

Regulations governing Examinations, Admission to Study and Degrees at Østfold University College

The following text is a translation from the Norwegian regulations (forskrift). In case of discrepancies between the Norwegian and the English version, the Norwegian version takes precedence.

Legal basis: Established by the Board of Østfold University College on 8 February 2018, pursuant to Act of 1 April 2005 No 15 relating to Universities and University Colleges, Sections 3-2, 3-3, 3-5, 3-6, 5-1, 5-2 and 5-3.

Chapter 1. General provisions

Section 1-1. *Scope*

The regulations apply to study programmes, examinations and degrees at Østfold University College.

Section 1-2. *Conflict with the National Curriculum Regulations*

If these regulations come into conflict with the applicable National Curriculum Regulations or other national governing documents, the national provisions take precedence over these regulations.

Section 1-3. *Supplementary provisions*

The university college director can stipulate supplementary provisions to these regulations. The purpose is to clarify and elucidate the content of the different provisions.

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 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 course. A pass is awarded for the course when the student has passed all parts of the examination. Only the final grade in the course is included in the transcript of grades, not the result of the examination part(s).

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

(5) *Course* is the smallest credit-bearing unit that can form part of a programme of study. A course normally has a scope of at least ten credits. The scope and content of the course are set out in the course description.

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

(7) *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.

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

(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. By programme description is also meant subject description pursuant to the Ministry's description.

(10) *Credit* corresponds to the ECTS (European Credit Transfer and Accumulation System). One full academic year is 60 credits/ECTS.

(11) *Programme of study* is a course of study subject to admission, which has a defined content and learning outcome 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/course pursuant to the applicable programme description/course description.

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

Chapter 2. Admission to study

Section 2-1. Conditions for admission to study

(1) The person who has accepted the offer of a place on a programme of study is admitted for a period corresponding to the nominal 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 a semester fee to the institution in their home country.

Section 2-2. Prerequisite knowledge and required progress

(1) The programme description can stipulate prerequisite knowledge requirements 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 on expiry of the nominal length of study. The two-year extension does not include postponed start of studies, temporary exclusion or approved leaves of absence.

(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 to ensure that the individual education plan is updated at all times.

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

Admission to study is terminated when:

- a. the student confirms that he/she is withdrawing from the study programme
- b. the student has completed the study programme and a diploma/transcript of grades has been issued

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

The student normally loses admission to study if he/she:

- a. has not paid the semester fee and registered in Studentweb by the stipulated deadlines
- b. has used all their examination attempts in a course, cf. Section 6-3
- c. has failed the same period of practical training twice, cf. Section 4 and has not been granted dispensation for a third attempt
- d. has not completed the programme after an extended length of study
- e. has not submitted original documents for verification of the admission criteria

Section 2-5. *Individual course student*

(1) An individual course student is a student who has applied and been granted admission to one or more individual courses, without being admitted to the programme the course is part of, cf. Regulations for Admission to Study Programmes at Østfold University College.

(2) Individual course students must pay the semester fee and any other fees for the semester by the stipulated deadline, cf. the Act and Regulations relating to Student Welfare Organisations and the Regulations relating to Fees at Universities and University Colleges.

(3) Individual course students must register in Studentweb by the applicable deadline.

Section 2-6. *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. the Act relating to Universities and University Colleges Section 3-10.

(2) The rights of external candidates are limited to attending public lectures and sitting examinations, cf. Section 6-3.

(3) In addition to paying the semester fee, external candidates must pay the examination fee by the stipulated deadline. External candidates are registered for the examination when they

have paid the semester fee and the examination fee.

Section 2-7. *Leave of absence*

(1) Students are entitled to leave of absence from their studies in connection with pregnancy, adoption and care of a child, cf. the Act relating to Universities and University Colleges Section 4-5.

(2) Leave can also be granted in connection with

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

(3) If the leave of absence means that the whole academic year must be retaken, the student must apply to reserve a place in the next admission round, cf. the Regulations for Admission to Study Programmes at Østfold University College.

(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. the Act relating to Universities and University Colleges Section 4-3.

(5) Leave of absence from a programme does not entitle the student to special facilitation of teaching and examination when they resume their studies, over and above what follows from the Act relating to Universities and University Colleges Section 4-5.

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

Section 2-8. *Special adaptation of study conditions*

The study conditions for a student can be adapted on the basis of illness, functional impairment or other specific difficulties, insofar as it is practically possible and academically justifiable, given the learning outcome for the programme/course. The need must be documented by a medical certificate or certificate from another relevant authority. The application must be sent to the university college as soon as possible after the need arises.

Section 2-9. *Suitability assessment and transcript of police records*

(1) A student who is not suitable for the profession can be excluded from the programme, cf. the Act relating to Universities and University Colleges Section 4-10 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. the Act relating to Universities and University Colleges Section 4-9 and national regulations.

Chapter 3. Internationalisation and courses taken abroad

Section 3-1. Studies abroad and international students

(1) Students at Østfold University College shall have an 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 an 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 descriptions or by the recipient institution.

Chapter 4. Supervised practical training

Section 4-1. Supervised practical training

(1) The guidelines that follow from national curricula and regulations 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 outcome 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 terminates a period of practical training after receiving notice that they are at risk of *failing*, this will generally be considered 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 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 a *fail* grade is awarded for a period of practical training, the whole 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.

Chapter 5. Forms of assessment and grade system

Section 5-1. *Forms of assessment, scope and grade 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, bachelor's theses and master's theses)
- e. Practical training
- d. Practical examinations
- e. Supervised written examinations

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

Chapter 6. Examinations

Section 6-1. Right to sit the examination

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

(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 the examination, 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 register for resits/rescheduled examinations by the stipulated deadlines.

(3) External candidates automatically register for the examination when their application for the right to sit the examination 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 an unsupervised 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.

(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. The student is not entitled to more academic supervision in such cases, however.

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/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) Student 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 arrangements to be made in connection with examinations must apply for this by the stipulated deadlines. Exceptions to the deadline can be made if the need for special arrangements 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 special arrangements.

(2) The purpose of the special examination arrangements is, as far as possible, to compensate for the functional impairment without it leading to an unfair advantage. Special arrangements cannot be granted that reduce the academic requirements of each programme, cf. the Act relating to Universities and University Colleges Section 4-3.

(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. The possibility of granting an extended deadline will be considered in each individual case for the submission of portfolio assessments or longer assignments. The need for such special arrangements 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. the Regulations on Admission to Universities and University Colleges Sections 2-1 to 2-3.

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

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 retake the examination until the next ordinary examination.

(2) Students who are unable to sit the 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.

(3) 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.

Section 6-9. *Rescheduled/resit examinations*

- (1) It is the student's responsibility to apply for resits/rescheduled examinations by the stipulated deadlines.
- (2) A student who does not sit an examination within the nominal length of study 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 year 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, students who wish to improve their grade may also normally sit the examination.
- (5) The programme description or course description may regulate the right to resits or 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 are made to the form of assessment in a course, the student is entitled to sit the resit or rescheduled examination in the form 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.

Section 6-10. *Examination venues*

- (1) Examinations are normally held at the institution where the programme is taught.
- (2) If special reasons exist, the students can apply, by a stipulated deadline, to sit the examination at other Norwegian and foreign university colleges and universities, and at Norwegian embassies and consulates. 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 the 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 the written examination 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 start-up is delayed because a student has not made the necessary preparations on their computer.

Chapter 7. Examiners and grading

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

- (1) Examination results are announced in Studentweb. It is the students' 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 (21 calendar days) of the examination date unless special reasons indicate that more time is required, cf. the Act relating to Universities and University Colleges Section 3-9 (4). 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. the Public Administration Regulations Section 41. 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) 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.
- (6) At least two examiners, one of whom must be external, shall assess students' independent second-degree work, cf. the Act relating to Universities and University Colleges Section 3-9.
- (7) For examinations where an external examiner is not used pursuant to point (6), two internal examiners must be used.
- (8) External examiners must be able to document necessary academic qualifications in the subject to be graded, and have at least one of the following qualifications:
 - a. Employment at assistant/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 vocational experience

(9) An external examiner cannot be employed in a principal or secondary position in the department that teaches the course or that is responsible for the programme of study the course forms part of. Nor can an external examiner have worked as a part-time teacher for the year group in question.

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 the Act relating to Universities and University Colleges Section 5-3.

(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 in writing against a grade within three weeks of the announcement of the results or after the explanation for the grade has been given, cf. Section 8-1. A re-assessment must then be carried out. A re-assessment can result in the same or a higher or lower grade. Students cannot appeal grades awarded in connection with re-assessment, cf. the Act relating to Universities and University Colleges Section 5-3.

(2) It is not possible to appeal against 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 appeals relating to examination results are not available before a new examination is held in the course, efforts shall be made to enable the student to sit the exam.

(5) Appeals may be withdrawn until they are decided. An appeal is deemed to be decided when the examination record has been signed.

Section 8-3. Appeals against formal errors in examinations

(1) The provisions of the Act relating to Universities and University Colleges Section 5-2 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) Dishonest acts or circumstances aimed at giving a student an unfair advantage in examinations or coursework requirements are deemed to constitute cheating. Dishonest acts or circumstances aimed at giving a student unfair access to examinations or certificates/diplomas are also deemed to constitute cheating, cf. the Act relating to Universities and University Colleges Sections 4-7, 4-8 and 4-11.

(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 stated on the examination paper and in the applicable programme description. Use of support material 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. unlawful 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. unlawful cooperation 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/test. If the student does not complete the examination/test, and the suspicion is subsequently found to be unfounded or the student is exonerated, the examination/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.

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 gross or ordinary 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. the Act relating to Universities and University Colleges Section 4-8 (3).

(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 the Regulations of 16 December 2006 No 1574 relating to Degrees and Vocational Training, Protected Titles and Nominal Length of Study at Universities and University Colleges.

Section 10-2. *Requirements for 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 must build on each other and the scope of supplementary courses must be at least 30 credits.
- b. A programme of study in a different area, of 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.

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. the Act relating to Universities and University Colleges Section 3-5.

- (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) Exemptions are not granted for examination parts. The exception here is if the grade *Pass/Fail* is used in the course for which an exemption has been granted.
- (5) A master's thesis that forms part of a previous degree cannot be included in a new degree.

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. the Regulations relating to Degrees and Vocational Training Section 20, and educational theory and practice. Transcripts of grades are issued for other study programmes.
- (2) Diplomas for bachelor's degrees are issued automatically when the student meets the requirements pursuant to Section 10-2. 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 are issued on application. The student must document that the requirements are 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 courses that fully or partially overlap each other and 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 takes further examinations 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 original diploma must be handed in before the appeal can be considered.

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 bachelor's degrees pursuant to Section 10-4 can be issued diplomas including specific recognition of external education if a minimum of 60 credits have been taken at Østfold University College, cf. Section 2 of the Regulations relating to Recognition of Higher Education.

(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 3 of the Regulations relating to Recognition of Higher Education.

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. Regulations of 25 January 2010 No 303 governing Examinations and Admissions for Østfold University College.
- b. Regulations of 8 March 2010 No 423 concerning Requirements for Bachelor's Degrees at Østfold University College.

Section 12-2. Transitional arrangement

(1) Where a student's course of study is covered by both these regulations and the previous Regulations governing Examinations and Admissions for Østfold University College and the Regulations concerning Requirements for Bachelor's Degrees at Østfold University College, decisions shall be made in favour of the student in the event of conflict. The student must actively submit a request to be assessed pursuant to this provision.

(2) The transitional arrangement applies to the period 1 August 2018 to 31 July 2019.

(3) Exceptions to the transitional arrangement

- a. Students who have been granted individual courses of study under previous regulations can complete their studies as planned.
- b. Students who can document a preliminary assessment of a course of study leading up to a self-composed bachelor's degree under previous regulations can complete their education pursuant to the previous regulations.