

# Regulations relating to studies and examinations at the University of Stavanger

## List of chapters:

- Part I. General provisions (sections 1-1 to 1-4)
- Part II. Prior to testing (sections 2-1 to 2-11)
- Part III. Implementation of testing (sections 3-1 to 3-3)
- Part IV. After testing (sections 4-1 to 4-6)
- Part V. Cheating, annulment and exclusion (sections 5-1 to 5-2)
- Part VI. Diplomas (section 6-1)
- Part VII. Other provisions (sections 7-1 to 7-2)

**Authority:** Specified by the board of directors of the University of Stavanger on June 7<sup>th</sup> 2018 pursuant to the Act of April 1, 2005 No. 15 relating to universities and university colleges (the Universities Act) sections 3-9 and 3-10.

## **Part I. General provisions**

### **Section 1-1. *Scope and extent***

1. The Regulations relating to studies and examinations include all formal testing of knowledge, including exams, tests, compulsory assignments and submissions, evaluation of performances, presentations, practical exercises, supervised/assessed practical experience or other compulsory requirements as described in the course description, programme description, study plan or framework plan, when the result forms the basis for access to further testing, is included in the diploma or forms part of the grade for the relevant study programme.
2. The regulations apply to all courses that form part of studies at the University of Stavanger.

### **Section 1-2. *Purpose***

The regulations specify the students' and the university's rights and obligations in relation to studies and examinations. The regulations are intended to ensure that studies are conducted properly.

### **Section 1-3. *Definitions***

#### a) *Testing*

The formal testing of students' knowledge and skills, when the result forms the basis for access to other testing, is included in the diploma or forms part of the grade for the relevant study programme, as described in section 1-1.

#### b) *Credits*

A measure of the workload of the individual units in a study programme. A 60-credit programme corresponds to one year of full-time study.

#### c) *Course*

The smallest credit-awarding unit of instruction that forms part of a study programme.

#### d) *Study programme*

A combination of courses that forms a specified learning outcome.

#### e) *Entitlement to study*

Rights associated with admission to the study programme, single subject or course, including the right to teaching, supervision, access to a learning platform and testing in accordance with the individual education plan and course description.

#### f) *Degree*

Education with a specific scope and a specific composition that grants the right to use a specified title. The degree is documented in a diploma.

#### g) *Study plan*

A plan specified by the institution that describes the learning outcome, academic components, structure and implementation of the study programme.

#### h) *Programme description*

The programme description is a study plan that is a local adaptation of a framework plan specified by the Ministry.

#### i) *Framework plan*

A national plan specified by the Ministry, which describes the learning objectives, academic components, structure and implementation of an occupational study programme.

#### j) *Learning platform*

Digital system for the organisation and management of participants, activities, processes and elements in the planning and execution of studies, e.g. 'Canvas', Fronter, etc.

#### k) *Resits (continuation exam)*

Exams that are arranged for students who failed or withdrew from the previous ordinary exam.

#### l) *Deferred exams (continuation exam)*

Exams that are arranged for students who were absent from the previous ordinary exam for valid and documented reasons.

### **Section 1-4. *Forms of testing***

1. No changes may be made to the forms of testing during the academic year.
2. Testing shall normally be at an individual level. Individual testing shall constitute at least half of the basis for assessment in the individual study programme.
3. When testing is held in the form of a home exam or submission, the instructions or guidelines for the task must indicate whether cooperation between candidates is permitted.
4. If the basis for assessment in a course consists of more than one component (sub-examinations or coursework/exercises), any weighting of the individual components in terms of the final grade must be indicated in the course description and/or programme description/study plan. The assignment of credits or compulsory coursework requirements in excess of what is stated in the course description and/or programme description or study plan is not permitted.
5. Oral and performing/practical tests must be public, cf. Section 3-9 (3) of the Universities Act. If the objective of the implementation of testing warrants it, the board of directors may decide that the testing in its entirety be closed to the public. If so indicated by significant considerations, oral or performing/practical testing in individual cases may be closed to the public if requested by the relevant exam candidate. Decisions on applications for closed testing are made by the Dean.
6. Ongoing assessment is a form of testing in which the final grade in a course is determined on the basis of examinations in several parts which are held during the academic term. Ongoing assessment may be in the form of independent tests, or in combination with the final exam. The times of individual parts of exams must be announced at least two weeks before the start of the exam.
7. Assessment folder is a form of testing in which multiple pieces of coursework/assignments are submitted during a term, and are then assessed together and awarded a single grade. The grade is not awarded until all the coursework/assignments have been received and the portfolio as a whole has been assessed.

8. Deadlines for the submission of compulsory coursework requirements must be announced on the learning platform no more than three weeks after the start of a term, and no later than two weeks before the start of the particular test. If the date for testing is changed during the term, the new deadline must be notified no later than two weeks before the new test date.
9. Times for participation in compulsory activities must be announced on the learning platform no more than three weeks after the start of a term, and no later than two weeks before the start of the compulsory activity.
10. The deadline for the submission of bachelor's and master's theses must be announced no later than six months before submission is due.

## **Part II. Prior to testing**

### **Section 2-1. Entitlement to study and study progression**

1. Admission to UiS grants an entitlement to participate in the study programme or single courses to which the student has been admitted.
2. Students at UiS and other educational institutions may apply to be transferred to a study programme other than their current study programme. The Dean himself shall establish regulations and conditions for transfers, and the outcome of applications shall be decided by the Dean of the faculty to which transfer is requested.
3. The entitlement to study may be regulated by special requirements for individual study programmes. Such requirements must be indicated in the course description and/or programme description or study plan.
4. Entitlement to study for the various study programmes:
  - a) Students who have been admitted to a study programme with a standard duration of three years are granted entitlement to study for up to four years
  - b) Students who have been admitted to a master's degree of 90 or 120 credits are granted entitlement to study for up to three years
  - c) Students who have been admitted to a further education course of 90 credits on a full-time basis are granted entitlement to study for up to three years
  - d) Students who have been admitted to a study programme with a standard duration of five years are granted entitlement to study for up to seven years
  - e) Students who have been admitted to defined part-time studies are granted an entitlement to study of up to one year in excess of that which is deemed necessary for the part-time study
  - f) For students admitted to a study programme who are granted an extended study period in accordance with Section 2-3 no. 3, an entitlement to study may be awarded according to the individual education plan.
5. The Dean may grant an extension of the entitlement to study for up to one year, in special circumstances or if the study is nearing completion.
6. The entitlement to study may end:
  - a) If the student notifies in writing that he or she wishes to withdraw from the study programme

- b) If the student fails to fulfil their obligations in accordance with sections 2-2 or 2-3 of these regulations, and has not applied for leave from their studies
- c) If the student has been admitted to another study programme at the University of Stavanger, unless it has been agreed in writing with the faculty that the previous entitlement to study may continue
- d) If the student does not achieve any credits on the study programme to which they have been admitted, for two terms in a row
- e) The entitlement to study ends when the studies have been completed, unless, before the diploma has been issued, the student has requested in writing and been granted a continuation of their entitlement to study in accordance with the original entitlement to study. In these cases, the diploma will not be issued until the student submits a claim for it. The student must then specify the earliest date on which the certificate will be issued. Diplomas may only be issued once. This means that exam results achieved after the issue of the diploma will not be documented on the diploma, but only as a grade transcript.

7. If requested, students must present original documents that are the basis for their admission to the study programme. Students who do not present the requested original documents for checking may lose their place.

### **Section 2-2. Registration**

1. A student is obliged, within a set deadline, to pay their term fee, Kopinor fee and expenses for teaching materials, and to register each term. Failure to register and pay the term fee may result in the loss of their entitlement to study.
2. Students who have not maintained their entitlement to study must reapply to the university for admission, unless they have applied for and been granted leave, or have been permitted to transfer their entitlement to study to a later term. Students who have registered and have paid their study fees for the current term may register for tests at the university as specified in section 2-8.

### **Section 2-3. Individual education plan**

1. All students who have been admitted to a study programme of 60 credits or more must have an individual education plan. An individual education plan is a mutually binding agreement between the University of Stavanger and the individual student. The student must confirm their individual education plan within specified deadlines each term.
2. If a student fails to comply with their individual education plan, this may result in the loss of their entitlement to study, as specified in Section 2-1.
3. The Dean may grant an amendment to an individual education plan if the student submits an application for this.

### **Section 2-4. Leave from studies**

Students who have a child during their studies are entitled to leave of absence in accordance with Section 4-5 of the Universities Act. For other reasons, students may be granted leave of up to one year. If leave is granted, this means that the time assigned for the studies must be extended accordingly. The Education Committee may stipulate other rules and conditions regarding the granting of leave of absence from studies.

### **Section 2-5. Exemption from testing/credit for courses**

1. Exemption from testing must be granted when it can be proved that equivalent testing has been obtained at the same or a different institution. Such exemption may also be granted on the basis of other appropriate testing. Documentation of prior learning and work experience may also provide a basis for exemption.
2. The Dean processes applications for exemption from specified subjects or study plans and makes decisions on applications for exemption from testing and/or the crediting of courses taken at the university or other institutions covered by the Act.
3. The Dean may decide that testing in individual courses at the university entitles a student to exemption from testing in a specific study programme. If there is a general rule on exemption/crediting, information about this must be provided in the course description.
4. The Education Committee may provide guidelines for processing applications for crediting and exemption from testing. Testing cannot be granted credits in excess of those for which it was originally approved. The scope of a course for which a student is applying for approval may be expanded through the holding and recognition of a special test, wherever feasible and academically appropriate.
5. Tests included in the basis for admission to foundation programmes, e.g. secondary school exams, will not be credited.
6. If a student has passed parts of an exam without having passed the final exam, this may not provide a basis for the crediting of courses at the university.
7. Students who wish to take courses at other institutions, and who wish to incorporate these in a study programme at the University of Stavanger, are responsible for applying for pre-approval of these.

### **Section 2-6. Courses that completely or partially overlap**

1. Double credits will not be awarded for the same academic content within the same degree. Students who have passed tests in courses/course groups which academically overlap in whole or in part will receive a reduction in their total score for these courses.
2. Weighting will be reduced in the subject with the lowest grade. If the grades are identical, the weighting of the most recently achieved grade will be reduced.

### **Section 2-7. Approval of other education**

The Dean makes decisions on applications from individuals for approval of other higher education courses as academically equivalent to the education offered by UiS, cf. the Universities Act, section 3-4, third and fourth paragraphs.

### **Section 2-8. The right to sit tests**

1. Students who are admitted to a defined study programme at the university have the right to sit tests that form part of the programme.
2. Students who are admitted to single courses at the university have the right to set tests in the courses to which they have been admitted.
3. Candidates who do not meet the established coursework requirements, including submissions, laboratory exercises and equivalent, tests and exams, or who have not attended compulsory teaching or completed compulsory practical experience, shall be refused access to testing, except in the case of valid absence or if a decision has been made by the Dean that admission would be academically appropriate. The Dean shall establish regulations for the fulfilment of work requirements.

Any coursework requirements that must be met in order to be granted access to testing must be stated in the course description.

4. The board of directors can provide more detailed rules on access to testing without admission as a student (external candidate).

### **Section 2-9. Registration for testing – withdrawal**

1. Candidates are responsible for registering for testing within the specified deadlines. Registering for testing is via StudentWeb. Candidates must check that they are registered for testing and must notify the faculty management if there is a problem with their registration.
2. If a student submits a written and substantiated application, The Education Committee may permit them to pay their term fee, register for testing and register up to one week after the expiry of the registration deadline. After this time, applications for delayed payment, registration or registration for testing may only be granted in exceptional circumstances. The circumstance that forms the basis of the application must be documented.
3. If a candidate registers to resit an ordinary test, the syllabus and form of testing stipulated for the current test will apply. In special cases, and upon application by the student, the Dean may grant permission for the candidate to use the same syllabus as for the previous ordinary test. The application for this must be submitted no later than the time the candidate registers for the test.
4. A candidate is entitled to withdraw from testing no later than 14 days before the date of the test, without this being registered as an attempt at the test by the student. For home-exams the withdrawal deadline is no later than 14 days before the assignment is given. For resits and deferred exams, the withdrawal deadline is no later than 7 days before the date of the test. Verbal notifications of withdrawals are not permitted. If a candidate who has registered for testing withdraws after the specified deadline or does not attend the exam without a valid reason, this will be classed as an attempt at the test. Candidates are responsible for documenting that they withdrew from testing before the specified deadline.
5. For candidates attending the Faculty of Performing Arts: It is not possible to withdraw from the performing exam without a valid reason. Valid reasons include sick leave documented by a medical certificate or other serious and documented reasons for absence. Other serious and documented reasons for absence may include accidents, serious illness or a death in the immediate family. The department must be notified of this absence immediately.
6. The deadline for submission of bachelor's and master's theses is determined by the Dean himself. A candidate is permitted to withdraw from submitting a bachelor's or master's thesis no later than 1 April or 1 November of the term in which the student has registered for or been issued with the thesis. In the case of Master's theses involving expensive work (e.g. laboratory practical), the Dean himself may set an earlier withdrawal deadline.

### **Section 2-10. Number of attempts**

1. A student has the right to take a test in the same subject three times.
2. For supervised practical experience, only two attempts are permitted.
3. Substantiated applications for dispensation to sit a fourth attempt (third attempt for practical experience) may be granted only if special circumstances warrant this. Such circumstances may include prolonged illness or absence for one or more terms for other valid reasons, or situations in which it was not possible to withdraw from testing in time. The circumstances cited as the grounds for the dispensation

must be documented. Students may be required to attend parts of the course again. Dispensation for a fifth attempt may not be granted. This applies even if the student has been readmitted to the university.

4. A candidate will generally have one attempt at a performing examination or Bachelor's or Master's thesis.

- a) Upon application, a second attempt may be granted if a candidate wishes to improve their grade. In such cases, the candidate may not be permitted to revise a previously submitted response, but must write a new response on a new basis
- b) Upon application, a candidate who has not passed the bachelor's or master's thesis may be granted a second attempt. In such cases, a reworked version of the bachelor's or master's thesis may be submitted, or a completely new thesis may be submitted. This must then be submitted by the specified deadline and will count as a new exam attempt.
- c) The Dean himself shall issue supplementary regulations for the completion and supervision of Bachelor's and Master's theses.

5. The Dean of the faculty which is responsible for the individual education plan, processes and decides on applications for dispensation after no. 3 and stipulates which requirements may be specified. The Dean himself processes and decides on the applications for dispensation after no.4. The final deadline for applying for dispensation is the same as the deadline for registering for testing.

### **Section 2-11. Resits and deferred exams (continuation exams)**

1. Candidates who were absent for valid reasons from the last ordinary exam are entitled to sit a deferred exam. Valid reasons for absence are considered to be illness or other serious reason for absence. In order for a candidate to be entitled to sit a deferred exam, a medical certificate or other documentation of a valid reason for absence must have been submitted to the management no later than five weekdays after the exam. The Education Committee determines the rules and conditions regarding what may be approved as valid absence. If valid documentation is not submitted to the faculty administration within the stipulated deadline, an attempt will be registered against the candidate.

2. Candidates who did not pass the last ordinary exam are entitled to resit the exam. A candidate is considered to have failed the exam if they are awarded the grade "F" or "Fail".

3. Candidates who withdrew during the last ordinary exam are entitled to resit the exam. Withdrawal during the exam is considered to be an attempt. Withdrawal during a Bachelor's or Master's thesis, i.e. after the withdrawal deadline (see Section 2-9 no. 6) does not require a continuation examination. Candidates must submit any subsequent attempt at the next ordinary thesis withdrawal.

4. Resits and deferred exams will be held at the latest by the end of the first subsequent term after the ordinary exam, and preferably in August for the autumn term and in February for the spring term. Details of the time and venue will be announced on StudentWeb no later than one week before the exam. All candidates who were awarded a fail, were absent for valid reasons or who withdrew during the last ordinary exam, are entitled to register for the next resit/deferred exam.

5. Students other than those who meet the conditions in points 1 to 3 are not entitled to resits/deferred exams.

6. A candidate who does not take or does not pass the resit or deferred exam is not entitled to a resit before the next ordinary exam. For those who do not take the examination, this will not be deemed an attempt in case of valid absence.



7. Candidates are not entitled to resits or deferred exams for separate parts of exams held during the course of the term. This also applies to the individual work in an assessment folder. For candidates who are absent for valid reasons, did not pass or withdrew from such parts of exams or individual work in an assessment folder, the Dean himself shall specify the rules that regulate their options for resitting or deferring the exam, and will also specify the time at which this may be arranged. Candidates who are not permitted to resit or defer an exam are not entitled to a resit until the subject is next taught and the next exam is held. The same applies to students who resit or defer an exam, but do not pass it. It will be stated in the course description and/or study plan whether and how the continuation examination will be carried out if the course consists of ongoing assessment or an assessment folder.

8. There is no provision for the continuation examination for Bachelor's and Master's theses. In the event of valid absence, an application may be submitted to defer the deadline; see Section 2-12.

9. Within the Faculty of Performing Arts, the Dean himself may establish regulations for the continuation examination in connection with performing examinations.

### **Section 2-12 Deferred deadline for submission**

Applications for deferred deadlines for the submission of home examinations, and Bachelor's, candidate and Master's theses may be submitted to the Dean himself in the case of valid absence. The deadline may only be extended proportionally to the reason for absence. Notwithstanding the above, circumstances for which the institution is responsible may provide grounds for the deadline to be extended further.

## **Part III. Implementation of testing**

### **Section 3-1. *Implementation of testing***

#### 1. Ordinary exam:

- a) The provisional date for an exam is determined by the university and will be announced on the StudentWeb, and on the student website.
- b) The final date for the implementation of an exam must be announced no later than three weeks before the exam is to be held. Details of time and venue will be announced on StudentWeb no later than one week before the exam
- c) Candidates are responsible for keeping themselves informed about the time and venue of the exam
- d) The exam timetable is drawn up according to the subjects that are offered during a term, in accordance with the study programme to which the student has been admitted. The university is therefore not responsible for clashes between exams for students who choose a non-standard course of study.

#### 2. Extraordinary exams

- a) Extraordinary exams are held on demand; either when there is more than one year between two ordinary exams, when a course is being discontinued or in exceptional circumstances. Access to such exams is governed by the same rules as ordinary exams

b) For extraordinary exams, the following applies: If there are candidates who have not passed the exam or have been absent for a valid reason, and who wish this, a third and final exam will be held after the discontinuation decision has been announced. This exam will be held no more than one year after the last ordinary exam. If such an exam is to be held, the same rules for registration apply as for ordinary exams

c) The time of the extraordinary exam is determined by the rules applying to point 1(b). Candidates must also keep themselves informed of when courses are being discontinued. Ongoing changes in the syllabus do not provide a basis for extraordinary exams.

3. The academic employee responsible for the course, or another person appointed by him or her, must be available to answer queries relating to the questions during the exam.

### **Section 3-2 Language**

1. The teaching language is stated in the course description.
2. Unless stated otherwise in the course description, the examination shall be answered in the teaching language.
3. Unless stated otherwise in the course description, the examination thesis shall be given in the language in which the examination must be answered.

### **Section 3-3. *Special facilitation during testing***

1. Candidates who, for medical or other reasons, require special arrangements during the practical implementation of a test, must apply for this within specified deadlines. Special facilitation may take the form of special physical facilitation, special aids and/or extended time for the test. The requirement must be documented with a medical certificate or authorisation from another expert (such as a psychologist or speech therapist, etc.). Applications that are insufficiently documented will not be processed. It is The Education Committee that determines what special facilitation will be granted. The certificate must specify what kind of special facilitation is required in test situations.
2. Exemption from the application deadline may only be granted if the requirement for special facilitation during testing arose after the expiry of the deadline. This must be documented in the certificate. In such cases, the candidate must contact the university as soon as possible. Time pressure may make it impossible to accommodate the special requirement.
3. Applications for special facilitation must be submitted each term. A certificate documenting the requirement must be submitted with each application. Candidates with chronic illnesses or other long-term grounds for entitlement to special facilitation may be exempted from the provision in this point. The deadline for applications is the same as the deadline for term registration.
4. Up to 15 minutes extra may be granted for written exams/tests of a duration up to and including 2 hours; 30 minutes extra for written exams/tests of a duration up to and including 4 hours and up to 1 hour extra for written exams/tests longer than 4 hours. In special cases, additional time beyond this may be granted. If the additional time is defined as "rest time", this time must be spent outside the exam venue.
5. Up to 24 hours extra time may be granted for home exams/tests of a duration of 1 week, up to 2 days for home exams/tests with a standard duration of 2 or 3 weeks and up to 1 week for home exams/tests with a standard duration of 4 to 7 weeks. In special cases, additional time beyond this may be granted.
6. Up to one month of additional time may be granted for a Bachelor's thesis, and up to two months of additional time for a Master's thesis. In special cases, additional time beyond this may be granted.

7. Candidates with reading and writing difficulties may be given permission to use dictionaries or PCs with a spell-check program, unless otherwise indicated in the course description, programme description or study plan. If they wish, candidates with reading and writing difficulties may also be permitted to attach a certificate confirming this to their answer paper.
8. Candidates who have been admitted on the basis of a pass in the Bergen Test or equivalent may, upon application, be permitted to use bilingual dictionaries and/or a Norwegian dictionary. If they wish, such candidates may be permitted to attach a certificate to their answer paper confirming that their mother tongue is not Norwegian.
9. In special cases, a candidate may apply to be given the text of the questions in English, and permission to write their answers in English. Such applications are processed by the Dean. Having a mother tongue other than Norwegian does not in itself constitute grounds for other special arrangements.
10. Alternate forms of testing may be used for candidates who, due to chronic illnesses or severe disabilities, cannot complete tests using the standard methods. The decision is made by the Dean who has academic responsibility for the course. If a student is to be granted permission to use an alternative form of testing, or to use a language other than Norwegian or another Scandinavian language, they must be able to demonstrate that they meet the achievement requirements stipulated in the framework plan and the achievement requirements of their future occupation.

### **Section 3-4. Use of aids in testing**

1. The faculty responsible for a course will determine which aids are permitted in tests. Aids for written exams and tests may include written and printed aids, calculators, drawing equipment and other auxiliary equipment. A detailed list of the aids permitted in the various exams must be provided in the course descriptions and/or programme descriptions and study plans. The exam questions must also clearly state which aids are permitted, including the use of a calculator. Aids that are not listed in the text of the questions will be confiscated and the situation will be regarded as cheating or attempted cheating, cf. Section 5-1. During the test, the individual faculty is obliged to make available a person who is able to clarify any questions from inspectors regarding the use of aids.
2. Devices capable of communication, such as mobile phones, are not permitted. The use of PCs, media players or tablets is not permitted unless this is specifically stated otherwise, or unless special facilitation has been granted. If the use of calculators is permitted, these must be in the form of a single item. Programmable calculators are not permitted unless this is specifically stated in the exam questions. Other restrictions regarding the use of calculators in addition to those mentioned in this point may also be specified. Infringements of the provisions of this point are considered to be cheating or attempted cheating.

## **Part IV. After testing**

### **Section 4-1. Assessment scale**

The indication of the assessment of an exam, test, assignment or other type of testing shall be shown in the form of pass or fail, approved or not approved, or a graduated scale with five values from A to E for a pass and F for a fail. In other circumstances which allow an alternate test, the assessment must be approved/not approved.

### **Section 4-2. Grading**

1. Tests must be quality-assured through the participation of external examiners, either in individual tests or by evaluations of the test systems.

2. Grading guidelines must be prepared for each exam.
3. Examiners must be used for tests when the results of these form part of a grade. The examiner may be a course tutor, other internal examiner, or an external examiner. Examiners must be appointed in writing.
4. There must be two examiners, of which at least one must be external, to assess candidates' independent work in higher degrees, and to assess bachelor's theses or the equivalent.
5. There must be two examiners to assess oral exams and other exams that cannot subsequently be reassessed. Two examiners must also be used for tests on courses worth more than 20 credits.
6. Any tests being regraded in accordance with sections 4-5 and 4-6 must be regraded by at least two new examiners, of which at least one must be external.
7. For other exams, in addition to the internal examiner, an external examiner must be used on at least one third of all courses, with the result that over a three-year period, every course will have had an external examiner. For large intakes, it is permissible for an external examiner to be used for only a specified portion of the answer papers. This assessment will then form the basis for an assessment of the other answers.
8. When an external examiner is not used in individual tests, quality assurance must take place using one or more of the following methods:
  - a) External participation in drawing up the questions and stipulating the test criteria
  - b) External random checks (after grading has been completed) of assessments made by the internal examiner
  - c) External evaluation of tests that form part of the final grade. Any external parties assisting with this work must meet the same requirements stipulated for external examiners, cf. point 5.

Any external parties assisting with this work must meet the same requirements stipulated for external examiners; see no. 10.

9. The same grading commission may be used to grade bachelor's or master's theses.
10. External examiners are to be appointed by the Dean. Examiners must be appointed in writing and are normally appointed for a period of three years. External examiners may not work at the University of Stavanger as their primary or secondary place of employment, be employed as part-time tutors on the applicable course for that exam intake, or have any teaching responsibility at the university. External examiners must have at least one of the following qualifications:
  - a) Be employed at the level of university or college lecturer or professor or higher at a university, university college or other research institution
  - b) Have other documented academic qualifications at the same level
  - c) Have experience as an examiner in the applicable subject/course at a university/university college
  - e) Through professional experience, be particularly well-qualified in the subject area/course.

11. When multiple examiners are used, they must wherever possible review the proposed exam questions before these are finalised. Examiners are jointly responsible for ensuring that exams are graded at a professional level.
12. When co-examiners are used, they must determine the grades jointly. In cases of disagreement, the external examiner has the final say. If two internal examiners are used, and one of these is the subject tutor for the applicable course, the examiner who is not the subject tutor has the final say.
13. The university may request the examiner and/or subject tutor to return exam answer papers, enabling grading to be performed by another party, if the provisions mentioned above have not been observed.

14. The anonymity principle must apply as far as possible in the assessment of exam papers.

15. When a candidate resits a test, exam or similar, the best grade applies.

### **Section 4-3. Determination of the final grade**

1. The course description must specify how the final grade is calculated, as well as the weighting of individual parts of exams.

2. For courses where the final grade is determined on the basis of several parts, the following applies: If any of the parts of the exam have not been passed, the parts which have been passed may be included in a new final grade when all of the parts have been passed. This is on condition that there have been no changes to the course description or form of testing, and that the course description does not specify otherwise.

3. If a course has a final oral exam which affects the grade, a candidate must have passed all previous tests before they are permitted to take this oral exam. Any re-takes of an oral exam which affects the grade will be permitted only if the candidate has retaken at least one of the written tests that form part of the subject or course, and has improved their grade.

### **Section 4-4. Publication of grading**

1. Grading must be complete within three weeks, unless special circumstances render it necessary for more time to be allowed. If the case processing deadline falls on a Saturday, a public holiday or a day which is deemed equivalent to a public holiday according to applicable legislation, the deadline shall be extended to the next working day; see section 41 in the regulations of the Norwegian Public Administration Act.

The board of directors may make exceptions for individual exams and may, according to the interim regulations pursuant to the Act relating to universities and university colleges, section 3-9 no. 4, specify a longer deadline when it is not possible to obtain the number of qualified examiners needed to complete the grading within three weeks. The board of directors may, pursuant to the Act relating to universities and university colleges, section 3-9 no. 4, specify a longer deadline for theses and equivalent, significant written work. If the final grade is determined after adjustment at an oral hearing, the preliminary grade for the written section must be announced prior to the oral hearing.

2. The Dean himself of the individual faculty is responsible for ensuring that the grading deadline is met. If the grading deadline cannot be met (cf. point 1), the faculty must inform any affected candidates of this, and advise them when final grading will be announced.

3. The grading deadline for bachelor's theses, project assignments or larger seminar assignments worth more than 15 credits is 6 weeks from the date of the submission deadline. For assignments worth 30 credits or more, the grading deadline is 12 weeks from the date of the submission deadline.

4. Grading will be announced on StudentWeb.

### **Section 4-5. Justification of and appeals against grades**

1. Justification

- a) The candidate are entitled to a justification of the grade determined for their performance. If there has been an oral test or a practical skills assessment, the claim for justification must be submitted immediately after the grade has been announced. For other forms of assessment, if the candidate is informed of their grade electronically and may submit a claim for justification using a similar method, the claim for justification must be submitted within one week of the announcement of the grade. For other types of announcement, the claim for justification must be submitted within one

week of the time the candidate learned of the grade, and never more than three weeks after the announcement of the grade.

- b) Justification must normally be provided within two weeks after being requested by a candidate. The justification must account for the general principles, which were used as a basis for the assessment and for the assessment of the candidate's performance. Justification may be provided verbally or in writing, depending on what the examiner decides.
- c) Written assessment guidelines must be made available to students after grades have been determined.

## 2. Appeals

- a) A candidate may submit a written appeal against the grading of their achievements within three weeks after the exam result has been announced. The grade must then be reassessed. If the claim is for the justification of a grade or is an appeal against formal errors during the test, the appeals deadline in accordance with this paragraph will run from the time the candidate has received the justification or from the time the final decision regarding the appeal is available. If the final grade is determined on the basis of multiple pieces of coursework, the appeal may only be submitted after the final result for the course has been announced, cf. section 1-4 no. 7. At several tests/parts of exams, the appeal shall be submitted after each test/part of exam, cf. section 1-4 no. 6. It will be stated in the course description and/or study plan if the course consists of an assessment folder or an ongoing assessment.
- b) Candidates may appeal individually against the grade for a group exam. Any change in the grade after appeal and reassessment will only affect those students who signed a written appeal
- c) It is not possible to appeal against assessments of practical performances, oral performances, assessed teaching practice or similar, which by their nature cannot be reassessed. Preliminary tests may only be appealed if they have been failed
- d) Appealed grades may be changed either favourably or unfavourably. Any grades determined after reassessment in accordance with this paragraph are final, and may not be appealed.

### **Section 4-6. Appeals against formal errors during testing**

1. Candidates who have presented themselves for testing may appeal against formal errors within three weeks of learning of the circumstances that give grounds for the appeal, or within three weeks of when they should have learned of these circumstances. Such appeals must be submitted to the faculty. The Dean himself has the authority to decide on such cases.
2. If an error has been committed that may have affected a candidate's performance or the assessment of this, the grading must be annulled. If the error can be corrected by reassessing work that has been submitted, this reassessment must be carried out. If this is not possible, a new test must be held with new examiners. Grades awarded after reassessment in accordance with this paragraph may be appealed in accordance with the rules in Section 4-5.
3. If a claim for justification for or appeal against a grade is submitted, the appeals deadline in accordance with this paragraph runs from the time the candidate has received the justification or the final decision on the appeal.

4. If the faculty or the Appeals Board finds that formal errors were made, and it is reasonable to assume that this may have affected the performance of one or more candidates or the assessment of this, the decision may be made to carry out a reassessment or hold a new test.
5. A decision may be made to carry out a reassessment or hold a new test even when an appeal has not been submitted, if the faculty finds that formal errors were made and that it is reasonable to assume that this may have affected the performance of one or more candidates or the assessment of this.
6. The Appeals Board is the appeals body for the faculty's decision in accordance with this provision.

## **Part V. Cheating, annulment and exclusion**

### **Section 5-1. *Cheating***

1. Cheating or attempted cheating during tests is considered to include:
  - a) Having illegal aids available during the test
  - b) Presenting the work of others as one's own
  - c) Quoting sources in an assignment without using quotation marks, italics or other methods to indicate that the text is a quotation
  - d) Quoting or otherwise utilising one's own previously submitted work without sufficient reference.
  - e) Using sources in written work without adequate references
  - f) Unauthorised collaboration between exam candidates or groups
  - g) Acting in violation of applicable regulations or guidelines that apply to the test.
2. The consequences of cheating or attempted cheating are regulated by the Act relating to universities and university colleges and are processed by the Appeals Board, cf. sections 4-7 and 4-8 of the Universities Act.

### **Section 5-2. *Annulment of test – exclusion***

1. The board of directors or the Appeals Board may annul a test if the candidate:
  - a) By means of a forged certificate or other form of dishonest behaviour has acquired access to participate in or present themselves for the test
  - b) Has attempted to cheat or intentionally or through gross negligence has cheated during the test or prior to its final assessment.
  - c) Testing which is annulled pursuant to points a) and b) shall be deemed as an attempt.
2. The board of directors or the Appeals Board may annul any credits or recognition of education, or exemption from testing, if the candidate has achieved this by the use of forged certificates or other form of dishonest behaviour.

3. A candidate who has acted as described in points 1 and 2 may, if so decided by the board of directors or the Appeals Board, be excluded from the institution and refused the right to present themselves for testing at the university and other institutions, pursuant to the Universities Act, for up to one year.

## **Part VI. Diplomas**

### **Section 6-1. *Diplomas***

1. The institution issues a diploma indicating the completion of degree-conferring education. A Diploma Supplement will be issued at the same time.
2. If they so request, students who did not complete their education must be given a grade transcript for any courses that they passed.
3. For candidates who present themselves for testing in accordance with Section 3-10, first paragraph, second point of the Act relating to universities and university colleges, their diploma or grade transcript must show whether their knowledge and skills have been tested using a different method than for students who were admitted to the study programme.
4. The diploma must show whether the education was provided in collaboration with other institutions.
5. A programme description or study plan must be available for each study programme, indicating which requirements must be satisfied before a diploma can be issued. At least 60 of the credits shown that provide the basis for the diploma must have been obtained at the University of Stavanger. The Rector himself may grant exceptions to this requirement.
6. Diplomas for students who complete their course in the standard time will be issued automatically and usually no more than one month after the student has completed the study programme for which he/she has been admitted.
7. After completing a study programme and receiving a diploma, students who take a new test in courses that form part of their subject exam or degree, will be issued with a grade printout showing the new results. A new diploma will not be issued.

## **Part VII. Other provisions**

### **Section 7-1. *Supplementary provisions/information***

1. The university may draw up instructions/guidelines for exam candidates, exam inspectors and others with testing and grading responsibility.
2. In cases where the decision-making authority does not lie with the board of directors, Education Committee or the Dean, decisions are to be made in accordance with supplementary rules by the Rector or a person fully authorised by him or her.
3. Information that is provided on the university's website, StudentWeb or learning platform will be considered to have been communicated to the individual student.

### **Section 7-2. *Entry into force***

The regulations enter into force immediately and the regulations of October 5<sup>th</sup> 2017 no. 1783 relating to studies and examination at the University of Stavanger will be repealed.