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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. Sections 43-1 and 43-3 have been amended by the Rector by authority of the University Board in line with amendment of the Universities and University Colleges Act Section 5-3 15 June 2018 no. 43 (in force 1 July 2018 according to Res. 15 June 2018 no. 892).

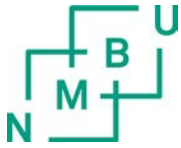
The Academic Regulations for the Norwegian University of Life Sciences

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Part I. 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 external assessments for which NMBU is responsible.

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. In cases where decision-making authority is vested in the faculty, decisions are made by the dean or a person authorised by the dean. The regulations specify the authority granted.

Chapter 3. Official languages of information and rights to students' work

Section 3-1

NMBU is obligated to provide information about all rules and regulations, programmes of study and courses in Norwegian and English. The information shall be available on NMBU's website. Questions of interpretation or doubt shall be decided on the basis of the Norwegian text.

Part II. Admission

Chapter 4. Admission capacity

Section 4-1

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

Chapter 5. Admission to first-degree programmes

Section 5-1

Rules for admission to all first-degree programmes are determined by the Ministry. For applications submitted via the Norwegian Universities and Colleges Admission Service (NUCAS), the national deadlines stipulated by the Ministry apply to the submission of applications, forwarding documentation and accepting an offer of admission.

Section 5-2

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

Section 6-1 *Admission to 2-year master's programmes and higher years of 5-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. or have completed corresponding studies of at least 180 ECTS credits. Pursuant to more detailed



rules, NMBU-SU may make exceptions to this provision. The documented application must state the reason(s) why the requirements for admission have not been met.

(2) In addition, admission to 90 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 study programme.

(3) Applicants may apply for a maximum of three study programmes, listed in order of priority. Applications to master's programmes taught in English and in Norwegian are considered in the same admission round.

Section 6-2 Conditional admission:

Applicants who are 10 ECTS credits or less short of being awarded a Bachelor's degree 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. Students who have been granted conditional admission, but who do not meet the conditions for admission by the stated deadlines, will forfeit their right to study.

Section 6-3 Academic 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.

Section 6-4 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. There is a minimum mark requirement of C (or a numerical mark of 2.50) for admission to the last two years of a 5-year master's programme and to 2-year master's programmes.

Section 6-5 Supplementary admissions for *veterinary* and *veterinary nursing* studies

(1) Should a place on the veterinary medicine programme become available at a later year study level, a supplementary admission may be carried out. Guidelines for supplementary admission, application deadlines and the number of available places are determined by the faculty and announced on NMBU's website. The regulations for admission are determined by the faculty. 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.



(2) The local Admissions Committee carries out a comprehensive assessment of the applicants' grades from the veterinary medicine programme and decides who will be offered the available place. Applicants must have acquired sufficient knowledge to be able to enter the programme at the relevant stage. If there are more applicants than places available in the programme and the applicants are deemed to be equally well qualified, admission shall be decided by lottery. The same applies to supplementary admission to the veterinary nursing studies.

Section 6-6 *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 an additional requirement.

Section 6-7 *English language master's programme*

For admission to the English language master's programme, sufficient knowledge of English must be documented. This requirement may be met in one of the following ways:

- 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
- or other approved documentation by individual assessment.

Section 6-8 *Norwegian language skills requirement*

Applicants from countries other than the Nordic countries must document adequate Norwegian language skills. This requirement may be met in one of the following ways:

- Norwegian written and oral at VG3 level (393 hours) in a Norwegian upper secondary school
- test in Norwegian - higher level, written (the Bergen test), with a minimum grade of "Pass". If the test was taken before 2009, the applicant must have at least 450 ECTS credits
- level 3 examination in Norwegian for foreign students at universities
- completed and passed study in higher education of at least 60 ECTS credits in the Norwegian language and social studies for foreign students
- or the Norwegian test for adult immigrants from Kompetanse Norge/Vox with a result of B2 in all four parts of the test.

Section 6-9 *Early admission for 2-year master's and higher years of 5-year master's*

Applicants may apply for early admission to higher 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 credit score above the median for last year's applicants in order to be eligible for early admission.

Section 6-10 *Interviews*



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.

Section 6-11 Admission committees – higher years

(1) A Central Admissions Committee as well as admissions committees for 2-year master's programmes and the last two years of 5-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) For admission to 2-year master's programmes and the last two years of a 5-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 7. Admission to research training (Ph.D.) and the research option in the veterinary medicine programme

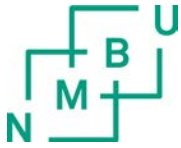
Section 7-1 Admission to a research training programme (Ph.D.)

Rules for admission to research training programmes (Ph.D.) are derived from the regulations for the Ph.D. degree at NMBU (Ph.D. regulations).

Section 7-2 Research option in veterinary medicine

(1) The research option is a two-year additional programme in the professional programme in veterinary medicine. Detailed rules for the admission and implementation of the research option are set by the Faculty of Veterinary Medicine.

(2) For the research programme in **veterinary medicine**, a 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.



Chapter 8. Admission to the one-year teacher training (PPU)

Section 8-1

- (1) Applicants to the PPU programme must, when applying for admission, 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 in line with the programme description for the study programme.
- (2) The faculty 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.
- (6) It is a requirement that applicants to PPU must be able to document sufficient Norwegian language skills. This requirement may be met in one of the following ways:
 - Norwegian written and oral at VG3 level (393 hours) in a Norwegian upper secondary school with average marks of 3 or better
 - test in Norwegian - higher level, written (the Bergen test), with a minimum of at least one part of the test "Pass with distinction". If the test was taken before 2009, the applicant must have at least 500 credits
 - examination from stage 3 of Norwegian for foreign students at universities, with grade C or better (3.0 or better from the previous system)
 - or completed and passed study in higher education of at least 60 credits in the Norwegian language and social studies for foreign students, with grade C or better (3.0 or better from the previous system)

Chapter 9. Admission to individual courses

Section 9-1

- (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) Students who have been admitted to individual courses are granted a limited right to study.

(5) Individual course students cannot take courses in the **Veterinary and veterinary nursing programmes**.

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

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

Chapter 10. Admission to continuing and further education programmes

Section 10-1

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 10-2

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

Section 10-3

There is no special admission requirement for further education courses that do not give credits.

Chapter 11. Admission to additional training in the veterinary medicine and veterinary nursing programmes

Section 11-1

Special guidelines apply to the admission and ranking of applicants for additional training for veterinarians and veterinary nurses who have trained abroad and do not qualify for authorisation in Norway.

For applicants to 2-year additional training with a native language other than Norwegian, sufficient Norwegian skills must be documented. This must be documented in one of the following ways:

- examination in Norwegian or Norwegian as a second language at VG3 level (393 hours) in a Norwegian upper secondary school with average marks of 4 or better in both written and oral



- test in Norwegian - higher level, written and oral (the Bergen test), with a minimum grade of "Pass, 2 parts of the test pass with distinction" or 500-600 points
- stage III (3) course in Norwegian for foreign students from a Norwegian university with a grade of B or better in both written and oral
- or 1-year study in Norwegian language and social knowledge for foreign students (60 credits) from a Norwegian university or college with a grade of B or better in both written and oral.

Norwegian test for adult immigrants from Vox with a result of B2 in all four parts; does not cover the Norwegian requirement for applications for admission to additional veterinary and veterinary nursing studies.

Chapter 12. Admission of students from partner programmes

Section 12-1

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

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

(3) Students from partner programmes have the same rights as programme students to follow teaching and assessment.

Chapter 13. External candidates

Section 13 -1

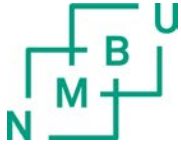
External candidates' rights at NMBU are limited to attending public lectures and sitting examinations in accordance with the Act relating to universities and university colleges and the Regulations on sitting examinations etc. as an external candidate at NMBU.

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/childbirth, military service or special welfare-related reasons.

(2) The need for deferred admission must be documented. Work, education or holidays do not constitute grounds for deferred admission. Applications with documentation shall be submitted within 3 weeks after the offer of a study place was received. Applications for deferred admission shall be sent to the Department of Academic Affairs, which makes the decision on the application. Students at Ph.D. level send the application for deferred admission to their faculty.



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 programmes 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 and documents

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 forged if the diploma or document contains written or digital information that is not truthful in relation to the original document.

(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 types of forged documents and documents issued by fictitious institutions will be reported to the police.

Part III. 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, assessment schemes and other necessary resources offered by the university for the study programme in question..

(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) is sent to this address.

Section 17-2 *Registration obligation*

Students with a right to study at NMBU have an obligation to register for each semester by the stated deadlines, cf. academic calendar for Ås Campus. In the case of students with an individual education plan, the information in the individual education plan shall be confirmed for the current semester.



§ 17-3 *Personal computer requirement*

In some study programme descriptions 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 forms of assessment.

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

(1) Students admitted to study programmes at NMBU are given the right to study for that 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. Leaves of absence pursuant to chapter 26 are not included in the registered period of study.

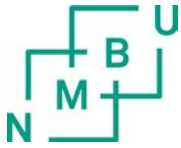
(2) A student who has had the right to study withdrawn may apply for re-admission. New admission does not give any new right to sit an examination in a course that has not been passed after four attempts cf. Chapter 38.

(3) The right to study in the programme of study to which the student is admitted can be withdrawn when the student:

- meets the requirements for being awarded the degree diploma, cf. chapter 45 of these regulations or the Ph.D. regulations.
- is granted admission to another programme of study at the same level at NMBU, cf. chapter 28.
- confirms in writing that he/she withdraws from the programme of study before having completed it
- has been granted conditional admission, but does not meet the conditions for admission by the stipulated deadline, cf. section 6.2.

(4) Special requirements for students of bachelor's, 2-year and 5-year master's. The right to study in the programme of study to which the student is admitted can be withdrawn when the student:

- has not paid the semester fee and/or has not confirmed his/her individual education plan by the applicable deadlines, cf. chapters 22 and 32.
- 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. chapter 38
- 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 44-8.
- is given a failing mark (F) on a revised master's thesis, cf. section 44-14 subsection three
- does not attend the oral discussion of the master's thesis, and there is no written confirmation of a granted postponement, cf. section 44-11 subsection two
- falls more than 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)



- for **veterinary and veterinary nursing study**, the requirements for the progression of study in order to proceed are stated in the programme description.

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 progression of 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 without being granted permission interrupts his/her programme of study for a period exceeding three months 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/course 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 faculty may decide that the student in question will be moved down a year.

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 and Tuesday in week 36
Autumn parallel period	Approx. from Wednesday 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	Monday and Tuesday in week 5
Spring parallel period	Approx. from Wednesday 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).

(4) At the **Ås campus**, Wednesdays from 12.00 to 14.00 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, establishment and discontinuation of programmes of study
Section 19-1

(1) New programmes of study at NMBU must be approved in accordance with NMBU's quality assurance procedures for the approval of new programmes of study. Approval is recommended by the faculty board, NMBU-SU and the rector's management group.

(2) Based on proposals from the Faculty responsible, the University Board itself makes decisions regarding the establishment and discontinuation of programmes of study.

(3) All programmes of study by NMBU must at all times be in accordance with national laws and regulations as well as NMBU's regulations.

(4) Approved programme descriptions and study plans must be available for all programmes of study taught at NMBU. Programme descriptions and study plans shall be revised annually. The program descriptions shall be consistent with NMBU's routines.

(5) 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.

Chapter 20. Approval, establishment and discontinuation of courses

Section 20-1

The faculty establishes and discontinues courses. The faculty board is responsible for approving systems for quality assurance and quality development.

Section 20-2

(1) There shall be approved course descriptions for all courses offered by NMBU. Course descriptions shall be revised annually. The on-line version of the course description will always be the applicable version.

(2) 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.

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

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

(5) 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.

(6) Permitted aids (aid code) for tests/examinations shall be stated in the course description and be in accordance with the rules of chapter 35 of these regulations.

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

(8) 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**.

(9) 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.

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

Chapter 21. Special syllabus

Section 21-1



(1) A special syllabus is a theoretical and/or practical assignment that has not been designated as a special course or as part of a course in the study guide (net version).

(2) The special syllabus may be taken in connection with the master's thesis, cf. Section 44-13, in order to provide additional academic competence for the work on the thesis. This syllabus may consist of a more extensive, in-depth study of a course or of a broader approach to the course than provided by the NMBU's courses. If the special syllabus is included in the reference literature for the bachelor's or 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.

a) The main supervisor or co-supervisor for the degree thesis shall 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.

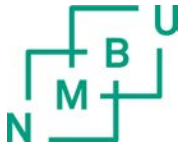
- A special syllabus may be taken by a single student or a group of students.
- No more than two special syllabuses may be included in each degree.
- A bachelor's degree may include special syllabus of up to 10 ECTS credits.
- A 2-year master's degree may include special syllabus of up to 20 ECTS credits.
- A 5-year master's degree may include special syllabus of up to 30 ECTS credits.
- Exceptions apply to special syllabus at the PhD level and for students from partner programmes.
- Students admitted to individual courses cannot take special syllabuses.

(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.

(5) 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 cannot be changed while the special syllabus is underway. When several students write a paper together, the workload must be increased correspondingly.

(6) 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.

(7) With the exception of a special syllabus that is associated with a degree 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) 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.

Chapter 22. Individual education plans, declarations and special provisions

Section 22-1 *Individual education plans*

(1) Students admitted to NMBU 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.

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

Section 22-2 *Duty of confidentiality and declaration in respect of experimental animals*

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

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

Section 22-3 *Special provisions*

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.

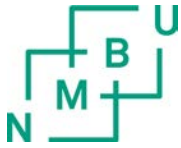
Chapter 23. Period of study at another educational institution

Section 23-1

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

(2) Students are encouraged to 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.

(3) The faculty decides how much of a period of study at another educational institution may be included in the students' individual education plan and degree at NMBU. After returning to NMBU, the student shall apply for final recognition of the courses taken during the period of study at another institution.



Chapter 24. Joint degrees

Section 24-1

(1) NMBU can enter into partnership with one or more Norwegian or foreign institutions for cooperation in the form of joint degrees.

(2) Joint degrees means a partnership between several institutions where all are jointly responsible for admission, supervision, degree allocation and other matters as described in the regulations of the institutions. The partnership is normally organised in a consortium and is governed by the agreement between the consortium members. To complete the joint degree, common diplomas are issued in the form of: a diploma document issued by all consortium members, a diploma from each of the consortium members or a combination of these.

(3) Joint degrees are normally only entered into if there is already an established, stable academic cooperation between the institution and at least one of the other consortium members. The rector decides more detailed guidelines for joint degree cooperation, including the template for partnership agreements.

(4) Agreements on joint degrees must, as a minimum, regulate admissions, finance, required coursework, stay at the institutions, reporting obligations, the language of the thesis, the form of the thesis, assessment, award of degrees, diplomas and rights to results. The agreement is signed by the rector.

Chapter 25. Recognition of education from other educational institutions

Section 25-1

(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 45 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. An exception applies to supplementary studies for a bachelor's degree for college candidates cf. chapter 6.

Chapter 26. Leave of absence from programmes of study and facilitation of the study situation

Section 26-1 *Leave 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 period of up to two years. The rule limiting the leave of absence to two years does not apply in the case of documented illness.

(2) Childbirth and care of children entitle students to be granted a leave of absence; cf. Section 4-5 of the Act relating to universities and university colleges. A leave of absence



may also be granted on the basis of other care duties, illness, military service, demanding offices in student organisations and other special circumstances.

(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. This provision does not apply in the case of documented illness.

(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. Leave of absence is 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 a contract on a bachelor's or master's degree thesis, the degree thesis agreement must be revised both before the start of the leave of absence and when this ends..

(6) Application for leave is sent via electronic form to the archive. Permission is granted by the faculty responsible for the programme of study in which the student is registered.

Section 26-2 *Conditions for sitting examinations when a leave of absence has been granted*

(1) A student who has been granted a leave of absence is entitled to sit examinations at NMBU during his/her 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) and 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. Special rules apply for Ph.D. students.

Section 26-3 *Facilitation of the study situation*

Students with a documented illness may apply to study for a period longer than the normal study programme. Facilitation is decided by the faculty and must be practicable and academically justifiable. Such facilitation is in addition to the maximum right of study cf. Section 17-4.

Chapter 27. Reduction in ECTS credits

Section 27-1

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 faculty responsible for the course and shall be stated in the course description.

Chapter 28. Transfer to another programme of study

Section 28-1



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

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

(3) Applications for a transfer to another programme of study shall be submitted to the faculty that administers the programme in question. Deadline for application for students at bachelor and master level:

- 1 November, effective from 1 January
- 1 June, effective from 1 August.

(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.

(5) 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 faculty.

Chapter 29. Suitability assessment

Section 29-1

(1) The University Board appoints a suitability assessment committee for the programmes covered by the scheme. The rector appoints a person responsible for joint suitability assessment. *Regulations relating to suitability assessment in higher education 30/06/2006* no. 859 form the basis for the processing of cases where there is doubt about the student's suitability.

(2) 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 30. Reactions to censurable and/or criminal acts

Section 30-1

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.

Part IV. Assessment, examination results and complaints about examination results

Chapter 31. Assessment scheme and compulsory activities.

Section 31-1



In keeping with NMBU's quality assurance system, a description of the knowledge, skills and general competence a student should have acquired on completion of the course shall be available for all courses, cf. section 20 subsection five. In each course, the students shall have an assessment that measures knowledge, skills and general competence as described in the description of the learning outcome for the course.

Section 31-2 *Form of assessment, 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. The faculty approves the assessment scheme for each course based on proposals from the person with course responsibility.

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

(3) The course description shall show the scope and weighting of different examinations or tests that form the basis for final assessment and grades.

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

§ 31-3 *Final Assessment*

(1) The final assessment may be:

- written examination
- oral examination (also includes practical examination)
- practical/clinical degree thesis (including oral discussion, if relevant).

(2) The course coordinator has the main responsibility for preparing the final examinations. 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 Ås campus.

Section 31-4 *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 indicate otherwise. If there are weighty reasons for doing so, the dean may, at the request of the candidate, grant an exemption from the rule that examinations shall be public.

Section 31-5 *Continuous assessment*

(1) Continuous assessment consists of assessing the work carried out by the student.

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

- written / oral examination during the teaching period
- written / 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.

(2) The faculty responsible for the course is responsible for organising the continuous assessment.

(3) When courses subject to continuous assessment are approved, the faculty 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.

(4) 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 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.

(5) 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 31-6 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) All excursions of multi-day durations shall normally be added to the block 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 and including 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 32. The right to assessment

Section 32-1 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 in a course before the specified deadlines has the right to be assessed at NMBU.

§ 32-2 Requirement for approved compulsory activity

(1) Approval of compulsory activities may be required before a student may sit a given examination. Requirements for approved compulsory activity shall appear in the course description.

(2) 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. For grades and credits in the course to be released, there must be approval of all compulsory activity the next time the course is offered.

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

Section 32-3 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 a new examination (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 33. Registration for and withdrawal from assessment

Section 33-1

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

§ 33-2 Registration and withdrawal *Ås Campus*



(1) It is the student's responsibility to ensure that he/she is registered for assessment, correct any errors and know the time and place of the examination. The student registers for assessment (the examination) via StudentWeb by the specified deadlines; cf. the academic calendar for the Ås campus. Students who fail to register by the deadline are not permitted to sit examinations.

(2) Students register for examinations via StudentWeb by the specified deadlines; cf. the academic calendar for the Ås campus.

(3) Students who have not withdrawn from the examination by the stated deadline or who do not sit the examination will be counted as having attempted the examination. Exceptions apply in the case of illness documented by a medical practitioner or where other special reasons exist cf. chapter 37.

(4) For registration for a special syllabus, cf. chapter 21, the student shall contact the Student Information Centre (SiT). The same registration deadlines apply as for registration for other courses.

(5) There is no withdrawal deadline for degree theses. If a student wishes to withdraw registration of a degree thesis, this must be done no later than the deadline date for registration of his or her degree thesis.

(6) 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.

§ 33-3 *Registration for new examination (resit)*

(1) Students who, pursuant to chapter 37, have a legitimate reason for absence from an ordinary scheduled final examination may register to take a new examination (resit) in the course during the period for such examinations in the following autumn and/or spring parallel period. The same applies to students who have taken and failed the final examination. Exceptions apply for final examinations that are part of continuous assessment, cf. subsection four.

(2) Registration for the new examination (resit) is done via StudentWeb or by applying to the Student Information Centre (SiT) by the stated deadlines, cf. academic calendar for the Ås campus.

(3) In the event of illness or the failing of an oral examination, a new registration is also required before a new examination (resit) may be taken.

(4) For courses with continuous assessment, a student may only register for the ordinary scheduled examination in the course. No new examination (resit) is arranged in courses with continuous assessment.

§ 33-4 *Registration and withdrawal **veterinary medicine and veterinary nursing***

(1) Students in **the veterinary medicine and veterinary nursing programmes** are



normally registered automatically for ordinary examinations and for rescheduled or re-sit examinations.

(2) 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.

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

- A student may withdraw from an examination no later than four weeks before the examinations begins/is taken.
- In the case of clinical examinations, a student may withdraw from an examination no later than four weeks before the examination period begins.

Chapter 34. Examination scheme — including new examinations (resit)

Section 34-1 Examination schedule

(1) The academic calendar for **Ås campus** gives an overview of the examination periods, cf.

Section 18-1 subsection three.

(2) 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 34-2 Examination times

(1) Timings of written exams are announced via the timetable system and StudentWeb, normally one (1) month before the registration deadline for the teaching period.

(2) The times of oral examinations at **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 34-3 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) Written examinations at **Ås campus** start:

- morning 09.00 - arrive at the latest by 08:45 For digital examinations on the course, arrive at the latest by 08.30.



- afternoon 14.00 - arrive at the latest by 13.45. For digital examinations on the course, arrive at the latest by 13.30.

b) The Director of Academic Affairs may, in special cases, make an exception from the arrival requirement in letter a). With exemptions from the fixed arrival time, it must be made evident that no students have left the examination room in which the examination for the course is going on.

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

(3) Supervised written examinations in the **veterinary medicine and veterinary nursing programmes** normally start at 09.00, with students required to arrive by 08.30. The examinations normally have a duration of six hours, including a lunch break.

Section 34-4 *Examination questions/answers and form of language*

(1) The examination questions in a course shall be in Norwegian Bokmål and Norwegian Nynorsk. Exemptions from the requirement for both language forms can only be made pursuant to section 3 of the *Regulation on language forms in examinations* 07.07.1987 no. 4148.

(2) In courses that are offered in English, the examination questions are in English.

(3) In courses offered in Norwegian or English as needed, the examination questions are normally both in Norwegian (in accordance with subsection one) and in English.

(4) 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.

(5) If a requirement is set that answers to an examination 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.

Section 34-5 *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.

Section 34-6 *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 room.

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

Section 34-7 *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. With digital examinations, the system closes when the examination time is over and it will then only be possible to submit the answers.

Section 34-8 *Course coordinator - availability*

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

Section 34-9 *Execution of practical and/or clinical examinations in the **veterinary medicine and veterinary nursing programmes**:*

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

(2) 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.

§ 34-10 *New examination (resit)*

(1) NMBU holds new examinations (resit) 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 33-3 subsection four. In the event of a new examination (resit), 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.

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

Section 34-11 *New and deferred practical/clinic examination for students in **veterinary medicine and veterinary nursing programmes***

(1) 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.

(2) 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.



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

(4) 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 35. Aids during examinations / assessment and the use of dictionaries

Section 35-1 Permitted aids

(1) The course coordinator / faculty decides 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 35-2 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
- C1: all types of calculators, other aids as specified
- C2: all types of calculators, all other written aids.
- C3: all types of calculators, all other aids - including digital

Section 35-3 Students' responsibilities – permitted and prohibited aids during examinations

(1) Students must bring permitted aids to the examination room 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 or have access to other aids than those specifically permitted for the examination in question.

(2) The students are themselves responsible for ensuring that the aids they bring with them do not contain unauthorised notes. Borrowing of permitted aids between students during the examination is not permitted.

(3) All access to or use of mobile phones or digital aids containing communication equipment, whether inside or outside the examination room during the examination, will be regarded as cheating. Exemption are only made where the examination paper specifies that aids with communication equipment are permitted.

(4) *All types of calculators* means, unless the examination paper states otherwise, a calculator that does not contain files, is not connected to the internet, a power supply or



a printer, that does not communicate with other devices, that does not make any noise and that only consists of a single object.

§ 35-4 *Dictionaries in the examination*

(1) Students whose first language is not Norwegian are permitted to bring a dictionary between their first language and Norwegian and vice versa. 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.

(2) Students at Ås campus 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.

Chapter 36. Special arrangements for studies and examinations/assessment

Section 36-1 *Applications for special arrangements*

(1) Students who, for medical or other reasons, need special arrangements to be made in connection with studies, cf. section 26-3, examinations or other forms of assessment must apply to the special arrangements office of the Department of Academic Affairs by the deadlines set in the academic calendar for Ås campus. Separate application deadlines apply to **veterinary medicine and veterinary nursing programmes**. The need must be documented by means of a certificate issued by a medical professional or other corresponding documentation that confirms the need for special arrangements.

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

(3) If special arrangements are necessary due to needs of a long term/chronic nature, a decision may be made for a longer period of time.

(4) Special arrangements can be made, for example, for students who have chronic or acute conditions, are disabled, are pregnant and need rest etc. Special arrangements may take the form of physical adaptations, special aids, extended examination times etc.

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

(6) The special arrangements made in connection with studies and/or 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 subsection five of the University and University Colleges Act.

Section 36-2 *Extension of time for written examinations and tests*

(1) For written examinations, the following extensions are granted:

- 15 extra minutes are granted for examinations lasting up to 1.5 hours
- 20 extra minutes are granted for examinations lasting between 1.5 and 2 hours
- 30 extra minutes are granted for examinations lasting between 2 and 4 hours



- 1 extra hour is granted for examinations lasting more than 4 hours

(2) 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 36-3 *Special arrangements for home examinations/continuous testing/partial tests*

Students are responsible for informing the course coordinator as soon as possible after registering for assessment that they have been granted special arrangements for a home examination/continuous testing/partial test.

Chapter 37. Absence from examinations and/or assessment

Section 37-1 *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* and documentation is sent no later than five (5) weekdays days after the examination/final assessment has occurred. Alternatively, the documentation may be submitted to the Archive at NMBU, 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 37-2 *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 37-3 *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, cf. chapter 38.

Chapter 38. The right to take assessment in the same course more than once

Section 38-1

(1) The student has the right to assessment in the same course up to three times, provided that the relevant course still exists.

(2) If students have passed the course, they have the opportunity to be assessed in the same course 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 be assessed 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 for re-assessment 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 have re-assessment.

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

Chapter 39. Cheating – annulment of examination / assessment – expulsion

Section 39-1

(1) Cheating, attempts at cheating or violation of the provisions on plagiarism may result in an examination, test or other assessment of the student in question being annulled.

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) Violation of the provisions on permitted aids in chapter 35 will be regarded as attempted cheating.

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

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

Chapter 40. Examiners and guidelines for examiners

Section 40-1 *Examiners*

All courses, including special syllabuses, shall have two examiners.

Section 40-2 *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 subsection two of the University and University Colleges Act.
- in connection with an appeal concerning the setting of marks. cf. Section 5-3 subsection four of the University and University Colleges Act.
- in connection with assessment of a special syllabus.

40-3 *Guidelines for examiners*

All courses shall have guidelines for examiners.

§ 40-4 *Internal examiners*

(1) Course coordinators may be internal examiners. For degree theses, the student's main supervisor can be an internal examiner.

(2) 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.

§ 40-5 *External evaluation and control*

(1) External evaluation shall be used in connection with the assessment arrangements and/or components included in the marking, i.e.:

- external evaluation of the assessment scheme for a course or
- an external examiner shall cooperate with the internal examiner in preparing examination questions and the guidelines for examiners.

There may also be external control of an internal examiner's assessment of a random selection of candidates as a calibration of the overall assessment of a course.

(2) Based on the guidelines in this section, the faculty will decide how external participation in the assessment shall be organised for each course.

§ 40-6 *External examiners*

(1) The faculty responsible for the examination appoints the 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.

(2) External examiners may not be employed at NMBU and cannot have had teaching duties of a significant extent at NMBU in the semester or academic year in which the examination is held.

(3) 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 where the practical work is performed.

(4) The external examiner and the unit responsible for the examination shall sign a contract regarding the examination assignment. The contract must state whether the external examiner is also to be available as examiner in the event of any examination of complaints and as examiner for a new exam (resit). 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.

(5) In the event of the examiner's absence or long-term illness, the faculty shall appoint other qualified examiner(s) in accordance with the course's original assessment requirements.

(6) The following deadlines apply appointing external examiners:

- 15 April: Deadline for ordinary assessment, new examinations (resit) and in connection with appeals of marks for the spring parallel and the June and August block periods.
- 15 November: Deadline for ordinary assessment, new examinations (resit) and in connection with appeals of marks for the autumn parallel and the January block period.



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

Chapter 41. Rules for grades

Section 41-1

(1) The course descriptions shall state whether “pass”/“fail” or letter grades are used as the rule for grades.

(2) Degree theses are assessed using letter grades.

(3) Special syllabuses are marked according to the rules in section 21-1 subsection eight.

§ 41-2 Letter grades

(1) Letter grades range from A to F, with A being the highest passing grade and E the lowest passing grade, while F means "fail". A summary of grade designations and evaluation criteria may be found on NMBU's website.

(2) The grading of master's theses in mathematics, science and technology (“MNT courses”) 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 grading 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).

§ 41-3 Pass – fail

(1) When the “pass”/“fail” grading rule is used, the threshold for what constitutes a pass grade 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 pass grade, 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 grade “pass” shall only be awarded when the internal and external examiner agree. If one of them finds the performance unsatisfactory, a “fail” grade will be awarded.

Section 41-4

All courses at Ph.D. level (400 level) taught at NMBU shall be graded as “pass”/“fail”. This also applies to the 400 level special syllabus.

Chapter 42 Implementation and announcement of results

§ 42-1 Grading

(1) All evaluations shall result in an assessment (a grade). Marking shall be anonymous as far as is practically possible, cf. section 31-5 subsection five.



(2) 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.

- a) With short-term documented illness of the examiner, the extended deadline for assessment may be the same as the period off sick.

Section 42-2 *Disagreement about grading*

If two examiners fail to agree on a grade, 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 grade.

§ 42-3 *Special conditions regarding oral examinations and oral discussion of degree theses*

(1) In final oral examinations of a student group, the examiners shall assess the students individually.

(2) In an oral discussion of a degree thesis submitted by a group of students, the examiners may assess the students individually.

(3) If two examiners fail to agree on a grade, the marking must be supplemented by a third examiner. This third examiner must be external.

Section 42-4 *Announcement of results*

(1) Examination results shall be available within three weeks of the examination being held, unless the University Board has approved a later deadline. The deadline for results of each course is shown in Studentweb.

(2) For degree theses and other substantial written work, the marking deadline is six weeks after the specified deadline for submission of the thesis, unless the University Board has approved a later deadline.

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

Section 42-5 *The following applies for continuous assessment and special syllabuses at Ås campus*

(1) For courses with continuous assessments that conclude with a written 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 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 teaching period.

Section 42-6 *Assessment records and assessment forms*



(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 42-7 *Delayed results - financial sanctions for the faculty*

In the event of delayed results, financial sanctions are imposed on the faculty responsible for the course according to a calculation model decided by the rector. 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.

a) With short-term documented illness of the examiner, the extended deadline for assessment may be the same as the period off sick.

Section 42-8 *Student's responsibilities - results*

The examination results are announced to each student electronically via Studentweb. Students are responsible for familiarising themselves with their results.

Chapter 43. Justification of grades, appeal of grades or formal errors in connection with examinations/assessment

Section 43-1 *Grounds*

(1) Pursuant to the rules in section 5-3 of the University and University Colleges Act, a student may request an explanation of the grade given for their performance. The statutory provision stipulates deadlines. The examiner decides 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 grade to the student, the examiners may change the grade to the advantage of the student.

Section 43-2 *Appeal of grade*

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

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



(3) The deadline for appeals is three weeks from the date the character was announced in writing. The appeal must be in writing and submitted on the stipulated electronic form via the Archive at NMBU.

(4) Complaints about grades may be withdrawn until such time as a new assessment has been announced to the student via Studentweb. Appeals of the grade for a degree thesis may be withdrawn until the time of the oral discussion.

Section 43-3 *New assessment*

(1) When a grade is appealed, new examiners appointed by the faculty shall grade the examination and/or thesis. The new examiners shall have no knowledge of the original grade, the explanation for this grade, or the student's grounds for appeal. For handling complaints about grades, the rules in Section 5-3 of the University and University Colleges Act and the guidelines for examiners for the course in question shall apply.

(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 being received, 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 grade may be unchanged or may be to the advantage/disadvantage of the student.

(4) For appeals of a combined grade for written and oral performance(s), the new examiners shall assess the written work. If new assessment of the written work leads to a change in grade to the advantage/disadvantage of the student and the oral presentation was given at the same time as the written work, a new oral test is held to determine the final grade, cf. Section 3-9 of the University and University Colleges Act.

(5) There is an individual right of appeal with group examinations. Any change in grade after the appeal will only apply to the student who appealed.

Section 43-4 *Formal errors in examinations/assessment*

A student who taken an examination, test or other assessment may appeal regarding possible formal errors relating to all phases of the assessment in question. The appeal is sent to the faculty responsible for the course. The deadline for the appeal and the requirements for its contents are set in section 5-2 of the University and University Colleges Act. NMBU's Appeal Board is the appellate body for decisions under this provision.

Section 43-5 *Appeal of formal errors and grades*

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

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



Part V. Degree theses

Chapter 44. Degree theses and researcher theses

Section 44-1 *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 shall 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 shall stipulate requirements for the scope, academic area and content of the degree thesis in the programme description for each programme.

Section 44-2 *Deadline- registration of degree thesis*

(1) The registration deadline for degree theses follows from the NMBU academic calendar. There is no withdrawal deadline for degree theses. If a student wishes to withdraw registration of his or her degree thesis, this must be done no later than the same day as the deadline date for registration of his or her degree thesis.

(2) The registration deadline for degree theses is 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 44-3 *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. NMBU shall offer supervisors an introduction to academic supervision. 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.

(3) The supervisors must give the students academic and methodological supervision and feedback on their work. Where there are several supervisors, each supervisor's responsibilities must be clearly specified in the contract.

(4) The total number of hours of supervision also covers the supervisor's share of assessing the degree thesis. The student is normally entitled to the following number of hours of supervision:

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

(5) The main supervisor shall have an employment contract with NMBU and have academic competence at assistant professor level as a minimum.



Section 44-4 *Degree thesis - contract*

(1) There shall be a written contract for the degree thesis, which shall contain:

- the name of the faculty, student and supervisor(s)
- the obligations of the parties in relation to the degree thesis
- project description
- progress schedule
- cost framework

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

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

Section 44-5 *Cooperation on degree theses*

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 evaluate 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 44-6 *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 44-7 *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) Two (2) printed and bound copies of the master's degree thesis shall be submitted to the Student Information Centre (SiT) for registration and stamping. The copies are then delivered to the faculty. Master's theses shall also be delivered in an identical electronic version (pdf format) via NMBU's electronic publishing archive.

Section 44-8 *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) When applying for a deferred deadline due to health reasons, documentation from a medical practitioner is required. If the documentation is issued by a medical practitioner in a language other than Norwegian, Swedish, Danish or English, the student must ensure that the documentation is translated into Norwegian/English by an authorised authority.

(3) 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. Exceptions are made with a documented illness. 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 44-9 *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 44-10 *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 discussion begins with a presentation of the degree thesis of about 20 to 30 minutes in which the student gives an overview of the thesis. The presentation is followed by an oral discussion with the examiners.

(6) Students writing a degree 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 degree thesis.

(7) The discussion shall provide the student with more comprehensive feedback about the degree thesis than the grade, and give the examiner a broader background for setting



the grade. 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.

Section 44-11 *Assessment of oral discussion*

(1) No separate grade is given for the oral presentation of the thesis. The discussion may result in an adjustment of the final grade for the thesis. The final grade is announced to the student in writing, via Studentweb, and included in the transcript of grades. The final grade for students who collaborate may be the same or be set individually, depending on the students' performances.

(2) Students who do not attend the oral discussion of the degree 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 degree 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 degree thesis must be written on a new topic.

(3) If a degree 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 44-12 *Evaluation criteria*

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

(2) A 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.

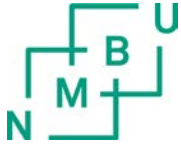
(3) A master's thesis shall reflect the student's understanding, reflection, maturity and analytical ability. The work on the thesis is intended to give the student training in identifying problems in one of the subject areas in the programme of study and in analysing and dealing with them in a scientific manner, as well as being able to write an academic paper on the topic.

Section 44-13 *Special syllabus - related to degree theses*

The special syllabus shall be chosen at the start of the degree thesis work. 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 21 of these regulations.

Section 44-14 *A fail grade 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 of publishing the original results.



(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. There must be a new oral discussion of the revised degree thesis.

(3) The student may not appeal a grade of F (fail) for a revised degree thesis after a grade of F (fail). In the event that the revised degree thesis is also given a fail grade, 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 pass grade cannot be revised or resubmitted.

Section 44-15 *Publication*

(1) The master's thesis will be published electronically in NMBU's electronic publishing archive after it has been awarded a pass grade (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 electronic publishing archive must be approved by both parties.

(2) The student has rights to the degree thesis pursuant to intellectual property legislation and in accordance with recognised scientific, artistic, pedagogical and ethical principles cf. Section 1-5 subsection one of the University and University Colleges Act.

Section 44-16 *Researcher theses - veterinary medicine*

The **veterinary medicine programme** has a research option with a thesis with a scope of 90 ECTS credits and a training part with a scope of 30 ECTS credits. Detailed rules for the admission and implementation of the research option are determined by the dean of the Faculty of Veterinary Medicine.

Part VI. Degrees and diplomas

Chapter 45. Award of degrees in lower and higher years

Section 45-1 *Award of degrees*

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

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

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

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

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

Section 45-2 *Additional designations for degrees - Bachelor degrees*

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



- Bachelor of <name of programme of study> Specialisation <name of specialisation>.
- Students who have completed one of the bachelor's degree programmes taught in English will be awarded the degree of *Bachelor of Science*.

Section 45-3 Additional designations for degrees - Master degrees

(1) 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> Specialisation <name of specialisation>.
- Students who have completed one of the master's degree programmes taught in English will be awarded the degree of *Master of Science*.

(2) 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 courses that are specified in the programme description and who complete the programme in 2013 or later.

(3) 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)].

Section 45-4 Additional designations for degrees - 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)

Section 45-5 Additional designations for degrees - 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 45-6 Requirements regarding degree content - Bachelor's degree

(1) 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 an introductory course (examen philisophicum), and the programme shall include a specialisation 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.



(2) 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.

(3) NMBU-SU approves introductory courses from other universities, colleges and schools.

(4) 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.

(5) 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.

Section 45-7 Requirements regarding degree content - Master's degree

(1) The general requirements for master's degrees are found in the *Regulations concerning requirements for master's degrees* of 01.12.2005 no. 1392.

(2) 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. The faculties may approve other equivalent, documented qualifications.

(3) In a master's degree with a scope of 300 ECTS credits, 10 ECTS credits shall go with an introductory course (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).

(4) The programme descriptions, specification of the rules for ranking qualified applicants and specification of special minimum requirements are presented in chapter 6. 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 45-8 Requirements for affiliation with NMBU

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

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

Section 45-9 Credits that are included in the basis for a degree - 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 specialisation with a scope of at least 80 ECTS credits in a subject area other than the previous degree's main subject area. This does not apply to university college graduates in **veterinary nursing** who may apply for admission in accordance with Section 6-5

Section 45-10 *Credits that are included in the basis for a degree - Master's degree*

(1) The master's thesis must be included in the requirement for 60 ECTS credits.

(2) 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.

(3) 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.

Chapter 46. Transcripts of grades and diplomas

Section 46-1

(1) The diploma and Diploma Supplement (DS) are issued once the degree in question has been awarded. The diploma is written in Norwegian Bokmål or Norwegian Nynorsk unless the programme in its entirety is in English. The diploma is issued only once.

(2) Together with the diploma, a transcript of grades is issued for any courses that are not included in the degree achieved. The transcript of grades may be issued in Norwegian Bokmal, Norwegian Nynorsk or English.

(3) At Ås campus, an issued diploma may be withheld if the student wishes to sit examination(s) again. The candidate him-/herself must inform the student adviser of this. No change can be made to the subject composition once a degree has been achieved. 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.

(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 new diploma 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 grade in courses that are included in the degree achieved.

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

(6) A Diploma Supplement (DS) is an international appendix to a diploma that shall accompany the diploma. The DS does not replace the diploma, but supplements it.

(7) The diploma shall be issued in the name of the University. Diplomas for degrees achieved, with the exception of doctorates, shall be signed by the Rector, Director of Academic Affairs and administrator.



Part VII. Entry into force

Chapter 47. Final provisions

Section 47-1 *Entry into force*

The Academic Regulations for the Norwegian University of Life Sciences (NMBU) enter into force on 1 August 2018. From the same date The Academic Regulations for the Norwegian University of Life Sciences (NMBU) of 19 January 2017 are repealed.