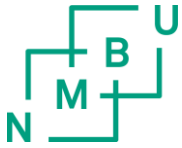


Statutory authority: Established by the University Board of the Norwegian University of Life Sciences (NMBU) on 19/01/2017, pursuant to the Act of 1 April 2005 no. 15 relating to universities and university colleges The Universities and University Colleges Act Section 3-1, Section 3-2, Section 3-3, Section 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.

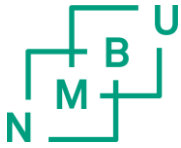
Academic Regulations for the Norwegian University of Life Sciences

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General provisions

Chapter 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 but have been given the right to sit examinations.

Chapter 2. Regulatory provisions

Section 2-1

In cases where 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, or in the Faculty Board, this authority may not be delegated.

Section 2-2

The University Board specifies instructions for examiners and for the University Board's Appeals Committee.

Chapter 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. This information shall be available on NMBU's website.

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

Section 3-2

The University may use any work submitted as part of an examination for teaching and research purposes. The work may not be published or used for other purposes except by special agreement between the Faculty and the student.

Admission

Chapter 4. Admission capacity and regulations

Section 4-1

The admission capacity of each programme of study is determined by the University Board.

Chapter 5. Admission committees

Section 5-1

(1) A Central Admissions Committee as well as admissions committees for master's programmes and the last two years of five-year master's programmes shall be appointed.



(2) 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 NMBU's Central Education Committee (NMBU-SU) 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.

(3) 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.

(4) 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.

(5) For admission to two-year master's programmes and the last two years of a five-year master's programme, the Faculty 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 Faculties, the Admissions Committee shall be composed of one representative from each of the Faculties involved and at least two students.

Chapter 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 the SO, the national deadlines stipulated by the Ministry apply to the submission of applications, forwarding documentation and accepting an offer of admission.

Section 6-3

Rules concerning admission to first-degree programmes that are not administered by the SO are issued by the University Board on the basis of a recommendation from the NMBU-SU.

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.

Chapter 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.

Section 7-2 *Supplementary admissions for the veterinary medicine programme*

Should a place on the veterinary medicine programme become available at a higher level, a 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.

Guidelines for supplementary admission, application deadlines and the number of available places are announced on NMBU's website.

Section 7-3 *Supplementary admission for the veterinary nursing programme*

For university college graduates trained in veterinary nursing at NMBU or the previous NVH, a supplementary admission may be permitted for additional coursework required for a *bachelor's degree in veterinary nursing*. Applicants must have acquired sufficient knowledge to be able to enter the programme at the relevant stage.

A local Admissions Committee carries out a comprehensive assessment of the applicants' examination results from the veterinary nursing 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.

Guidelines for supplementary admission, application deadlines and the number of available places are announced on NMBU's website.

Section 7-4 *Admission 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, NMBU-SU 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.

Section 7-5 *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.

Section 7-6 Admission requirements

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.

Section 7-7 Weighting and relevance

Applicants are ranked for admission according to the weighting and relevance of their previous education. If the applicant's diploma is presented 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. Courses with a "pass"/"fail" mark are not converted and are not included in the calculation of the average.

Section 7-8 English language requirements

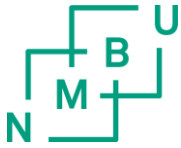
Applicants are required to document English language skills before admission to all master's programmes. For admission to master's programmes taught in Norwegian, documentation of Norwegian language skills is also required.

Section 7-9 Norwegian language 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).

Section 7-10 English-medium master's programme



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 (140 hours/year) with the mark 4 or better
- 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 580 points for the paper-based test (PBT) or 92 points for the Internet-based test (IBT)
- International English Language Testing Service (IELTS) test with a score of at least 7.0 points
- Other approved documentation by individual assessment.

Section 7-11 *Coordination of master's programme*

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.

Section 7-12 *Students from other institutions and partner programmes*

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).

Section 7-13 *Quota regulation*

In exceptional cases, NMBU-SU may stipulate admission quotas.

Section 7-14 *Deadlines*

Deadlines for submitting applications, forwarding documentation and accepting an offer of admission are set by NMBU-SU. 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 Faculties themselves decide whether an additional admission round shall be held with an application deadline of 1 December.

Section 7-15 *Early admission*

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.

Section 7-16 *Interview*

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 Faculties.



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

Section 8-1 *Admission to a research training programme (Ph.D.)*

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

Section 8-2 *Research option in veterinary medicine*

The research option is a two-year additional programme in the professional programme in veterinary medicine. The research project comprises 90 ECTS credits and a training segment of 30 credits. Detailed rules for the admission and implementation of the research option are set by the Faculty responsible.

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

Section 9-1

(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.

(2) NMBU-SU decides what competence is required to qualify for teaching in 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.

(3) Deadlines for submitting applications, forwarding documentation and accepting an offer of admission are set by NMBU-SU. The allocation of places in the programme among the various groups of applicants and the ranking of applicants are decided by the Faculties responsible for the programme.

(4) For admission to the PPU programme, the Faculty in charge shall appoint an Admissions Committee consisting of at least four members, at least two of whom must be students.

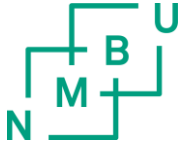
(5) In connection with admission, applicants to the PPU programme must submit police clearance corresponding to the certificate of good conduct required to work as a teacher; cf. section 4-9 of the University and University Colleges Act.

Chapter 10. Admission to individual courses

Section 10-1

(1) The same general requirements apply to admission to individual courses as to admission to the programme to which the course belongs, i.e. requirements for general qualifications for admission to higher education and any special admission requirements.

(2) 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 grants the right to study. The Faculty 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.



(3) 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.

(4) **The veterinary medicine and veterinary nursing programmes** do not admit students to individual courses.

Section 10-2

(1) NMBU-SU can stipulate additional requirements on the recommendation of the Faculty in charge of the course.

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

Chapter 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. 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.

Section 11-2

Deadlines for submitting applications, forwarding documentation and accepting an offer of admission are set by SEVU.

Section 11-3

There are no specific admission requirements for continuing education courses.

Chapter 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.

Chapter 13. Admission of visiting students

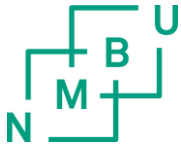
Section 13-1

(1) Admission requirements for visiting students are agreed between the partner institutions and NMBU.

(2) Application deadlines for the autumn semester: 1 March for applicants outside of Europe and 1 June from Erasmus students. The application deadline for the spring semester for all of the above-mentioned categories is: 1 October.

Chapter 14. Deferred admission

Section 14-1



(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.

(2) Applications for deferred admission shall be sent to the Department of Academic Affairs, which makes the decision on the application. The need for deferred admission must be documented. Work, education or holidays do not constitute grounds for deferred admission.

Chapter 15. Appeal of decisions concerning admission

Section 15-1

(1) Pursuant to chapter VI 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.

(2) Appeals of individual decisions concerning admission through the national admission model for first-degree programmes at universities and university colleges are handled by the National Appeals Committee via SO.

(3) Appeals of individual decisions about admission based on a local admission are handled by the NMBU Appeals Committee.

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

Section 16-1

(1) The use of forged diplomas or other forged documents is prohibited. The same applies to documents issued by fictitious institutions.

(2) 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.

(3) "Documents issued by fictitious educational institutions" means 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.

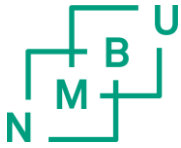
(4) The use of forged diplomas or other forged documents and documents issued by fictitious institutions will be reported to the police.

Programmes of study

Chapter 17. Right to study

Section 17-1 *Right to study*

(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 included in



the programme, the right to examinations and to other necessary resources offered by the university.

(2) 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.

Section 17-2 *Registration obligation*

Students with a right to study at NMBU are obligated to register for each semester by the announced deadlines set by NMBU-SU. 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 *Personal computer requirement*

A requirement may be stipulated that students with a right to study at NMBU have their own personal laptop in connection with learning activities or assessments.

Section 17-4 *Duration and termination of the right to study*

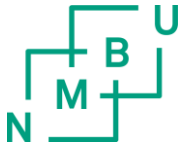
(1) Students who have been admitted to a programme of study at NMBU's **Ås campus** are granted a right to study for one year longer than the nominal length of study for the programme. Students who have been admitted to the **veterinary medicine programme** are granted a right to study for up to eight years. Students who have been admitted to the **veterinary nursing programme** are granted a right to study for up to four years.

(2) Students will lose their right to study when the maximum period of study has expired. Leaves of absence pursuant to chapter 27 are not included in the registered period of study.

(3) A student who has lost the right to study may apply for re-admission.

(4) 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, cf. chapter 48.
- is granted admission to another programme of study at the same level at NMBU, cf. chapter 29.
- meets the requirements for being awarded the degree diploma, cf. chapter 48.
- 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, cf. chapters 24 and 34.
- 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), cf. Section 44-1(1) and (6).
- does not submit his/her master's thesis by the deadline, and there is no written application for and confirmation of a granted extension, cf. Section 46-7.
- is given a failing mark (F) on a revised master's thesis, cf. Section 46-13(3).
- does not attend the oral discussion of the master's thesis, and there is no written confirmation of a granted postponement, cf. Section 46-10(9).



- 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, cf. Section 7-5.

(5) 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.

Section 17-5 Requirements regarding the nominal progression of study for *veterinary medicine and nursing programmes*

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.

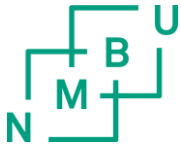
Section 17-6 Potential exemptions – revoked right to study for up to one year

In the programmes of study at the **Ås campus**, any exceptions from the rule concerning the termination of the right to study are decided by the Faculty responsible 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.

Chapter 18. The academic year and student working hours

Section 18-1 Division of the academic year

(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.



(2) 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 **veterinary medicine and veterinary nursing students** may be scheduled outside of the ordinary year of study.

(3) The following applies to **other programmes of study**:

Semester breakdown:

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

a) 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).

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

c) 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.

(4) 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 Faculty responsible for a course.

Section 18-2 Student working hours per credit

The expected workload for the programme of study is 60 ECTS credits per year.

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.

Chapter 19. Approval of programmes of study

Section 19-1

(1) Approved programme descriptions must be available for all programmes of study taught at NMBU.

(2) 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 routines must be based on the *Regulations concerning the supervision of the quality of education in higher education* (the Education Supervision Regulations) of 28/02/2013 no. 237 from the Norwegian Agency for Quality Assurance in Education (NOKUT).

(3) 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 in the programme description.

(4) Programme descriptions and descriptions of programmes of study shall be revised annually.

Chapter 20. Establishment and discontinuation of programmes of study

Section 20-1

Based on proposals from the Faculty responsible and recommendations from NMBU-SU, the University Board itself makes decisions regarding the establishment and discontinuation of programmes of study.

Chapter 21. Establishment and discontinuation of courses

Section 21-1

The Faculty Board establishes and discontinues courses.

Chapter 22. Approval of courses and course description requirements

Section 22-1

(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 NMBU-SU.



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

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

(4) All 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. "All courses" includes all types of degree theses as well as specialisation theses for the veterinary medicine and nursing programmes.

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.

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

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

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

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

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

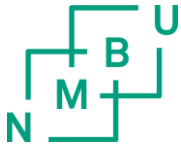
Chapter 23. Special syllabus

Section 23-1

(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 (digitalised version).

(2) A special syllabus may be completed in association with the degree thesis, cf. Section 46-12, in order to provide supplementary academic skills for the work on the 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 for the degree thesis shall in such cases normally be the student's supervisor in connection with his/her work on the special syllabus.

(3) A special syllabus must lie clearly within the Faculty's area of expertise and teaching capacity. Two or more Faculties 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 PhD level and for exchange students.

(4) 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 scheme and scope of the project, and clarify responsibility for the supervision. This agreement shall be approved by the Faculty. The approval may be delegated.

(5) 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. All special syllabuses must be for at least 5 ECTS credits. Exceptions apply to a special syllabus at the Ph.D. level.

(6) The Faculty 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 while the special syllabus is underway. When several students write a paper together, the workload must be increased correspondingly.

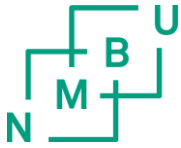
(7) With the exception of a special syllabus that is associated with a master's thesis or is at the Ph.D. level, the special syllabus must be concluded by the last day of instruction during the teaching period. "Concluded" means that all work and all activities must be completed, that any final assignment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

(8) Special syllabuses associated with a master's thesis are evaluated with a letter mark. Special syllabuses associated with a doctoral degree (Ph.D.) are evaluated with a "pass"/"fail" grade. Other special syllabuses are evaluated with letter marks or "pass"/"fail".

(9) 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.

(10) The title of the special syllabus and ECTS credits earned are noted in the diploma. The title of the special syllabus shall be written in Norwegian Bokmål or Norwegian Nynorsk and in English.

(11) Students admitted to individual courses cannot take special syllabuses.



Chapter 24. Individual education plans, declarations and special provisions

Section 24-1 Individual education plans

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

(2) The individual education plan may be revised and must be confirmed by the student each semester by a deadline set by NMBU-SU.

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

(4) 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.

Section 24-2 Declarations and special provisions

(1) Each student must sign a declaration of secrecy that applies to confidential information the student becomes aware of during his/her period of study at NMBU, cf. Section 4-6 of the University and University Colleges Act.

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

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

(4) 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, cf. chapter 38. It is a prerequisite that the special arrangements are practicable for NMBU and will not compromise academic quality.

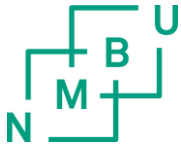
Chapter 25. Period of study at another educational institution

Section 25-1

(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 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.

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



Section 25-2

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

Chapter 26. Recognition of education from other educational institutions

Section 26-1

(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.

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

(3) 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.

Chapter 27. Leaves of absence from programmes of study

Section 27-1 *Leaves of absence from programmes of study*

(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.

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

(2) Childbirth and care of children entitle students to be granted a leave of absence; cf. Section 4-5 of the University and University Colleges Act. 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.

(3) 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.

(4) For students in the **veterinary medicine and veterinary nursing programmes**, the requirement to have earned 15 ECTS credits in order to apply for a leave of absence does not apply. 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.



(5) Where a student takes a leave of absence after having entered an agreement about their degree thesis, the degree thesis agreement must be revised before the start of the leave of absence.

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

Section 29-2 *Conditions for sitting examinations when a leave of absence has been granted*

(1) 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.

(2) Students on a leave of absence from NMBU are not entitled to attend classes and are also not entitled to a student workstation at NMBU.

Chapter 28. Reduction in ECTS credits

Section 28-1

Students who sit examinations in courses at NMBU with completely or partly overlapping academic content will have the total number of credits awarded for the relevant courses reduced. The extent of the reduction is decided by the Faculties on the basis of a proposal from the Faculty/Faculties responsible for the course(s), and shall be stated in the course description.

Chapter 29. Transfer to another programme of study

Section 29-1

(1) Students may apply for a transfer to another programme of study.

There are some exceptions in the **veterinary medicine and veterinary nursing programmes**.

(2) Applications for a transfer to another programme of study shall be submitted to the Faculty that administers the programme in question. Application deadline:

1 November (effective 1 January)

1 June (effective 1 August).

(3) 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 Faculty.

(4) 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 Faculty.

Chapter 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.

Chapter 31. Suitability assessment

Section 31-1

The Rector appoints a person to be in charge of suitability assessments and a suitability assessment committee for the programmes covered by the scheme. The *Regulations relating to suitability assessment in higher education* of 30/06/2006 no. 859 form the basis for the processing of cases where there is doubt about the student's suitability.

The University is obligated to inform the student of the student's rights in cases where there is doubt about the student's suitability.

Chapter 32. Reactions to censurable and/or criminal acts

Section 32-1

A student who violates sections 4-8 or 4-9 of the University and University Colleges Act may be penalised in accordance with law. NMBU's Appeals Committee has the decision-making authority in these cases.

Assessment, assessment schemes and appeals in connection with examinations

Chapter 33. Assessment schemes, etc. Compulsory activities

Section 33-1

In keeping with NMBU's quality assurance system, section 21-1(4), 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 in the description of the learning outcome for the course.

Section 33-2 *Assessment form, self-declaration, scope and weighting*

(1) 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 Faculty/Faculties responsible for a course approve(s) the assessment scheme for each course.



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

(3) The scope and relative weighting of different examinations or parts of examinations that form the basis for final assessments and the final marking must be stated in the course description.

(4) Examinations shall normally take the form of individual testing.

Section 33-3 *Final examination*

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 examinations in the examination period, cf. the academic calendar for campus Ås.

Final examinations may be:

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

Section 33-4 *Oral examination as an assessment scheme*

If the assessment scheme 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 Rector may, at the request of the candidate, grant an exemption from the rule that examinations shall be public.

Section 33-5 *Continuous assessment*

(1) 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.

(2) 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.



(3) The Faculty responsible for the course is responsible for organising the continuous assessment.

(4) When courses subject to continuous assessment are approved, the Faculty/Faculties responsible for the course shall decide how the intermediate examinations and/or component activities shall be evaluated and how much they shall be weighted in the final mark for the course. This must be stated in the course description. Unless otherwise specified in the course description, all intermediate examinations in a continuous assessment must be passed in order for a passing mark to be given in the course.

(5) 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 Faculty/Faculties 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.

(6) 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.

Section 33-6 Compulsory activities

(1) Compulsory activities consist of work that must be approved and that is carried out by the student during the teaching period of a course.

(2) 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.

(3) 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.

(4) 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 Faculty responsible for the course.

(5) 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.

(6) In the event of illness or other weighty welfare-related reasons, the Faculty may decide that alternative compulsory activities shall be organised if that is a practical and academically satisfactory solution.

Chapter 34. The right to sit examinations

Section 34-1 Semester fee and registration

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

Section 34-2 Requirement regarding approval of compulsory activity

(1) 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.

(2) The course coordinator must submit a list to the Faculty/Faculties of students whose compulsory activities in connection with the course have been approved. The Faculty 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 Faculty administration, which registers the activities in FS.

(3) 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 the subject is offered.

(4) 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.

Section 34-3 Courses that are terminated or discontinued

(1) 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.

(2) 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.



Chapter 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.

NMBU-SU sets deadlines for registration for and withdrawal from examinations.

Section 35-2 *Registration*

(1) 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. The student registers for examinations via StudentWeb by the specified deadlines; cf. the academic calendar for the Ås campus.

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

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

(4) Students who, pursuant to chapter 39, have 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.

(5) For courses with continuous assessment, a student may only register for the ordinary scheduled examination in the course.

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

(7) 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.

Section 35-3 *Registration, veterinary medicine and veterinary nursing programmes*

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

It is the student's own responsibility to register for practical and/or clinical examinations. The same applies to new or postponed practical/clinical examinations.

Section 35-4 *Withdrawal*

(1) 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.



(2) For students who have 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.

(3) There is no separate withdrawal deadline for the degree thesis. The withdrawal must be done by the registration date/deadline.

Section 35-5 *Withdrawal from examinations in veterinary medicine and veterinary nursing programmes*

For students in **veterinary medicine and veterinary nursing programmes**, the following withdrawal deadlines apply:

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

Chapter 36. Examination scheme — including re-sit examinations and rescheduled examinations

Section 36-1 *Examination plan*

The semester division provides an overview of the examination periods, cf. Section 18-1(3).

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.

Section 36-2 *Examination times*

(1) 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.

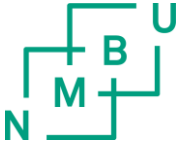
(2) The times of oral examinations at the **Ås campus** are decided and announced by the Faculty responsible for the course no later than four weeks before the examination.

(3) 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.

Section 36-3 *Examination venue, meeting time and duration*

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

(2) The duration of the examination shall be stated in the course description for each individual course. Written examinations shall not exceed 3.5 hours.



a) The duration of written examinations is calculated from the time when all the candidates have received their examination question papers.

b) Written examinations at the Ås campus begin in the:

- morning at 9 a.a. - arrive by 9 a.m. at the latest 08:45
- afternoon at 2 p.m. - arrive by 1:45 p.m. at the latest

c) In special circumstances, the Director of Academic Affairs may make an exemption from sub-section b), provided that it can be substantiated that no student has left the premises where the examination in the course in question is being held.

(3) Supervised written examinations in the **veterinary medicine and veterinary nursing programmes** normally start at 9 a.m., with students required to arrive by 8:30 a.m. The examinations normally have a duration of six hours, including a lunch break.

Section 36-4 *Examination questions/answers and form of Norwegian*

(1) Examination questions must be available in both Norwegian Nynorsk and Norwegian Bokmål 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.

(2) Examination answers may be in Norwegian Nynorsk, Norwegian Bokmål, Swedish, Danish or English. On application, examination answers may be written in other languages. The Dean of the Faculty responsible for the course, or a person authorised by him/her, decides such applications.

(3) If a requirement is set 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 sent to and will be decided by the Faculty 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.

Section 36-5 *Students' responsibilities and obligations – attendance:*

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

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

Section 36-6 *Students' responsibilities and obligations – during examinations:*

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

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

Section 36-7 *Students' responsibilities and obligations – submitting the answer paper*

(1) 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.



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

(3) Submitted answers cannot be handed back or be exempted from marking.

(4) Once the examination period is over, the student cannot write on the answer paper. Up to 15 minutes is provided to prepare the papers for submission.

Section 36-8 *Availability of the course coordinator*

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

Section 36-9 *Implementation of practical and/or clinical examinations in the **veterinary medicine and veterinary nursing programmes**:*

Practical and/or clinical examinations are held over a specified period of time, and students are allocated examination times within this period.

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

Section 36-10 *New and deferred 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. Exemptions apply to courses with continuous assessments, cf. Section 35-2(5). In the event of a new and deferred examination, the students are tested in the same curriculum, and the form of assessment shall be the same as the one that was used in the ordinary examination.

Section 36-11 *New and deferred practical/clinic examination for students in **veterinary medicine and veterinary nursing programmes***

(1) For students in **veterinary medicine and veterinary nursing programmes**, re-sit and rescheduled examinations are normally held before the following semester. The programme description states which courses this applies to.

(2) Students in **veterinary medicine and veterinary nursing programmes** 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.

(3) 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 deferred examinations are held if ordinary examinations are only held once a year.

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



(5) 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.

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

Section 37-1 *Permitted aids*

(1) The course coordinator and/or the Faculty 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.

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

Section 37-3 *Aids listed in the course description*

(1) The aids permitted for each course shall be listed in the course description. The on-line version of the course description will always be the applicable version.

(2) The permitted aids shall correspond to 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.

Section 37-3 *Student's responsibilities – permitted and prohibited aids during examinations*

(1) 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.

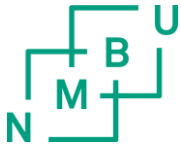
(2) The students are responsible for ensuring that the aids they bring with them do not contain unauthorised notes. Students may not borrow aids permitted during the examination from other students during the examination.

(3) All access to or use of mobile phones or electronic aids containing communication equipment, whether inside or outside the examination room, will be regarded as cheating.

(4) "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.

Section 37-4 *Dictionaries during examinations*

Students whose first language is not Norwegian are permitted to bring a dictionary between their first language and Norwegian. 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). The dictionary may not contain any personal notes.

Students at campus Ås whose first language is not Norwegian are not given extra time for tests and examinations held in Norwegian. This also applies to students whose first language is not English when examinations are held in English.

Section 37-5 Aids - cheating

Violation of the provisions regarding the use of aids is regarded as cheating.

Chapter 38. Special arrangements for examinations/tests

Section 38-1 Applications for special arrangements

(1) Students who, for medical or other reasons, need special arrangements to be made in connection with written examinations must apply to the special arrangements office in the Department of Academic Affairs by the deadlines set in the academic calendar. 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.

(2) The special arrangements office decides applications for special arrangements during examinations.

(3) If special arrangements are necessary during an examination as a result of an acute situation, the special arrangements office must be contacted immediately.

(4) If special arrangements are necessary due to needs of a permanent nature, a decision may be made for a longer period of time.

(5) 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.

(6) Students who need to take breaks during an examination in order to breastfeed must apply to the special arrangements office by the deadline for registering for the examination. The time spent breastfeeding is added to the examination time.

(7) 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, cf. Section 4-3(5) of the University and University Colleges Act.

Section 38-2 Extended examination time

For written examinations, the following extensions are granted:

- 15 extra minutes are granted for examinations lasting up to 1.5 hours
- 30 extra minutes are granted for examinations lasting between 1.5 and 4 hours
- 1 extra hour is granted for examinations lasting 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.

Section 38-3 *Special arrangements for home examinations/continuous assessments*

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

Chapter 39. Absence from examinations and/or assessment

Section 39-1 *Absence due to illness*

(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, with information about the period of the absence. The electronic application form *Registration of valid absence* may be used. The form and documentation must be sent as quickly as possible and at the latest five business days after the examination/final assessment has taken place. Alternatively, the documentation may be submitted to the Archive at NMBU, Post box 5003, 1432 Ås by the same deadline.

(2) For **the veterinary medicine and veterinary nursing programmes**, this kind of written confirmation may also be submitted to the Faculty administration.

Section 39-2 *Absence due to special circumstances*

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 *Absence not counted as attempted examination*

When an absence is documented and valid, the examination and/or assessment in question are not counted as an attempted examination.

Chapter 40. Cheating – annulment of examination and/or test – expulsion

Section 40-1

(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.

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

Section 40-2

NMBU's Appeals Committee processes cases involving suspicions of cheating in line with applicable laws and guidelines.

Chapter 41. Examiners and marking

Section 41-1 *Guidelines for examiners*

All courses shall have guidelines for examiners and all evaluations shall result in an assessment (a mark). All courses shall have two examiners.



Section 41-2 *Internal examiner*

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

Section 41-3 *Use of examiners*

In the following cases, at least one of the examiners shall be external:

- when assessing bachelor's theses and master's theses
- in connection with oral examinations or tests that cannot subsequently be verified
- in connection with a new assessment as a result of an appeal concerning formal errors in an examination, cf. Section 5-2(2) of the University and University Colleges Act.
- in connection with an appeal concerning the setting of marks. cf. Section 5-3(24) of the University and University Colleges Act.
- 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 are 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.

Section 41-4 *External evaluation and control*

Assessment schemes and/or components included in the marking shall be subject to external evaluations, i.e.:

- external evaluation of the assessment scheme 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 this section, the unit responsible for the examination (the Faculty) will decide how external participation in the assessment shall be organised for each course.

Section 41-5 *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 and cannot have had teaching duties of a significant scope in the semester or academic year in which 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.

Section 41-6 *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 the examiner's 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.

Section 41-7 *Marking*

Marking 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.

Section 41-8 *Marking disagreements*

If two examiners fail to agree on a mark, the marking 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.

Section 41-9 *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.

Section 41-10 *Compliance with laws and regulations*

Any one 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.

Chapter 42 *Announcement of results*

Section 42-1 *General rules*



Examination results shall be available within three weeks of the examination being held, unless the University Board has approved a later deadline.

For degree theses, the marking deadline is six weeks after the specified deadline for submission of the thesis, unless the University Board has approved a later deadline.

If the date in question falls on a Saturday, a Sunday or other holiday, the deadline is the next working day.

Section 42-2 *For continuous assessments and special syllabuses at **Ås campus**, the following apply*

(1) For courses with continuous assessments that conclude with a written intermediate examination in the ordinary examination period, the deadline for marking is three weeks 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 marking is three weeks after the last teaching day in the parallel/block period.

(2) For a special syllabus that is not associated with a degree thesis, the deadline for marking is three weeks after the last teaching day in the parallel/block period.

Section 42-3 *Assessment records*

(1) A completed assessment form must accompany all assessment records, except for the marking of degree theses.

(2) 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 signs the assessment form.

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

Section 42-4 *Delayed marks*

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

Section 42-5 *Student's responsibilities - results*

(1) Students are responsible for familiarising themselves with their results.

(2) The examination results shall be announced to each student electronically.

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

Section 43-1 *Explanation*



(1) Pursuant to the rules in section 5-3 of the University and University Colleges Act, a student may request an explanation of the mark given to their performance. The section stipulates deadlines and rules for the form and content of the explanation.

(2) The request for an explanation must be submitted to the instructor in charge of the course or the Faculty responsible for the course.

(3) In connection with explaining the mark to the student, the examiners may change the mark to the advantage of the student.

Section 43-2 Appeal of mark

(1) A student may appeal their mark in *writing* pursuant to the rules in section 5-3 of the University and University Colleges Act and these regulations. Students may not appeal marks for oral presentations, the evaluation of practical training, etc., or the mark for a preliminary examination the student passed.

(2) When a combined mark is given for the student's written and oral performance, no separate appeal may be made for the mark for one of the performances. In these situations, the student may only appeal the combined mark.

(3) The deadline for appeals is three weeks from the date the mark was announced. The appeal must be in writing and submitted on the stipulated form, which is to be sent electronically to the Archive at NMBU.

(4) Appeals of marks may be withdrawn until the new marking record has been signed by the examiner. Appeals of the mark for a degree thesis may be withdrawn until the time of the oral discussion.

Section 43-3 New assessment

(1) When a mark is appealed, new examiners appointed by the Faculty shall mark the examination and/or thesis. The new examiners shall have no knowledge of the original mark, the explanation for this mark, or the student's grounds for appeal. The rules in section 5-3 of the University and University Colleges Act apply to the case processing. NMBU's instructions for examiners and the guidelines for examiners must be followed.

(2) 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 receiving the appeal, 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.

(3) The new mark may be unchanged or may be to be advantage/disadvantage of the student.

(4) For appeals of a combined mark for written and oral performance(s), the new examiners shall assess the written work. If the new assessment of the written work means that the appeal of the marking of the written work is successful, i.e. that the grade



is changed, a new oral examination will be held to determine the final mark, cf. Section 3-9(5) of the University and University Colleges Act.

(5) For group work where only some group members appeal the mark, a higher mark in a new assessment shall benefit the entire group. A lower grade shall only impact the appellant(s).

Section 43-4 Formal errors in examinations

A student who has taken an examination or test may complain to NMBU's Appeals Committee over potential formal errors related to all phases of the examination in question. The appeal may be sent to the Faculty responsible for the course or directly to NMBU's Appeals Committee. The deadline for the appeal and the requirements for its contents are set in section 5-2 of the University and University Colleges Act. The case processing shall follow the University Board's guidelines for NMBU's Appeals Committee.

Section 43-5 Appeal of formal errors and marks

(1) The right to appeal a mark remains in force until any appeal of formal errors has been decided.

(2) Formal errors cannot be appealed after an appeal of the mark has been submitted.

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

Section 44-1

(1) The student has the right to take examinations in the same course up to three times, provided that the relevant course and/or examination still exists.

(2) If the student has passed the course and/or examination, they have the opportunity to take the same examination again, but only once in each individual course.

Exceptions:

- Students are not permitted to re-submit a thesis that has been awarded a pass mark.
- Students in **the veterinary medicine and veterinary nursing programmes** do not have a right to re-sit an examination they have passed.

(3) 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.

(4) 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.

(6) 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).

Chapter 45. System of marks and/or assessment

Section 45-1

(1) The course descriptions shall state which system of marks a course uses: the “pass”/“fail” or letter system of marks.

(2) Degree theses are assessed using letter marks.

Section 45-2 Letter marks

(1) Letter marks range from A to F, with A being the highest passing mark and E the lowest passing mark, while F means “fail”.

(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. This applies to master's theses completed in the Faculty of Environmental Science and Natural Resource Management, the Faculty of Chemistry, Biotechnology and Food Science, the Faculty of Science and Technology and the Faculty of Biosciences.

(3) The marking of master's theses in economics and business follows a national system for master's theses in economics and business at Norwegian universities. At NMBU, this applies to master's theses completed at the School of Economics and Business (HH-NMBU).

Section 45-3 Pass/fail

(1) When the “pass”/“fail” system is used, the threshold for what constitutes a passing mark shall be jointly set by the internal examiner and the external examiner. The course description shall contain a general description of the requirements for a passing mark, which are as follows: the candidate has met the requirements for learning outcomes and displays the necessary knowledge, skills and competency.

(2) 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”/“fail”.

Degree theses

Chapter 46. Degree theses

Section 46-1 Requirements for degree theses

(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).

(2) 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

(3) The Faculty may stipulate requirements to the scope, academic area and content of the degree thesis in the programme description for each programme.

(4) For the research programme in **veterinary medicine**, a degree thesis of 90 credits is required in addition to a training section of 30 credits. The regulations' rules for veterinary medicine students also apply to research option students.

Section 46-2 *Deadlines*

The registration deadline for degree theses follows from the NMBU academic calendar. There is no withdrawal deadline for the degree thesis. Any withdrawal must take place by the date/deadline for registration.

The deadlines are normally

- 15 September for theses that must be submitted by 15 December at 15:45
- 1 February for theses that must be submitted by 15 May at 15:00

Section 46-3 *Supervision and supervisors*

(1) The Faculty must give the student correct and sufficient information about the work on the degree thesis before the work commences.

(2) The Faculty responsible appoints the main supervisor and any co-supervisor(s) for the degree thesis.

(3) The main supervisor must be employed in an academic position, as an adjunct professor or as an adjunct associate professor at NMBU.

NMBU shall offer supervisors an introduction to academic supervision.

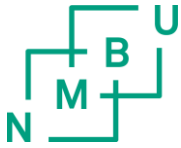
(4) A written collaboration agreement (contract) shall be entered. This agreement shall contain:

- The name of the Faculty, student and supervisor(s)
- The obligations of the parties in relation to the degree thesis
- Project description
- Schedule
- Cost framework

The student and supervisor(s) must commit to the terms of the agreement.

(5) The Faculty must check and approve the agreement before the work on the thesis commences. The agreement must be signed before the student can register for an assessment of the degree thesis.

(6) The supervisors must give the students academic and methodological supervision and criticism of their work. Where there are several supervisors, each supervisor's responsibilities must be clearly specified in the agreement.



(7) The student is normally entitled to supervision of this scope (including the supervisor's share of the marking):

- Bachelor's theses, 20 hours
- Master's theses, 30 credits: 40 hours
- Master's theses, 60 credits: 80 hours.

(8) The Faculty is responsible for the individual student receiving the supervision the student is entitled to. The Faculty must appoint a new supervisor as soon as possible if a supervisor will be absent for a longer period.

Section 46-4 *Collaboration on a degree thesis*

The Faculty may permit two or more students to prepare their degree thesis partly or entirely together, provided the Faculty finds that the collaboration is acceptable given the need to elucidate and assess each student's performance. The collaboration agreement must clarify each student's rights and obligations in relation to each other, especially with regard to any termination of the collaboration prior to submission of the thesis.

Section 46-5 *Language, format and submission*

(1) The main language of the thesis shall be Norwegian, Swedish, Danish or English. The Faculty may approve another main language, which must then be incorporated in the collaboration agreement. The thesis must contain an abstract in the main language and in English.

(2) 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 Faculty.

(3) 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.

Section 46-6 *Confidential theses*

In special cases, publication of a degree thesis can be barred (postponed) for a period of up to five years. In these cases, a separate agreement must be entered between the student and the University, as well as with any external partners. This agreement must be prepared on the stipulated form, and must contain information about the duration of, and reasons for, postponing publication. The agreement is signed by all of the parties and attached to the thesis upon submission. Any decision to postpone the publication of a thesis for more than five years shall be made by the University Board on the basis of an application that states the grounds for postponement. NMBU may use the title of the degree thesis on the student's transcript and diploma.

Section 46-7 *Late submission*

(1) In special circumstances, the Faculty may, on application, grant an extension of the submission deadline for a degree thesis beyond the normal deadline. The need for such an extension must be assessed on a case-by-case basis. Special circumstances may include illness, teaching at NMBU, significant responsibilities as an elected student representative, care work or problems with the thesis that are outside the control of the student. A written account of the causes of the delay, documentation of the circumstances, a proposed new deadline and a proposed new schedule must be included. The form "Application for late submission of degree thesis" and relevant documentation



must be submitted to the Faculty without undue delay, once the cause of the delay has occurred.

(2) The extension of the deadline is normally not for more than three months, unless strong welfare considerations related to the student are indicative of a longer deadline. A deadline extension is only granted once. The extension of the submission deadline does not entitle the student to further supervision. If the submission deadline is extended for more than three months, the student must register and pay the semester fee for a new semester. The degree thesis must also be registered for assessment in the semester in which it is submitted.

Section 46-8 *Not submitted by the deadline*

A degree thesis that has not been submitted by the deadline cannot subsequently be submitted in a revised or supplemented form. In such cases, the student loses his/her admission to the programme of study. If the student applies for re-admission and is admitted, a new thesis on a new topic must be prepared.

Section 46-9 *Examiners*

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

Section 46-10 *Oral discussion of the degree thesis*

(1) 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.

(2) The Faculty the student is associated with publicises the date and location (at NMBU) for the oral discussion of the degree thesis. The Director of Academic Affairs may make exemptions from the location requirement if necessary. For confidential theses, the date and place of the oral discussion shall not be made public.

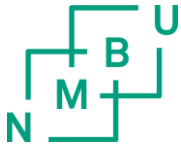
(3) The oral discussion shall be held within the normal deadline for marking the written work.

(4) The external and internal examiner shall normally be present during the presentation of the thesis. In exceptional cases, video conferencing equipment etc. may be used when necessary for the presentation to be held. All of the supervisors must preferably also be present.

(5) The oral master's degree examination shall start with a presentation of the thesis for about 20 to 30 minutes, during which the student presents a summary of the thesis. The presentation is followed by an oral discussion with the examiners.

(6) Students writing a master's thesis together shall normally have a joint oral discussion of the thesis. In exceptional cases the Faculty may, following an application from the students that contains a justification, permit separate discussions of the thesis.

(7) The discussion shall provide the student with more comprehensive feedback about the degree thesis than the mark, and give the examiner a broader background for setting the mark. The examiner presents a general assessment of the positive and negative aspects of the degree thesis. The examiner asks the student 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. The discussion forms part of the basis for the assessment of the degree thesis.

(8) No separate mark is given for the oral master's examination. The discussion may result in an adjustment of the final mark for the thesis. The final mark is announced to the student and included in the transcript of marks. The final mark for students who collaborate may be the same or be set individually, depending on the students' performances.

(9) Students who do not attend the oral discussion of the master's thesis and who have not been granted a postponement or do not document an accepted reason for being absent, will be registered as a "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 and is admitted, a completely new thesis must be written on a new topic.

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

Section 46-11 *Evaluation criteria*

(1) The student's completion of the degree thesis, their degree of independence, comprehension and maturity are all of particular importance.

(2) 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 Faculty shall decide whether a bachelor's thesis shall be a compulsory part of the programme.

(3) 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.

Section 46-12 *Special syllabus*

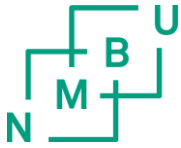
As part of the degree examination, an oral examination on a special syllabus with a scope of 5, 10 or 15 ECTS credits may be held simultaneously with the oral discussion of the master's thesis, in accordance with chapter 23 of these regulations.

The special syllabus shall be chosen at the start of the degree thesis, and it must be read in parallel with the thesis work.

Section 46-12 *Failing mark and revision of the degree thesis*

(1) 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 and no later than four months after the date when the mark was awarded.

(2) The thesis that was originally submitted must have contents that can be revised. A new contract and a revised schedule must be prepared. If a new date for submission comes in a new semester, the student must register for a semester again and pay the semester fee. The degree thesis must also be registered for assessment in the semester in which it is submitted. In such cases, the student is not entitled to any further supervision.



(3) In the event that the revised thesis is also given a "fail" mark, the student loses the right to study. If the student applies for re-admission and is admitted, a new thesis on a new topic must be prepared.

(4) A degree thesis granted a passing mark cannot be revised or resubmitted.

Section 46-14 *Publication*

(1) The master's thesis will be published electronically on NMBU's open institutional archive after it has been awarded a pass mark (A-E). Before any publication of the master's thesis and/or parts of the thesis, the student must be notified and accredited in the publication. Reproduction and distribution via channels other than NMBU's open institutional archive must be approved by both parties.

(2) The student has rights to the degree thesis pursuant to the Copyright Act. The University shall have the right to publish the degree thesis in NMBU's open institutional archive, provided the student's name is included. The University shall also have the right to use the degree thesis in teaching, unless an agreement has been made to keep the thesis confidential. The student can require that their name be included when the University uses the thesis.

Section 46-15 *Degree thesis - veterinary medicine*

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.

Chapter 47. Transcripts of marks and diplomas

Section 47-1

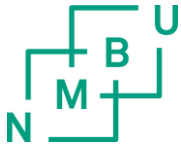
(1) On request, a student may be issued a transcript of marks for all passed examinations taken at NMBU. The diploma and Diploma Supplement (DS) are issued once the degree in question has been awarded.

(2) The transcript of marks may be issued in Norwegian Bokmål, Norwegian Nynorsk or English.

(3) The diploma is written in Norwegian Bokmål or Norwegian Nynorsk unless the programme in its entirety is in English, and it is only issued once. A transcript may be enclosed with the diploma. The transcript will show the courses the student has taken that are not included in the degree awarded.

(4) In special cases, a new diploma may be issued on the basis of 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.

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



(6) At campus Ås, 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.

(7) 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.

(8) 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

Chapter 48. Awarding of degrees

Section 48-1

NMBU students who have completed and passed a bachelor's programme are awarded the bachelor's degree.

NMBU students who have completed and passed a master's programme are awarded the master's degree.

NMBU students who have completed and passed the veterinary medicine programme are awarded the cand.med.vet. degree.

NMBU students who have completed the two-year programme in veterinary nursing are awarded the university college graduate degree

Section 48-2 *Additional designations for degrees*

a) Bachelor's degree

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

- Bachelor of "name of 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*.

b) Master's degree

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

- Master of ""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:

The *120-credit* master's degree:

- 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)
- 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)*.



- 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)*.
- 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 scheme 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.

The 300-credit master's degree:

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

c) Cand.med.vet

On awarding a *cand.med.vet degree*, the degree's major field is shown on the diploma as:

- Candidata/Candidatus medicinae veterinariae (veterinary)

d) University college graduate

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

- University college graduate in veterinary nursing

Section 48-3 Requirements regarding degree content

(1) Bachelor's degree

a) 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, NMBU-SU can make decisions regarding compulsory ECTS credits at various levels in each field in response to proposals by the Faculties and specify other special rules for awarding a bachelor's degree in a programme of study.

c) NMBU-Su approves introductory courses from other universities, colleges and schools.

d) The Faculties publish sample plans which the students use when setting up their own educational plans. The Faculties also approve the specialisation and determine the requirements for and composition of the individual projects.

c) 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 Faculties determine this via the programme description. Other extraordinary regulations are, for example, requirements regarding practical experience.

(2) Master's degree

a) The overarching requirements to master's degrees are found in the Regulations concerning requirements for master's degrees of 01/12/2005, no. 1392.



b) The academic requirements on which the master's degree is based and the requirements for courses or course groups, specialisation and independent work are described in the programme description; cf. chapter 7. The Faculties may approve other equivalent, documented qualifications.

c) In a master's degree with a scope of 300 ECTS credits, 10 ECTS credits shall be for a common introductory course in philosophy (examen philisophicum). 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 relevant work experience, and whether longer periods of work experience are required (more than 2 years).

d) The programme descriptions, specification of the rules for ranking qualified applicants and specification of special minimum requirements are presented in chapter 7. The Faculties submit proposals to NMBU-SU 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.

Section 48-4 Affiliation with NMBU

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

(1) 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.

(2) 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.

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

(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.

Note: This does not apply to university college graduates in veterinary nursing who may apply for admission in accordance with Section 7-3.

(5) 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

Chapter 49. Final provisions

Section 49-1 *Effectiveness*

The Academic Regulations for the Norwegian University of Life Sciences enter into force on 01/02/2017. The Regulations concerning admission, programmes of study, examinations and degrees at the Norwegian University of Life Sciences (NMBU) with supplementary provisions dated 7 May 2015 are repealed on 01/02/2017.