

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

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

Stipulated by the Board of Sogn og Fjordane University College on 19 December 2005 pursuant to the Act of 1 April 2005 no. 15 relating to universities and university colleges Sections 3-3, 3-5, 3-6, 3-7, 3-8, 3-9, 3-10, 5-1 and 5-3.

### **Section 1: *Scope and definitions***

#### **1.1. *Scope***

This regulation applies to all programmes at Sogn og Fjordane University College (HSF). For fee-based degrees and programmes of study, the university college can make exceptions to the admission procedures and some other arrangements which apply for ordinary students.

#### **1.2. *Definitions***

1. In this regulation, “the Act” refers to the act of 1 April 2005 no. 15 relating to universities and university colleges.

2. A programme is an independent unit with content in accordance with the programme description which the student may be admitted to. A programme normally comprises several courses which are completed by an examination. A programme results in a final examination or degree.

3. 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 at Sogn og Fjordane University College.
4. A course student is a person who is admitted to one or more courses.
5. A private candidate is a person who in accordance with Section 3-10 of the Act registers for an examination at Sogn og Fjordane University College without being admitted as a student.
6. 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.
7. A programme description is a document which states entrance requirements, goals, academic content, competence, structure, teaching methods, work requirements, assessment methods and curriculum for a programme of study. 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. The programme description usually includes an outline of the period of supervised professional training if such training forms part of the programme. If sound reasons exist, the period of supervised professional training may be described in a separate document as an attachment to the programme description.
8. An individual education plan is an agreement drawn up between the student and the institution which states the responsibilities and obligations of the university college towards the student and the obligations of the student towards the institution and fellow students. The individual education plan is based on the programme description. For students admitted to courses of 60 credits or more, an individual education plan shall be prepared, with reference to Section 4-2 of the Act.
9. Coursework requirements are compulsory work that must be completed and approved before one 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 attendance. Coursework requirements shall be presented in the programme/course description.
10. Credits (ECTS) are a measurement of the quantity of work completed. Sixty (60) credits constitute one year's full-time study.
11. 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.
12. 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. Rector, has the upper responsibility for all administrative decisions in accordance with this regulation. 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. If the Board has made a decision in accordance with Section 10-4 in the Act, the Rector has this 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) in accordance with a decision of the University College Board.

### *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) in accordance with the curriculum or regulation.
- A completed three-year programme (180 credits) in accordance with a decision of the Board of Sogn og Fjordane University College. The degree must include an independent work of minimum 15 credits.
- 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 the Master's degree (120 credits), which is approved by the Ministry in accordance with Section 3-2 of the Act.

2. Master's degrees at Sogn og Fjordane University College are subject to the regulation of 1 December 2005 no. 1392 relating to requirements for Master's degrees, stipulated by the Ministry of Education and Research.

3. Additional rules regarding the independent work, assessment arrangements and other issues will be stipulated in the programme description. The programme description is stipulated by the Academic Affairs Committee.

#### *2.4 Teacher education*

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

#### *2.5 Requirement for smallest unit in a degree*

1. Courses/ units included in a degree at Sogn og Fjordane University College should normally constitute minimum 10 credits. Smaller courses may be approved if the courses in question total minimum 10 credits within the same subject area.

#### *2.6 Recognition and approval of other education as part of the degree*

1. Education from another institution may be included in degrees at Sogn og Fjordane University College, with reference to Section 3-4 of the Act and Section 10 of this regulation.

### **Section 3: Course and programme descriptions**

#### *3.1 Course and programme descriptions*

1. Descriptions should be prepared and approved for all programmes and courses that Sogn og Fjordane University College 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 (basic course)
- 200 level courses are specialisations (specialisation course). Specialisation courses build on basic courses
- 300 level courses normally build on a completed Bachelor's degree or the equivalent and are usually part of a Master's degree

#### *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.

2. 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. 30 credits per semester and 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 programmes and courses up to 60 credits.

3. A programme description committee at Sogn og Fjordane University College should, in addition to representatives for staff and students, have external representatives for all programmes 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 up to 30 credits.

#### *3.5 Establishment of new programmes of study*

1. The Board makes a resolution about the establishment of new programmes of study 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 approval by the Academic Affairs Committee.

2. The Dean makes a resolution about the establishment of programmes of study and courses of up to 30 credits.

3. When a programme of study includes courses from several faculties, the Board will decide which faculty will have the overall academic responsibility for the programme when the resolution about the establishment of the programme is made.

#### *3.6 Start-up of programmes*

1. Resolutions about starting up programmes which are fully financed beyond 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 that are fully or partly externally financed.

#### *3.7 Revision of course and programme descriptions*

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

#### *3.8 Publication of course and programme descriptions*

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

## **Section 4: Admission**

### **4.1 Admission to programmes of study**

1. The Board can regulate the admission capacity of individual programmes, with reference to Section 3-7 of the Act.
2. A person must apply within the set deadline and in the prescribed way in order to be admitted to a programme of study. The admission to programmes of study provides the right to study in accordance with the University College's regulation, with reference to Section 6.
3. Students may apply for postponed start of studies 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 approved/rejected by the Director of Academic Affairs.
4. 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 basic studies**

1. Section 3-6 of the Act and regulations stipulated by the Ministry apply for admission and ranking of applicants for basic studies.

### **4.3 Admission to further education**

1. The entrance requirements stipulated in the curriculum apply for admission to further education.
2. The entrance requirements in the programme description apply 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 minimum requirements for entrance to higher education in Norway.

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 admission year based on prior learning and work experience, with reference to Section 3-6 of the Act and the regulation stipulated by the Ministry.

2. The assessment of prior learning and work experience is made 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 concerning 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 handled by the Joint Appeals Committee, with reference to regulation relating to joint appeals committees for admission to studies at universities and university colleges through NUCAS.

2. Exceptions from Section 1 above are complaints concerning admissions in accordance with Section 3-6 of the Act, sub-sections 2 and 3. These are handled 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, sub-section 1 of this regulation and rank applicants without credits. The Application Committee may delegate its decision-making authority to the Director of Academic Affairs.

## **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 (from the Monday after Palm Sunday to Easter Monday) do not form part of the academic year. The teaching and examination/final assessment will be completed within the academic year. The Rector determines the academic year each year by March 1 in the year the academic year starts.

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

### *5.2 Access to teaching*

1. Lectures at the university college are as a general rule public. If the nature of the lecture so indicates or if fees are prescribed for the course/programme in question, the Board may decide that certain lectures shall only be open to the institution's students or certain groups of students, with reference to Section 3-8 of the Act.

### *5.3 Attendance*

1. As a general rule, attendance is not compulsory at Sogn og Fjordane University College.

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

3. Absence from compulsory lectures or activities is handled in accordance with the set of rules on coursework requirements, with reference to Section 8.2.

## **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 course or specific programme of study are granted access to teaching activities and examination in courses in the programme of study and periods of supervised professional training or other compulsory or elective activities in the programme of study.

2. Students who do not fulfil the requirements relating to the study programme at the start of studies will be subject to termination of admission. Such requirements should be stated in the admission letter sent to the students. A student who has their admission terminated may reapply for new admission.

3. Termination of admission will also apply when students exhaust all attempts to pass an examination or period of supervised professional training. A student who, for such reasons, has had their admission terminated can no longer be admitted to the same course or programme of study.

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.

### *6.2 Requirement for progression in the programme of study*

1. The right to continue taking a programme of programme of study may be regulated with special requirements for each programme of study. Such requirements will be stipulated in the programme description.

2. Students may be registered for a programme of study 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 current programme description and the examination arrangements stated in it. Students may apply for a leave of absence from the programme of study, with reference to 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 leading to a degree or for professional training courses, with reference to Section 7-1 of the Act.

2. All students admitted to programmes of study or courses of 15 credits or more per semester must pay a semester fee and copy fee. These students are considered students all the times, also in semesters with no examinations.

3. Students studying at more than one institution should 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. These students may choose 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. They only pay the semester fee in the examination semester.

6. Participants in a programme of study 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. They may nevertheless pay the semester fee if they wish to do so.

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 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 semester fee, and the Board of HSF determines the copy fee.

#### *6.4 Individual education plan and individual education plan review*

1. Students admitted to programmes of study 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 of study 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 based if this is requested by one of the parties.

#### *6.5 Special adaptations of 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, may apply for a leave of absence from the programme. The leave of absence comes in addition to the students' right to extended study progression, with reference to Section 6.2.

2. A leave of absence may be given due to birth and care of children, with reference to Section 4-5 of the Act. A leave of absence may also be given based on other caring work, illness, compulsory military service, demanding 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 Co-ordinator.
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.
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 current programme description and examination arrangements stated in it, with reference to Section 8.1. When a student is granted a leave of absence, the university college should nevertheless 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 university college's Appeals Committee.

#### *6.7 The right to study courses without admission to a programme of study*

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 in which the course is included.
3. There is no closing date for applications for admission as course student, but such applications must be submitted early enough to accommodate the progression of teaching and coursework requirements. Where necessary, a decision is made by the Programme Co-ordinator.
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 counts as registration for examination in the course in question.

6. Course students have the same 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 in 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 examinations without being admitted as student at the university college, with reference to 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, with reference to 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 *Assessment methods*

1. The course/programme descriptions should stipulate the assessment methods and weighting of the different examinations or part 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 of study.

3. Oral examinations are public unless the arrangement of the examination or test requires otherwise, with reference to 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 will 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 as 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, candidates receive 15 minutes to prepare the examination paper for submission. The stated time includes any meal breaks.

#### *7.3 Place of examination*

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

#### *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 minimum three weeks before the examination.

2. Examinations can 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 only be arranged once per examination period.

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

#### *7.5. Language variants*

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

#### *7.6. Exemption from examination or coursework requirements*

1. Students may be granted exemption from examinations or coursework requirements when it can be documented that the equivalent examinations or coursework requirements have been completed/submitted at the same or another institution or based on documented prior learning and work experience, with reference to Section 3-5 of the Act.

2. Applications for exemption in accordance with Section 3-5 of the Act are approved 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 the basis for the exemption.

#### *7.7. Guidelines for 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. Candidates who do not follow the university college's guidelines for examination candidates during supervised written examinations may be expelled from the examination venue.

### **Section 8: *The right to sit examinations***

#### *8.1 Access to examination*

1. Anyone who satisfies the entrance requirements and other requirements for taking the examination in a given course or programme of study are entitled to take the

examination. This also applies to students who have not been admitted to the programme of study or course, with reference to 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 requires special coursework requirements or supervised professional training in order to sit the examination, these must be implemented and/or passed before the examination. This also applies if the student 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 make exemptions to these rules based on a recommendation from the Dean.

5. For periods of supervised professional training, a student may only take the examination twice for each training period. 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 the period of supervised professional training.

6. The right to repeat examinations, periods of supervised professional training or coursework requirements (with reference to sub-section 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 no later than 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 early enough 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 activities.

3. In the case of illness or other welfare issues, the Programme Co-ordinator may decide that other coursework requirements must be implemented if it is practically possible.

4. Students missing coursework requirements do not have the right of examination. In such cases, the student must repeat the course and complete/submit the given coursework requirements and implement the 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 previous education at another institution or another equivalent examination, with reference to Section 7.6.

### *8.3 Examination registration*

1. Examination registration is handled 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. Students may withdraw from an examination no later than two weeks before the examination. The same rule applies for final assessments that do not include a supervised written examination. Students who withdraw 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 confirmed by experts. A medical certificate must be 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.

4. Students are responsible for ensuring they are registered for the right examination, correcting any errors and being informed about the time and place for the examination.

### *8.4 Examination with special adaptations*

1. Students who owing to medical or other reasons need 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. The medical

certificate must include a specification of the special adaptation(s) that the student needs, 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 permanent, a longer period may be granted. Applications for special adaptations for examinations are approved by the Director of Academic Affairs based on a recommendation from the Programme Co-ordinator.

2. Special adaptations may be allowed for students with chronic or acute illnesses or physical disabilities, pregnant women needing rest, mothers who need to breastfeed babies and students who have reading/writing difficulties or Norwegian as foreign language.

3. Special adaptations may involve special physical arrangements, special support material, extension to the duration of the examination and attached certificate to the examination paper. For supervised written examinations of four hours or more, one additional hour is permitted. For examinations of four or less, an additional half hour is permitted. Take-home examinations may be extended by 24 hours. Saturday and Sunday count as ordinary days. Special adaptations also include alternative examination methods.

4. In special circumstances (illness and other significant welfare issues) candidates 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 main rule have significant welfare reasons for taking their examination at HSF. Such applications are approved by the Rector, who may determine a fee for arranging such examinations.

5. The Academic Affairs Committee may stipulate supplementary rules for special adaptations in connection with an examination.

### *8.5 Use of examination supports*

1. The course lecturer determines what examination supports are permitted at the supervised written examination. A list of examination supports 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 supports for supervised written examinations may include written and printed material, calculator, drawing equipment etc. If printed material is allowed, 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 supports is regarded as cheating. Candidates in the possession of non permitted examination supports when the examination has started are regarded as attempting to cheat.

### *8.6 Rescheduled and re-sit examinations*

1. The university college will arrange a rescheduled or re-sit examination when there are 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. Candidates who have a valid reason for absence are regarded as not having presented themselves at the examination.

2. The rescheduled/re-sit examination is generally arranged towards the end of the next 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.

3. When a rescheduled/re-sit examination is arranged, it is open to all students in the same way as the ordinary examination. Exceptions to this rule are new examinations that are arranged in connection with 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 will 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. The course/programme description will clarify the arrangements that apply for candidates who fail semester assignments, project assignments, portfolio assessments etc. It should clarify whether the candidate can rework the original assignment or whether it is necessary to submit a new assignment on another topic. Moreover, it should clarify the arrangements that apply for candidates who wish to improve their grade.

6. The rescheduled/re-sit examination should be based on the same syllabus and assessment method 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 did not pass the first examination, he or she may apply to have another rescheduled examination arranged. Such applications are approved 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. All programmes/courses containing one or more periods of supervised professional training shall have a course/programme description outlining the criteria for implementation and assessment of the supervised professional training.
3. Regulations stipulating the passing of certain courses, examinations or coursework requirements prior to commencing the period of supervised professional training may apply. This should be explained in the programme description.
4. Students 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 to have 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 examination result 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. The candidate shows an extremely high level of independence.
B	Very good	A very good performance, certainly above average. The candidate shows a certain degree of independence.
C	Good	An average performance which is satisfactory in most areas.
D	Fair	An acceptable, but below average performance with some significant shortcomings.
E	Satisfactory	A performance that fulfils the minimum requirements, but no more.
F	Fail	A performance that does not fulfil the minimum requirements.

2. All parts of an examination to form the basis of a joint grade for a 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 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 examination included in the examination/final assessment of a programme where the nominal length of study is equivalent to 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. Re-marking shall be carried out by at least two examiners, of whom at least one is external, with reference to Section 3-9 of the Act.
  5. There shall be an external evaluation of the assessment or assessment methods, with reference to Section 3-9 of the Act. The Dean is responsible for this. The external assessment might be:
    - The external examiner participates in the examination/final assessment of all candidates in accordance with a fixed plan.
    - The external examiner evaluates the assessment methods 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.
  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 can not 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 any re-examination, should one be required.
7. Examiners are appointed by the Dean. An appeals commission may be appointed at the same time as the ordinary commission.
  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 days after the date of submission of the examination paper. The Board may make exceptions to this requirement on certain conditions, with reference to Section 3-9 of the Act. In courses 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 candidate who has not passed the written examination/portfolio assessment can not present himself/herself for the oral test.

12. If the two examiners do not agree 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 grading 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 for taking an individual supplementary examination. Such applications are approved by the Dean.

15. A candidate 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 on a notice board and electronically. The lists of examination results shall be anonymous.

18. Periods of supervised professional training are assessed as pass or fail. Candidates are entitled to continuous assessment. If doubt arises about the approval of a student's period of supervised professional training, the candidate will in addition to usual supervision receive an interim written assessment. This shall be provided as early as possible and at the latest 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, with reference to Section 6 of the regulation on Master's degree requirements, the student's supervisor shall normally not be a member of the assessment commission.

### 9.3 *Explanation and complaints*

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. Candidates are entitled to an explanation of their examination result, either orally or in writing. At oral examinations or assessment of practical skills, the request for explanation must be made immediately after the examination result is announced. For other assessments, the request for explanation must be made within one week after the student became aware of the examination result, but not more than three weeks after the announcement. The explanation shall normally be provided within two weeks from the date the request is submitted. The examiners decide between themselves who will provide such an explanation.

3. Procedural errors or examination results may be appealed in accordance with Section 5-2 and Section 5-3 of the Act applies. All complaints shall be submitted in writing to the university college.

4. A candidate may submit a written complaint about the examination result within three weeks of the announcement of the examination result, with reference to Section 5-3 of the Act. The nature of the complaint shall be explained and submitted directly to the appeals commission for a fresh assessment.

5. For continuous portfolio assessment, the candidate has the right to complain about the grade when the final assessment of the course is made known, with reference to Section 5-3 of the Act.

6. When complaining about results of group assignments/examinations, the letter of complaint must be signed by the entire group. Complaints against a group grade which involves requirement for individual grading shall be handled in accordance with the rules stipulated in Section 9.2 of this regulation.

7. When considering complaints, the Appeals Committee shall have access to relevant material that documents the complaint and the original assessment. The Appeals Committee's decision shall be available within three weeks of the closing date for submission of complaints.

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 there is an oral examination in connection with a written

examination, and the candidate is given one grade 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. Complaints about 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 complaint can be accepted if it is clear that the complaint is justified and the issue complained about only has consequences for the complainant. In other cases, or if the complainant does not gain acceptance, the case will be handled by the Appeals Committee at the university college. The Board or the Appeals Committee at the university college may decide upon a fresh assessment or annulment of the examination even though no complaint has been submitted.

## **Section 10: Diplomas and transcripts 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. For other programmes or examinations, the university college issues transcripts of records, with reference to Section 3-11 of the Act.

2. A student will normally receive only one diploma issued for the same programme of study. If a student improves the grades stated on the issued diploma, the student may request a new diploma. The previously issued diploma must then be returned. In special cases when it can be documented or is likely that the diploma is lost, a new diploma can be issued without the requirement of returning the original one. Such a diploma shall have the inscription "duplicate", and both the original and new issue date shall be stated.

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, plus supervised professional training, if any
- Academic specialisation
- Independent work, if any, of at least 15 credits
- Courses other than those that form the basis for the degree, if any

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 both academically and administratively.

### *10.2 Overlapping courses 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. 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 programme description. The Dean determines issues concerning credit reduction.

### *10.3 Credit and recognition of other qualifications*

1. When a student is qualified for a diploma for a completed programme of study or degree based on recognition of qualifications from another institution (with reference to Section 3-4 of the Act), the student must have been awarded at least 60 credits at HSF before the diploma is issued.

2. When a student is qualified for a diploma for a programme of study/degree and this builds on a previous diploma for a programme of study/degree, the student must yield at least 60 new credits that do not form part of the basis for the previous diploma. For some programmes of study, there may be a requirement to yield 90 new credits in order to receive a new diploma.

### *10.4 Joint degrees*

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

## **Section 11: Annulment of examination, exclusion and expulsion and the Appeals Committee**

### *11.1 Cheating in examinations*

1. Permitted examination supports 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 take-home examinations and written work included in portfolio assessments, copying and transcription of literature without source references may be regarded as cheating.

3. Cheating or attempted cheating 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, with reference to 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, with reference to Section 4-7 of the Act.

### 11.3 *Exclusion and expulsion*

1. The university college's Appeals Committee may decide 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, with reference to Section 4-8 of the Act.

2. The Appeals Committee may decide to expel a student for up to three years if the student behaves in a seriously censurable manner in connection with supervised professional training, with reference to 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 of study, with reference to Section 4-9 of the Act.

4. In study 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, with reference to Section 4-10 of the Act.

5. A student is entitled 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, with reference to Section 4-11 of the Act.

### 11.4 *The University College Appeals Committee*

1. The Appeals Committee at the university college is appointed pursuant to Section 5-1 of the Act.

2. The Appeals Committee handles appeals from students on individual decisions. The Appeals Committee also handles 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 chairman and the deputy chairman 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 appealed case may not participate in the handling of the appeal by the Appeals Committee.

5. The Board appoints the chairman 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.

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. This regulation takes effect on 1 January 2006.

### *12.2 Annulment of previous regulations*

1. From 1 January 2006, the following regulations are annulled:

- Regulation of 20 June 2002 no. 1196 relating to examination at Sogn og Fjordane University College
- Regulation of 11 October 2002 no. 1200 relating to Bachelor's degree at Sogn og Fjordane University College