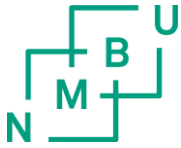


Regulations for access to examinations etc. as an external candidate at the Norwegian University of Life Sciences (NMBU)

Established by the University Board at the Norwegian University of Life Sciences (NMBU) 15 June 2017 pursuant to the Act of 1 April 2005 no. 15 relating to universities and university colleges section 3-10 (3).

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Chapter 1 Definitions

Section 1-1 These regulations define "student" as a person who has been admitted to a specific study programme or course at the Norwegian University of Life Sciences (NMBU) pursuant to the Act relating to Universities and University Colleges sections 3-6 and 3-7.

Section 1-2 An "external candidate" is someone who takes examinations under the provisions in the pursuant to the Act relating to Universities and University Colleges section 3-10, without having been admitted to a study programme at NMBU.

Section 1-3 These regulations distinguish between three main assessment forms:

- a) Continuous assessment
Applies to courses in which all or most of the assessment occurs throughout the teaching period, as term papers, etc.
- b) Assessment as a final examination
Applies to courses in which assessment occurs in the form of a final examination: written, oral or in other ways.
- c) Individual examination
Applies to courses that normally use continuous assessment, cf. a), but for which the course descriptions state that it is possible to take an individual, final examination instead of continuous assessment.

Chapter 2 Rights

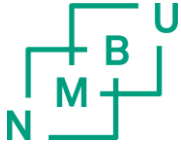
Section 2-1 The rights of external candidates at NMBU are limited to following public lectures and access to taking examinations in the pursuant to the Act relating to Universities and University Colleges. In this context, "lectures" means the presentation of knowledge to the collected student group on the course, and in which the participants' own activity is, as a rule, limited to individual questions and comments.

Section 2-2 The faculty responsible for the course(s) in question can grant external candidates access to non-public teaching activities. This does not apply to the **veterinary medicine and veterinary nursing programmes** where such access will not be granted.

Section 2-3 External candidates at NMBU generally only have the right to take examinations according to sections 1-3, b and c, above.

Chapter 3 Admission

Section 3-1 External candidates must apply for admission to examination within given deadlines. Documentation of general and, if applicable, necessary special study skills must be submitted with the application for admission.



a) External candidates at the **veterinary medicine and veterinary nursing programmes** must also be able to verify that they have passed all courses necessary in accordance with the study plan, as well as all compulsory attendance in the course.

b) For all other courses applies that the external candidate must meet the requirements of prerequisite knowledge.

Section 3-2

Deadline for applying for examination access is determined by the Director of Academic Affairs.

Chapter 4 Examination fees

Section 4-1 External candidates must pay examination fees according to the following rates:

- For courses of 15 credits or less: NOK 3000 (per course)
- For courses in which the actual costs exceed the norm of NOK 3000, the examination fee is adjusted in accordance with the extra expenses.

The University Board can change the examination fee rates when the costs of arranging examinations change.

Section 4-2

The examination fee must be paid within the specified deadline. External candidates who have not paid the fee by the deadline will not be granted access to the examination. In special cases, NMBU can grant exemptions from the provisions of this section.

Section 4-3

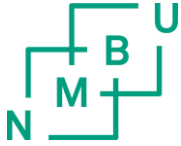
Rector issues specific guidelines for the collection of fees.

Section 4-4 The examination fee must be paid before registering for exams. External candidates who withdraw from an examination, and who wish to receive a partial refund of the examination fee, must apply for such refund by NMBU's ordinary exam withdrawal deadline. The refund amounts to 50 per cent of the paid examination fee.

Chapter 5 Examination prerequisites

Section 5-1 External candidates will usually not be permitted to take examinations in courses that require approved exercises or lab work, term papers or other compulsory activities.

The faculty with which the external candidate is affiliated decides whether the external candidate's knowledge and skills shall be assessed differently than for students admitted to a specific study programme or course. This does not apply to the **veterinary medicine and veterinary nursing programmes**.



External candidates who do not meet the specified requirements are not permitted to take examinations.

Chapter 6 Registrering m.m.

Section 6-1 External candidates must register and pay all required fees to be eligible to take examinations at NMBU. External candidates who have paid the semester fee have the right to a student ID card and access to the student welfare services provided by the University Foundation for Student Life in Ås (SiÅs) or the University foundation for Student life in Oslo (SiO).

Chapter 7 Regulatory provisions

Section 7-1 In cases for which the regulatory provisions is not assigned to the University Board, decisions are made in accordance with these regulations by the Rector or the person authorized by the Rector.

Chapter 8 Appeal

Section 8-1 Complaints against decisions made under these regulations are to be submitted to the Norwegian University of Life Sciences. Complaints must be submitted within 3 weeks, cf. section 29 of the Public Administration Act.

Chapter 9 Final provisions

Section 9-1 Effectiveness

The regulations enter in to force on 01/07/2017.

As of the same date the regulations for access to examinations etc. as an external candidate at the Norwegian University of Life Sciences (NMBU) with supplementary provisions dated 06/06/2014 are repealed.