

Examination Regulations, University of Agder

The document which follows is a translation of a legally binding document originally written in Norwegian. If a dispute arises as to the interpretation of this document, the Norwegian version takes precedent.

Approved by the Board of Directors of the University of Agder 22 June, 2005 in accordance with the University and University Colleges Act, § 3-9 and 3-10. Altered by the Regulations of 14 September, 2005 no. 1089, 29 March 2006 no. 443, 20 June 2007 no. 944, 13 September 2007 no. 1071 (title included), 18 June 2008 no. 764, 24 June 2009 no. 948.

CHAPTER 1: GENERAL REGULATIONS

§ 1. Definitions

- a) *Examination or partial examination*: test which is used as a basis for the assigning of marks for a course or alone is the basis for assigning a mark in that course.
- b) *Portfolio assessment*: A type of assessment where several assignments are submitted or mandatory requirements met in the course of the semester, but where these (or a selection of these) are subsequently assessed as a whole and given a single mark.
- c) *New examination*: examination that is arranged for candidates who have not passed the ordinary scheduled examination.
- d) *Postponed examination*: examination that is arranged for candidates who were legitimately absent from the ordinary scheduled examination.
- e) *Extraordinary examination*: examination which is arranged when a course is no longer offered, or in the event that there is more than two semesters until the next ordinary scheduled examination.
- f) *Pre-requisites for sitting an examination*: test, assignment, laboratory work, project work or other requirements which must be approved as passed before the student takes an examination or receives a mark, but where the result is not a part of the final mark.
- g) *Student*: person who is accepted to study at the University of Agder in accordance with University and University Colleges Act, § 3-6 and 3-7.
- h) *Private student (privatist)*: person who takes examinations in accordance with the Universities and University Colleges Act, § 3-10, without being accepted into a programme of study.
- i) *Examination candidate*: student or private student (*privatist*) who sits an examination.
- j) *National curriculum*: plan where a national framework exists for a certain study programme.
- k) *Programme Curriculum*: plan for a study developed at the individual university with its basis in a national framework.
- l) *Curriculum*: plan for a study without a national curriculum.
- m) *Study*: collection of courses with a scope of at least 30 credits with its own basis for admission.
- n) *Study programme*: multiple-year study which leads to a degree or professional attainment.
- o) *Study programme description*: overview of admission requirements, learning outcomes, academic content, assessment type, etc. for a study programme as a part of programme curriculum.
- p) *Course*: the smallest entity carrying credit value and conclusive evaluation.
- q) *Course description*: overview of learning outcomes, academic content, assessment type, etc. for a course as a part of programme curriculum.
- r) *Level 2 courses*: courses which build upon courses at a lower level.
- s) *Concentration*: group of courses of at least 80 credits from one or more subjects that are defined by the study plan as comprising a collective unit. At least 20 of these must be at level 2.

§ 2. Scope

These examination regulations apply to all studies and courses at the University of Agder. For studies and courses at the doctorate level, § 19, 33 and 37 apply. The regulations apply to the foundation course for engineering as long as it does not conflict with national regulations for this education. The Board can grant

exemptions from these examination regulations for courses that are not included as a part of the university college's studies.

§ 3. Conflict with the national curriculum

In the event that these examination regulations are in conflict with the valid national curriculum, the national curriculum examination regulations take precedent.

§ 4. Decision-making bodies

In cases where the decision-making body is the university, the director of the university or someone acting on his authority makes the final decision. Authority can not be delegated to a lower level in cases where the decision-making body is the university board, a faculty board or a departmental board.

CHAPTER 2 DEGREES

§ 5. Additional designations of degrees at an undergraduate degree level

1. Degrees achieved on the basis of completed study programmes at the undergraduate degree level are usually called “Bachelor’s in (name of the study programme). Other titles can be set in individual cases by the board.
2. Degrees achieved on the basis of an open bachelor course of study with a concentration are called “Bachelor’s with concentration in (academic area where the student has a concentration)”. Degrees achieved on the basis of an open bachelor course of study with a two-year integrated study programme are called “Bachelor’s with concentration in (academic area where the student has completed a two-year integrated study programme)”.
3. A degree achieved on the basis of the completion of the first three years of a four-year teacher education programme is called “Bachelor of primary school subjects”.
4. The English titles of degrees are set by the board.

§ 6. Requirements for Bachelor’s degrees

- 1) The degree Bachelor is achieved on the basis of one of the following:
 - a) Three-year study programme which includes a concentration (in accordance with § 1s) or two-year integrated study program.
 - b) Three-year integrated study programme
 - c) Completed first three years of a four-year teacher education programme
 - d) Open bachelor's degree programme which consists of 180 credits and includes a concentration (in accordance with § 1s or a completed two-year integrated study programme).
- 2) Examen philosophicum and examen facultatum shall be a part of a bachelor degree based on the following regulations:
 - a) Study programmes and open bachelor’s that include a concentration (in accordance with § 1s) shall contain examen philosophicum (10 credits) and examen facultatem (10 credits)
 - b) Three-year integrated study programmes and open bachelor's that contain two-year integrated study programmes shall contain scientific theory and ethics and give insight into the subject/profession’s societal role .The collective scope shall be of at least 10 credits, either as a single course or as identifiable themes in one or more courses.
 - c) For bachelor programmes in mathematics and science and open bachelors with concentrations in science, the requirements in this section are covered by examen philosophicum.
 - d) The Board can grant an exemption from the regulations in this section for joint degrees awarded in cooperation with foreign institutions.
- 3) The study programme shall give the students an introduction to research and development work.
- 4) All new bachelor programmes must contain a written thesis consisting of 10 to 20 credits as a part of the concentration or the integrated programme.
- 5) A maximum of 5 credits' overlap is permitted in a bachelor's degree.

§ 7. Requirements for content of Master’s degrees

- 1) Requirements for content of master's degrees are described in a centrally established regulation. § 6 is valid for master's degrees of 300 credits' scope.
- 2) All students shall receive advisement before the master degree thesis is submitted for evaluation. The scope of obligatory advisement must be described in the curriculum for each master degree programme. The faculty board can set a time limit for how long a student can work on the same hypothesis for his master thesis. Remaining regulations in regard to advisement, requirements for the master thesis, etc. are covered by individual agreements between the faculty and the individual master student.
- 3) No academic overlapping is permitted in 1½ to 2-year master's programmes.

§ 8. *Overlapping between degrees*

- 1) A student who has completed a Norwegian or foreign degree or professional certificate must have taken at least 60 new credits which are not included in the the previously awarded degree to receive a new diploma or a new degree in accordance with the regulations regarding approval of higher education.
- 2) For the following educational programmes, 90 new credits are required for a new degree:
 - a. bachelor's degrees containing concentrations in accordance with § 1s.
 - b. bachelor's degrees containing two-year integrated study programmes in economics and business administration or engineering.
- 3) A student can not be awarded a master's degree and a *hovedfag* degree in the same academic area.

CHAPTER 3 CURRICULA. GENERAL REGULATIONS REGARDING COURSES, MODES OF ASSESSMENT AND MARKING SCALES

§ 9. *Establishment and abolishment of study programmes*

Study programmes of at least 30 credits' scope or more can be established and abolished based on a decision made by the Board itself. This also applies to joint degrees.

§ 10 . *Establishment and abolishment of courses*

Courses in existing study programmes and free-standing courses can be established and abolished based on a decision made by the faculty board.

§ 11. *Academic responsibility*

All study programmes and courses should as a rule have one faculty which has academic responsibility for the study programme/course. Under special circumstances, the Board can decide upon another type of relationship. In such cases, the Board can also decide which body can also decide which body can make a decision that otherwise would be made by the faculty board or the board of the Teacher education unit.

§ 12. *Content of subject and study plans*

The Board sets objectives for subject and study plans. Objectives for descriptions of practical placement courses are set by the faculty boards or by the board of the Teacher education unit.

§ 12 a. *Approval of curricula and course descriptions*

- 1) Curricula and descriptions for new study programmes shall be approved by the Board upon the suggestion of the faculty board. The Board shall also approve significant changes in the curriculum or course descriptions. Other changes in the curricula or course descriptions for study programmes where one faculty has academic responsibility are decided upon by the faculty board on the recommendation of the study programme committee.
- 2) Course descriptions for new courses in existing study programmes which are not covered by the first section and course descriptions for free-standing courses are decided upon by the faculty board.
- 3) The course descriptions for teacher education programmes are decided upon by the Teacher education unit board on the recommendation of the study programme committee. Suggestions for greater changes in

academic content, instruction or assessment forms for individual subjects or courses in the teacher education programmes shall be presented to the pertinent study programme committee before being submitted to the Teacher education unit board.

- 4) Changes in an approved curriculum can only be valid from the start of a new academic year. Smaller alterations in the syllabus can, however, be made during the academic year.
- 5) The Board finalises the study programme's name. Changes in the study programme's name are approved by the Board on the recommendation of the faculty or Teacher education unit board.

§ 12b. Mandatory attendance

The requirement of mandatory class attendance must appear in the study plan, subject plan and/or module description. Unless otherwise stated, 80% attendance is required for classes with mandatory attendance

§ 13. Course size

The courses shall have a scope of 5, 7.5, 10, 15, 20, 25 or 30 credits. Master theses can be of up to 60 credits. The Board can permit other course sizes to the degree that this is necessary out of consideration to the national curriculum or formal cooperation with other institutions. Exemptions must be applied for.

§ 14. Modes of assessment

- 1) Assessment shall measure the students' knowledge, skills and general competence in relation to the course's learning outcomes.
- 2) The following forms of assessment can be used separately or in combination:
 - supervised written tests
 - take-home assignments, semester assignments, project assignments, theses, essays or similar
 - oral examinations or presentations
 - practical examinations and works
 - practical placements and clinical studies
 - presentations/exhibitions, for example, concerts, exhibits, etc.
 - portfolio assessment or other continuous assessment
 - laboratories/projects/seminar work or reportsExaminations can be arranged individually or in groups. There should normally not be more than 5 members in a group.
- 3) When modes of assessment are set, emphasis shall be on accountability and the students' right to appeal. Emphasis must also be placed on variation in modes of assessment in the study or study programme. With the exception of assessment of candidates in practical placements, assessment of work processes and the like can only be a basis for evaluation if this is described in written reports, oral examinations or presentations.
- 4) Courses with a scope of up to 15 credits can have up to 2 smaller examinations. Courses with a scope of more than 15 credits can have up to 3 smaller examinations. Portfolio assessment or another type of continuous assessment where one composite mark is awarded counts as one smaller examination.
- 5) The same examinations cannot be included as a basis for assessment for different courses.
- 6) Only written work or other work of such character that assessment is accountable can be a part of a portfolio. Written school examinations can not be a part of a portfolio.
- 7) Individual testing shall make up at least half of the basis for assessment in the individual study or study programme. Master theses are outside of this quotient.

§ 15. Learning aids

- 1) The faculty board decides upon which learning aids are permitted for the various examinations (also oral examinations) and this information will be made available in sufficient time before the examination. The assignment text will clearly state which learning aids are permitted.
- 2) Use of a calculator or other equipment which can be used to establish a connection or in any other way communication internally in the examination room or with the outside world is not permitted. Other restrictions can be set for the use of calculators than those which are mentioned in this section, provided that

a satisfactory check of the calculators can be made.

§ 16. *Marking scale. Calculation of final marks.*

- 1) Expressions of assessment are pass/fail or gradated marks from A to E for pass and F for failure. The following qualitative descriptions apply to these marks:

Description	Symbol
General, qualitative description of valuation criteria	
Excellent An excellent performance, clearly outstanding. The candidate demonstrates excellent judgement and a high degree of independent thinking.	A
Very good A very good performance. The candidate demonstrates sound judgement and a very good degree of independent thinking.	B
Good A good performance in most areas. The candidate demonstrates a reasonable degree of judgement and independent thinking in the most important areas.	C
Satisfactory A satisfactory performance, but with significant shortcomings. The candidate demonstrates a limited degree of judgement and independent thinking.	D
Sufficient A performance that meets the minimum criteria, but no more. The candidate demonstrates a very limited degree of judgement and independent thinking.	E
Fail A performance that does not meet the minimum academic criteria. The candidate demonstrates an absence of both judgement and independent thinking.	F

With the use of letter grades, the letters are given without the addition of plus or minus both in the evaluation of tests and the setting of the final mark. Pass/fail is set independently of the gradated marking scale. Approved / not approved is used if assessment is not required. If there is a requirement for admission to an examination (ref. §1f), pass/fail is used for tests and activities that are the basis of assessment while approved/not approved is used when evaluation is not required.

- 2) Pass/fail can be used, but only in a scope that does not go beyond 25% of the credits that make up a part of the theoretical component of the study programme. The collective scope of pass/fail must not consist of more than 50% of the credits which make up the study programme. The boundary between pass and fail can be set higher than the boundary between E and F.
- 3) All tests in the same course shall have assessment expressed in the same way.
- 4) In courses where the final mark is build upon marks from several smaller tests, each test must be passed in order to receive a mark of passed for the course.
- 5) Unless otherwise specified in the subject or study plan, marks from tests can be transferred to the subsequent academic year, provided that substantial changes have not been made in the mode of assessment or curriculum.
- 6) Where the oral examination adjusts the written examination mark, the mark of the written examination or performance work can be adjusted up or down by a maximum of one mark.
- 7) When the results of several examinations make up a composite mark, the following conversion scale is used: A=5, B=4, C=3, D=2, E=1. Regular rules for rounding apply. A blend of number and letter grades results in the mark pass or fail.

CHAPTER 4 STUDY PRIVILEGES, LOSS OF STUDY PRIVILEGES

§ 17. *Study privileges*

- 1) Study privileges are understood to mean admission to all instruction in the study programme or course according to the curriculum or course description, as well as the rights and normal obligations to complete the examinations according to the assessment form which is set for students, §19.6.
- 2) Students have study privileges for study programmes they have been admitted to. The study privileges are valid for obligatory courses and the elective components the student is admitted to or is given access to. The Board can set rules for admission to the elective components of the study programme.
- 3) Study privileges are automatically dissolved when the student has completed the study programme.
- 4) Individuals who are admitted to a course receive study privileges for that course. Such study privileges are valid up to and including the first new or postponed examination in that course.

§ 18. *Loss of study privileges*

- 1) Students can lose their study privileges for a study programme in which they are enrolled in the following cases:
 - a) If the student is not registered as a student or has not approved his learning plan and paid the semester fee in the first semester after admission, and has not been approved to transfer his place in the study programme to a later year or semester.
 - b) If the student disregards registration or confirmation of his learning plan for the pertinent study programme two semesters and has not applied for a leave of absence in advance.
 - c) If the student two years after admission or later in the study for a period of at least two years has passed less than 50% of the total credits of his or her study programme according to his learning plan. If the student has not had a learning plan for this period of time, the normal programme curriculum is used as the basis for this calculation.
 - d) If the student has failed the same course three times and has not been granted an exemption to make a fourth attempt (§ 22).
 - e) If the student has failed the same practical training period or clinical study two times (§ 22) and has not been granted an exemption to make a third attempt.
- 2) When an evaluation of whether or not a student should lose his or her study privileges due to point 1c is being made, emphasis should be put on the student's learning plan for that specific period of time and the reasons the student has for not having taken examinations in accordance with the programme curriculum.
- 3) Students who lose their study privileges under § 1b, c, d or e can apply for admission to the same study programme at the University of Agder after three years.
- 4) The university, in consultation with the faculty or study coordinator of teacher education, determines the revocation of study privileges. Decisions made before the deadline for examination registration or confirmation of the education plan are effective from and include the current semester. Decisions made after this deadline are effective from and include the subsequent semester.

CHAPTER 5 REGISTRATION AND SIGN-UP. CONFIRMATION OF LEARNING PLAN. NUMBER OF EXAMINATION ATTEMPTS

§ 19. *Semester fee. Semester registration and sign-up. Learning plans.*

- 1) Students, private students (*privatists*) and doctorate candidates must pay a semester fee in accordance with the Acts relating to student associations within the determined deadlines.
- 2) Students who are admitted to study programmes with a scope of 60 credits or more shall enter into a learning plan in accordance with the Act Relating to University and University Colleges § 4-2. The university can decide that students in studies of less than 60 credits' scope must also have a learning plan. The learning plan shall cover the entire study programme. The students shall confirm the learning plan for each semester within a set deadline, including confirming instruction and examination registration for the current semester's courses. A student's instruction and examination registration is not valid until the semester fee is paid.
- 3) Students without a learning plan must register for the semester and sign up for examinations every semester by the set deadline. Semester registration and examination registration are not valid until the semester fee is paid. Doctorate candidates shall sign up for examinations by the set deadline independent of whether or not

they pay a semester fee.

- 4) Private students (*privatists*) shall in addition to the semester fee pay an examination fee in accordance to the decision made by the Board and by the set deadline. Private students are registered for an examination when the semester fee and examination fee are paid.
- 5) For students enrolled in study programmes or courses with fees, class registration and examination registration are not valid until the fees are paid.
- 6) For courses with separate modes of assessment for *privatists*, students shall specify upon registration that they wish to sign up for examinations with such a mode of assessment. There is no possibility to sign up for mode of assessment designed for private students in courses which are a part of the student's current learning plan. In courses that are covered by the student's study privileges, but which are not a part of the learning plan, the student can sign up for examinations with modes of assessment designed for students or *privatists*. In courses that are not included in the student's study programme, the student must sign up for examinations with the mode of assessment designated for *privatists*.
- 7) The university can set special registration deadlines for *privatists* and for sign-up to open studies or courses.
- 8) The university can grant exemptions from the deadlines in the following cases:
 - if decisive errors are made by the university
 - documented illness of the student himself or a member of his family or due to other unforeseen obstacles which have made it impossible to keep the deadline
 - under other special circumstances

§ 20. *Leaves of absence*

- 1) Students with learning plans who do not want to use their study privileges in the upcoming semester must inform the university in writing of their absence by the deadline for confirming the learning plan.
- 2) For absences of up to two semesters, a leave of absence is granted no matter what the reason, as long as the student has informed the administration by the set deadline.
- 3) The university can, under extraordinary circumstances, grant a leave of absence for more than 2 semesters on the basis of a written application.
- 4) Students who have children while they are studying have rights to leaves of absence as given by the Act Relating to Universities and University Colleges §s 4-5.
- 5) Leaves of absence from a study programme for other reasons than having children do not give right to special accommodation in regard to instruction or examinations.

§ 21. *Revision of learning plans due to delay or interruption of studies*

- 1) It is the student's responsibility to assure that the learning plan is updated at all times.
- 2) Students who are behind in their studies shall be called in for a discussion according to more specific rules set by the Board.
- 3) The board can set more specific rules for changing of learning plans.

§ 22. *Number of examination attempts*

- 1) There is no opportunity to appear for an examination in the same course more than three times at the University of Agder. In special circumstances, the university can grant an exemption for a fourth attempt. This must be applied for in writing. This regulation also applies in the same way to tests that are required for admission to an examination (§1t). For retake of master theses and other larger written works, § 26 a also applies.
- 2) For study programmes which include practical training or clinical studies, there are only two opportunities to complete each practical training period. Under special circumstances and after a written application, the faculty board or board of the teacher education unit can grant exemptions to permit a third attempt at practical training as long as this does not conflict with the national curriculum.
- 3) When a candidate has taken a new examination, the best mark is valid.
- 4) If a candidate does not appear for an examination and does not have a legitimate cause for absence, this is considered to be the same as appearing for the examination.
- 5) An examination that is annulled due to cheating or an attempt to cheat is counted as an attempt.

§ 23. *Withdrawal from an examination*

- 1) Withdrawal from an examination must occur at least 14 days before each test/examination, Withdrawal should be done via the Student Web or in writing.
- 2) Students who withdraw during the examination must submit a written withdrawal form within the deadline for submitting examination answers.

CHAPTER 6. WHICH EXAMINATIONS AND TESTS ARE ARRANGED. ADMINISTERING OF EXAMINATIONS

§ 24. *Scheduling and admission to the examination*

- 1) The time and place of the examination is established and advertised by the university. All candidates are responsible for keeping themselves up to date as to the time and place of the examination.
- 2) To attain admission to the examination, the candidates must be registered, signed up for the examination (§ 19), and fulfil prerequisites, progression and other general requirements which are set in the programme curriculum. The faculty board can in special cases and after written application grant exemptions from the requirements for pre-requisites and progression. Corresponding decisions within teacher education are made by the board of the teacher education unit.
- 3) To receive access to an oral examination that is used to adjust the final mark, §16.6, the examination candidate must have passed the previous written or performance-based examination.
- 4) For admission to new, postponed and extraordinary examinations, regulations in § 26 also apply.

§ 25. *Ordinary examinations. Distinct private examination (særskilt privatisteksamen)*

- 1) Ordinary examinations are executed with the mode of assessment and in the semester which is specified in the programme curriculum. If a candidate shows up to repeat an ordinary examination, the syllabus and the mode of assessment for this examination is valid. Under special circumstances the faculty board can after a written application grant permission for a candidate to use a different syllabus.
- 2) If separate modes of assessment are set for private students (*privatists*), the examination shall be held at least every other year. The faculty boards decide in which semesters examinations for private students shall be arranged.

§ 26. *New, postponed and extraordinary examinations*

- 1) New and postponed examinations.
 - a) Examination candidates who do not pass an ordinary examination can demand a new examination. Documented withdrawal during an examination is counted as not passed.
 - b) Postponed examinations are arranged for examination candidates who have legitimate reasons for absence from ordinary examinations. Legitimate reasons include illness or other compelling reasons for absence. The university decides on a case by case basis what is considered a valid excuse for absence. Reasons for absence apart from illness are only approved under special circumstances. The absence shall be documented with a doctor's confirmation or another type of document which must be dated the date of the examination at the latest. For students to be able to demand a postponed examination, the documentation must be delivered to the university or posted at the latest seven days after the examination should have been taken/ seven days after the deadline for submitting written assignments. In special cases an exception from these deadlines may be granted.
 - c) Examination candidates who passed the last ordinary examination have access to a new or postponed examination if such an examination is arranged. Students who did not appear for the last ordinary examination do not have access to the new/postponed examination.
 - d) New and postponed examinations are arranged in connection with the ordinary examination period in the subsequent semester. For courses that must be passed in order to progress to the subsequent semester, the university can, at the request of the faculty board, arrange a new/postponed examination by the mid-term point of the subsequent semester.
 - e) New or postponed examinations are not arranged if an ordinary examination for that specific course is already

scheduled for the next semester.

f) Students who have not been able to take an ordinary examination due to studying abroad through one of the University of Agder's exchange programmes can apply to be admitted to new or postponed examinations if such examinations are arranged as long as they have filled all conditions to take the examinations.

g) Examination candidates who do not pass new or postponed examinations do not have the right to demand to sit new examinations again before the next ordinary examination.

h) Examination candidates who have had an examination or internal test annulled because of cheating or attempting to cheat cannot sit the examination again until the next ordinary examination or next ordinary internal test.

i) For tests that are requirements for admission to an examination, an extra test in addition to the ordinary test should be arranged as long as this is practically possible. Regulations regarding ordinary examinations also apply to admission to an extra test.

2) Extraordinary examination

a) Up to three extraordinary examinations can be arranged when a course will no longer be offered. The last extraordinary examination is arranged within two years after the last ordinary examination. Examination candidates who have previously been registered for the examination in the course and satisfy all of the requirements for sitting the examination according to the most recently approved course description, have access to the extraordinary examination. Only students who require the course in order to complete a study programme in which they are enrolled at the University of Agder can demand an extraordinary examination.

b) Examination candidates who have not passed the last ordinary examination have the right to an extraordinary examination when there are more than two semesters until the next ordinary examination in that course.

c) The faculty board can in special circumstances grant admission to an extraordinary examination for students who have not previously been registered for an examination in the course. Before the student receives access to the examination, all conditions for sitting the examination must be satisfied.

d) New or postponed examinations are not arranged after extraordinary examinations.

3) Other types of examinations

The university can under other special circumstances vote to arrange examinations in addition to those which are a consequence of §§ 25 and 26. The decision is made in cooperation with the faculties which are affected. The same rules apply for admission to such examinations as for ordinary examinations.

4) Syllabus. Mode of assessment.

Examinations according to this section shall be carried out with the same syllabus as at the last ordinary examination. As far as is practically possible, the examination is also carried out with the same mode of assessment as at the last ordinary examination. The faculty can also under special circumstances decide that alternative modes of assessment can be applied to new, postponed and extraordinary examinations.

§ 26a – Retake of master thesis and other larger assignments

- 1) A student can submit a new or revised master thesis once if the master thesis is not passed. There is no possibility of assessment of a new master thesis in the same study programme if the student has already received a passed mark in a previous assessment.
- 2) Unless otherwise specified in the course description, a student can submit an improved version of a bachelor assignment, main project and other larger assignments of 15 credits or more with individually conceived theses, for assessment once.
- 3) A student can submit an improved version of a practical placement-related assignment consisting of less than 15 credits if it is not possible to change the hypothesis of the assignment without having to take the practical placement period over. The faculty board of the teacher education unit decides whether or not a resubmission of the written work can be permitted.
- 4) There is no opportunity to submit an improved version of assignments other than those mentioned in this paragraph.

§ 27 Administering of written examinations

1) The examination candidates shall be at the examination site no later than 15 minutes before the examination begins. Candidates who are late can still be granted access to the examination if it can be determined that no candidates for the examination in question have left the examination site.

- 2) Candidates shall present valid student identification or other valid identification with a photograph and sign the candidate list.
- 3) Draft paper cannot be handed in as a part of the examination answers.
- 4) The responsible instructor or someone acting on his behalf shall be available during the examination.

§ 28 Administering of oral examinations

- 1) The arrangements for oral examinations shall be made available to the students a reasonable amount of time before the examination.
- 2) The examination candidates can be given the opportunity to prepare for a certain theme beforehand. Preparation can be done with or without learning aids.
- 3) Individual oral examinations should not normally last more than 45 minutes.
- 4) When the oral examination is carried out in a group, the examiners shall check that all examination candidates in the group are examined to an extent that provides adequate basis for assigning a mark.
- 5) More specific guidelines for execution of oral examinations can be set by the faculty board.
- 6) The examiners together are responsible for the planning and execution of oral examinations according to these regulations, the course description and other applicable guidelines set by the faculty board.
- 7) In cases where the final mark is set by an oral examination which adjusts the final mark, according to §16.6, at least 24 hours shall pass from when the assessment of the written or performance-based test is made public until the oral examination begins.
- 8) If an examination candidate withdraws from an oral examination, this is recorded in the assessment list.

§ 29. *Withdrawal from a group examination*

With group examinations, all participants in the group shall contribute to a joint product. If doubt arises as to whether an examination candidate contributes or has contributed enough to receive credit for a joint product where the same mark is given to the entire group, written individual comments from all group members shall be gathered. The university can in consultation with the faculty decide whether or not the examination candidate shall be considered to have withdrawn during the examination.

§ 30. *Additional rules. Instructions*

The Board of Directors votes on instructions for examination candidates, inspectors, instructors and examiners and can within the framework of these examination regulations establish additional rules which apply to all examinations and tests at the University of Agder.

§ 31. *Cheating or attempted cheating*

- 1) Consequences of cheating or attempted cheating are regulated by the Act Relating to Universities and University Colleges §§ 4-7 and 4-8.
- 2) Cheating and attempted cheating on examinations, internal testing or assignments that are required for admission to an examination (ref § 1f) are considered to be, among other things:
 - having illegal learning aids available during the examination
 - presenting others' work as one's own
 - quoting sources or in other ways using sources in written work without sufficient source attribution
 - quoting or in another way using one's own previous examination work without sufficient source attribution
 - having gained access to the examination by cheating on internal testing or by dishonest means having received approval for participation in obligatory instruction or other mandatory activities
 - unfair cooperation between examination candidates or groups
 - acting against this regulation or the guidelines for the specific examination.
- 3) A student can be considered to have cheated or attempted to have cheated from the time the examination or internal testing has begun. The examination or internal testing is normally considered to have begun when the assignment text is handed out or the formulation of the problem is approved. For portfolio examinations or other examination forms where a student receives academic advisement on a partial answer, the examination is considered to be begun when the first draft of the answer is submitted for advisement.

- 4) If suspicion of cheating or attempted cheating during an examination or internal test arises, the examination candidate shall be informed that the situation will be reported. The examination candidate has the right to complete the examination or test.
- 5) Suspicion of cheating or attempted cheating during a group examination where the same mark is given for the entire group is evaluated individually for each group member. The assigned mark is valid for students who have not cheated or attempted to cheat.

§ 32. *Annulment. Expulsion. Exclusion.*

Statements regarding exclusion and decisions regarding annulment, expulsion and exclusion in accordance with the Act Relating to Universities and University Colleges § 4-7 and 4-10 are made by the university's appeals committee.

§ 33. *Special examination arrangements*

- 1) Students who for medical or other reasons have a need for special examination arrangements in connection with an examination must apply for a special examination arrangement by set deadlines. The need must be documented with a doctor's testament or a note from another relevant professional (for example, a psychologist or speech therapist). This document must contain a specification of the need for a special arrangement during the examination.
- 2) Exemptions from the deadline can be granted when the need for the special arrangement has occurred after the deadline has expired. This shall be documented in the doctor's testament. Exemptions from the deadline can also be granted in other special circumstances.
- 3) Applications for special arrangements shall be presented to and processed by the university for every ordinary examination period. Documents that describe the specific needs shall usually be attached to each application unless the requirement for a special arrangement is permanent.
- 4) The principal of anonymity shall be upheld as far as possible while examinations are being assessed.
- 5) The following special examination arrangements can be granted:
 - a) Up to 10 minutes' extra examination time per hour, maximum one hour, for written examinations. Under special circumstances, extra time beyond this may be granted.
 - b) For take-home examinations and other larger written assignments, an extended deadline for submission can be granted due to illness or other reasons the university accepts. Extended deadlines can also be granted after an examination has begun, as long as there is documentation that the need for an extended deadline came up after the examination began. An extension cannot be granted after a submission deadline has expired.
 - c) In consultation with the faculty which is responsible for the specific course, permission to use a dictionary can be granted to candidates who have reading and writing difficulties.
 - d) Candidates whose mother tongue is not Norwegian, Swedish or Danish are allotted extra examination time the first 2 semesters they are registered at the university or have confirmed their learning plan. This also applies to candidates whose mother tongue is Sami. Candidates who have studied 3 years at Norwegian high school and candidates who are Norwegian citizens are treated as students who speak Norwegian as a mother tongue.
 - e) Foreign candidates are normally allowed to use translation dictionaries.
 - f) Students with reading and written difficulties and others with documented needs can be given the opportunity to use a computer for written examinations.
 - g) Alternate forms of assessment can be used for candidates who cannot take examinations using ordinary modes of assessment due to chronic illness. This decision is made in conjunction with the faculty which has academic responsibility for the specific course.
 - h) In instances where an oral examination is decided to be the alternative to a written examination, the oral examination shall be documented so that the student must be able to appeal the assessment.
 - i) Under special circumstances other arrangements not mentioned in this section can be granted as far as is practically possible.

§ 34. *Examinations in other languages than Norwegian*

For courses where the language of instruction is not Norwegian, the faculty board may decide that examinations

can be made in the language of instruction. The faculty board can also decide that certain candidates can take the examination in another language than Norwegian as long as the subject or study plan permits this.

§ 35. *Non-public examinations*

- 1) The university can, after application by the candidate, decide that an oral examination for that candidate shall not be open to the public when a compelling reason for this exists under the Act Relating to Universities and Colleges §§ 3-9.
- 2) Clinical examinations and client-directed practical work placements in health and social studies programmes are not open to the public.

**CHAPTER 7 EXTERNAL EXAMINERS. TRANSCRIPTS AND DIPLOMAS. APPEALS.
EXEMPTIONS.**

§ 36. *Assigning a final mark. Transferring marks of smaller examinations, tests and assignments*
Abolished.

§ 37 External evaluation of assessment and assessment arrangements

- 1) For study programmes of 60 credits or more on the bachelor and master level, external examiners shall be used for courses of at least 15 credit's total scope in each year of the programme. When external examiners are used in courses of 30 credits or more, external examiners shall be used for judging all student work on smaller test(s) where the test(s) weight makes up at least 50% of the final mark. Furthermore, external examiners shall contribute to assessment of all student work on all tests that are included in the course/courses.
- 2) For study programmes of 30 credits, external examiners shall be used for courses of at least 10 credits total scope. When external sensors are used to judge students' achievement in courses of 20 credits or more in such study programmes, external examiners shall be used for judging all student work on test(s) where the test(s) weight makes up at least 50% of the final mark. Furthermore, external examiners shall contribute to assessment of all student work on all tests that are included in the course/courses.
- 3) External examiners shall be used for assessment of master theses and in cases of appeal in accordance with the Act Relating to Universities and University Colleges §§ 3-9.
- 4) For assessment of the educational part of PhD programmes, external examiners should normally be used.
- 5) Either an internal and external examiner or two internal examiners shall be used to judge all examination candidates in the following cases:
 - a) oral examination to adjust the final mark
 - b) oral examination or other examination where it is not possible to contest the assessment, and where the result counts for at least 40% of the composite mark in the course.
- 6) Regulations in sections 1-5 do not apply to the assessment of practical placements and other types of continuous assessment. For such types of assessment, more than one person should be involved to as great a degree as possible.
- 7) For all courses, either an internal and external examiner or two internal examiners should be used for construction of the examination exercises and written guidelines for assessment.
- 8) The board sets the guidelines for external evaluation of assessment arrangements, in accordance with the Act Relating to Universities and University Colleges §§ 3-9, where this is also seen in the context of routines existing in the quality assurance system.
- 9) The faculty board can establish more detailed rules for the use of external examiners for its study programmes and courses, including guidelines for assuring that the use of external examiners is coordinated and varied over time, exemptions from the main rule of use of external examiners for free-standing courses and rules for use of internal co-examiners in cases where external examiners are not used. These further regulations shall assure that all of the faculty's courses have external examination at least every five years.
- 10) The faculty names internal and external examiners when appropriate. The examiners can be named for a period of up to three years. This selection is valid for both ordinary and new/postponed exams. An internal or external examiner should normally not examine the same course continually at the university for more than 6 years.

- 11) The examiner must have at least one of the following qualifications:
 - a) Bachelor level (at least one of the following):
 - employment at the instructor/*amanuensis* level or higher at a university/university college or another research institution or in another way have documented scientific competence at the same level.
 - have experience as an examiner in relevant subjects at the university/university college
 - through professional experience be especially qualified in the relevant subject
 - b) Master programme and advanced programmes that build upon a bachelor degree or the equivalent: Employment at the instructor/*amanuensis* level or higher at a university, university college or research institution or in another way have documented scientific competence at the same level.
 - c) PhD programme:
Academic qualifications at least at the *1.amanuensis* level.
- 12) External examiners cannot be employed by the University of Agder or have responsibility for instruction in a course at the university.
- 13) If two examiners cannot agree on the assessment of a submitted piece of work, a third internal or external examiner shall be named to set the mark.
- 14) The assessment deadline is 18 days from the examination day unless special circumstances make it necessary to use more time – in accordance with the Acts relating to universities and university colleges §§ 3-9. The assessment deadline for appeals is 18 days after the appeal deadline has expired. The assessment deadline for master theses and other larger written work making up 15 credits or more is 6 weeks from submission.

§ 38. Appeal of assessment

- 1) Assessment can be appealed in accordance with the Act Relating to Universities and University Colleges §§ 5-3.
- 2) When there are several tests making up a composite, an appeal should be made after each test.
- 3) For appeals of assessment of group assignments where the examination assessment is annulled for one or more of the group members due to cheating or attempting to cheat, the appeal examiners shall be informed of the basis for annulment.

§ 39. Appeal of group examinations

Students can appeal individually regarding marks for a group examination. Changes in marks after the appeal assessment will only affect students who have signed the written appeal.

§ 40. Diplomas. Transcripts.

- 1) The university awards a diploma for a completed degree or professional attainment with the restrictions that are presented in § 8. For other study programmes, a transcript is awarded. Award of a diploma requires that at least 60 of the credits that make up the basis of the award are completed at the University of Agder, in accordance with the act relating to transfer of higher education §2. The board can grant an exemption from this requirement for joint degrees. The diploma is normally awarded in Norwegian. For study programmes that are offered in English, the diploma can be awarded in Norwegian or in English.
- 2) A main mark can only be given for study programmes (according to §1n). If a main mark is given, this will be specified in the study or subject plan. A main mark is not calculated when examinations using different marking scales are used as a basis for the main mark or if more than 10% of the credits are assessed pass/fail.
- 3) A transcript that only includes courses from one study programme or one which excludes courses that make up the basis for an already awarded diploma can be issued. Beyond this, there is no possibility of removing courses the student has been examined in at the University of Agder from the transcript.
- 4) Only final marks in a course appear on the diploma and transcripts. Partial marks do not appear.
- 5) Titles of theses which carry a value of 10 credits or more where the thesis is formulated individually for each student or group appears on the diploma.
- 6) If a student as a part of the same study programme has courses with content that entirely or partially overlap each other, credit will be reduced. Unless otherwise stipulated in the curriculum, the reduction of credits is done in the way that best benefits the student in terms of marks.
- 7) The university awards authorization of healthcare personnel to the extent that this is established by the

regulations prescribed by the Act of 2 July 1999 number 64 relating to healthcare personnel.

§ 41. Exemptions

- 1) Applications for exemptions from examinations or tests in accordance with the Act Relating to Universities and University Colleges, §§ 3-5.1 are processed by the faculty which is responsible for the specified course. Applications for exemptions from examinations or tests according to the Act Relating to Universities and University Colleges, §§ 3-5 point 2 are processed by the faculty which is responsible for the specified study. Applications pertaining to the elective sections of teacher education degrees are processed by the teacher education unit.
- 2) Exemptions from mandatory attendance are given only in cases where the students can document corresponding skills or knowledge. In cases of documented illness and in other special circumstances, the faculty board can grant an exemption from mandatory attendance under the condition that the student completes other activities, set by the faculty and assessed as passed.

CHAPTER 6 IMPLEMENTATION. TRANSITION PHASE.

§ 42. Implementation

These examination regulations go into effect from the start of the 2005-06 academic year.

At the same time the following regulations are dissolved:

Regulations relating to examinations at the University of Agder dated May 5, 1996 number 814

Regulations relating to examinations at the University of Agder dated March 26, 2003 number 589

Regulations relating to the bachelor's degree at the University of Agder dated June 19, 2002 number 1700

Regulations regarding access to examinations as a private student (*privatist*) at the University of Agder dated December 13, 1995 number 1179

§ 43 Transition phase

§ 6.4 applies to new study programmes established from the academic year 2010-2011 and beyond.

§14.7 is valid from and includes the academic year 2008-09.

§22.1 is valid from and includes the academic year 2007-08.