

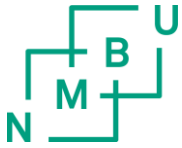


Regulations concerning admission, programmes of study, examinations and degrees at the Norwegian University of Life Sciences (NMBU) with supplementary provisions

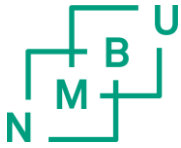
Statutory authority: Established by the University Board of the Norwegian University of Life Sciences (NMBU) on 7 May 2015 pursuant to Act no. 15 of 1 April 2005 relating to universities and university colleges Section 3-1, Section 3-2, Section 3-3, Section 3-4, Section 3-5, Section 3-6, Section 3-7, Section 3-8, Section 3-9, Section 3-10, Section 4-2, Section 4-5, Section 4-6, Section 4-7, Section 4-8, Section 4-10, Section 5-2 and Section 5-3, Regulations of 16 December 2005 concerning degrees and vocational training, protected titles and nominal length of study at universities and university colleges and Regulations of 1 December 2005 concerning Master's degree requirements.

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General provisions

Chap. 1 The scope of the regulations

Section 1-1 These regulations apply to admission, programmes of study, examinations and degrees at the Norwegian University of Life Sciences (NMBU), including externally held examinations for which NMBU is responsible.

Section 1-2 These regulations also apply to candidates who have not been admitted to NMBU as students when they have been given the right to sit examinations.

Chap. 2 Regulatory provisions

Section 2-1 In cases where the decision-making authority is vested in the University, decisions are made by the rector or a person authorised by the rector. The regulations specify the authority granted. In cases where the decision-making authority is vested in the University Board, the Faculty Board or the Departmental Board, this authority may not be delegated.

Section 2-2 The University Board specifies instructions for examiners and for the University Board's appeals board.

Section 2-3 The Central Education Committee may adopt supplementary provisions and instructions within the framework of these regulations.

Chap. 3 Official languages of information and rights

Section 3-1 NMBU is obligated to provide information about all rules and regulations, programmes of study and courses in Norwegian and English.

Section 3-2 The University may use any work submitted as part of an examination for teaching and research purposes.



Supplementary provisions to Chapter 3

Ad. 3-1

This information shall be available on NMBU's website.

Questions of interpretation or doubt shall be decided on the basis of the Norwegian text.

Ad. 3-2

The work may not be published or used for other purposes except by special agreement between the department and the student.

Admission

Chap. 4 Admission capacity and regulations

Section 4-1 The admission capacity of each programme of study is determined by the University Board.

Chap. 5 Admission committees

Section 5-1 A Central Admissions Committee is appointed, as well as admissions committees for Master's programmes and the last two years of five-year Master's programmes.

Supplementary provisions to Chapter 5

Ad. 5-1

The Central Admissions Committee is appointed by the Director of Academic Affairs. The Central Admissions Committee shall make admission decisions in accordance with these regulations and rank applicants for whom points may not be calculated. The Central Admissions Committee shall be composed of one representative from each of the faculties at NMBU, one representative from the Central Education Committee and two student representatives. The members of the committee are appointed in such a manner that together they represent as large a share as possible of the university's total range of programmes of study. The Department of Academic Affairs (represented by the Admissions Office) processes admissions on behalf of the Central Admissions Committee.

*In connection with admissions to **the veterinary medicine programme**, one place shall be reserved for qualified applicants from Iceland. The applicant may be admitted without taking into account the ranking rules on which the calculation of points is based.*

*In connection with admissions to **the veterinary medicine programme**, the Admissions Committee may grant exemption from the ranking rules for a Sami applicant who is qualified for admission.*



For admission to two-year Master's programmes and the last two years of a five-year Master's programme, the department that is responsible for the programme shall appoint an Admissions Committee composed of at least four members, at least two of whom shall be students. The committee shall decide whether the applicants are academically qualified and rank them. For programmes for which responsibility is divided among several departments, the Admissions Committee shall be composed of one representative from each of the departments involved and at least two students.

Chap. 6 Admission to first-degree programmes

Section 6-1 Regulations for admission to first-degree programmes via the Norwegian University and College Admission Service (SO) are issued by the Ministry.

Section 6-2 For applications submitted via SO, the deadlines for submitting applications, forwarding documentation and accepting an offer of admission are the national deadlines stipulated by the Ministry.

Section 6-3 Rules concerning admission to first-degree programmes that are not administered by SO are issued by the University Board on the basis of a recommendation from the Central Education Committee.

Section 6-4 The rector may issue more detailed guidelines for the assessment of prior learning and work experience within the framework laid down by the Ministry.

Chap. 7 Admission to the last two years of a five-year Master's programme

Section 7-1 Students with a relevant education from another educational institution may apply for admission to the last two years of a five-year Master's programme.

Supplementary provisions to Chapter 7

Ad. 7-1

*The following applies to **the veterinary medicine programme**: should a place on the veterinary medicine programme become available at a higher level, supplementary admission may be carried out. Only Norwegian students who document that they have acquired sufficient knowledge of veterinary medicine at other educational institutions to study at the level in question are eligible for such places.*

The local Admissions Committee carries out a comprehensive assessment of the applicants' examination results from the veterinary medicine programme and decides who will be offered the available place. If there are more applicants than places available in the programme and the applicants



are deemed to be equally well qualified, admission shall be decided by lottery.

The following applies to **two-year Master's programmes and five-year Master's programmes**: for admission to the two-year Master's programme and the last two years of a five-year Master's programme, the applicant must have a Bachelor's or cand.mag. degree or have completed an equivalent programme of study with a scope of at least 180 ECTS credits. Pursuant to more detailed rules, the Central Education Committee may make exceptions to this provision. Exceptions may be made in special cases on the basis of a documented application. The application must state the reason(s) why the requirements for admission have not been met. In addition, admission to 90-ECTS-credit or 120-ECTS-credit Master's programmes based on previous professional experience requires at least two years of work experience that is relevant to the programme of study's course portfolio.

Conditional admission:

Applicants who are 10 ECTS credits or less short of being awarded a Bachelor's degree at NMBU may be granted conditional admission if the applicant can document that he/she will be awarded a Bachelor's degree within one year of admission. Applicants whose basis for admission is from an educational institution other than NMBU may also be granted conditional admission if they are able to submit written documentation from the educational institution in question stating that the applicant is no more than 10 ECTS credits short of being awarded a Bachelor's degree or of achieving another valid basis for admission to the institution. Students who have been granted conditional admission, but who do not meet the conditions for admission by the stipulated deadline, will forfeit their right to study. The decision may be appealed. The Appeals Committee at NMBU is the appellate body.

The academic admission requirements shall be included in the programme descriptions for each Master's programme. The academic requirements for two-year Master's programmes must include a specialisation worth 80 ECTS credits. Additional academic or other requirements may be stipulated, e.g. mathematics, statistics or relevant work experience. There is a minimum mark requirement of C (or a numerical mark of 2.50) for admission to the last two years of a five-year Master's programme and to two-year Master's programmes.

Applicants are ranked for admission according to the weighting and relevance of their previous education. If the applicant's diploma is not in accordance with the ECTS scale, the applicant is obligated to attach information that enables a conversion to the ECTS scale. All marks on transcripts of marks and/or diplomas that are necessary to meet the admission requirements are included in the average mark. In the case of a mix of letter and numerical marks, the letter marks are converted into comparable numerical marks before the average is calculated. To calculate a



mark average on the basis of letter marks alone, the following numerical values are used: A=5, B=4, C=3, D=2 and E=1.

Applicants are required to document English language skills before admission to all Master's programmes. For admission to Master's programmes taught in Norwegian, documentation of Norwegian language skills is also required.

Norwegian language skills requirement:

applicants from countries other than the Nordic countries must document adequate Norwegian language skills. This requirement may be met by passing one of the following examinations:

- *Norwegian at upper secondary level 3 (the Knowledge Promotion Reform) and/or Norwegian as a foreign language at Advanced Course II level (Reform 94)*
- *level 3 examination in Norwegian for foreign students at universities*
- *examination from a one-year university college course in the Norwegian language and social studies for foreign students*
- *test in written Norwegian, advanced level ('The Bergen Test') with a score of at least 450 points or the mark 'Passed' (new mark scale from October 2009).*

For admission to Master's programmes taught in English, one of the following special admission requirements for English language skills must be met:

- *upper secondary school foundation and/or level 1 course in English (five periods per week) with the mark 4 or better (alternatively, a pass in English in upper secondary advanced course I and/or II)*
- *Test of English as a Foreign Language (TOEFL) with a result of at least 550 (580*) points for the paper-based test (PBT) or 80 (92*) points for the Internet-based test (IBT)*
- *International English Language Testing Service (IELTS) test with a score of at least 6.0 (7.0*) points*
- *other approved documentation by individual assessment.*

** Starting with admission in the autumn of 2016.*

Admission to Master's programmes is coordinated. Applicants may apply for a maximum of three Master's programmes, listed in order of priority. Applications to Master's programmes taught in English and in Norwegian are considered in the same admission round. Admission to Master's programmes specifically adapted as further education programmes takes place in a separate, local admission round.

Students from other institutions compete for admission on equal terms with NMBU's own students. Students who complete a cooperative programme, e.g. the Norwegian Programme for Capacity Building in Higher Education and Research for Development (Norhed), will also compete for admission on an equivalent basis with NMBU's own students. This is regulated through



assignment from the Norwegian Centre for International Cooperation in Education (SIU).

In exceptional cases, the Central Education Committee may stipulate admission quotas.

Deadlines for submitting applications, forwarding documentation and accepting an offer of admission are set by the Central Education Committee. The deadline for submitting applications for admission to two-year Master's programmes and the last two years of five-year Master's programmes is 1 June. If NMBU's overall limits on admission so permit, the Rectorate decides whether two admission rounds shall be held per year. In such cases, the departments themselves decide whether an additional admission round shall be held with a deadline for applications of 1 December.

Applicants may apply for early admission to graduate degree programmes. Everyone who applies for early admission must meet the admission qualifications by the application deadline of 15 April. The applicants must document their need for early admission and have a points score above the median for last year's applicants in order to be eligible for early admission.

Applicants may be interviewed for admission to graduate degree programmes in order to identify the best candidates among applicants with approximately equal points scores. Expenses in connection with interviews are covered by the departments.

Chap. 8 Admission to research training (Ph.D.) and the research option in the veterinary medicine programme

Section 8-1 Regulations for admission to research training (Ph.D.) programmes are issued by the University Board.

Section 8-2 Regulations for admission to the research option for veterinary medicine students are issued by the person with academic responsibility in the veterinary medicine and veterinary nursing programmes of study.

Chap. 9 Admission to the one-year teacher training (PPU)

Section 9-1 In order to be admitted to the PPU programme, the applicant must document competence that qualifies him/her for teaching in the natural sciences or in agriculture, fishing and forestry studies, or in a combination of these subject areas.

Supplementary provisions to Chapter 9

Ad. 9-1

The Central Education Committee decides what competence is required to qualify for teaching the natural sciences and/or agriculture, fishing and



forestry programmes; cf. the national curriculum regulations for the one-year programme in educational theory and practice.

Deadlines for submitting applications, forwarding documentation and accepting an offer of admission are set by the Central Education Committee. The allocation of places in the programme among the various groups of applicants and the ranking of applicants are decided by the department responsible for the programme.

For admission to the PPU programme, the responsible department shall appoint an Admissions Committee consisting of at least four members, at least two of whom must be students.

In connection with admission, applicants to the PPU programme must submit police clearance corresponding to the certificate of good conduct required to work as a teacher; cf. the Regulations concerning admission to higher education.

Chap. 10 Admission to individual courses

Section 10-1 The same general requirements apply to admission to individual courses as to admission to the programme to which the course belongs.

Section 10-2 The Central Education Committee may stipulate additional requirements on the basis of a recommendation from the Education Committee at the department responsible for the course.

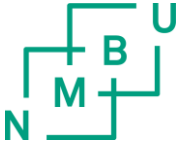
Supplementary provisions to Chapter 10

Ad. 10-1

The Department of Academic Affairs (represented by the Admissions Office) will assess whether the applicants have the general qualifications required for admission to higher education and whether they meet any special admission requirements and grant the right to study. The department responsible for each course will decide on admission to course(s) with a maximum number of students or to course(s) in the 300 or 400 code range. Documentation of Norwegian language skills is not required for admission to individual courses that are taught in English.

The application deadline for admission to individual courses is 1 June for courses taught in the autumn semester and 1 November for courses taught in the spring semester.

The veterinary medicine and veterinary nursing programmes do not admit students to individual courses.



Ad. 10-2

It is not permitted to submit a degree thesis or theses without having been admitted to a programme of study.

Chap. 11 Admission to continuing and further education programmes

Section 11-1 The same general requirements apply to admission to further education programmes as to admission to first-degree programmes.

Section 11-2 Deadlines for submitting applications, forwarding documentation and accepting an offer of admission are set by the Centre for Continuing Education (SEVU).

Section 11-3 There are no specific admission requirements for continuing education courses.

Supplementary provisions to Chapter 11

Ad. 11-1

The Centre for Continuing Education (SEVU) assesses the applicants' qualifications for admission to higher education and grants the right to study.

Registration for continuing and further education courses shall be submitted to SEVU.

Chap. 12 Admission to additional training in the veterinary medicine and veterinary nursing programmes

Section 12-1 Special guidelines apply to the admission and ranking of applicants for additional training, i.e. training for veterinarians and veterinary nurses who have trained abroad and do not qualify for authorisation in Norway.

Chap. 13 Admission of visiting students

Section 13-1 Admission requirements for visiting students are agreed between the partner institutions and NMBU.

Supplementary provisions to Chapter 13

Ad. 13-1

Application deadlines for the autumn semester: 1 March for visiting students without an agreement with NMBU (free movers) and applicants from outside Europe, and 1 June for Erasmus students. The application deadline for the spring semester for all of the above-mentioned categories is: 1 October.



Chap. 14 Deferred admission

Section 14-1 Applicants who have been admitted to NMBU may defer their programme of study for one year in the event of illness, pregnancy, military service or special welfare-related reasons.

Supplementary provisions to Chapter 14

Ad. 14-1

Applicants who apply for deferred admission must provide documentation. Work, education or holidays do not constitute grounds for deferred admission. Applications shall be submitted to and processed by the Department of Academic Affairs.

Chap. 15 Appeal of decisions concerning admission

Section 15-1 Pursuant to Section 28 et seq. of the Norwegian Public Administration Act, applicants have the right to appeal decisions concerning admission to a programme of study. The deadline for submitting an appeal is three weeks; cf. Section 29 of the Public Administration Act.

Supplementary provisions to Chapter 15

Ad. 15-1

Appeal of individual decisions concerning admission through the national admission model for first-degree programmes at universities and university colleges must be submitted to the National Appeals Committee via SO.

Appeal of individual decisions based on:

- *local admission*
- *prior learning and work experience*
- *supplementary admission*
- *additional training*
- *special assessment*
- *exemption from the requirement for general qualifications for admission to higher education*
- *assessment of specific admission requirements, including skills or entrance tests pursuant to more detailed rules stipulated by NMBU*

shall be submitted to the body at NMBU that made the initial decision in the case. The body that receives the appeal shall consider it. If the decision is upheld, the appeal shall be forwarded to NMBU's Appeals Committee.

Chap. 16 Forged diplomas, forged documents and documents issued by fictitious institutions

Section 16-1 The use of forged diplomas or other forged documents is prohibited. The same applies to documents issued by fictitious institutions.



Supplementary provisions to Chapter 16

Ad. 16-1

A diploma or document is deemed to be forged if the diploma or document contains written or digital documentation that is untruthful, or if the original content of a written or digital diploma or document has been manipulated or altered.

By documents issued by fictitious educational institutions is meant documents that are issued by non-existent educational institutions or by an educational institution that incorrectly gives the impression that it has achieved accreditation pursuant to Section 3-1 of the Norwegian Act relating to universities and university colleges or corresponding foreign regulations.

The use of forged diplomas or other forged documents and documents issued by fictitious institutions will be reported to the police.

Programmes of study

Chap. 17 Right to study

Section 17-1 Applicants who accept an offer of admission are granted the right to study at NMBU. Rights associated with a programme of study include the right to instruction, examinations, practical training, compulsory activities included in the programme and access to necessary aids, laboratory courses, organised academic supervision and other necessary resources provided by the university.

Section 17-2 Students with a right to study at NMBU are obligated to register for each semester by the announced deadlines set by the Central Education Committee.

In the case of students who have an individual education plan, their registration shall stipulate and confirm the information in the individual education plan for the current semester.

All other students are subject to a corresponding obligation to register.

Section 17-3 Students who have been admitted to a programme of study at NMBU's **Ås campus**, are granted a right to study for one year longer than the nominal length of study for the programme. Students who have been admitted to the **veterinary medicine programme** are granted a right to study for up to eight years. Students who have been admitted to the **veterinary nursing programme** are granted a right to study for up to three years.



Supplementary provisions to Chapter 17

Ad. 17-1

Students with a right to study at NMBU are assigned an e-mail address. Information sent by e-mail from NMBU to the student(s) will be sent to this address.

Ad. 17-3

Students will lose their right to study when the maximum period of study has expired. Leaves of absence are not included in the registered period of study.

A student who has forfeited the right to study may apply for re-admission.

The right to study in the programme of study to which the student is admitted will be terminated when the student:

- *meets the requirements for being awarded the degree diploma*
- *is granted admission to another programme of study at the same level at NMBU.*
- *confirms in writing that he/she withdraws from the programme of study before having completed it*
- *has not paid the semester fee and has not confirmed his/her individual education plan by the applicable deadlines*
- *fails the examination and/or does not pass the assessment in a compulsory course for the third time (or at the fourth attempt if a fourth examination attempt has been applied for and granted)*
- *does not submit his/her Master's thesis by the expiration of the deadline, and there is not any written application for and confirmation of a granted postponement*
- *is given a failing mark (F) on a revised Master's thesis*
- *does not attend the oral discussion of the Master thesis, and there is not any written confirmation of a granted postponement*
- *falls 60 ECTS credits behind the nominal progression of study (in programmes of study with special requirements for the progression of study, the rules specified in the programme description will apply)*
- *has not shown any activity in the form of ECTS credits taken or periods of study abroad for a period of one year (in programmes of study with special requirements for the earning of ECTS credits, the rules specified in the programme description will apply)*
- *has been granted conditional admission, but does not meet the conditions for admission by the stipulated deadline.*

Students who have been admitted to individual courses are granted a limited right to study for up to one year longer than the nominal length of study for the courses in question.

*For the **veterinary medicine and veterinary nursing programmes**, special requirements for the earning of ECTS credits apply to each year of*



study. These requirements are described in the programme description. The following additional provisions apply:

- a student who interrupts his/her programme of study for a period exceeding three months without permission will forfeit his/her right to study.
- in cases of absence from compulsory instruction in excess of what may be approved for the course in question, the student must make up for the missed instruction. The programme description shall state the requirements that apply for approval of each course.
- if a student fails to complete required replacement instruction, or if a student has been absent from so much compulsory instruction that it is impossible to complete the missed instruction in the same academic year, the person with academic responsibility may decide that the student in question will be moved down a year. If the conditions for moving a student down a year are met, and the student in question has already been moved down once before, the person with academic responsibility for the veterinary medicine and veterinary nursing programmes may decide to revoke the student's place on the programme and/or right to study.

Exceptions, if any – revoked right to study for up to one year:

*in the programmes of study at the **Ås campus**, any exceptions from the rule concerning termination of the right to study are decided by the responsible department in consultation with the Director of Academic Affairs. For **the veterinary medicine and veterinary nursing programmes**, such decisions are made in consultation with the person with academic responsibility. If the right to study has been terminated for a period exceeding one year, the student must submit an application for ordinary admission via SO or the on-line application system, Søknaadsweb, and compete for available places on equal terms with other applicants to the programme.*

Chap. 18 The academic year

Section 18-1 The autumn semester begins in mid-August and ends in late December. The spring semester begins in early January and ends in late June. Teaching and examinations will normally take place within this period.

Section 18-2 The expected workload for the programme of study is 60 ECTS credits per year.

Supplementary provisions to Chapter 18

Ad. 18-1

There is no teaching from the Monday after Palm Sunday to Easter Monday (inclusive).



The following provisions apply to **the veterinary medicine and veterinary nursing programmes**:

The autumn semester begins on the first Monday after 14 August (on 14 August when this date falls on a Monday). The spring semester begins on the first Monday after 4 January (on 4 January when this date falls on a Monday).

Instruction in the clinic may take place throughout the calendar year, but each student shall nevertheless not have more than 40 weeks of study in total.

Compulsory practical training and new and delayed examinations (re-sit examinations) for **the veterinary medicine and veterinary nursing students** may be scheduled outside of the ordinary year of study.

The following applies to **other programmes of study**:
Semester breakdown:

Autumn semester	
<i>Start of semester</i>	<i>Approx. week 33, Monday</i>
<i>August block period</i>	<i>Approx. weeks 33, 34, 35</i>
<i>Block period examinations</i>	<i>Approx. Monday of week 36</i>
<i>Autumn parallel period</i>	<i>Approx. from Tuesday in week 36 to Friday in week 49 inclusive</i>
<i>Examination period</i>	<i>Approx. weeks 50-51</i>
<i>End of semester</i>	<i>Approx. week 51</i>
Spring semester	
<i>Re-sit and/or rescheduled examinations</i>	<i>Approx. week 1</i>
<i>Start of semester</i>	<i>Approx. week 2, Monday</i>
<i>January block period</i>	<i>Approx. weeks 2, 3, 4</i>
<i>Block period examinations</i>	<i>Approx. Friday in week 4 and Monday in week 5</i>
<i>Spring parallel period</i>	<i>Approx. from Tuesday in week 5 to Friday in week 19 inclusive</i>
<i>Examination period</i>	<i>Approx. weeks 20-21</i>
<i>Re-sit and/or rescheduled examinations</i>	<i>Approx. week 22</i>
<i>June block period</i>	<i>Approx. weeks 23, 24, 25, 26</i>
<i>Block period examinations</i>	<i>Approx. Friday in weeks 24, 25, 26</i>
<i>End of semester</i>	<i>Approx. Friday in week 26</i>

If holidays fall within the examination period, the examination period will be extended by a corresponding number of days (the teaching periods, however, will not be extended).



The dates for block period examinations apply to centrally administered final examinations. If there is a need for more than one examination day for final examinations in the January block period or the August block period, these examinations will normally be scheduled for 2:00 p.m. on Friday(s) in the block period.

At the Ås campus, Wednesdays from 12 noon to 2 p.m. during parallel periods are reserved for student democracy purposes. In special cases, the Director of Academic Affairs may grant exceptions for field courses, excursions, laboratory exercises or seminars on the recommendation of the department responsible for a course.

Ad. 18-2

A workload of 60 ECTS credits will normally correspond to approx. 30 student working hours per credit and approx. 1,800 student working hours per year.

Chap. 19 Approval of programmes of study

Section 19-1 Approved programme descriptions must be available for all programmes of study taught at NMBU.

All programmes of study must be approved in accordance with NMBU's quality assurance procedures for the approval of programmes of study. The quality assurance procedures shall be based on the Regulations concerning the supervision of the quality of education in higher education (the education supervision regulations) from the Norwegian Agency for Quality Assurance in Education (NOKUT).

Supplementary provisions to Chapter 19

Ad. 19-1

The description of each programme of study must state whether up to 10 ECTS credits of 100-level courses may be included as part of the two-year Master's programme. If such courses may be included, their course code and title must be listed.

Programme descriptions and descriptions of programmes of study shall be revised annually.

Chap. 20 Establishment and discontinuation of programmes of study

Section 20-1 Based on proposals from the responsible department and recommendations from the Central Education Committee, the University Board itself makes decisions regarding the establishment and discontinuation of programmes of study.



Chap. 21 Approval of courses

Section 21-1 All courses shall be approved in accordance with NMBU's quality assurance procedures for the approval of courses and shall be described in accordance with guidelines prepared by the Central Education Committee.

Supplementary provisions to Chapter 21

Ad. 21-1

Each course must have a unique and descriptive title in Norwegian (Norwegian Bokmål and Norwegian Nynorsk) and English.

Courses shall be described in detail and information shall be provided about learning outcomes in the form of general competence, knowledge and skills. In addition, ECTS credits, required prior knowledge, compulsory activities, expected student workloads in connection with different activities, and teaching and assessment forms must be described. Aids (aid code) that are permitted during the examination shall also be designated in the course description. The on-line version of the course description will always be the applicable version.

Excursions may be organised as an independent course conferring ECTS credits in accordance with the above description.

*All courses shall be for at least 5 ECTS credits. There are some exceptions among the courses in **the veterinary medicine and veterinary nursing programmes of study**.*

Courses shall be assigned course codes according to the following model:

- *a combination of three or four letters and three digits*
- *the first digit denotes the course level*
- *the letter code is assigned by the departments, and should be logically related to the academic content of the course.*

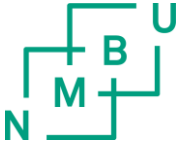
Teaching may be cancelled if fewer students register for a course than the minimum required number specified in the course description.

Chap. 22 Establishment and discontinuation of courses

Section 22-1 The Departmental Board establishes and discontinues courses based on recommendations from the department's Education Committee.

Chap. 23 Special syllabus

Section 23-1 A special syllabus is a theoretical and/or practical assignment that has not been designated as a special subject or as part of a subject in the study guide. A special syllabus may be taken in connection with the degree thesis; cf. the specific guidelines in Ad 46-2.



A special syllabus must lie clearly within the department's area of expertise and teaching capacity. Two or more departments may collaborate on a special syllabus, and the supervisor(s) for the special syllabus is/are responsible for checking to make sure that the student(s) have an adequate academic background.

- A special syllabus may be taken by a single student or a group of students.
- No more than two special syllabuses may be included in each degree.
- A Bachelor's degree may include a special syllabus of up to 10 ECTS credits.
- A two-year Master's degree may include a special syllabus of up to 20 ECTS credits.
- A five-year Master's degree may include a special syllabus of up to 30 ECTS credits.
- Exceptions apply to a special syllabus at the Ph.D. level.

Before starting, a written agreement must be entered into between the student(s) and the supervisor(s). Among other things, the agreement must state the learning goals, learning outcomes, level, assessment arrangement and scope of the project, and clarify responsibility for the supervision. This agreement shall be approved by the Departmental Board. The approval may be delegated.

Supplementary provisions to Chapter 23

Ad. 23-1

Students may take a special syllabus at the 200, 300 and 400 levels. A special syllabus in connection with the Master's thesis must be at the Master's level; cf. Ad 46-2, sub-section 2. All special syllabuses must be for at least 5 ECTS credits. Exceptions apply to a special syllabus at the PhD level.

The department is responsible for ensuring that the workload corresponds to the number of ECTS credits stated in the agreement. The number of ECTS credits may and/or must not be changed under way. When several students write a paper together, the workload must be increased correspondingly.

With the exception of a special syllabus that is associated with a Master's thesis or is at the Ph.D. level, the special syllabus must be concluded by the last day of instruction during the teaching period. By "concluded" it is meant that all work and all activities must be completed, that any final assignment and/or report must be submitted and that any examinations have been taken.

A special syllabus is assessed using a letter mark, and the title of the syllabus and ECTS credits earned are entered in the diploma. The title of the special syllabus shall be written in Norwegian Bokmal or Norwegian Nynorsk and in English.



In cases where an exchange student takes a special syllabus at NMBU that is to form the basis for a degree thesis at the student's own university, this must be specified in a "learning agreement" or in the student's letter of admission.

Chap. 24 Individual education plans

Section 24-1 In cooperation with the responsible department, students admitted to programmes with a scope of 60 ECTS credits or more shall commit to an individual education plan during their first semester.

Section 24-2 The individual education plan may be revised and must be confirmed by the student each semester by a deadline set by the Central Education Committee.

Supplementary provisions to Chapter 24

Ad. 24-1

Students may apply for special arrangements for their study situation. The need for such special arrangements must be documented by a certificate issued by a doctor or other relevant professional. It is a prerequisite that the special arrangements are practicable for NMBU and will not compromise academic quality.

Each student must sign a declaration of secrecy that applies to confidential information of which the student becomes aware during his/her period of study at NMBU (cf. Section 4-6 of the Act relating to universities and university colleges).

Each student must sign a declaration concerning participation in instruction where experimental animals may be used.

Special provisions concerning rules and special instructions that may apply in individual departments, units, premises and outdoor areas may also be laid down in separate guidelines.

Ad. 24-2

It is the student's responsibility, in cooperation with the department(s), to prepare, change and obtain approval for the individual education plan.

Students admitted to programmes with a scope of 60 ECTS credits or more must confirm their individual education plans for each semester and register for the semester by the following deadlines:

- 15 September for the autumn semester
- 1 February for the spring semester.



Chap. 25 Period of study at another educational institution

Section 25-1 Students may include a period of study at another educational institution in Norway or abroad in their regular programme of study at NMBU. Such a period of study may include one or more courses that are part of the individual education plan, including practical training, a special syllabus and degree theses assessed by NMBU. The period of study must be approved by the department before departure.

After returning to NMBU, the student shall apply for final recognition of the courses taken during the period of study at another institution.

Section 25-2 NMBU shall facilitate periods of study abroad by providing general guidance about cooperation agreements, funding options and insurance schemes.

Supplementary provisions to Chapter 25

Ad. 25-1

The department(s) decide(s) how much of a period of study may be included in the students' individual education plan and degree at NMBU, and the department shall approve a period of study at another institution of learning in advance.

Chap. 26 Recognition of education from other educational institutions

Section 26-1 For degrees, courses or course groups taken at other educational institutions that are deemed to be equivalent to corresponding courses or course groups at NMBU, the student will be awarded the same number of ECTS credits, subject to the limitations stated in Chapter 48 of these regulations.

NMBU shall ensure that ECTS credits are not awarded twice for courses with the same academic content.

Supplementary provisions to Chapter 26

Ad. 26-1

A course that is part of the admission requirements for a programme of study may not be included in the degree in question.

When education that has previously been included in the calculation basis for a degree, or formed part of a degree or vocational training programme, is recognised, the student must also have taken at least 60 new ECTS credits before a new diploma may be issued or a new degree awarded.

Chap. 27 Leaves of absence from programmes of study

Section 27-1 Students who have been admitted to a programme of study at NMBU may apply for a leave of absence from the programme for a limited period.



Section 27-2 A student who has been granted a leave of absence is allowed to sit examinations at NMBU during his/her a leave of absence, provided that the following conditions are met:

- other NMBU students have registered for the course(s)
- the student must be registered for the course(s)
- the student must have paid the semester fee by the applicable deadline.

Students on a leave of absence from NMBU are not entitled to attend classes or be allocated a student workstation at NMBU.

Supplementary provisions to Chapter 27

Ad. 27-1

Students may apply for a leave of absence from the programme of study for a period of up to two years.

Childbirth and care of children entitle students to be granted a leave of absence; cf. Section 4-5 of the Act relating to universities and university colleges. A leave of absence may also be granted on the basis of other care duties, illness, military service, demanding offices in student organisations and other special circumstances. A leave of absence will not be granted for other education or to start in a job.

*A leave of absence may be granted from one-year and two-year programmes and Bachelor's and Master's degree programmes if the student has earned at least 15 ECTS credits in the programme of study in question. This ECTS-credit requirement does not apply to students who apply for a leave of absence from **the veterinary medicine and veterinary nursing programmes**.*

*Students who are granted a leave of absence from **the veterinary medicine programme** for a period exceeding three months will be moved down a year. In this programme, the leave of absence will come in addition to the student's right to an extension of the length of study.*

If a leave of absence is granted after a student has signed a contract for a degree thesis, it is a requirement that the degree thesis contract is revised prior to the leave of absence.

Applications for leaves of absence shall be submitted to and granted by the department(s) responsible for the programme of study in which the student is registered.

Chap. 28 Reduction in ECTS credits

Section 28-1 Students who take examinations in courses at NMBU with completely or partly overlapping academic content will have the total number of ECTS credits awarded for the relevant courses reduced. The extent of the



reduction is decided by the departments on the basis of a proposal from the department(s) responsible for the course(s), and it shall be stated in the course description.

Chap. 29 Transfer to another programme of study

Section 29-1 Students may apply for transfer to another programme of study. There are some exceptions in the veterinary medicine and veterinary nursing programmes of study.

Supplementary provisions to Chapter 29

Ad. 29-1

Applications for transfer to another programme of study shall be submitted to the department that administers the programme in question. Application deadlines: 1 November (effective 1 January) and 1 June (effective 1 August).

When transferring to another programme of study, the student is required to take all courses that are compulsory for the programme of study to which the student is granted a transfer. Students who require individual adaptation must prepare a revised individual education plan, which must be approved by the student adviser or the department's Education Committee.

Main criteria for transfers:

- *There must be a vacancy in the programme of study to which the student applies to transfer. Furthermore, the student must meet the admission requirements for that programme of study.*
- *Students who apply for a transfer during their first semester of study at NMBU are ranked according to their total competitive points upon admission. Students applying for a transfer later in their programme of study are ranked by the Education Committee in accordance with the committee's guidelines.*

Chap. 30 Visiting students and external candidates

Section 30-1 Visiting students who have been admitted to NMBU under an agreement have the same rights to attend classes and take examinations as ordinary students.

Section 30-2 External candidates' rights at NMBU are limited to attending public lectures and sitting examinations in accordance with the Act relating to universities and university colleges.

Chap. 31 Assessment of suitability in teacher training

Section 31-1 A student who represents a potential threat to pupils' rights, safety and mental and physical health is not suited for the teaching profession; cf. the Regulations concerning suitability assessment in higher education.



Section 31-2 In cases considered by NMBU's Suitability Assessment Committee, the Committee shall prepare a recommendation before forwarding the case to NMBU's Appeals Committee, which will make a decision in accordance with the provisions of Section 4-10 of the Act relating to universities and university colleges. A teaching certificate shall not be issued to a student who is found to be unsuitable. The student may be suspended from teacher training for a period of up to three years. In cases involving a shorter suspension period, the University Board may stipulate conditions that must be met before teacher training may be resumed.

Section 31-3 The Universities and Colleges Admission Service (SO) must be notified of decisions to suspend students from teacher training. This information shall be entered in a central register. The notification of suspension shall inform the student that he/she may not apply for or accept a place in any other teacher training programme during the period of suspension.

Chap. 32 Exclusion and Expulsion

Section 32-1 A student who, despite receiving a written warning from the University Board, repeatedly behaves in a manner that severely disrupts the work of fellow students or other activities at the educational institution may be excluded, by a decision of NMBU's Appeals Committee, from specific areas of the institution for a period of up to one year. If a student, despite receiving a written warning from the University Board, still fails to respect such an exclusion, NMBU's Appeals Committee may expel the student from the programme of study for a period of up to one year.

Section 32-2 A decision to expel a student must be made by at least a two-thirds majority. Pursuant to the provisions of the Public Administration Act, the student has the right to appeal such a decision. The appellate body is the Ministry or a special appellate body appointed by the Ministry.

Assessment, assessment arrangements and appeals in connection with examinations

Chap. 33 Assessment arrangements, etc. Compulsory activities

Section 33-1 In keeping with NMBU's quality assurance system, a description of the knowledge, skills and general competence a student should have acquired on completion of the course(s) shall be available for all courses. In each course, the students shall document knowledge, skills and general competence as described as described in the description of the learning outcome for the course.

Section 33-2 The form of assessment can be a final examination, a continuous assessment or a combination of the two and shall be specified in the programme description and in the course description for each course. Based on a proposal



from the course coordinator, the department(s) responsible for a course approve(s) the assessment arrangement that applies to each course.

In subjects with written work, the course coordinator may require that a personal declaration regarding plagiarism be submitted.

Section 33-3 The course coordinator has the main responsibility for preparing the final examination paper. The final examination is held and assessed after instruction in the course is completed. The Department of Academic Affairs is responsible for organising the final written examination.

Section 33-4 If the assessment arrangement includes an oral examination, the examination shall be public unless considerations relating to the holding of the examination or test indicate otherwise. If there are weighty reasons for doing so, the University Board may, in individual cases and at the request of the candidate, grant exemption from the rule that examinations shall be public.

Section 33-5 Continuous assessment consists of assessing the work carried out by the student. Components assessed as part of a continuous assessment may be assessed during the teaching period or after the teaching period has been completed.

The Central Education Committee may issue instructions for the implementation of different forms of continuous assessment.

Section 33-6 Compulsory activities consist of work that must be approved and that is carried out by the student during the teaching period of a course.

Supplementary provisions to Chapter 33

Ad. 33-2

The scope and relative weighting of different examinations or parts of examinations that form the basis for final assessment and the final grading must be stated in the course description.

Examinations shall normally take the form of individual testing. Group examinations may be used for limited parts of a programme of study.

The course coordinator must be an NMBU employee and, as a minimum, have academic qualifications at the associate professor level.

Ad. 33-3

Final examinations may be:

- *written examinations*
- *oral examinations (including practical tests)*
- *practical and/or clinical examinations*
- *degree thesis (including oral discussion, if relevant).*



Ad. 33-5

Continuous assessment may include one or more of the following components:

- *written and/or oral examination during the teaching period*
- *written and/or oral examination during the examination period*
- *home examination**
- *practical tests*
- *project and/or semester project**
- *compulsory papers submitted**
- *laboratory exercises**
- *oral presentations**
- *specimen collection**
- *participation in excursions and, if relevant, excursion reports**
- *practical training and, if relevant, reports*.*

**Such work must be submitted and any presentations held by the last teaching day of the teaching period.*

The department responsible for the course is responsible for organising the continuous assessment.

When courses subject to continuous assessment are approved, the department(s) responsible for the course shall decide how the intermediate examinations and/or component activities shall be evaluated, whether they must be passed, and how much they shall be weighted in the final mark for the course. This must be stated in the course description. The assessment method and, if relevant, the time and method of announcing the intermediate examinations and/or component activities shall be stated in the course description for each course.

The department(s) responsible for the course shall inform the students about the intermediate assessment(s). Quantitative feedback on intermediate examinations and/or component activities that count towards the letter mark shall be given during the teaching period of the course.

When intermediate examinations and/or component activities are assessed as part of a continuous assessment, written intermediate examinations shall be anonymous and student numbers or candidate numbers shall be used. Semester papers, home examinations, oral tests, multiple choice tests, laboratory logs, etc. are exceptions to this rule.

Ad. 33-6

Compulsory activities can include one or several activities, e.g. participation in excursions and, if relevant, excursion reports, laboratory exercises, specimen collections, attendance, assignments to be handed in, practical training and, if relevant, reports, project assignments and locally organised written or oral tests.



*Compulsory practical training must be registered in the individual education plan as a separate course. As a rule, NMBU is responsible for finding a relevant placement if the practical training is compulsory. Exceptions may apply to certain types of practical training in **the veterinary medicine and veterinary nursing programmes**. The programme descriptions for all programmes of study and/or courses that include practical training shall include criteria for the implementation and assessment of the practical training.*

In programmes organised in block periods, excursions lasting several days shall normally be held during such periods. Students who go on compulsory excursions shall have any extra expenses for travel and overnight stays covered by the department responsible for the course.

*Compulsory activities are normally valid until the next time the course is offered. The course coordinator decides whether the compulsory activities must be repeated if a candidate re-sits an examination. The programme description for **the veterinary medicine and veterinary nursing programmes** specifies whether compulsory activities must be repeated if a candidate re-sits an examination.*

In the event of illness or other weighty welfare-related reasons, the head of department or a person authorised by him/her may decide that alternative compulsory activities shall be organised if that is a practical and academically satisfactory solution.

Chap. 34 The right to sit examinations

Section 34-1 Everyone who has paid the semester fee and has a valid semester registration at NMBU, has met any requirements for compulsory teaching and has registered for an examination before the specified deadlines has the right to take examinations at NMBU.

Section 34-2 Approval of compulsory activities may be required before a student may sit a given examination. Information about any compulsory activities and/or course requirements must be provided in the course description.

Section 34-3 When a course is discontinued or changed, a student has the right to take the examination for the same version of the course. Such an examination is normally held at the first scheduled time for the postponed examination and/or new test (resit) in the following autumn and/or spring parallel period and no later than one year after the last ordinary examination in the subject.

Supplementary provisions to Chapter 34

Ad. 34-2

The course coordinator must submit a list to the department(s) of students whose compulsory activities in connection with the course have been



approved. The department responsible for the course registers the compulsory activities in the National Student Database (FS) before the assessment record is sent to the Department of Academic Affairs. For **the veterinary medicine and veterinary nursing programmes**, such lists are submitted to the relevant unit of the Department of Academic Affairs on the Adamstue campus, which registers the activities in FS.

A student whose compulsory activities, including compulsory instruction, have not been approved, or who has been absent unacceptably from the course, may nevertheless be allowed to sit the examination if the programme description so permits. In such cases, the subject will not be finally recognised until all compulsory instruction has been completed. In order for the mark in the subject to be released and ECTS credits to be awarded, the approval must take place before the next time that the subject is offered.

In certain cases, exemptions may be granted from compulsory activities on the basis of an education from another educational institution, a previous examination or test, or documented prior learning and work experience.

Ad. 34-3

If a student has valid absence due to illness when such an examination is held, and the candidate has not passed the examination in question, a re-sit examination for the old version may be held after application. The Director of Academic Affairs decides such applications.

Chap. 35 Registration for and withdrawal from examinations

Section 35-1 In order to take an examination at NMBU, the students must be registered for the examination in the subject. Withdrawal from examinations must take place within stated deadlines.

Supplementary provisions to Chapter 35

Ad. 35-1

The Central Education Committee sets deadlines for registration for and withdrawal from examinations.

1) Registration:

It is the student's responsibility to ensure that he/she is registered for the examination, correct any errors and know the time and place of the examination.

Students in **the veterinary medicine and veterinary nursing programmes** are normally registered automatically for ordinary examinations and for rescheduled or re-sit examinations.



Other students are responsible for registering for examinations via StudentWeb by the specified deadlines; cf. the academic calendar for the Ås campus.

Students who fail to register by the deadline are not permitted to sit examinations.

For registration for a special syllabus, the student shall contact the Student Information Centre (SiT).

Students with a legitimate reason for absence from an ordinary scheduled final examination may register to take the examination during the period for rescheduled or re-sit examinations in the following autumn and/or spring parallel period. The same applies to students who have taken and failed the final examination. In the event of illness or the failing of an oral examination, new registration will also be required before a rescheduled and/or re-sit examination may be taken.

Registration for a rescheduled or re-sit examination is done on StudentWeb or by application to the Student Information Centre (SiT).

For courses with continuous assessment, a student may only register for the ordinary scheduled examination in the course. Exceptions:

- Students with a legitimate reason for absence from a written intermediate examination held in an ordinary examination period may register to take the intermediate examination in the next period for rescheduled or re-sit examinations. The same applies to students who have taken and failed such an intermediate examination.
- Students who are entitled to re-sit an examination in a course with an "old" course code are not automatically entitled to re-sit an examination in the "same" course with a new course code. In such cases, it is the student's responsibility to clarify this with the course coordinator before the deadline for registration expires.

2) Withdrawal:

For students in **the veterinary medicine and veterinary nursing programmes**, the following deadline for withdrawal applies:

- A student may withdraw from an examination no later than four weeks before the examinations begins.

The students on the **Ås campus** are responsible for registering for each examination themselves via StudentWeb within the deadlines that have been set; cf. the academic calendar for the Ås campus.

If a student who registers for an examination and who has not withdrawn from an examination by the deadline for withdrawal and/or fails to sit it, this counts as an attempted examination in the course in question, unless illness has been documented by a medical professional, or other special



reasons exist. Such a confirmation shall be submitted and/or sent to NMBU's Archive, P.O. Box 5003, 1432 Ås, Norway no later than five working days after the date of the examination for the course.

Chap. 36 Examination arrangements — including re-sit examinations and rescheduled examinations

Section 36-1 Examinations are held in accordance with the supplementary provisions to this section.

Supplementary provisions to Chapter 36

Ad. 36-1

1) Examination schedules:

For **the veterinary medicine and veterinary nursing programmes**, the examination schedule is decided no later than the semester before the examination in question. Adjustments to the adopted examination schedule must be announced no later than one month before the examination is held. Examinations may be held throughout the academic year.

For the other programmes, the semester breakdown includes an overview of the examination periods; see the supplementary provisions to Section 18-1.

2) Examination times:

The times of written examinations are announced via the teaching schedule and the examination schedule and on StudentWeb no later than before the start of the semester.

The times of oral examinations at the **Ås campus** are decided and announced by the department responsible for the course no later than four weeks before the examination.

For **the veterinary medicine and veterinary nursing programmes**, deadlines for the submission of papers and times for practical tests and/or presentations that are included in the final assessment shall be stated in the semester schedule. Students who follow the ordinary programme description and nominal progression of study shall have their examinations at least one day apart.

3) Examination venues:

Examination venues, including those for oral examinations, shall be announced via StudentWeb no later than three days before the examination.

4) Scope of examinations:

For **the veterinary medicine and veterinary nursing programmes**, the supervised written examination normally begins at 9:00 a.m., and candidates must have arrived by 8:30 a.m. Their normal duration is up to six hours, including a meal break.



For **other students** the length of the examination in each individual subject will be specified in the course description. Written examinations shall not exceed 3.5 hours. The duration of written examinations is reckoned from the time when all the candidates have received their examination question papers. Written examinations at the Ås campus begin at:

- 9:00 a.m. in the morning, and candidates must have arrived by 8:45 a.m.
- 2:00 p.m. in the afternoon, and candidates must have arrived by 1:45 p.m.

NMBU's students are given an additional 15 minutes over the scheduled examination time to prepare their examination answers for submission.

5) Examination questions and/or answers – language form:

Examination questions must be available in both Nynorsk (New Norwegian) and Bokmal (Dano-Norwegian) unless all of the candidates intend to use the same form of the language. Examination questions may also be given in English if so stated in the course description.

Examination answers may be in Nynorsk, Bokmal, Swedish, Danish or English. After application, examination answers may be written in other languages. The head of the department responsible for the course, or a person authorised by him/her, decides such applications.

If it is required that an examination paper in an English-language course may only be written in English, this must be stated in the course description. Applications for dispensation from this requirement must be addressed to and will be decided by the department responsible for the course. Such applications must be submitted at the beginning of the semester in question, and the decision shall be announced before the deadline for registration for the examination.

6) Students' responsibilities and obligations – attendance:

It is the student's own responsibility to ensure that he/she knows the time and place of the examination.

The students must show a valid photo ID, e.g. a student ID.

Students who arrive late may be allowed to sit the examination if it can be established that none of the students sitting the examination in the course in question have left the examination premises and if considerations relating to the proper conduct of the examination do not indicate otherwise.

7) Students' responsibilities and obligations – during examinations:

A student who behaves in an undignified or noisy manner or is a nuisance to other students may be expelled from the examination premises.



If necessary, the student may leave the room during an examination, accompanied by an invigilator.

Students who need to take breaks during an examination in order to breastfeed must apply to the Department of Academic Affairs by the deadline for registering for the examination. The time spent breastfeeding is added to the examination time.

8) Students' responsibilities and obligations – answers:

Students who submit a blank examination answer must submit the completed examination cover sheet. Students must wait at least half an hour after the start of the examination before they can hand in their examination papers.

Any sheets of rough notes may not normally be handed in as part of an examination answer.

Submitted answers may not be returned to the student or exempted from marking, regardless of the grounds that are alleged.

9) Absence from examinations and/or assessment:

*Any reasons for absence must be documented and confirmed in writing, and the documentation must be submitted and/or sent to NMBU's Archive, P.O. Box 5003, 1432 Ås, Norway as soon as possible, and no later than five working days after the examination and/or final assessment was held. For **the veterinary medicine and veterinary nursing programmes**, this kind of written confirmation may also be submitted to the Department of Academic Affairs on the Adamstue campus. If a student has a valid reason for absence, the examination will not count as an attempt.*

10) Execution of practical and/or clinical examinations in the **veterinary medicine and veterinary nursing programmes:**

It is the student's own responsibility to register for practical and/or clinical examinations. Practical and/or clinical examinations are held over a period of time, and students are allocated examination times within this period.

In connection with practical and/or clinical examinations, the head of department or a person authorised by him/her in consultation with the examiner will decide how the examination is to be organised.

11) Other provisions:

The course coordinator or his/her deputy must be available during the examination.

The Central Education Committee issues the instructions for invigilators at centrally administered written examinations at NMBU.

12) Re-sit examinations and rescheduled examinations



NMBU holds rescheduled and re-sit examinations when there are students who failed the last ordinary examination or had valid reasons for absence from the ordinary examination. In this kind of examination, the students are tested in the same curriculum, and the form of assessment shall usually be the same as the one that was used in an ordinary examination.

*For students in **veterinary medicine and veterinary nursing programmes**, re-sit and rescheduled examinations are normally held before the following semester. It is stated in the programme description which courses this applies to.*

If a re-sit examination is held at other times than before the following semester, at least four weeks shall normally elapse after the examination results are announced before a re-sit examination is held in those subjects. Students who do not pass the re-sit examination must wait for the first ordinary examination in the subject before they may take it again.

13) Re-sit and re-scheduled practical and/or clinical examinations (special rules):

It is the student's responsibility to register for a re-sit or rescheduled practical and/or clinical examination.

Students may sit a rescheduled examination during the same examination period if capacity permits. If there is insufficient capacity, the student must wait until the next examination period.

If the practical and/or clinical examination is normally held during two examination periods per year, a re-sit examination shall be taken during the next ordinary examination period. Special re-sit examinations are held if ordinary examinations are only held once a year.

Students who have failed a practical and/or clinical examination must undergo clinical training before they may re-sit the examination.

Special rules for continuing a programme of study without having taken and/or passed the practical and/or clinical examinations must be stated in the programme description.

Chap. 37 Aids during examinations and/or tests and the use of dictionaries

Section 37-1 The course coordinator and/or the department decide(s) which aids will be permitted during an examination. Aids that have not been commonly used by the students in the course in question and that cannot be made available to everyone during the examination will not be permitted.

Section 37-2 The aids permitted for each course shall be listed in the course description.



Section 37-3 Students must bring permitted aids to the examination premises themselves. This does not apply to examinations where NMBU provides the aids. Permitted aids shall be specified in the examination questions. Students are not allowed to bring other aids than those specifically permitted for the examination in question.

The students are responsible for ensuring that the aids they bring with them do not contain unauthorised notes. Students may not borrow aids permitted during the examination from other students during the examination.

Section 37-4 Violation of the provisions regarding the use of aids is regarded as cheating.

Supplementary provisions to Chapter 37

Ad. 37-1

All aids that students bring with them to the examination will be individually checked by the invigilators.

Ad. 37-2

The permitted aids shall be in accordance with the following codes:

- *A1: no calculator, no other aids*
- *A2: no calculator, other aids as specified*
- *B1: calculator handed out, no other aids*
- *B2: calculator handed out, other aids as specified*
- *C3: all types of calculators, all other aids.*

Ad. 37-3

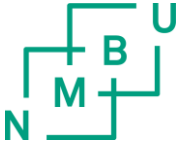
Any use of mobile phones or other electronic aids containing communication equipment inside or outside the examination room will be regarded as cheating.

'All types of calculators' means pocket calculators that are not connected to the internet, a power supply or a printer, that do not communicate with other units, that do not make any noise and that only consist of a single object.

Students whose first language is not Norwegian are permitted to bring a dictionary between their first language and Norwegian. The dictionary may not contain any personal notes. This rule applies equivalently if the examination is held in English (it also applies to students with Norwegian as their first language for courses taught in English).

Chap. 38 Special arrangements for examinations and/or tests arrangements

Section 38-1 Students with special needs for arrangements in connection with examinations must apply to the Department of Academic Affairs within the stated deadlines. The need must be documented by means of a certificate issued by a



medical professional or other documentation of the need for special arrangements in connection with examinations.

Supplementary provisions to Chapter 38

Ad. 38-1

Students who, for medical or other reasons, have special needs for arrangements in connection with written examinations must contact the Department of Academic Affairs by the deadline set by the Central Education Committee. If special arrangements are necessary during an examination as a result of an acute situation, the Department of Academic Affairs must be contacted immediately.

If special arrangements are necessary due to needs of a permanent nature, a decision may be made for a longer period of time. The Department of Academic Affairs decides applications for special arrangements during examinations.

Special arrangements may be made for students with chronic or acute conditions, functional impairments, pregnant students who need to rest, breastfeeding mothers, etc. Special arrangements may include special physical adaptations, special aids, extended examination times, etc.

The special arrangements made in connection with examinations must not result in the student(s) being tested in a qualitatively different manner, and they must not involve a lowering of the academic standards.

Extended examination time:

- *Ten minutes extra are granted for written examinations with an examination time of between 45 minutes and 1.5 hours.*
- *Thirty minutes extra are granted for written examinations with an examination time of between 1.5 and 4 hours.*
- *One hour extra is granted for written examinations with an examination time of more than 4 hours.*

For home examinations, the following extensions are granted:

- *Examinations lasting 24 hours or longer: 3 hours extra.*
- *Examinations lasting 36 hours or longer: 5 hours extra.*
- *Examinations lasting 48 hours or longer: 7 hours extra.*

Students are responsible for informing the course coordinator as soon as possible after registering for an examination that they have been granted extended examination time for a home examination and/or a continuous assessment examination.



Chap. 39 Absence from examinations and/or assessment

Section 39-1 Students who are unable to sit an examination due to an illness that arose after the withdrawal deadline expired must submit a certificate issued by a medical professional. The medical certificate must be submitted and/or postmarked no later than five working days after the date of the examination and/or assessment, and it must state the period of absence.

Section 39-2 Students who are unable to sit an examination and/or assessment due to other special personal circumstances must document this in a corresponding manner as for illness.

Section 39-3 When absence is documented and for valid reasons, the examination and/or assessment in question are not counted as an attempted examination.

Supplementary provisions to Chapter 39

Ad. 39-1

*The medical certificate should be submitted or sent to NMBU's Archive, P.O. Box 5003, 1432 Ås, Norway. For **the veterinary medicine and veterinary nursing programmes**, this kind of written confirmation may also be submitted to the Department of Academic Affairs on the Adamstue campus.*

Chap. 40 Cheating — annulment of examination and/or test — expulsion

Section 40-1 Cheating or attempts at cheating can result in an examination or test being annulled for the student in question. Cheating or attempts at cheating can also result in expulsion; cf. sections 4-7 and 4-8 of the Act relating to universities and university colleges.

Section 40-2 NMBU's Appeals Committee can annul an examination, test or approval of a course.

Supplementary provisions to Chapter 40

Ad. 40-1

The University Board issues guidelines concerning procedures for dealing with cases of suspected cheating.

Chap. 41 Examiners and assessment

Section 41-1 All evaluations shall result in an assessment (a mark). Two examiners shall be appointed for all courses covered by Chapter 1 of these regulations.

The internal examiner is usually the course coordinator or the main supervisor.



Section 41-2 A person who, by choice or appointment, acts as examiner is obligated to comply with the provisions of the Act relating to universities and university colleges and the provisions of these regulations.

Supplementary provisions to Chapter 41

Ad. 41-1

The use of examiners:

- A) *In the following cases, at least one of the examiners shall be external:*
- a) *when assessing Bachelor's theses and Master's theses*
 - b) *in connection with oral examinations or tests than cannot be subsequently verified*
 - c) *in connection with a new assessment as a result of an appeal concerning formal errors in an examination; cf. Section 5-2, sub-section 2 of the Act relating to universities and university colleges.*
 - d) *in connection with an appeal concerning the setting of marks; cf. Section 5-3, sub-section 4 of the Act relating to universities and university colleges.*
 - e) *in connection with assessment of a special syllabus.*

*For **the veterinary medicine and veterinary nursing programmes**, all examinations and/or final assessments in a course that is to be included in the diploma or transcript of marks must be assessed by at least two examiners. For at least one third of the examinations, one of the two examiners must be an external examiner.*

- B) *In other cases, external evaluation shall be used in connection with the assessment arrangements and/or components included in the marking, i.e.:*
- *external evaluation of the assessment arrangements for a subject or*
 - *an external examiner shall cooperate with the internal examiner in preparing examination questions and the guidelines for examiners.*

In addition, the following may be used:

- *external control of an internal examiner's assessment of a random selection of candidates as a calibration of the overall assessment of a course.*

Based on the guidelines in item B), the unit responsible for the examination (the department) will decide how external participation the assessment shall be organised for each course.

1) Requirements for external examiners:

External examiners must be employed in an academic position at a university, university college or other research institution, or have otherwise documented academic expertise in the field in question. Experts who can document through their professional practice that they are particularly well-



qualified in the field in question may be appointed as an external examiner in special cases.

External examiners may not be employed at NMBU in a full-time or part-time position or have had teaching duties to any significant extent in the same semester or academic year that the examination is held.

In connection with degree theses for which the student's practical work on the thesis has taken place at an institution other than NMBU, the external examiner may not be employed by the same institution.

2) Appointment of external examiners:

The unit responsible for the examination appoints the examiners.

A person who accepts appointment as an examiner also undertakes to act as examiner in connection with any rescheduled and/or re-sit examinations. The external examiner and the unit responsible for the examination shall sign a contract.

In the event of absence, the unit responsible for the examination shall appoint another and/or other qualified examiner(s) in accordance with the course's original assessment requirements.

The following deadlines apply to programmes where examinations are held during the set examination periods:

- *15 April: Deadline for appointing external examiners both for regular exams and in connection with appeals of marks for the spring parallel and the June and August block periods.*
- *15 November: Deadline for appointing external examiners both for regular exams and in connection with appeals of marks for the autumn parallel and the January block period.*

*For programmes with examinations spread throughout the academic year (**the veterinary medicine and veterinary nursing programmes**), external examiners shall be appointed no later than three weeks before the examination in question.*

3) Grading:

Grading shall be anonymous as far as is practically possible.

If it is necessary to change the examiner because of an unforeseen absence, the deadline for assessment will be reckoned from the date on which the examination answer was sent to the new examiner.

4) Disagreement about grading:

If two examiners fail to agree on a mark, the grading must be supplemented by a third examiner. This third examiner must be external. The new



examiner must be unaware of the first examiners' assessments and any grounds stated before the group of examiners jointly set the final mark.

5) Special circumstances

- *In final oral examinations of a student group, the examiners shall assess the students individually.*
- *In an oral discussion of a degree thesis submitted by a group of students, the examiners may assess the students individually.*

Chap. 42 Announcement of results

Section 42-1 Examination results shall be available within three weeks (15 working days) of the examination being taken, unless the University Board has approved a later deadline.

For degree theses, the grading deadline is six weeks (30 working days) after the specified deadline for submission of the thesis, unless the University Board has approved a later deadline.

Section 42-2 Students are responsible for familiarising themselves with their results.

Supplementary provisions to Chapter 42

Ad. 42-1

An assessment resulting from an appeal must be decided without undue delay; cf. Section 11a of the Public Administration Act. If the appeal cannot be considered within a month of the expiry of the deadline for appealing, a provisional reply shall be sent to the student stating why the appeal has not been considered. If possible, it shall also be stated when the appeal is expected to be considered.

*The following applies to programmes of study at the Ås campus:
For courses with continuous assessment that conclude with a written intermediate examination in the ordinary examination period, the deadline for grading is three weeks (15 working days) after the date of this examination. For courses with continuous assessment without a final written intermediate examination in the ordinary examination period, the deadline for grading is three weeks (15 working days) after the last teaching day in the parallel and/or block period.*

For a special syllabus that is not associated with a degree thesis, the deadline for grading is three weeks (15 working days) after the last teaching day in the parallel and/or block period.

1) Assessment records:

A completed assessment form must accompany all assessment records, except for the grading of degree theses.



If two examiners have taken part in the assessment of all of the examination answers in a course, both examiners must sign the assessment record for the course before the assessment record is submitted to the Department of Academic Affairs. If one of the examiners has only participated in assessing a random selection of examination answers, it is sufficient that this examiner sign the assessment form.

All marks must be written in full in the assessment record. Ditto marks are not permitted in the assessment record.

2) Delayed results

If examination results are delayed by more than one week, financial sanctions will be imposed on the department responsible for the course. For courses for which an extension of the deadline for grading has been granted by the University Board, financial sanctions will be imposed starting on the first weekday after the extended deadline.

Ad. 42-2

Examination results shall be announced electronically. The lists of marks shall be anonymous.

Chap. 43 Appeal of marks or formal errors in connection with examinations and/or tests

Section 43-1 A student may submit a written appeal of a mark awarded for his or her performance in a written examination within three weeks of the announcement of the examination results; cf. Section 5-3 of the Act relating to universities and university colleges. For courses with continuous assessment, students have the right to appeal after the final mark in the course has been announced. The student may only appeal the final mark for the course.

Students do not have the right to appeal assessments of oral presentations or oral and/or practical examinations or similar tests of a non-verifiable nature. Students do not have the right to appeal marks set on the basis of multiple choice tests.

§ 43-2 Pursuant to the provisions of Section 5-3 of the Act relating to universities and university colleges, students have the right to demand an explanation of their marks. The examiner chooses whether the explanation shall be given orally or in writing, and the general principles on which the evaluation and the evaluation of the candidate's performance were based must be explained.

Section 43-3 A student who has taken an examination or a test may appeal on grounds of formal errors that he/she believes have been committed in connection with the setting of questions, the way in which the examination was held or the assessment arrangements. Such appeals must be submitted in writing within three weeks of the date when he/she became aware or should have



become aware of the circumstances on which the appeal is based. The appeal must be addressed and sent to NMBU's Appeals Committee. The Appeals Committee's secretariat forwards all appeals to the relevant department and to any other entities that have been involved in the case processing for comment before the Committee considers the appeal; cf. guidelines for the Appeals Committee at NMBU.

Supplementary provisions to Chapter 43

Ad. 43-1

Appeals of marks shall be submitted using the prescribed form to NMBU's archive.

When a mark is appealed, new examiners re-grade the examination and/or thesis. The new examiners are appointed by the department(s). The new examiners shall not be informed about the mark, the explanation the original examiners gave for the mark awarded or the grounds for the student's appeal. The Instructions for Examiners at NMBU and the guidelines for examiners shall be sent to the new examiners together with the examination answer. The new grading may be in favour or disfavour of the appellant. The mark awarded as a result of the new grading may not be appealed.

If the mark awarded for a Master's thesis is appealed, the submitted thesis will be reassessed by new examiners. If the new assessment of the written thesis results in a change in the mark, a new oral examination will be held to determine the final mark (cf. Section 3-9 of the Act relating to universities and university colleges).

For group work where only some of the group members appeal the mark, a positive outcome of the new assessment shall benefit the whole group. A negative outcome will only apply to the appellant.

When marks resulting from continuous assessment are appealed, the new examiners, both the internal and the external examiner, shall assess the same parts of the course that were originally graded. In cases where one or more oral intermediate examinations formed part of the basis for assessment, the assessment of the oral component(s) may not be appealed. If the final mark is based on both a written and an oral examination and the appeal against the mark for the written part of the examination is upheld, a new oral examination will be held to determine the final mark.

Ad. 43-2

In the case of oral examinations or evaluations of practical skills, a request for an explanation must be made immediately after the student has been informed of the mark. In the event of another form of evaluation, a request for an explanation must be submitted within one week after the mark has



been announced if the student is informed of the mark electronically and can submit a request for an explanation in a similar way.

A request for an explanation must be addressed to the course coordinator, or, alternatively, to the department responsible for the course if the teacher is not available.

If the examiners find, in connection with a request for an explanation of a mark, that there may be grounds for changing the mark awarded, this shall be stated in their written explanation of the grading. At this point, the examiners may either uphold the mark or change the original mark in favour of the student.

Ad. 43-3

If the Appeals Board finds that formal errors have been committed that may have affected the student's performance or the assessment of the performance, the mark awarded shall be annulled. If the error can be corrected by re-assessing the submitted work, a new assessment shall be carried out. If not, a new examination or a new test shall be held with new examiners. Students have the right to appeal marks awarded in connection with re-assessment pursuant to this provision.

If the Appeals Board finds that formal errors have been committed and it is reasonable to assume that they may have affected one or more students' performance or the assessment of their performance, it may be decided that re-assessment shall be carried out or that a new examination or test shall be held.

If an appeal of formal errors in connection with a written examination or test is dismissed, or if it is considered on its merits and rejected, the student may nevertheless appeal the mark awarded.

Chap. 44 The right to take examinations in the same course more than once

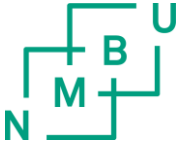
Section 44-1 You have the right to take examinations in the same course up to three times, provided that the relevant course and/or examination still exists and that the student has not already achieved a passing mark in the subject.

If the course and/or examination has been passed, he/she has an opportunity to take the same examination again, but only once in each individual course. This does not apply to students in **the veterinary medicine and veterinary nursing programmes**, who do not have a right to re-sit an examination they have passed.

Supplementary provisions to Chapter 44

Ad. 44-1

If a student has been allowed to take an examination in the same course more than once, the best mark achieved shall count, and only this mark shall appear on the transcript of marks and the diploma.



Students who register to re-sit an examination in a course that they have previously passed do not have the right to attend classes in courses with limited teaching capacity, even though they are permitted to re-sit the examination.

Students who have failed a course have a right to sit examinations in the same course three times provided that the course and/or examination in question still exist.

Students who have not passed an examination after three attempts may be granted dispensation to attempt an examination for a fourth time by submitting an application with reasonable arguments to the Department of Academic Affairs.

One of the following criteria must be met:

- *by passing the examination in the course, the applicant will achieve an approved specialisation required to be awarded a degree*
- *on passing the examination in the course, the applicant may be awarded a degree at NMBU*
- *the applicant can document social or personal reasons why he/she has failed to pass the examination in the course within the stipulated time (three attempts).*

Students who withdraw from the examination after the stipulated deadline for withdrawal from assessment and/or examinations are registered as “no-shows”, and their registration is counted as one attempted examination.

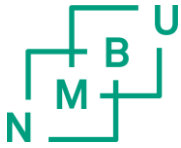
Chap. 45 System of marks and/or assessment

Section 45-1 The course descriptions shall state which system of marks a course uses, the “pass”/“fail” or letter system of marks.

Section 45-2 Letter marks range from A to F, with A being the highest passing mark and E the lowest passing mark, while F means 'fail'. The letter marks and the general assessment criteria are enclosed; see Appendix 1.

Section 45-3 When the “pass”/“fail” system is used, the limit on what constitutes a passing mark shall be jointly set by the internal examiner and the external examiner, and the limit shall reflect a satisfactory level of knowledge of the course content.

In cases where the external examiner participates in the assessment, the mark “pass” shall only be awarded when the course coordinator and the examiner agree. If one of them finds the performance unsatisfactory, a “fail” mark will be awarded.



Section 45-4 All courses at the 400 level taught at NMBU shall be graded as “pass” or “fail”.

Supplementary provisions to Chapter 45

Ad. 45-1

Degree theses are assessed using letter marks.

Ad. 45-2

The grading of Master's theses in mathematics, science and technology (“MNT subjects”) complies with a national system for all MNT studies at university level in Norway; see Appendix 2. This applies to Master's theses submitted to the Department of Animal and Aquacultural Sciences (IHA), the Department of Chemistry, Biotechnology and Food Science (IKBM), the Department of Mathematical Sciences and Technology (IMT), the Department of Ecology and Natural Resource Management (INA), the Department of Environmental Sciences (IMV) and the Department of Plant Sciences (IPV).

Ad. 45-3

A satisfactory level of knowledge means a performance that is satisfactory and acceptable in most areas. The student demonstrates good judgement and independent thinking in the most important areas.

Degree theses

Chap. 46 Degree theses

Section 46-1 The Bachelor's degree *may* include an independent project (Bachelor's thesis). Master's degrees with scopes of 120 or 300 ECTS credits *must* include an independent project (Master's thesis). Experience-based Master's degrees with a scope of 90 or 120 ECTS credits *must* include an independent project (Master's thesis).

The independent project may be one of the following:

- Bachelor's thesis: scope of 15 ECTS credits
- Master's thesis: scope of 30 ECTS credits
- Master's thesis: scope of 60 ECTS credits

The Bachelor's thesis shall reflect the student's understanding and independent thinking and represent in-depth study in the degree's subject area. The responsible department shall decide whether a Bachelor's thesis shall be a compulsory part of the programme.

The Master's thesis shall reflect the student's understanding, reflection, maturity and analytical ability. The work on the thesis is intended to give the student training in identifying problems in one of the subject areas in the programme of study and in analysing and dealing with them in a



scientific manner, as well as being able to write an academic paper on the topic.

The scope of the Master's thesis is stipulated in the programme description for each programme of study.

The responsible department appoints the main supervisor and any co-supervisor(s) for the degree thesis. The supervisors are obligated to give the students academic and methodological supervision and criticism of their work.

Section 46-2 The Master's thesis shall be presented to the public and discussed in an oral examination. The examination may also include a special syllabus. A Bachelor's thesis may include a public presentation or a final oral discussion as part of the assessment.

Section 46-3 The veterinary medicine programme has a research option with a degree thesis with a scope of 90 ECTS credits and a training part with a scope of 30 ECTS credits. More detailed rules for the implementation of the research option are specified by a person with academic responsibility for the veterinary medicine and veterinary nursing programmes.

The regulations' rules for veterinary medicine students also apply to research option students.

Supplementary provisions to Chapter 46

Ad. 46-1

1) Registration:

The date for registration to the degree thesis is: 15 September or 1 February; cf. the academic calendar for the Ås campus.

The Central Education Committee decides the scope of the Master's theses based on a proposal from the department responsible for the relevant programme of study, choosing between the following alternatives:

- *scope of 30 ECTS credits*
- *scope of 60 ECTS credits*
- *the student and supervisor jointly decide the scope of the degree thesis (30 or 60 ECTS credits) at the start of the student's programme of study.*

Pursuant to the guidelines for academic supervision of Master's theses, the department has a duty to provide the student with correct and adequate information about the work involved in writing a degree thesis before the work commences.

2) Supervision of the degree thesis:

The main supervisor must be employed in an academic position, as an adjunct professor or adjunct associate professor, at NMBU. In cases where there are several supervisors, each supervisor's responsibilities must be



clearly specified in the agreement. Normally, a supervisor is obligated to give students:

- 20 hours of supervision, including grading, for a Bachelor's thesis
- 40 hours of supervision, including grading, for a 30-credit Master's thesis
- 80 hours of supervision, including grading, for a 60-credit Master's thesis

NMBU shall give supervisors an introduction to academic supervision.

The department must approve the choice of subject and the supervisor(s) for each student and is responsible for informing the appropriate education committee. The responsible department shall ensure that supervisors meet their supervisory commitments. The department is responsible for appointing (a) new supervisor(s) immediately in the event of long-term illness, a leave of absence or something similar.

3) Contract and project plan:

The supervisor(s) and student(s) shall jointly draw up a contract and an appropriate project plan (progress schedule and cost estimate) for the work on the degree thesis. A contract and project plan are formulated as one document and approved by the responsible department before the work on the degree thesis commences. It is not permissible to submit a degree thesis without an approved contract and implementation plan.

4) Cooperation on degree theses:

If two or more students wish to write their thesis together (in whole or in part), this must be approved by the department and/or education committee. Cooperation on a Master's thesis must be described in detail in the Master's thesis contract, which must specify each student's rights in the event of the cooperation being discontinued before the thesis is completed.

5) Language:

The main language of the thesis shall be Norwegian, Swedish, Danish or English. Other main languages may be accepted if approved in advance by the supervisor(s) and examiner. If the main language is Norwegian, Swedish or Danish, the thesis shall have an abstract both in the main language and in English.

6) Confidential theses:

In special cases, publication of a degree thesis can be barred (postponed) for a period of up to five years. In such cases, a separate agreement must be entered into on a prescribed form prepared by the Department of Academic Affairs. The agreement is signed by all of the parties and attached to the thesis upon submission. Any decision to bar a thesis for a period exceeding five years shall be made by the University Board on the basis of an application that states the grounds for postponement. NMBU reserves the right to use the thesis title on diplomas and/or transcripts of marks.



7) Submission and grading:

The deadline for the submission of degree theses is 3:00 p.m. on 15 May; alternatively, by 3:45 p.m. on 15 December. Three printed and bound copies of the degree thesis shall be submitted to the Student Information Centre (SiT). In addition, an identical electronic version (in Pdf format) must be submitted via NMBU's open institutional archive (BRAGE). The official NMBU front page template must be used, and the front page must show that the thesis has been written as a degree thesis at NMBU by including the name of the degree, NMBU's logo and the name of the department.

The oral discussion, which is compulsory in connection with Master's theses, shall take place before the deadline for grading, which is six weeks (30 working days) after the deadline for submitting the thesis.

The six-week (30 working days) grading deadline is calculated from the deadline for submission of the thesis. If the date in question falls on a Saturday, a Sunday or other holiday, the deadline is the next working day.

8) Delayed submission due to illness, etc.

In the event of illness and other valid grounds, delayed submission of the degree thesis may be granted upon application. Valid grounds for delay (in addition to illness) may be teaching duties at NMBU, certain appointments of students to responsible committees, care work and problems with the thesis that are not the student's fault. Written documentation (e.g. a medical certificate) or some other written explanation is required along with an estimate of the length of time of the delay and a new schedule for completion of the thesis. A delayed deadline for submission will be approved in accordance with specified documentation and within an equivalent time period. The application is submitted to the department where the contract for the degree thesis work was signed. In the event of illness, this must be sent and/or submitted with a medical certificate no later than five days after the illness commenced.

A delay of up to three months may be granted. In very exceptional cases, a further delay may be granted. In such situations, the student must draw up a written application with documentation and an explanation of the need for the delay as well as a new schedule for completion of the thesis. A new registration may only occur once, and a delay will not be granted beyond the deadline for submission. In such cases, the student is not entitled to any further supervision.

9) Not submitted by the deadline

If the degree thesis is not submitted by the expiration of the deadline, it is not permissible to submit the thesis again in a revised or supplemented form. In such cases, the student loses his/her admission to the programme of study. If the student chooses to apply for new admission, a completely new thesis must be written.



10) Failing mark on the thesis

If the external and internal examiners so agree, a degree thesis that is assessed with the mark of F (fail) may be revised by the student and submitted for reassessment no sooner than three months after the date when the mark was awarded.

In such cases, a new contract must be drawn up along with a revised work schedule. If a new date for submission comes in a new semester, the student must register again and pay the semester fee. In such cases, the student is not entitled to any further supervision.

In the event of a failing mark (the mark of F) on a revised thesis the student will lose admission to the programme of study. If the student chooses to apply for new admission, a completely new thesis must be written.

Students are not permitted to re-submit a thesis that has been awarded a pass mark.

Ad. 46-2

1) Grading, etc.:

The degree thesis shall be graded by at least one external examiner and one internal examiner. The main supervisor is usually the internal examiner.

The student's completion of the degree thesis, his/her degree of independence, comprehension and maturity are all of particular importance.

The Education Committee of the department to which the student is affiliated is responsible for announcing the date and place of the oral discussion of the degree thesis. This oral degree examination shall be held at NMBU. Applications for dispensation from this rule are decided by the Director of Academic Affairs. For confidential theses, the date and place of the oral discussion shall not be made public.

2) Special syllabus

As part of the degree examination, an oral examination on a special syllabus with a scope of 5, 10 or 15 ECTS credits may be held simultaneously with the oral discussion of the Master's thesis. The special syllabus must be at Master's degree level. The special syllabus shall be chosen at the start of the thesis work, and it must be read in parallel with the thesis work. Moreover, a special syllabus in connection with the Master's thesis must comply with provisions laid down in Section 23-1.

The purpose of the special syllabus is to give the student additional academic competence in connection with his/her work on the Master's thesis. This syllabus may consist of a more extensive, in-depth study of a subject or of a broader approach to the subject than provided by the university's courses. If the special syllabus is included in the reference literature for the Master's



thesis, work on this syllabus must entail a significant enhancement of the workload relative to what would be expected of work on the reference literature. The main supervisor or co-supervisor shall normally be the student's supervisor in connection with his/her work on the special syllabus.

3) Oral discussion:

The oral Master's degree examination shall commence with a presentation of the thesis of about 20 to 30 minutes duration, in which the student presents a summary of the thesis. The presentation is followed by an oral discussion with the examiners. The discussion is part of the assessment of the degree thesis.

The external and internal examiner shall be present during the presentation of the thesis. All of the supervisors must also be present.

The purpose of the discussion is to give the student more extensive feedback on his/her degree thesis than can be communicated by a mark, and to give the examiner a broader basis for grading the thesis. The examiner presents a general assessment of the positive and negative aspects of the degree thesis. The examiner asks the student more specific questions about parts of the degree thesis in order to assess the student's judgement, understanding, effort and independent thinking. The supervisor(s) has/have an opportunity to make supplementary comments in this context. This discussion is not graded separately.

The discussion may result in an adjustment of the final mark for the thesis. It is the final mark that is announced to the student and included on the transcript of marks.

Students who write (prepare) a joint Master's thesis must commit themselves in their cooperation agreement and/or contract to attending the oral discussion of the thesis. In exceptional cases, students who submit a joint thesis may conduct individual oral discussions of the thesis. Applications for individual oral discussions must state the grounds for this, and they must be addressed to the department to which the students are affiliated during their work on the degree thesis. In such cases, the final mark shall be set individually for each student, independently of his/her co-student(s).

Students who do not attend the oral discussion of the Master's thesis and who have not been granted a delay will be registered as "no-show" for the thesis. In such cases, the student loses his/her admission to the programme of study. If the student chooses to apply for new admission, a completely new thesis must be written.

If a Master's thesis is given the mark of F (fail), the examiners shall consider in consultation with the student(s) whether there is a basis for an oral discussion and whether it would be expedient to hold one.



The procedures described in Chapter 43 of these regulations apply to appeals of marks or formal errors.

4) *Publication, departmental affiliation:*

The Master's thesis will be published electronically in BRAGE after it has been awarded a pass mark (A-E). Before publication in BRAGE or other publication of the Master's thesis and/or parts of the thesis, the student must be notified and accredited in the publication. Both the student and the responsible department have rights to the thesis. Reproduction and distribution via channels other than BRAGE must be approved by both parties.

Transcripts of marks and diplomas

Chap. 47 Transcripts of marks and diplomas

Section 47-1 On request, a student may be issued a transcript of marks for all passed examinations taken at NMBU. The diploma and Diploma Supplement (DS) are issued once the degree in question has been awarded.

Supplementary provisions to Chapter 47

Ad. 47-1

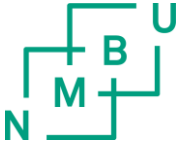
The transcript of marks may be issued in Norwegian Bokmal, Norwegian Nynorsk or English.

The diploma is written in Norwegian Bokmal or Norwegian Nynorsk unless the programme in its entirety is in English, and it is only issued once. A transcript of marks for any courses that are not part of the awarded degree will accompany the diploma.

In special cases, a new diploma may be written after a written application explaining why it is needed. In such cases, the transcript will be marked "duplicate", and both the date on which the degree was awarded and the date the duplicate diploma was issued must be stated. A new diploma will not be issued in the event of a desire for a change of an individual education plan or in the event of an improvement of a mark in courses that are included in the degree.

The issuing and/or awarding of a diploma may be postponed until the deadlines for appeal have expired.

At the Ås campus, an issued diploma may be withheld if the student wishes to sit (an) examination(s) again. The candidate him-/herself must inform the student adviser of this. The diploma may not be withheld for more than one year over the prescribed time frame for completion of the programme of study after the degree has been achieved.



A Diploma Supplement (DS) is an international appendix to a diploma that shall accompany the diploma. It does not replace the diploma, but supplements it. The DS will be issued together with the diploma.

The diploma shall be issued in the name of the University. The diploma shall be signed by the Rector and the Director of Academic Affairs.

Degrees

Chap. 48 Awarding of degrees

Section 48-1 The University Board awards the Bachelor's and Master's degrees and specifies the programmes of study in which these degrees may be awarded.

Section 48-2 Additional designations for degrees:

Bachelor's degree

On awarding a *Bachelor's degree*, the degree's major field is shown on the diploma as:

- Bachelor i "name of the programme of study" Specialization <name of specialization>.
- Students who have completed one of the Bachelor's degree programmes taught in English, will be awarded the degree of *Bachelor of Science*.

Master's degree

On awarding a *Master's degree*, the degree's major field is shown on the diploma as:

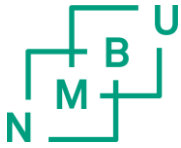
- Master i "name of the programme of study" Specialization <name of specialization>.
- Students who have completed one of the Master's degree programmes taught in English will be awarded the degree of *Master of Science*.

Exceptions:

1) the 120-credit Master's Degree

- a) For candidates with a 3-year Bachelor's degree in Business Administration + a 2-year Master's degree in Business Administration: Master of Science in Business Administration (*Siviløkonom*)
- b) For candidates with a 3-year Bachelor's degree in Plant Science + a 2-year Master's degree in Plant Science: Master of Science in Plant Science (*Sivilagronom*)*.
- c) For candidates with a 3-year Bachelor's degree in Animal Science or some other relevant Bachelor's degree + a 2-year Master's degree in Animal Science: Master of Science in Animal Science (*Sivilagronom*)*.
- d) For candidates with a 3-year Bachelor's degree in Forest Sciences + a 2-year Master's degree in Forest Sciences: Master of Science in Forest Sciences (*Forstkandidat*)*.

** This arrangement applies to students who meet specific requirements for combinations of subjects that are specified in the programme description and who complete the programme in 2013 or later.*



2) *the 300-credit Master's Degree*

- a) For Master's programmes in technology: Master of Technology (*Sivilingeniør*) — “name of programme of study”.
- b) For the Master's programme in Teacher Education in Sciences and Mathematics: Master of Science Education (*Lektor*); [major with minor(s)].

Section 48-3 Requirements for content:

Bachelor's degree:

The Bachelor's degree is awarded for passed examinations of a total of at least 180 ECTS credits. Of the 180 ECTS credits, 10 ECTS credits shall go with a common introductory course in philosophy (examen philisopicum), and the programme shall include a specialization of at least 80 ECTS credits that shall be specified by the individual education plan. At least 15 ECTS credits should be linked to one or more individual study projects.

In addition to these requirements, the Committee for Course Programmes can make decisions regarding compulsory ECTS credits at various levels in each field in response to proposals by the education committees and specify other extraordinary regulations for awarding a Bachelor's degree in a programme of study.

Master's degree:

The comprehensive requirements for a Master's degree are specified by the key Regulations concerning requirements for master's degrees that have been laid down.

The academic requirements on which the Master's degree is based and the requirements for courses or course groups, specialization and independent work are described in the programme description; cf. rules for the programme description in Ad. 7-1. Education committees may approve other equivalent qualifications that can be documented.

In a Master's degree with a scope of 300 ECTS credits, 10 ECTS credits shall go with a common introductory course in philosophy (examen philisopicum).

For *experience-based Master's degrees* with a scope of 90 or 120 ECTS credits, the curricula of the various programmes of study shall specify what is to be considered as relevant work experience, and whether longer periods of work experience are required (more than 2 years).

Section 48-4 Requirements for affiliations, etc. in order to be awarded a diploma from NMBU:

In order to be awarded a diploma by NMBU, a student must have taken exams in courses with a scope of at least 60 ECTS credits at NMBU.

Courses with a scope of up to 30 ECTS credits taken at a foreign university or university college as part of a student exchange agreement with NMBU may be included in the required 60 ECTS credits mentioned above. The same applies for courses taken in relevant subjects at another Norwegian university and/or university college, with which NMBU has entered into a mutual cooperation agreement.



The candidate must provide information about any diplomas issued by other universities or university colleges.

Supplementary provisions to Chapter 48

Ad. 48-3

Bachelor's degree:

The Committee for Course Programmes approves introductory courses from other universities, colleges and schools.

The education committees publish sample plans which the students use when setting up their own educational plans. The education committees also approve the specialization and determine the requirements for and the scope of the individual project work.

An example of "compulsory ECTS credits at various levels in each field" is courses in mathematics and statistics and the distribution of 100-level and 200-level courses. The education committees determine this via the programme description. Other extraordinary regulations are, for example, requirements regarding practical experience.

Master's degree:

The programme descriptions, specification of the rules for ranking qualified applicants and specification of special minimum requirements are presented in Ad. 7-1.

The education committees submit proposals to the Committee for Course Programmes regarding the scope and assessment form of the independent work for each individual study option or specialization. The education committees also submit proposals on whether the independent work is to be performed individually or in groups.

Ad. 48-4

Bachelor's degree:

At least 60 of the ECTS credits included in the Bachelor's degree must not already be part of a previously obtained degree or professional training. Together with or in addition to the previously taken courses, the new courses must result in the new degree having a different academic focus than the previous degree; i.e. with a specialization with a scope of at least 80 ECTS credits in a subject area other than the previous degree's main subject area.

Master's degree:

The Master's thesis must be included in the requirement for 60 ECTS credits.

At least 60 of the ECTS credits included in the Master's degree must not already be part of a previously obtained degree or professional training.



In case of two degrees, it is required that a new Master's thesis shall be included in the 60 new ECTS credits required in addition to the previously earned degree.

Implementation

Chap. 49 Final provisions

§ 49-1 Initiation

Regulations concerning admission, programmes of study, examinations and degrees at the Norwegian University of Life Sciences (NMBU) with supplementary provisions enter into force on 1 August 2015.

On the same date, the Regulations of 19 December 2013 concerning admission, programmes of study, examinations and degrees at the Norwegian University of Life Sciences (NMBU) with supplementary provisions, the Regulations of 6 June 2014 concerning requirements for Bachelor's degrees at the Norwegian University of Life Sciences (NMBU) with supplementary provisions, and the Regulations of 6 June 2014 concerning requirements for Master's degrees at the Norwegian University of Life Sciences (NMBU) with supplementary provisions will be repealed.



Appendix 1 System of marks and assessment criteria

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



Appendix 2 Descriptions of marks for Master's theses in mathematics, natural sciences and technology

The grading of Master's theses in mathematics, natural sciences and technology is governed by the following descriptions of marks for students admitted to Master's programmes in the autumn semester 2012 or later.

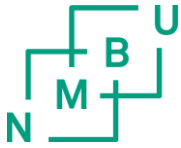
Each description covers these areas: general comments; theoretical overview, insight and choice of methods; manner of completion - level, technical skills; depth, research and development; presentation.

Mark / level	Description
<p style="text-align: center;">A Excellent</p>	<p>An exceptional thesis which clearly demonstrates a talent for research and/or originality, in a national perspective.</p> <p>The candidate has very good insight into the scientific theory and methods in his/her field and has demonstrated scientific knowledge at a very high level. The objectives of the thesis are well defined and easy to understand.</p> <p>The candidate is able to convincingly select and apply relevant scientific methods, has all the technical skills required for the work, can plan and conduct very advanced experiments or computations without help, and works very independently.</p> <p>The thesis is considered very comprehensive and/or innovative. The analysis and discussion have an extremely good scientific foundation and justification, and are clearly linked to the topic that is addressed. The candidate demonstrates extremely good critical reflection and distinguishes clearly between his/her contributions and the contributions from others.</p> <p>The form, structure and language in the thesis are at an extremely high level.</p>
<p style="text-align: center;">B Very good</p>	<p>A very good thesis that is clearly outstanding.</p> <p>The candidate has very good scientific knowledge and insight into the scientific theory and methods in his/her field. The objectives of the thesis are well defined and easy to understand.</p> <p>The candidate is able to select and apply relevant scientific methods soundly, has almost all the technical skills required for the work, can plan and conduct advanced experiments or computations without help, and works very independently.</p> <p>The thesis is considered comprehensive and/or innovative. The analysis and discussion have a very good scientific foundation and justification, and are clearly linked to the topic that is addressed. The candidate demonstrates very</p>



Appendix 2 Descriptions of marks for Master's theses in mathematics, natural sciences and technology

Mark / level	Description
	<p>good critical reflection and distinguishes clearly between his/her contributions and the contributions from others. The form, structure and language in the thesis are at a very high level.</p>
<p>C Good</p>	<p>A good thesis. The candidate has good scientific knowledge and insight into the scientific theory and methods in his/her field. The objectives of the thesis are generally well defined, but may contain some inexact formulations.</p> <p>The candidate uses the relevant scientific methods satisfactorily, has most of the technical skills required for the work, can plan and conduct quite advanced experiments or computations without help, and works independently.</p> <p>The thesis is considered good with elements that are creative. The analysis and discussion have a good scientific foundation and justification, and are linked to the topic that is addressed. The candidate demonstrates good critical reflection and usually distinguishes clearly between his/her contributions and the contributions from others.</p> <p>The form, structure and language in the thesis are at a good level.</p>
<p>D Satisfactory</p>	<p>A satisfactory thesis. The candidate has quite good scientific knowledge and insight into the scientific theory and methods in his/her field. The objectives of the thesis are defined, but may contain some inexact formulations.</p> <p>The candidate is generally able to apply relevant scientific methods, has the main technical skills required for the work, and can plan and conduct experiments or computations without help. The candidate works independently to some extent, but needs quite close supervision to achieve satisfactory scientific progress. The candidate may have problems utilizing the research group's expertise in his/her own work.</p> <p>The thesis is considered satisfactory. The analysis and discussion have a satisfactory scientific foundation and justification and are linked to the topic that is addressed, but there is room for improvement. The candidate demonstrates his/her ability for critical reflection, but has problems distinguishing clearly between his/her contributions and the contributions from others.</p>



Appendix 2 Descriptions of marks for Master's theses in mathematics, natural sciences and technology

Mark / level	Description
	<p>The form, structure and language in the thesis are at an acceptable level.</p>
<p>E Sufficient</p>	<p>A thesis that is acceptable and satisfies the minimum criteria. The candidate has sufficient scientific knowledge and insight into the scientific theory and methods in his/her field. The objectives of the thesis are described, but are vague and imprecise.</p> <p>The candidate is able to apply some relevant scientific methods, has a minimum of technical skills required for the work, and can plan and conduct simple experiments or computations without help. The candidate achieves limited scientific progress without close supervision and has problems utilizing the research group's expertise in his/her own work.</p> <p>The thesis is considered limited and somewhat fragmented. The analysis and discussion have an adequate scientific foundation and justification, but ought to have had a better link to the topic that is discussed. The candidate demonstrates sufficient critical reflection, but may have problems distinguishing between his/her contributions and the contributions from others.</p> <p>The thesis is mostly acceptable, but has definite shortcomings with respect to form, structure and language.</p>
<p>F Fail</p>	<p>A thesis that does not satisfy the minimum requirements. The candidate does not have sufficient scientific knowledge and insight into the scientific theory and methods in his/her field. The objectives of the thesis are not clearly defined or are lacking.</p> <p>The candidate demonstrates a lack of competence in the use of scientific methods, does not have the required technical skills and independence for the work, and has scarcely utilized the research group's expertise in his/her own work.</p> <p>The thesis is considered very limited and fragmented. The analysis and discussion do not have an adequate scientific foundation and justification and are loosely linked to the topic that is discussed. The candidate does not demonstrate sufficient critical reflection and does not clearly distinguish between his/her contributions and the contributions from others.</p> <p>The thesis has major shortcomings with respect to form, structure, and language.</p>