

# Regulations governing examinations, admission to study and degrees at Østfold University College

<b>Date</b>	Regulation no. 229 of 8 February 2018
<b>Ministry</b>	Ministry of Education and Research
<b>Entry into force</b>	1 August 2018
<b>Last amended</b>	<a href="#">Regulation no. 3767 of 16 December 2021</a> in force from January 2022
<b>Amending</b>	<a href="#">Regulation no. 303 of 25 January 2010</a> , <a href="#">Regulation no. 423 of 8 March 2010</a>
<b>Applies to</b>	Norway <a href="#">Section 3-2 of Act no. 15 of 1 April 2005</a> , <a href="#">section 3-3 of Act no. 15 of 1 April 2005</a> , <a href="#">section 3-5 of Act no. 15 of 1 April 2005</a> , <a href="#">section 3-6 of Act no. 15 of 1 April 2005</a> , <a href="#">section 3-9 of Act no. 15 of 1 April 2005</a> , <a href="#">section 5-1 of Act no. 15 of 1 April 2005</a> , <a href="#">section 5-2 of Act no. 15 of 1 April 2005</a> and <a href="#">section 5-3 of Act no. 15 of 1 April 2005</a>
<b>Legal basis</b>	
<b>Published</b>	19 February 2018 at 15.45
<b>Short title</b>	Regulations governing examinations, admission to study and degrees at HiØ

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**Legal basis:** Adopted by the Board of Østfold University College on 8 February 2018 pursuant to [Act no. 15 of 1 April 2005](#) relating to universities and university colleges (the Universities and University Colleges Act) [section 3-2](#), [section 3-3](#), [section 3-5](#), [section 3-6](#), [section 3-9](#), [section 5-1](#), [section 5-2](#) and [section 5-3](#).

**Amended** by Regulations [no. 385 of 8 February 2018](#), [no. 866 of 20 June 2019](#) (in force from 1 August 2019), [no. 1895 of 17 December 2019](#) (in force from 1 January 2020), and [no. 3767 of 16 December 2021](#) (in force from 1 January 2022).

# Chapter 1. General provisions

## Section 1-1. *Scope*

These Regulations apply to study programmes, examinations and degrees at Østfold University College.

## Section 1-2. *Conflict with national curriculum regulations*

In the event that these regulations are in conflict with applicable national curriculum regulations or other national governing documents, the national provisions take precedence over these regulations.

## Section 1-3. *Supplementary provisions*

The Rector can stipulate supplementary provisions to these regulations. The purpose is to clarify and elucidate the content of the various provisions.

<sup>0</sup> Amended by Regulation [no. 3767 of 16 December 2021](#) (which entered into force on 1 January 2022).

## Section 1-4. *Definitions*

(1) *Coursework requirements* are compulsory requirements that must be approved in accordance with the course description in order for the student to sit the examination and/or complete a period of practical training.

(2) *Diploma supplement* is an international diploma supplement. It provides a detailed description of the qualifications achieved by the student.

(3) *Examination* is documentation of the work that provides the basis for the grade awarded.

*Examination part* is an examination in a course that is awarded a separate grade, but where the grade is combined with the grade(s) in the other part(s) of the examination in the  
a. course. A pass is not awarded for the course until the student has passed all the examination parts. Only the final grade in the course is included in the transcript of grades, not the result of the individual examination part(s).

*Examination with several components*: examination consisting of a written and an oral component. The written component must have been assessed as passed and the result must  
b. be available in Studentweb before the oral component can be held. The oral component may have an adjusting effect on the result for the written component. Only the final grade in the course is included in the transcript of grades, not the result of the written examination component.

(4) *Course* is the smallest credit-bearing unit that can form part of a programme of study. A course must normally have a scope of at least ten credits and must also be divisible by five. The scope and content of the course are set out in the course description.

(5) *Course description* sets out the scope, required prerequisite knowledge, expected learning outcomes, content, learning activities, coursework requirements, forms of assessment, grading rules, examination support material and reading list. Course descriptions can be included in one or more programme descriptions.

(6) *Test* is a collective term for forms of assessment that are less formal than an examination. A test can form part of an examination or a coursework requirement.

(7) *National curriculum* is a plan for a programme of study where the Ministry has adopted a national framework for the content of the programme.

(8) *Student* is a person who has been admitted to a credit-bearing course or programme of study at Østfold University College, pursuant to [section 3-6](#) and [section 3-7 of the Act relating to universities and university colleges](#).

(9) *Programme description* is a description devised by the university college for a programme of study, irrespective of whether national curriculum regulations apply to the programme. Programme description also means the educational plan and curriculum pursuant to the Ministry's definition.

(10) *Credit* corresponds to the ECTS (European Credit Transfer and Accumulation System). One year of full-time study normally corresponds to 60 credits / ECTS.

(11) *Programme of study* is a course of study subject to admission, which has a defined content and learning outcomes pursuant to the programme description, and which leads to a final examination or degree.

A programme of study normally comprises a number of courses.

(12) *Admission to study* entitles a student to take a study programme or course pursuant to the applicable programme description or course description.

(13) *Individual education plan* is a plan agreed between the university college and a student admitted to a programme of study.

<sup>0</sup> Amended by [Regulations no. 866 of 20 June 2019](#) (which entered into force on 1 August 2019) and [no. 3767 of 16 December 2021](#) (which entered into force on 1 January 2022).

## Chapter 2. Admission to study

### Section 2-1. *Conditions for admission to study*

(1) A person who has accepted an offer of a place on a programme of study is admitted for a period corresponding to the stipulated length of study for the programme in question.

(2) The student must pay the semester fee and register in Studentweb by the applicable deadlines to retain their admission to study.

(3) Students on exchanges abroad must pay the semester fee to Østfold University College to retain their admission to study. Students studying at the university college through an exchange agreement pay the semester fee to their home institution.

### Section 2-2. *Required prerequisite knowledge and required progress*

(1) The programme description can stipulate requirements regarding required prerequisite knowledge that mean the student must pass one or more courses to be able to go on to take another course or continue in the course of study.

(2) In the event of a delay in the course of study, the student can be granted an extension of up to two years of the admission to study for degree programmes in addition to the stipulated

length of study. The two-year extension does not include postponed start of studies, temporary exclusion or approved leaves of absence. Provided the conditions for resits and rescheduled examinations are met, an exemption may be granted allowing a student to sit the remaining examinations after termination of the extended admission to study. Extended admission to study does not entitle a person to follow teaching and sit examinations if the programme is revised, being phased out or not being started.

(3) Extensions of up to one year can be granted for one-year programmes and studies of shorter duration in the event of a delay in the course of study.

(4) In the event of a delay in the completion of studies, it is the student's responsibility, in cooperation with the university college, to ensure that their individual education plan remains updated at all times.

Amended by [Regulations no. 385 of 8 February 2018](#) and [no. 866 of 20 June 2019](#) (which entered into force on 1 August 2019) and [no. 3767 of 16 December 2021](#) (which entered into force on 1 January 2022).

### **Section 2-3. *Termination of admission to study***

Admission to study is terminated when:

- a. the student confirms that they are withdrawing from the study programme
- b. the student has completed the study programme and a diploma or transcript of grades has been issued.

### **Section 2-4. *Loss of admission to study***

The student normally loses admission to study if they:

- a. were not in attendance at the start of the programme or have not registered in Studentweb by the stipulated deadline
- b. have not paid the semester fee and registered in Studentweb by the stipulated deadline
- c. have used all their examination attempts in a course
- d. have failed the same period of practical training twice (cf. section 4) and have not been granted dispensation for a third attempt
- e. have not completed the programme after an extended length of study
- f. have not submitted original documents for verification of the basis for admission.

Amended by Regulation [no. 3767 of 16 December 2021](#) (which entered into force on 1 January 2022).

### **Section 2-5. *External candidate***

(1) Persons who meet the requirements for admission and other requirements for sitting the examination in the course in question, but who have not been admitted to the course or to the programme the course is a part of, are entitled to sit the examination as an external candidate cf. [section 3-10 of the Act relating to universities and university colleges](#).

(2) The rights of external candidates are limited to attending public lectures, access to the teaching platform in the relevant course, and sitting examinations, cf. [section 6-3](#) (4).

(3) In addition to paying the semester fee, external candidates must normally pay an examination fee to cover the university college's extra expenses in connection with the examination, cf. [section 3-10 of the Act relating to universities and university colleges](#).

External candidates are registered for the examination when they have paid the semester fee and the examination fee.

<sup>0</sup> Amended by Regulation [no. 3767 of 16 December 2021](#) (which entered into force on 1 January 2022, previously section 2-6).

## **Section 2-6. *Leave of absence***

(1) Students are entitled to a leave of absence from their studies in connection with pregnancy, adoption and care of a child, cf. [section 4-5 of the Act relating to universities and university colleges](#).

(2) A leave of absence may also be granted in connection with

- a. compulsory military service
- b. illness
- c. other weighty circumstances outside the student's control.

(3) Students who have active admission to study on a programme of study and have registered for the semester can apply for a leave of absence.

(4) Leave of absence is granted for up to one academic year at a time. Leave of absence can be granted for up to two years if admission to the study programme does not take place on an annual basis, or until the next ordinary admission round, cf. [section 4-3 of the Act relating to universities and university colleges](#).

(5) Leave of absence from a programme does not entitle the student to special adaptation of teaching and examinations when they resume their studies, over and above what follows from [section 4-5 of the Act relating to universities and university colleges](#).

(6) An application for leave of absence must be documented.

<sup>0</sup> Amended by Regulation [no. 3767 of 16 December 2021](#) (which entered into force on 1 January 2022, previously section 2-7).

## **Section 2-7. *Special adaptation of the study situation***

A student may, due to illness, disability or other special circumstances, receive appropriate individual adaptation of the study situation insofar as this is practicable and does not result in a reduction of the academic requirements in the study programme and the individual course, cf. [section 4-3 \(5\) of the Act relating to universities and university colleges](#). Proof of the need for adaptation must be documented in the form of a medical certificate or certificate from another relevant expert. The application must be submitted to the university college as soon as possible after the need arises.

<sup>0</sup> Amended by Regulation [no. 3767 of 16 December 2021](#) (which entered into force on 1 January 2022, previously section 2-8).

## **Section 2-8. *Suitability assessment and transcript of police records***

(1) A student who is not suitable for the profession can be excluded from the programme, cf. [section 4-10 of the Act relating to universities and university colleges](#) and the [Regulations concerning suitability assessment in higher education](#).

(2) If a programme requires a transcript of police records, such transcripts must be submitted by the deadlines set on admission to and, if applicable, during the programme cf. [section 4-9 of the Act relating to universities and university colleges](#) and national regulations.

<sup>0</sup> Amended by Regulation [no. 3767 of 16 December 2021](#) (which entered into force on 1 January 2022, previously section 2-9).

## **Section 2-9. *(Repealed)***

<sup>0</sup> Repealed by Regulation [no. 3767 of 16 December 2021](#) (which entered into force on 1 January 2022).

# **Chapter 3. Internationalisation and courses taken abroad**

## **Section 3-1. *Studies abroad and international students***

(1) Students at Østfold University College shall have the opportunity to take part of their education abroad at the university college's partner institutions, as part of their bachelor's or master's degree.

(2) International students nominated by the university college's partner institutions shall likewise be offered the opportunity to take courses at Østfold University College.

## **Section 3-2. *Preliminary approval***

(1) Prior to departure, it must be assessed whether the courses to be taken by the student can be approved as part of their individual education plan. Final approval is granted when the courses have been completed and the student has passed the pre-approved courses or practical training.

(2) Preliminary approval of courses taken abroad applies to programmes conducted in cooperation with the university college's partner institutions.

(3) If changes are made to the course of study during the stay abroad, the student must immediately notify the university college and apply for new preliminary approval.

## **Section 3-3. *Criteria for courses taken abroad***

(1) The student must meet the following minimum requirements before an exchange:

- a. have been admitted to a bachelor's or master's degree programme at Østfold University College
- b. have passed at least one year of studies corresponding to 60 credits at Østfold University College or been granted recognition of education from another educational institution
- c. have normal study progress.

(2) Other requirements can also be stipulated in the programme description or by the recipient institution.

## **Chapter 4. Supervised practical training**

### **Section 4-1. *Supervised practical training***

(1) The guidelines that follow from national curricula, regulations and programme descriptions apply to education in which supervised practical training is subject to academic assessment.

(2) The student is entitled to supervision and feedback in practical training in accordance with the programme description.

(3) If there is any doubt about whether the student will achieve the learning outcomes and pass the practical training period, the student must be notified in writing in accordance with the applicable provisions for the programme of study in question.

(4) If a student's period of practical training is terminated after notice that they are at risk of failing, this will generally be counted as one attempt, with the same consequences as a fail grade for the practical training, regardless of the reason for the termination.

(5) If a student has started a period of practical training, but has accumulated too much undocumented absence during the period, meaning that the student's practical skills cannot be assessed, this will count as one attempt, with the same consequences as a fail grade for the practical training.

(6) If the practical training period has been assessed as not passed (fail), the entire practical training period must normally be retaken. If a fail grade is awarded for the same period of practical training twice, this will lead to loss of admission to study, cf. [sections 2-4](#) and [6-4](#).

(7) If special reasons exist that are not linked to academic performance or suitability, the student can apply to take a period of practical training a third time, unless a national curriculum or regulations preclude the granting of such dispensation. If a third attempt is granted, the student retains their admission to study.

<sup>0</sup> Amended by [Regulation no. 866 of 20 June 2019](#) (which entered into force on 1 August 2019).

## **Chapter 5. Forms of assessment and grading systems**

### **Section 5-1. *Forms of assessment, scope and grading rules***

(1) Østfold University College uses the following forms of assessment:

- a. Home examinations
- b. Portfolio examinations
- c. Oral examinations
- d. Assignments (e.g. academic texts, semester assignments, project assignments, R&D assignments, bachelor's theses and master's theses)
- e. Supervised professional training
- f. Practical examinations



g. Supervised written examinations.

(2) The forms of assessment used and their evaluation are stipulated in the programme description or course description.

(3) A course can have two examination parts with specified weighting.

a. The same examination part cannot be included in the assessment basis for different courses.

b. Grades shall be awarded for each part of an examination. Examination parts are combined into a single grade for the course and do not count until a pass is awarded in both parts of an examination in a course. Examination parts are combined automatically via the student administrative system.

c. The student can appeal the grade for examination parts, cf. [section 8-2](#).

(4) Examinations should normally take the form of individual tests. Group examinations must make up less than 50% of a programme of study in accordance with the programme description.

(5) The forms of assessment used are a graded scale with grades from A to E for Pass and F for Fail, or, alternatively the grades Pass/Fail.

(6) The grades Pass/Fail can be used for a maximum of half the programme, counted as credits. The Norwegian Theatre Academy has the possibility of making exceptions from this rule in its programmes. Exceptions are regulated by the programme description.

<sup>0</sup> Amended by [Regulations no. 866 of 20 June 2019](#) (which entered into force on 1 August 2019) and [no. 3767 of 16 December 2021](#) (which entered into force on 1 January 2022).

## Chapter 6. Examinations

### Section 6-1. *Right to sit examinations*

(1) The university college's students have the right to sit examinations in courses that they have been admitted to, provided that all coursework requirements (if applicable) have been approved and they have paid the semester fee.

(2) Students shall have received a final assessment for all coursework requirements in a course at least two weeks before the date of the examination.

(3) External candidates have the right to sit examinations, cf. [section 2-6](#).

### Section 6-2. *Registration for and withdrawal from examinations*

(1) Students register for ordinary examinations when they register their individual education plan in Studentweb by the stipulated deadlines. It is the student's responsibility to check that the registration is correct.

(2) It is the student's responsibility to apply for registration for resits and rescheduled examinations by the stipulated deadlines.

(3) External candidates are automatically registered for an examination when their application for the right to sit examinations is granted, cf. [section 2-6](#).



(4) Withdrawal from an examination must take place at least two weeks before the examination date. Later withdrawal from an examination or non-attendance without valid documented absence counts as an examination attempt.

(5) It is the student's responsibility to ensure that they know the time and place of the examination.

### **Section 6-3. *Number of examination attempts***

(1) A student may not sit an examination in the same course more than three times, cf. [section 2-4](#).

(2) The limit on the number of examination attempts also applies to courses with an equivalent academic content.

(3) The limit on the number of examination attempts also applies in the event of re-admission to the same programme or admission to another programme that includes the same course. The number of examination attempts is linked to the person, not the admission to study.

(4) It is not possible to sit an examination as an external candidate in courses in which the student has already taken the examination three times.

(5) In special cases, an exemption may be granted for a fourth examination attempt on the basis of a written, well grounded and documented application.

(6) It counts as an examination attempt when the student:

- a. has passed the examination
- b. has withdrawn after the expiry of the withdrawal deadline
- c. does not attend the examination
- d. withdraws during the examination
- e. does not submit a written examination paper by the stipulated deadline
- f. is awarded the grade F/Fail
- g. has the examination annulled due to cheating or attempted cheating.

(7) A student who has been awarded a fail grade for their bachelor's thesis, master's thesis or another major independent work can submit a reworked version for assessment once. It must be specified in the course description whether the form of assessment is regarded as a major independent work that can be reworked.

(8) If a student wishes to improve the grade for their bachelor's thesis, master's thesis or another major independent work, it cannot be reworked, but must be rewritten with a new research question. In such cases, the student is not entitled to more academic supervision.

0 Amended by [Regulation no. 866 of 20 June 2019](#) (which entered into force on 1 August 2019).

### **Section 6-4. *Attempts at examinations and practical training on re-admission***

Previous attempts at examinations and practical training count for students who have taken a break of less than three years from a bachelor's or master's degree programme, cf. [section 6-3](#). Breaks are calculated from the date of the last completed examination. This applies to students who have been re-admitted to a programme of study that includes the course.

### **Section 6-5. *Permitted examination support material***

- (1) An overview of permitted examination support material shall be provided in the programme description/course description and be clearly stated on the question paper.
- (2) It is the students' responsibility to familiarise themselves with information about the support material that is permitted during examinations. Students are obliged to make all support material available for inspection during examinations.
- (3) If a student is in possession of support material that is not permitted during an examination, whether inside or outside the examination venue, this will be deemed as cheating or attempted cheating.

### **Section 6-6. *Language and form of Norwegian during examinations***

- (1) Provisions on the form of Norwegian used in examinations are set out in the Act relating to language usage in the civil service and pertaining regulations.
- (2) The language of instruction and examination is Norwegian, unless otherwise specified in the programme description.
- (3) As a rule, the examination question paper shall be written in the language of instruction.
- (4) For examinations where the language of instruction is Norwegian, the answer papers can be written in Swedish or Danish. The exception to this rule is when the student is to document their skills in written Norwegian.
- (5) Students can apply to receive question papers and/or to submit answer papers in a language other than the language of instruction.

### **Section 6-7. *Special examination arrangements***

- (1) Students who, for medical or other reasons, need special adaptation in connection with an examination must apply for this by the stipulated deadlines. Exceptions to the deadline can be made if the need for adaptation is unforeseen. The need must be documented by a doctor or another relevant authority in a recently issued certificate. The documentation must contain a description of the functional impairment and the need for adaptation.
- (2) The purpose of adaptation of examinations is to compensate for the functional impairment as far as possible, without it leading to an unfair advantage. Adaptations that reduce the academic requirements of an individual programme cannot be granted, cf. [section 4-3 of the Act relating to universities and university colleges](#).
- (3) Applications for forms of assessment that deviate from the programme description are rarely granted. Applications must be well grounded and documented, and an overall academic assessment will be made of the student's course of study.
- (4) An extension of 25% (maximum one hour) is granted for written school examinations if the need for this has been documented. An extension of 25% (maximum 48 hours) is granted for home examinations. In connection with portfolio assessments or longer assignments, the possibility of granting an extended deadline for submission will be considered in each individual case. The need for adaptation must be documented by a medical certificate confirming that the delay is due to e.g. the student's own illness or illness/death/accident (emergency) in their immediate family.

(5) First languages other than Norwegian, Swedish or Danish are not deemed to constitute grounds for the right to extended examination times, as applicants must document proficiency in Norwegian on admission to higher education, cf. sections 2-1 to 2-3 of the Regulations on admission to universities and university colleges.

(6) Students whose first language is not Norwegian, Swedish or Danish can apply to use bilingual dictionaries during examinations. Examinations in language subjects are exempt from this provision.

<sup>0</sup> Amended by [Regulation no. 1895 of 17 December 2019](#) (which entered into force on 1 January 2020).

## **Section 6-8. *Absence from examinations***

(1) If a student does not attend the examination or withdraws during the examination without a valid reason, the examination will count as one attempt. The student is not entitled to resit the examination until the next ordinary examination.

(2) An answer that has been submitted, digitally or on paper, cannot be returned or exempted from grading. This applies even if a medical certificate is submitted after the examination has been taken.

(3) Students who are unable to sit an examination due to valid absence must submit written documentation/a medical certificate for valid absence to the university college within one week of the examination date at the latest.

(4) Valid reasons are own illness, childminder's illness or illness/death/accident in the student's immediate family. Other unforeseen circumstances are considered in each individual case upon submission of documentation.

<sup>0</sup> Amended by Regulation [no. 3767 of 16 December 2021](#) (which entered into force on 1 January 2022).

## **Section 6-9. *Rescheduled and resit examinations***

(1) It is the student's responsibility to apply for resits and rescheduled examinations by the stipulated deadlines.

(2) A student who does not sit an examination at the ordinary time due to valid absence is entitled to sit the rescheduled examination the next time the examination is held.

(3) Students who have failed the ordinary examination are entitled to retake the examination when at least three (two for groups of up to 20) students who have failed the last ordinary examination apply to resit the examination by the stipulated deadline.

(4) Resits and rescheduled examinations can be held at the same time. When resits are held, the Faculty may decide whether students who wish to improve their grade may also sit the examination.

(5) The programme description or course description may regulate the right to resits and rescheduled examinations. If a resit or rescheduled examination is not organised, students must register for the next ordinary examination.

(6) If a student's further studies are contingent on passing the examination in a course, a resit or rescheduled examination should, if possible, be held in the middle of the following semester.

(7) If changes have been made to the learning outcomes for a course, the student is entitled to sit the resit or rescheduled examination based on the learning outcomes that applied at the last ordinary examination. This right applies for one year from the last ordinary examination in the course.

(8) The following applies to courses that are discontinued: if, after the last ordinary examination and two resits or rescheduled examinations in a course, there are still students with a fail grade or valid absence from the examination, one last examination may be held on application. Such examinations shall be held within 18 months of the last ordinary examination.

(9) When a student has retaken an examination, the best grade awarded will apply.

0 Amended by Regulation [no. 3767 of 16 December 2021](#) (which entered into force on 1 January 2022).

## **Section 6-10. *Examination venues***

(1) Examinations are normally held at the institution where the programme is taught.

(2) If special reasons exist, students can apply, by a stipulated deadline, to sit an examination at another Norwegian or foreign university college or university, or at a Norwegian embassy or consulate. External examination venues within a reasonable geographical distance will not be approved.

(3) The students themselves must clarify practical matters at external examination venues. In the event of a time difference between Norway and the examination venue, the examination must be held at the same time as the examination in Norway.

(4) Students who sit an examination externally must pay a stipulated fee per examination to Østfold University College, and must also cover any expenses charged by the external examination venue.

(5) Students at other Norwegian university colleges and universities can apply by the stipulated deadline to sit written examinations at Østfold University College. The students must contact the examination coordinator at their own institution to clarify whether it permits the examination to be taken externally. The students must pay a stipulated fee per examination to Østfold University College.

## **Section 6-11. *Digital examinations***

(1) The university college can use digital equipment to hold examinations or tests.

(2) In the event of a digital examination or test, students must normally bring their own laptops to the examination venue.

(3) It is the responsibility of students who use their own laptops to download the necessary software before the examination or test.

(4) Extra time is not normally granted if the start of an examination is delayed because a student has not made the necessary preparations on their computer.

0 Amended by [Regulation no. 866 of 20 June 2019](#) (which entered into force on 1 August 2019).

## **Chapter 7. Examiners and grading**

## **Section 7-1. *Examiners and announcement of grades***

- (1) Examination results are announced in Studentweb. It is the student's responsibility to check their results.
- (2) Students are normally informed of the results of oral examinations or the evaluation of practical skills on the day of the examination.
- (3) Examination results shall be announced within three weeks of the examination date unless special reasons indicate that more time is required, cf. [section 3-9 \(4\) of the Act relating to universities and university colleges](#). If the deadline for the announcement of grades expires on a Saturday, public holiday or a day deemed equivalent to a public holiday pursuant to legislation, the deadline is extended to the next working day, cf. [section 41 of the Public Administration Regulations](#). Any extension of the deadline shall be announced in Studentweb.
- (4) The results for master's theses shall be announced within six weeks of the submission deadline.
- (5) The faculties can apply for exemption from the time limit for grading pursuant to [section 3-9 \(4\) of the Act relating to universities and university colleges](#). The application must be submitted well in advance and such that the application can be processed by the University College Board at least two weeks before the examination in question.
- (6) External second examiners shall be used to grade student work in at least one course for all years of all study units and programmes of study.
- (7) At least two examiners, one of whom must be external, shall assess students' independent second-degree work, cf. [section 3-9 of the Act relating to universities and university colleges](#).
- (8) For examinations where an external examiner is not used in accordance with subsection (6), two internal examiners must be used.
- (9) External examiners must be able to document that they have the necessary academic qualifications in the subject to be graded, and must have at least one of the following qualifications:
  - a. Employment at assistant or associate professor level or a higher level at a university, university college or other research institution
  - b. Otherwise documented academic expertise at the same level
  - c. Be particularly qualified in the subject in question through professional experience.
- (10) An external examiner cannot be employed in a principal or secondary position in the faculty that teaches the course or that is responsible for the programme of study that the course forms part of. Nor can an external examiner have worked as a part-time teacher for the year group in question.

<sup>0</sup> Amended by [Regulations no. 866 of 20 June 2019](#) (which entered into force on 1 August 2019) and [no. 3767 of 16 December 2021](#) (which entered into force on 1 January 2022).

## **Chapter 8. Explanation of grounds and appeals**

### **Section 8-1. *Right to explanation of grounds***

- (1) A student is entitled to request an explanation for the grade awarded, by the deadlines stipulated in [section 5.3 of the Act relating to universities and university colleges](#).
- (2) The explanation must be given in writing for written work. The examiner can choose to give the explanation orally or in writing for oral examinations.

### **Section 8-2. Appeals against grades**

- (1) A student can appeal a grade in writing within three weeks of the announcement of the results or after the explanation for the grade has been given, cf. [section 8-1](#). A reassessment must then be carried out. A re-assessment can result in the same, a higher or a lower grade. Students cannot appeal grades awarded in connection with re-assessment, cf. [section 5-3 of the Act relating to universities and university colleges](#).
- (2) It is not possible to appeal assessments of oral presentations, evaluations of practical training or similar examinations of a non-verifiable nature.
- (3) In the assessment of examinations that consist of a written part where the grade is adjusted following an oral examination or other examination of a non-verifiable nature, a preliminary grade shall be awarded for the written part. The student can appeal the written part of the examination. If a new grade is awarded, a new oral examination will be arranged to adjust the new grade.
- (4) If the result of an appeal relating to examination results is not available before a new examination is held in the course, efforts shall be made to enable the student to sit the examination.
- (5) An appeal may be withdrawn up until it has been decided. An appeal is deemed to be have been decided when the examination record has been signed.

### **Section 8-3. Appeals against formal errors in examinations**

- (1) The provisions of [section 5-2 of the Act relating to universities and university colleges](#) apply to appeals against formal errors in connection with examinations. Appeals against formal errors are to be considered by the Appeals Board at Østfold University College.
- (2) Appeals against formal errors must be submitted within three weeks of when the student became aware, or should have become aware, of the circumstances on which the appeal is based.

## **Chapter 9. Cheating, annulment and exclusion**

### **Section 9-1. Cheating**

- (1) Acts or circumstances aimed at giving a student an unfair advantage in examinations or coursework requirements are deemed to constitute cheating. Acts or circumstances aimed at giving a student unauthorised access to examinations or certificates/diplomas are also deemed to constitute cheating, cf. [sections 4-7, 4-8 and 4-11 of the Universities and University Colleges Act](#).
- (2) Students who wilfully help others to cheat are also deemed to have cheated, irrespective of the form of examination.

(3) An overview of permitted examination support material shall be provided on the examination paper and in the applicable programme description. Use of support materials other than those stated will be deemed as cheating. Possession of unauthorised support material after an examination has begun will be deemed as attempted cheating. An examination is considered to have begun as soon as the question paper has been made available.

(4) Examples of cheating or attempted cheating in connection with examinations or coursework requirements include:

- a. use or possession of illegal support material during a given examination or test
- b. unauthorised use of permitted support material
- c. presenting other people's work as one's own, plagiarism, including inadequate source referencing and/or clear citation
- d. presenting own previous work without a reference – self-plagiarism
- e. unauthorised collaboration between students or groups
- f. otherwise acting in a manner that can lead to an unfair advantage in the assessment or in connection with compulsory activities.

(5) If cheating, attempted cheating or involvement in cheating is suspected, the student must be informed as soon as possible.

(6) When cheating is suspected during a written examination or test, the student decides whether or not to complete the examination or test. If the student does not complete the examination or test, and the suspicion is subsequently found to be unfounded, or the student is exonerated, the examination or test will not count as an attempt.

(7) Suspected cheating or attempted cheating during a group examination will be assessed individually for each member of the group. The grade awarded will apply to the students who have not cheated or attempted to cheat.

<sup>0</sup> Amended by [Regulation no. 1895 of 17 December 2019](#) (which entered into force on 1 January 2020).

## **Section 9-2. *Written warning***

(1) The Director of Academic Affairs can give a written warning to students who have acted with ordinary negligence in connection with acts included in the definition of cheating, cf. [section 9-1](#).

(2) A written warning can also be given to students who, through ordinary or gross negligence, have contributed to cheating or attempts at cheating. The written warning shall clearly state the circumstances that form the basis for the reaction.

## **Section 9-3. *Annulment and exclusion***

(1) Sanctions for cheating or attempted cheating include annulment of the examination and/or exclusion from the university college and loss of the right to sit examinations at institutions subject to the Act relating to universities and university colleges for up to one year, cf. [section 4-8 \(3\) of the Act relating to universities and university colleges](#).

(2) An annulled examination counts as an examination attempt.



## Chapter 10. Degrees

### Section 10-1. *Degrees and vocational training*

Østfold University College can award degrees and vocational qualifications in accordance with [Regulation no. 1574 of 16 December 2005](#) relating to degrees and vocational training, protected titles and nominal length of study at universities and university colleges.

### Section 10-2. *Requirements regarding the scope and composition of bachelor's degrees*

(1) Bachelor's degrees are awarded on the basis of examinations in relevant courses or programmes of study with a scope of at least 180 credits. The basis for the degree must be one of the following:

- a. An integrated profession-oriented programme of study governed by a national curriculum, with a scope of at least 180 credits.
- b. A three-year programme of study (180 credits) that forms the basis for a bachelor's degree pursuant to a decision by the Board of Østfold University College.

(2) A student can, on application, be awarded a bachelor's degree on the basis of a self-composed education of a scope of at least 180 credits. The basis for the degree must include the following:

- a. A specialisation topic of at least 90 credits. The courses that make up the specialisation component must have a progression from the first to the third semester, and the final 30 credits must build on the first 60 credits.
- b. Courses in a different subject area, providing at least 30 credits.
- c. An independent work of at least 10 credits.
- d. The remaining credits, maximum 60, can be comprised of independent courses.

<sup>0</sup> Amended by [Regulations no. 866 of 20 June 2019](#) (which entered into force on 1 August 2019) and [no. 3767 of 16 December 2021](#) (which entered into force on 1 January 2022).

### Section 10-3. *Requirements regarding the scope and composition of master's degrees*

The general requirements for master's degrees are set out in the Regulations concerning requirements for master's degrees.

### Section 10-4. *General and specific recognition*

(1) General and specific recognition of courses can be granted on the basis of education taken at the university college or at another educational institution, cf. [section 3-5 e of the Act relating to universities and university colleges](#) and [Regulations relating to recognition of Norwegian and foreign higher education qualifications and of prior learning and work experience](#).

- (2) Exemptions can be granted for coursework requirements or compulsory tuition if the student can document previously approved corresponding coursework requirements or completed compulsory tuition at the university college or another educational institution.
- (3) Documentation of prior learning and work experience can provide a basis for recognition and exemption.
- (4) A master's thesis that forms part of a previous degree cannot be included in a new degree.

<sup>0</sup> Amended by [Regulations no. 866 of 20 June 2019](#) (which entered into force on 1 August 2019) and [no. 3767 of 16 December 2021](#) (which entered into force on 1 January 2022).

## **Chapter 11. Diplomas, diploma supplements and transcripts of grades**

### ***Section 11-1. Issue of diplomas and transcripts of grades***

- (1) Diplomas and diploma supplements shall be issued on conclusion of a degree or vocational training programme, cf. section 20 of the Regulations relating to degrees and vocational training, and educational theory and practice. Transcripts of grades are issued for other study programmes.
- (2) Diplomas for a completed degree or education are issued automatically when the student meets the requirements in the programme description and completes their studies within the stipulated time limit. In the event of a delay in the course of studies, the student must ask for a diploma to be issued for a completed degree or education.
- (3) Diplomas for self-composed bachelor's degrees pursuant to [section 10-2](#) (3) are issued on application. The student must provide documentation that the requirements have been met.
- (4) Transcripts of grades and diplomas shall state the semester in which the student sat the examination.
- (5) The title of the bachelor's or master's thesis shall be included on the diploma.
- (6) Diplomas are normally issued in Norwegian. Diplomas are issued in English for programmes that are taught in English.
- (7) The number of credits shall be reduced for fully or partially overlapping courses that are to be included in a degree. The reduction in credits shall have the most favourable outcome for the student. The overlap cannot constitute more than 10 credits in total.
- (8) Diplomas are issued only once. If a diploma is lost, a copy of the diploma can be issued on application in return for a stipulated fee. If the student resits an examination after having received a diploma for a completed degree or education, the examination result is documented by a transcript of grades.
- (9) If a student appeals against a grade after a diploma has been issued, the diploma will be invalid until the appeal has been fully processed.

<sup>0</sup> Amended by [Regulations no. 866 of 20 June 2019](#) (which entered into force on 1 August 2019) and [no. 3767 of 16 December 2021](#) (which entered into force on 1 January 2022).

### ***Section 11-2. Specific recognition of external education in a degree***

(1) If specific recognition has been granted for courses pursuant to [section 10-4](#), this must be stated on the diploma.

(2) Students who meet the requirements for a bachelor's degree pursuant to [section 10-2](#) can be issued a diploma including specific recognition of external education if a minimum of 60 credits have been taken at Østfold University College, cf. [section 3 of the Regulations relating to recognition of Norwegian and foreign higher education qualifications and of prior learning and work experience](#).

(3) To be issued a diploma on the basis of education that has previously made up part of a different degree, the student must have taken at least 60 new credits, cf. section 4 of the Regulations relating to recognition of Norwegian and foreign higher education qualifications and of prior learning and work experience.

<sup>0</sup> Amended by [Regulations no. 866 of 20 June 2019](#) (which entered into force on 1 August 2019) and [no. 3767 of 16 December 2021](#) (which entered into force on 1 January 2022).

## **Chapter 12. Entry into force and transitional arrangement**

### **Section 12-1. *Entry into force***

(1) The Regulations enter into force on 1 August 2018.

(2) The following regulations will be repealed on the same date:

a. [Regulation no 303 of 25 January 2010](#) governing examinations and admissions for Østfold University College.

b. [Regulation no 423 of 8 March 2010](#) concerning requirements for bachelor's degrees at Østfold University College.

### **Section 12-2. *Transitional arrangement***

Where a student's course of study is covered by both these regulations and the previous Regulations governing examinations, admission to study and degrees at Østfold University College, decisions shall be made in favour of the student in the event of conflict.

<sup>0</sup> Amended by Regulation [no. 3767 of 16 December 2021](#) (which entered into force on 1 January 2022).