. Such exceptions will be stated in the programme description.

# **SECTION 11: ANNULMENT OF EXAMINATION, EXCLUSION AND EXPULSION AND THE UNIVERSITY COLLEGE'S APPEALS COMMITTEE**

## 11.1 CHEATING IN EXAMINATIONS

1. Permitted examination support materials in supervised written examinations are dealt with in Section 8.5. If suspicion about cheating or attempting to cheat arises during an examination, the student shall be notified immediately that the suspicion will be reported. This also applies to students providing assistance. The student can decide whether he or she will continue in the examination or not.

2. For home examinations and written work included in portfolio assessments, the copying and transcription of literature without source references may be regarded as cheating.

3. Cheating or attempts to cheat in an examination may lead to annulment of the examination, expulsion from the institution and loss of the right to sit examinations at institutions pursuant to the Act for up to one year, cf. Sections 4-7 and 4-8 of the Act. Cases involving cheating in examinations are dealt with by the university college's Appeals Committee.

4. The Director of Academic Affairs is responsible for handling cases involving cheating in examinations.

## 11.2 ANNULMENT OF EXAMINATION

1. The university college's Appeals Committee may annul an examination, test or approval of a course if the student is guilty of forgery or other dishonest behaviour, cf. Section 4-7 of the Act.

## 11.3 EXCLUSION AND EXPULSION

1. The university college's Appeals Committee may resolve to exclude or expel a student for up to one year if the student seriously disturbs the work of fellow students or activities at the institution, cf. Section 4-8 of the Act.

2. The Appeals Committee may resolve to expel a student for up to three years if the student behaves in a seriously censurable manner in connection with supervised professional training, cf. Section 4-8 of the Act.

3. A student convicted, charged or indicted for certain criminal offences may be denied admission to or excluded from supervised professional training in certain programmes, cf. Section 4-9 of the Act.

4. In programmes for which the King has decided on aptitude assessment of the students, the Appeals Committee may, based on a committee recommendation, decide to exclude a student from the programme of study, cf. Section 4-10 of the Act.

5. A student has the right to appeal decisions regarding exclusion, expulsion and aptitude assessment.

6. A student may take cases of exclusion, expulsion and aptitude assessment to the district court, cf. Section 4-11 of the Act.

## 11.4 THE UNIVERSITY COLLEGE'S APPEALS COMMITTEE

1. The Appeals Committee at the university college is appointed pursuant to Section 5-1 of the Act.
2. The Appeals Committee considers appeals from students on individual decisions. The Appeals Committee also considers appeals and cases pursuant to Sections 4-7, 4-8, 4-9, 4-10 and 5-2 of the Act.
3. The Appeals Committee shall have five members with personal deputies. Two of the members shall be students. The chairperson and the deputy chairperson shall meet the legal requirements for judges of the Court of Appeal. The chairperson and the deputy chairperson shall not be employees at the university college.
4. Members of the University College Board may not be members of the Appeals Committee. Members who have contributed to the work or decision of the case subject to appeal may not participate in the consideration of the appeal by the Appeals Committee.
5. The Board appoints the chairperson and the members of the Appeals Committee and their deputies. The student representatives are appointed based on a proposal by the Student Parliament. External members and members employed at the university college with deputies have a term of office of four years. Student representatives and their deputies have a term of office of one year.
6. The Appeals Committee has a quorum when the chairperson or deputy chairperson and two other members are present.
7. Decisions of the Appeals Committee are final and may not be appealed.
8. The Ministry may appoint special national appeals bodies which deal with appeals against individual decisions in specific areas.

## **SECTION 12: TAKING EFFECT AND ANNULMENT OF PREVIOUS REGULATIONS**

### **12.1 TAKING EFFECT**

1. These regulations take effect on 1 January 2010.

### **12.2 ANNULMENT OF PREVIOUS REGULATIONS**

1. From 1 January 2010, the following regulations are annulled:
  - Regulation of 19 December 2005 no. 1718 relating to admission, programmes and examination at Sogn og Fjordane University College