

# 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 the University of Agder 22 June 2005, in accordance with the Act relating to universities and university colleges, § 3-9 and 3-10. Latest revisions approved by the Board of the University of Agder 10 May 2017.

## 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) *Minor subject*: Combination of courses totalling 30-60 ECTS in the same academic area. Minor subject requirements will be stated in the curriculum.
- s) *Major subject*: Combination of courses totalling 80-90 ECTS from one or more subjects that are defined by the study programme as comprising a collective component. At least 20 ECTS must be at level 2, i.e. build upon courses at a lower level.

### § 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 applies. §31, § 33 and § 37 apply to continuous assessment like examinations

or tests in the doctoral education. 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 in course/ programme plans or study plans for externally financed study programmes and courses, and under certain circumstances also for regular study programmes and courses. Separate rules apply to examinations arranged by The University Centre in Svalbard.

### § 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 precedence.

### § 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 cannot be delegated to a lower level in cases where the decision-making body is the University Board, a faculty board or the Teacher Education Board.

## CHAPTER 2 DEGREES

### § 5. *Additional designations of degrees*

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 are called "Bachelor's" without additional information being provided.
3. A degree achieved on the basis of completion of the three first years of the four-year Teacher Education Programme results in the title "Bachelor of Primary Teacher Education Subjects, Grades 1-7 " or "Bachelor of Upper Primary and Lower Secondary Teacher Education Subjects, Grades 5-10," accordingly. A degree achieved on the basis of completion of the first three years of the four-year General Teacher Education results in the title "Bachelor of Primary School Subjects."
4. A degree achieved on the basis of a completed master's programme results in the title 'Master of [name of programme]'. Other additional designations are set in individual cases by the University Board.

### § 6. *Requirements for Bachelor's degrees*

- 1) The Bachelor's degree will be comprised of 180 ECTS and is achieved on the basis of one of the following:
  - a) A bachelor programme that contains:
    - a major (ref. §1s)
    - a bachelor's thesis of 10-20 ECTS included in the major
    - *examen philosophicum* and *examen facultatum* (a total of 20 ECTS)
    - a minor (ref. §1r)

*Examen facultatum* is not required for bachelor's degrees containing majors in the natural sciences.
  - b) Bachelor's programmes that contain:
    - a two-year integrated study programme, 120 ECTS
    - a bachelor's thesis of 10-20 ECTS
    - *examen philosophicum* and *examen facultatum* (a total of 20 ECTS) or scientific theory, ethics and insight into the subject or profession's societal role with a scope of at least 10 ECTS
    - a minor (ref. §1r)
  - c) Three-year integrated bachelor's programmes that contain:
    - a bachelor's thesis of 10-20 ECTS
    - *examen philosophicum* and *examen facultatum* (a total of 20 ECTS) or scientific theory, ethics and insight in the subject or profession's societal role with a scope of at least 10 ECTS.

For three-year integrated study programmes that build upon a national curriculum, there are no requirements beyond those stated in the national curriculum.
  - d) Open Bachelor's degree

Upon application, a student can attain an open Bachelor's degree. The degree must contain:

- a major (ref. § 1s) or a completed two-year integrated study programme
- a bachelor's thesis of 10-20 ECTS included in or in addition to the major or the integrated study programme.

In addition, an open Bachelor's degree with a major must contain *examen philosophicum* and *examen facultatum* (a total of 20 ECTS). *Examen facultatem* is not required for open Bachelor's degrees with a major in the natural sciences. An open Bachelor's degree with a completed two-year integrated study programme must in addition contain *examen philosophicum* and *examen facultatum* or scientific theory, ethics and insight into the subject or profession's societal role with a scope of at least 10 ECTS.

- 2) The Board can make exemptions from the regulations in the first paragraph for joint degrees that are awarded in cooperation with institutions abroad. Under special circumstances, the Board can make an exemption from the bachelor's thesis requirement. The Board can also make an exemption from *examen philosophicum* and *examen facultatum* (a total of 20 ECTS) and allow *examen philosophicum* and *examen facultatum* for a total of 15 ECTS. Under special circumstances the Board may also make an exemption from *examen philosophicum* and *examen facultatum* and allow the replacement of these elements with scientific theory, ethics and insight in the subject or profession's societal role, the total scope of which must be at least 10 ECTS. In those instances where exemption from the *examen philosophicum* and *examen facultatum* requirement concerns a bachelor's programme with a major subject, the exemption is also valid for the open bachelor's degree with a similar major subject.
- 3) All students must receive advisement before their bachelor's thesis is submitted for assessment. The scope of the compulsory advisement will be stated in the curriculum for the specified bachelor's programme.

#### **§ 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.

#### **§ 8. Overlap 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 cannot be awarded a master's degree and a *hovedfag* degree in the same academic area.
- 4) Exemptions cannot be granted for the master's thesis on the basis of a master's thesis or equivalent work contained in a previous degree.

### **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. The Faculty Board can establish and abolish externally financed study programmes of 30 ECTS itself. If a study programme is discontinued, the decision-making organ will set a period of transition for issuing diplomas.

#### **§ 1 . 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 make a decision that otherwise would be made by the faculty board or the board for teacher education.

### **§ 12. Content of curricula**

The Board sets guidelines for curricula, including the use of terminology.

#### **§ 12 a. Approval of curricula**

- 1) Curricula for new study programmes will be approved by the Board based on proposals made by the faculty boards or the board for teacher education. The curricula for new externally financed study programmes of 30 ECTS are approved by the faculty boards.
- 2) Course descriptions for new courses in existing study programmes that are not covered by the first paragraph and course descriptions for new stand-alone courses are approved by the faculty boards.
- 3) Changes in study programme descriptions for study programmes where one faculty is designated as academically responsible for the programme are approved by that faculty board based upon a proposal from the relevant Study Programme Advisory Committee. Changes in course descriptions are approved by the faculty boards.
- 4) Changes in curricula for teacher education programmes are proposed by the relevant Study Programme Advisory Committee and approved by the Board for Teacher Education. Proposals for changes in academic content, teaching or assessment forms for individual subjects or courses in teacher education programmes must be presented to the Study Programme Advisory Committee for the relevant teacher education programme.
- 5) The Board must approve programme descriptions in the aftermath of programme evaluations, cf. the quality assurance system of the University of Agder.
- 6) Changes in an approved curriculum come into effect at the start of a new academic year. Minor changes in the syllabus may be made during the academic year,
- 7) The Board determines the name of the study programme. Changes in the name are approved by the Board upon proposal from the faculty board or the board for teacher education.

#### **§ 12b. Mandatory attendance, instruction and practical training**

The requirement of mandatory attendance in class, group sessions and practical training must appear in the curriculum, the programme description or the course description. Unless otherwise stated, 80% attendance is required for classes with mandatory attendance.

#### **§ 12c. Curriculum**

All courses must have a specific curriculum which clarifies whether the organised part of the mandatory teaching, i.e. lectures, laboratory exercises, field work, seminars etc., is to be understood as part of the curriculum and as basis for examination question papers.

The common curriculum must be made public no later than by the beginning of the semester.

In the case of individual curricula, these must be approved by the person responsible for the course within the set deadline.

#### **§ 12d. Portable computer**

- 1) All students must have their own portable computer (laptop) for use in teaching and at examinations, see Regulations concerning self-financing in universities and university colleges (Forskrift om egenbetaling ved universiteter og høyskoler, Norwegian only), section 3.3, subsection 3.
- 2) Technical requirements for portable computer will be set by the University Board

### § 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. An expected student workload of 1600 hours per academic year or 27 hours per credit must be used as the basis for calculating the credit value of a course. 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. Regulations concerning course size do not apply to externally financed programmes.

### § 14. *Modes of assessment*

- 1) Assessment shall measure the students' knowledge, skills and general competence in relation to the course's learning outcomes.
- 2) When forms of assessment are set, emphasis shall be on accountability and the students' right to appeal. Emphasis must also be placed on variation in forms of assessment in the study or study programme. With the exception of assessment of candidates in practical training, 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.
- 3) An examination may comprise of one or more parts and include one or more forms of assessment. Examinations or tests may be arranged individually or in groups with group size normally not exceeding five students. Written examinations and tests will normally be carried out digitally. The university must approve the types of laptop computers and operating systems that can be used in school examinations.
- 4) Courses with a scope of less than 10 credits may have one or two examination parts. Courses with a scope of 10 credits and more can have up to three examination parts. Portfolio assessment or another type of continuous assessment where one composite mark is awarded, counts as one part of the total 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 cannot 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.
- 8) Special forms of assessment can be established for private students (*privatist*).

### § 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 set up communication internally in the examination room or with the outside world is not permitted.
- 3) In a written, digital school examination the candidates may be given limited or full access to the Internet.

### § 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
<b>General, qualitative description of valuation criteria</b>	
Excellent	A
An excellent performance, clearly outstanding. The candidate demonstrates excellent judgement and a high degree of independent thinking.	
Very good	B
A very good performance. The candidate demonstrates sound judgement and a very good degree of independent thinking.	
	C

Good

A good performance in most areas. The candidate demonstrates a reasonable degree of judgement and independent thinking in the most important areas.

D

Fairly good

A satisfactory performance, but with significant shortcomings. The candidate demonstrates a limited degree of judgement and independent thinking.

E

Sufficient

A performance that meets the minimum criteria, but no more. The candidate demonstrates a very limited degree of judgement and independent thinking.

F

Fail

A performance that does not meet the minimum academic criteria. The candidate demonstrates an absence of both judgement and independent thinking.

The Faculty Board itself may decide that nationally recommended grade descriptions are used additionally.

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 graduated marking scale. 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 built 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 curriculum, 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 syllabus.
- 6) An oral examination will count a given part of the final grade or be adjusting. After an adjusting oral examination, the grade of a written or practical work may be adjusted up or down by a maximum of one grade.
- 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 when they have registered as students or confirmed their education plans and paid their semester fees the first semester after admission. 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 retained for up to two years beyond the normal progression of studies. Under special circumstances and after written application, the university can grant an additional three years of study privileges for students who are admitted to a study programme (ref. §1n). Leaves of absence covered by §20 are not included in this calculation. Once study privileges have expired, the student can re-apply for ordinary admission.
- 4) Study privileges are automatically dissolved when the student has completed the study programme. Upon written application, the university can grant one additional year of study privileges to students who wish to

improve their marks or take additional courses.

- 5) Subsection 3 does not apply to pre-course students. Students in pre-courses have a right to study for one academic year, new and postponed examinations included.
- 6) Individual students 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 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 education plan. If the student has not had an education plan for this period of time, the normal curriculum is used as the basis for this calculation.
- b) If the student has failed the same course three times and has not been granted an exemption to make a fourth attempt (§ 22).
- c) 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.
- d) If a student upon request is not able to present documents for control which in original version form part of the basis for admission.

2) When an evaluation of whether or not a student should lose his or her study privileges due to point 1a is being made, emphasis should be put on the student's education plan for that specific period of time and the reasons the student has for not having taken examinations in accordance with the curriculum.

3) The faculty board or the teacher education board 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 EDUCATION PLAN. NUMBER OF EXAMINATION ATTEMPTS**

### **§ 19. Semester fee. Semester registration and sign-up. Education 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 an education 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 an education plan. The education plan shall cover the entire study programme. The students shall confirm the education 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 an education 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 education plan. In courses that are covered by the student's study privileges, but which are not a part of the

education 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
- 9) Students and individual students (*privatist*) who only register for new or postponed examinations in a semester do not pay the semester fee for this semester.

### **§ 20. Leaves of absence**

- 1) Students with education 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 education 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 pursuant to the Act Relating to Universities and University Colleges §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.
- 6) Students on leaves of absence have access to new, postponed or extraordinary examinations pursuant to § 26.
- 7) A leave of absence cannot be granted the first semester after admission.

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

- 1) It is the student's responsibility to assure that the education 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 education 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. This applies even if the student has been admitted for a second time to the university. A course with the same academic content is considered to be the same course. 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's 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. This also applies to practical training.
- 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) Withdrawal from practice/practical training must be done before the practical training period commences



3) 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 for teacher education.
- 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.***

1) Ordinary examinations are executed with the mode of assessment and in the semester which is specified in the 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.

### **§ 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.

Absence from an ordinary examination as a consequence of a legitimate absence from a practical training is also considered to be a legitimate absence. This applies when a practical training is a condition for taking the examination in the course, and it has not been possible to complete a practical training period which the student has already started, or to undertake a new practical training before the examination. 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. Students giving birth in the course of their studies are entitled to postponed examination pursuant to the *Act Relating to Universities and Colleges* § 4-5, first subsection. 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. If answers have been submitted for assessment, it is not possible for students to later claim illness.

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 before the middle of the following 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. The university may also in other special cases allow students who did not show up for the final ordinary examination to sit for a new or postponed examination.

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) Regulations regarding new and postponed examinations also apply to tests as far as this is practically possible.

j) The regulations in this paragraph's letters d and i do not apply to practical training.

#### 2) New and postponed practical training

a) The faculty boards and the Board for Teacher Education establish supplementary regulations to set the times for new and postponed practical training, as well as stipulating when students with legitimate reasons for absence must re-take their entire practical training and when they can complete a practical training which they have already started.

b) The supplementary regulations for practical training will apply in cases where passed practical training is a condition for taking an examination and where the practical training makes up a part of or an entire examination.

#### 3) Extraordinary examination

a) Up to two extraordinary examinations can be arranged when a course will no longer be offered. The last extraordinary examination is arranged within one year 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.

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

c) Regulations pertaining to extraordinary examinations are applicable as far as possible as requirements for sitting for an examination.

#### 4) 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.

#### 5) 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. Under special circumstances, the faculty boards can approve alternate assessment forms for new, postponed and extraordinary examinations.

### **§ 26a – Retake of master's thesis and other larger assignments**

1) A student can submit a new or revised master's thesis once if the master's thesis has not received a passing mark. There is no possibility of assessment of a new or revised master thesis in the same study programme if the student has already received a passed mark in a previous assessment. For group assignments, it is not possible to submit an individually improved version.

2) Unless otherwise specified in the curriculum, a student can submit for assessment one additional time an improved version of a bachelor's thesis, main project or other larger assignment of 10 credits or more with an individually conceived hypothesis. In cases of group assignments, students are not allowed to submit individually improved versions.

3) A student can submit an improved version of a practical training-related assignment consisting of less than 10 credits if it is not possible to change the hypothesis of the assignment without having to take the practical training period over. The faculty or teacher education boards decide 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.
- 5) An examination candidate who has had her/his bachelor's thesis, master's thesis or another major written work annulled due to cheating, is not allowed to submit an improved version of the work with an identical research question. In special cases, the faculty board may permit the candidate to use already existing data as basis for a new thesis with a new research question.

### **§ 27 Procedures for written examinations with inspection**

- 1) The examination candidates shall be at the examination site no later than 15 minutes before the examination begins. In case of digital examinations, the university may decide that the candidates will have to be at the examination site earlier than 15 minutes before the examination begins. Candidates who are late can still be granted access to the examination up to 60 minutes after the examination has begun.
- 2) In cases of digital examinations based on the use of personal laptops, candidates must notify the university of their eventual need to borrow a laptop within the set time limit. Candidates using their own laptops are themselves responsible for downloading required software before coming to the examination site.
- 3) No candidates are permitted to leave the examination locale the first 60 minutes after the examination has begun.
- 4) Candidates must present valid student identification or other valid identification with a photograph. Candidates who are unable to present valid identification will not be allowed to sit for the examination and will be regarded as having withdrawn from an ongoing examination.
- 5) In the examination locale, the candidates must adhere to the directions given by the examination inspectors.
- 6) Writing on paper handed out in the examination locale is not permitted until the examination questions are handed out. Use of paper other than that which is handed out is not permitted.
- 7) No form of communication between candidates or with other people is permitted during the examination. If candidates have questions, they can ask the examination inspectors.
- 8) The candidates can use the advertised time to complete the examination. After time is up, the candidates are no longer permitted to write answers. Up to an additional 15 minutes are given to separate the copies from the originals.
- 9) Draft paper cannot be handed in as a part of the examination answers.
- 10) When the answers and unused examination papers are handed in, the candidates must leave the examination locale. Submitted answers are under no circumstances to be delivered back to the candidate.
- 10) The course teacher or someone acting on his/her behalf must be available during the examination.

### **§ 28 Administration 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 boards.
- 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. The faculty board itself may decide that for bachelor's or master's theses with an adjusting oral examination the grade for a written or practical master's thesis will be published simultaneously with the final grade. Whether or not the candidate has passed the written or practical part must be announced at least 24 hours before the oral examination.

8) If an examination candidate withdraws from an oral examination, this is recorded in the assessment list.

### **§ 29. *Group examination procedures***

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. The provisions in this section are applicable also to prerequisites for group examinations. In special cases, the Faculty Board may decide that a student should be allowed to complete a group examination alone.

#### **§ 29a**

The Faculty Board/Teacher Education Board submits a statement to the Appeals Committee in cases where there is a question concerning whether a student with annotations on his/her police certificate of good conduct should be denied admittance to participation in clinical studies or study programmes comprising practical training, see Act Relating to Universities and University Colleges § 4-9.

### **§ 30. *Additional rules. Instructions***

The Board votes on instructions for inspectors, teachers responsible for courses 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, attempted cheating or accessory to 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. If legal learning aids are checked before the assignment text is handed out, the examination is considered to have begun when the student s have submitted their learning aids for checking. 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 must be presented to and processed by the university for every ordinary examination period. For candidates with chronic illnesses, the university can waive the requirement of applying each semester.
- 4) The following special examination arrangements can be granted:
  - a) Up to 10 minutes' extra examination time per hour, maximum one hour, for written examinations with inspection. 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 education 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) In non-digital examinations with inspection, students with reading and writing disorders and others with documented needs may be given the opportunity to use a PC.
  - g) When examinations with inspection or home examinations are carried out digitally, students may upon submitting a reasoned application be allowed to use pencil and paper.
  - h) 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.
  - i) 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.
  - j) 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 curriculum 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 training in health and social studies programmes are not open to the public.

## **CHAPTER 7 CENSORING. TRANSCRIPTS AND DIPLOMAS. APPEALS. EXEMPTIONS.**

### **§ 36. (Abolished).**

### **§ 37 Censoring of examinations**

- 1) All courses on the bachelor and master level must have external censoring in the form of evaluation of student work at least every third year. In courses with multiple choice examinations or comparable forms of assessment, the requirement of external assessment can be met by collaboration with an external examiner on the design of the examination questions. External examiners should usually be used in a scope of at least 15 credits per academic year. External examiners must function as collaborators in assessment of all student work in all of the smaller tests or assignments that are included in the course.
- 2) 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. External examiners shall also be used for assessment of bachelor's theses. If the supervisor participates as internal examiner, a third internal or external examiner must be included.
- 3) For assessment of the educational part of PhD programmes, external examiners should normally be used.
- 4) 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.
- 5) Regulations in section 1 do not apply to the assessment of practical training. This type of assessment should be carried out in cooperation with the mentoring teacher, nurse, or advisor and the instructor.
- 6) For all courses, either an internal and an external examiner or two internal examiners should be used for preparing examination questions and guidelines for assessment. Written guidelines for assessment must be available for all examinations. The guidelines must be available to the examiner before the assessment commences, and must be available to the students when the assessment is completed
- 7) The faculty boards appoint internal and possible external examiners. 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.
- 8) The examiner must have at least one of the following qualifications:
  - a) Bachelor level (at least one of the following):
    - employment at the Assistant Professor 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 Assistant Professor 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 Associate Professor level.
- 9) External examiners cannot be students at the University of Agder or have a full-time or part-time position at the institution or have been engaged as part-time teacher in the current subject for the examination class.
- 10) If two examiners cannot agree on the assessment of a submitted piece of work, the decision shall be made by an external examiner or an internal co-examiner who has not functioned as course teacher. In special

cases, the faculty board may decide that a third examiner shall be appointed who decides the grade.

- 11) The assessment deadline is 3 weeks 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 3 weeks after the appeal deadline has expired. The assessment deadline for master's theses and other larger written works making up 15 credits or more is 6 weeks from submission.
- 12) When assessing examination papers, the principle of anonymity should be applied as far as possible.

### **§ 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.
- 4) There is a one-week term of appeal for appeals against not passed pre-test in mathematics as basis for admission to primary and lower secondary teacher education or advanced teacher education.

### **§ 38a. Appeal of formal examination errors**

- 1) Formal examination errors may be appealed pursuant to the Act relating to Universities and University Colleges § 5-2. For appeals concerning formal errors at the preliminary examination in mathematics as basis for admission to the primary and lower secondary teacher education or the advanced teacher education, the term of appeal is one week.
- 2) Appeals of formal errors pursuant to the Act relating to Universities and University Colleges § 5-2 are to be considered by the Faculty Board of the faculty with academic responsibility for the course. Appeals of formal errors in practice periods under the academic responsibility of the Teacher Education Unit must be considered by the Teacher Education Board.

### **§ 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. The university decides whether diplomas for study programmes offered in English will be issued in Norwegian or 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 curriculum. 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 Bachelor's and Master's theses are written 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.
- 8) A diploma for completed grade is issued only when the requirements in the education plan have been met. A

student may reserve against receiving the diploma up to two semesters following completion of the grade. A diploma is only issued once. If the diploma is lost, the university can issue a duplicate on request.

#### **§ 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 (2) in the same law are processed by the faculty which is responsible for the specified study programme. Applications pertaining to transfer of subjects relevant to school teaching and exemption from practical training in the teacher education programmes are evaluated by the Board for Teacher Education.
- 2) In cases where the same course content is included in more than one course within the same degree, the number of credits will not be doubled.
- 3) 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 boards 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 8 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**

The bachelor thesis requirement in § 6.1, sections a-c applies to students admitted in the 2012-2013 academic year and onwards. The bachelor thesis requirement in §6.1, section e applies to diplomas that are issued from spring 2015 and onwards.

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

§17 applies to all students who are within normal study progression as of autumn 2011. Students who have used up their normal study time by autumn 2011 are granted study privileges for two years from autumn 2011. On receipt of a written application, the universities can under special circumstances grant an additional two years of study privileges for students who are admitted to a study programme (ref. §1n.)