



Regulations concerning admission, courses, degrees and examinations at Kristiania University College

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Amended through the regulations of 7 June 2019, no. 723 (entry into force 1 August 2019), 6 December 2019, no. 1693 (entry into force 1 January 2020), 11 December 2020 no. 2814 (entry into force 1 January 2021), 16 June 2021, no. 1960 (entry into force 1 July 2021), 24 September 2021, no. 2859, 16 June 2022 no. 1465, 16 June 2022 no. 1198 (entry into force 15 July 2022), 16 June 2022, no. 1506 (entry into force 15 July 2022).

Corrections: 13/06/2018 (orthographic errors in Section 2-8, Section 3-6, Section 4-4), 24/09/2021 (punctuation in lists adapted for universal design).

Chapter 1. General provisions

Section 1-1. *Scope*

(1) The regulations shall apply to all students at Kristiania University College. The regulations set out the rules for admission to and implementation of study programmes, as well as provisions relating to the rights and duties of students at the University College.

(2) Chapter 2 Admission applies to applicants to study programmes at bachelor's and master's degree level, including further education and individual courses at Kristiania University College.

(3) The regulations shall also apply to participants on corporate courses, unless otherwise stipulated in agreements between the University College and the contractual parties.

(4) Chapter 4 of the Regulations. Examinations shall apply to study programmes that are subject to the regulations relating to the degrees philosophiae doctor (PhD) and philosophiae artistic research at Kristiania University College – Ernst G. Mortensen Foundation.

Section 1-2. *The student's duty to investigate and provide information*

(1) All students shall have a duty to familiarise themselves with the acts, regulations and rules applicable at Kristiania University College at all times, as well as the specific provisions applicable to the study programme to which the student has been admitted. Furthermore, students shall have a duty to stay updated via the University College's formal channels of communication.

(2) Lack of knowledge of the aforementioned sources cannot be invoked as an extenuating circumstance.

Section 1-3. *Definitions*

Student

An individual with active admission to a course or specific programme of study at Kristiania University College.

Admission to a course or specific programme of study

Rights associated with admission to a course or specific programme of study. Admission to a course or specific programme of study entails the right to participate in all organised teaching, academic supervision, etc. in the course or programme of study to which the student has been admitted.

Study programme/programme of study:

A study programme worth 60 or more credits as stipulated in the curriculum and that leads to a degree certificate.

Curriculum

Study programme description for the study programme, any description of specialisation and a complete collection of course descriptions.

Programme description

A general description of the structure and implementation of a study programme. The description shall contain provisions relating to admission requirements, credits, objectives, learning outcomes, academic content and assessment methods in accordance with the current quality management system at the University College.

Course

The smallest credit-awarding unit that can be included in a study programme.

Course description

Shall contain provisions relating to the scope, requirements for prior knowledge, academic content, learning outcomes, teaching and working methods, learning aids, assessment methods and any mandatory activities in accordance with the current quality management system at the University College.

Credits

Measure of the scope of the study programme, with 60 credits corresponding to one year of full-time studies.

Reading list

Literature or e.g. websites, films, performances, lectures or similar that students use in learning situations and that distinctly differ from recommended literature, supplementary literature and other recommended learning aids.

Mandatory activities

Requirements that must be met in order to register to sit an examination. Mandatory activities shall be assessed as approved/not approved.

Education plan

Agreement relating to a plan for the completion of the study programme, as entered into between Kristiania University College and the individual student. The agreement shall be valid for one semester at a time. Together with the rights and duties set down in regulations, the education plan shall define the student's course of study and progression.

Teaching

Any planned and/or scheduled learning activity under the auspices of the University College.

Examinations

An examination is a final assignment in a course or limited subject. The result of the work (basis for assessment) shall be examined and the results of the examination shall be included in the degree certificate or grade transcript.

Ordinary examination

Ordinary examination refers to the first time a student sits an examination in a course or subject.

Deferred examination

Deferred examination refers to the assessment arranged for students who have documented legitimate absence from the ordinary examination.

New examination/re-sit examination

New examination/re-sit examination refers to the assessment arranged for students who received a fail grade or failed to attend/submit the ordinary examination and for students who would like to improve the overall assessment result for a course.

Extraordinary examination

Extraordinary examination refers to the assessment arranged in courses that have been removed from the course portfolio.

Examination method

The assessment method for an examination or partial examination.

Partial examination

One of more assessments in a course, each leading to an independent grade that will be included in the assessment of the final grade for the course. Each partial examination shall lead to a weighted grade and the weighting of each partial examination shall be specified in the course description. The candidate's right to justification, appeal, etc. shall apply to each partial examination under these regulations.

Ongoing admission

Qualified applicants will be admitted in the order in which applications are registered in the application portal. Cannot be used for study programmes with a limited number of places or study programmes for which entrance examinations are used.

Joint admission

All applicants are assessed simultaneously and in accordance with the application deadline. Shall be used in study programmes with a limited number of places and study programmes with entrance examinations.

Completion deadline

If a student has not completed their study programme within two years of the last ordinary examination, the student's active admission to a course or specific programme shall lapse.

Study progression

Study progression shall be measured based on the number of credits a student has achieved in relation to the standard number of credits for the specific point in the study programme. Full study progression means that the student is completing courses corresponding to 60 credits in accordance with their education plan during the academic year.

The student's payment obligations

The payment obligations addressed in the student's study contract at any time. This will normally comprise tuition fees and semester fees.

Section 1-4. Delegation

- (1) The Board has delegated authority to the unit specified in each provision.
- (2) The Board may adopt changes to the regulations. The University College Board may adopt changes to guidelines.

Chapter 2. Admission

Section 2-1. Application deadlines and admission quotas

- (1) The University College practises both ongoing and joint local admission in accordance with application deadlines in line with the Board's decision. The University College follows national application deadlines that are used as indicative deadlines.
- (2) Ongoing admission cannot be used for study programmes with special admission requirements in the form of entrance examinations.
- (3) The application deadline for study programmes with joint local admission shall be in accordance with the stipulated deadlines in guidelines, unless the Board has decided otherwise.
- (4) On the basis of considerations of capacity and resources, the Board will determine how many students can be admitted to each study programme in each academic year.
- (5) If there are fewer applicants than the places available after the expiration of the application deadline, the Board may decide to allow for ongoing admission or a new application deadline for the remaining places.
- (6) For study programmes with limited places, ordinary admissions will close when all the places have been filled.

(7) The Board will decide on any cancellation of the start-up of study programmes.

Section 2-2. Admission requirements for undergraduate programmes

(1) Kristiania University College follows the national regulations for admission to higher education for admission to undergraduate programmes.

(2) Some study programmes may also impose special admission requirements in addition to General University and College Admissions Certification. Such requirements shall be set out in the programme description in question and will be communicated via the University College website.

(3) Some study programmes may grant exemptions from the ordinary requirement for General University and College Admissions Certification. Such an exemption shall be provided for in national regulations.

(4) When entrance examinations are used, such examinations shall be scored in accordance with the criteria set down in the guidelines at the University College. The criteria and guidelines shall be made available to applicants.

(5) Each entrance examination shall be approved by the Education Committee.

Section 2-3. Admission to master's degree programmes

(1) In order to gain admission to a master's degree programme, the applicant must hold a bachelor's degree, cand. mag. degree or equivalent course of study corresponding to a minimum of 180 credits.

(2) For admission to master's degree programmes with a scope of 120 credits, the following admissions requirements shall be included in the programme description:

- the specialised subject, course or group of courses corresponding to a scope of a minimum of 80 credits in the field of the master's degree or
- the integrated professional qualification corresponding to a scope of at least 120 credits in the field of the master's degree.

(3) In special cases, the University College may recognise other documented qualifications as fully or partly equivalent to the requirements mentioned in Section 2-3 (1) and (2).

(4) Academic requirements, any grade requirements and requirements for entrance examinations, as well as the ranking criteria for each master's degree programme, will be stipulated in the programme description. A grade requirement of C corresponds to a minimum of 2.5 on the ECTS scale.

(5) For admission to experience-based master's degree programmes, two or more years of relevant professional experience will also be required. What is considered relevant professional experience will be stipulated in the programme description. Such professional experience must have been accrued after completing undergraduate qualifications.

Section 2-4. Admission requirements for further education

The general admission requirement for further education at Kristiania University College is completed and passed higher education. Requirements relating to specific academic background and special admission requirements will be specified in the programme descriptions for each further education programme.

Section 2-5. Admission as a course student

It is possible to apply for admission to take individual courses from Kristiania University College's portfolio of individual courses and to follow the associated teaching. Applicants will be assessed based on the applicable admission requirements specified for the study programme to which the course belongs and any required prior knowledge for the course.

Section 2-6. Ranking of applicants to undergraduate programmes

(1) For study programmes at Kristiania University College with limited places and/or entrance examinations, applicants will be ranked on the basis of national legislation. The basis for ranking shall be specified in the programme description.

(2) For study programmes at Kristiania University College with ongoing admission, no ranking will take place.

Section 2-7. *The application and documentation*

(1) Application for admission shall take place in accordance with the applicable application procedures. Applicants shall document that they meet the admission requirements. All documents that will provide a basis for admission shall be uploaded via the Kristiania University College portal or submitted by post by the deadlines specified in the guidelines. The deadlines shall also be available on the Kristiania University College website.

(2) Documentation that is not available on the application date must be forwarded on by the deadline specified in the guidelines.

(3) Upon request, applicants shall be required to present original documents at the specified time and place. Students who fail to present the requested original documents for inspection may lose the offered place.

Section 2-8. *Admission*

(1) For admission to study programmes with ongoing admission, conditional offers will be issued continuously. Admission will be completed by the student documenting that the admission requirements have been met by the specified deadlines.

(2) Applicants who satisfy the applicable admission requirements and who succeed in any ranking will be offered a place to study at Kristiania University College. Admission will be completed by the student entering into a contract with the University College.

Section 2-9. *Deferred start of the study programme*

An application may be submitted to reserve a place in the next ordinary admission to the programme pursuant to the guidelines. Applicants who have been offered conditional admission cannot apply to reserve a place in the next admission cycle.

Section 2-10. *Appealing an admission decision*

An admission to a study programme at the University College is considered an individual decision and can be appealed to the Study Administration at the University College in accordance with Chapter 6.

Chapter 3. Study programmes

Section 3-1. *Qualifications and study programmes*

(1) All qualifications worth 60 credits or more shall be organised under a study programme at Kristiania University College. A study programme can be structured using specialisations, groups of courses and courses.

(2) The Board alone makes decisions on the creation and discontinuation of study programmes.

(3) Curriculums at Kristiania University College shall be available in Norwegian and English.

Section 3-2. *Establishing the curriculum*

(1) A complete curriculum at Kristiania University College will comprise:

- a programme description for the study programme
- or a description of the specialisation within the study programme
- a course description for each course.

(2) The curriculum will be approved in accordance with the University College's guidelines for systematic quality work. Final determination will be done by the Board.

(3) Kristiania University College's guidelines on systematic quality work shall apply to the quality assurance of study programmes and courses.

Section 3-3. Teaching

- (1) Teaching activities at Kristiania University College are reserved for students with active admission to a study programme, course, module or similar who have paid their semester and tuition fees. Upper secondary school pupils with a written internship agreement with the University College shall be exempt.
- (2) Students with active admission to a given study programme shall have preferential rights to participate in teaching activities in this study programme.
- (3) The language of instruction may be a Scandinavian language or English. The language of instruction shall be stipulated in the course description.

Section 3-4. Duration of semesters

- (1) The autumn semester starts in the middle of August and ends in December and the spring semester starts in January and ends in the middle of June. The Programme Director will determine the teaching hours and start dates for the study programme.

Individual start-up shall primarily apply to flexible study programmes. Some flexible study programmes are subject to a joint start-up date and the semester duration will be in accordance with the applicable course description and/or programme description.

- (2) Teaching and ordinary examinations shall be held within these periods.

Section 3-5. Academic recognition

- (1) Students may apply for academic recognition of courses, subjects and examinations or mandatory activities from
 - a. passed courses and examinations from other accredited study programmes
 - b. previous non-accredited education and experience (prior learning and work experience).
- (2) Applications for academic recognition shall be submitted in accordance with national laws and regulations, as well as the University College's guidelines relating to academic recognition.
- (3) Academically recognised individual courses shall not result in a reduction in tuition fees, but the student can apply to take alternative courses in other study programmes or individual courses from the individual course portfolio. Such applications will be considered in accordance with the internal guidelines at the University College.
- (4) Academically recognised education and individual courses shall be specified in the grade transcript and basis for the degree certificate in accordance with the applicable template. This provision shall also apply in connection with student exchanges.
- (5) Students who sit examinations in courses that overlap academically and are at the same academic level will have their total credits reduced for the courses in question. The programme coordinator will determine the scope of such a reduction.
- (6) Decisions on academic recognition are considered individual decisions and can be appealed in accordance with Chapter 6.

Section 3-6. Active admission to a course or specific programme and study progression

- (1) Anyone who has accepted an offer of a place in accordance with the conditions set out in the contract shall be deemed to have active admission for the standard study period for the study programme to which they have been admitted.
- (2) Active admission shall lapse when:
 - a. the student has exceeded the completion deadline of two years after the study programme should normally have been completed or 18 months after the registration deadline for each course for online programmes, or
 - b. Kristiania University College receives notice from the student before the specified deadline stating that the student is withdrawing from the study programme before it has been completed, or

c. the student has not achieved a degree or sat the final examination and active admission has not been extended by Kristiania University College.

(3) Students may permanently or temporarily lose admission to the study programme to which the student has been admitted if the student:

- a. does not fulfil the obligations set out in the study contract, or
- b. if study progression does not satisfy the requirements of 75%, cf. the guidelines or
- c. has used up their attempts at examinations, or
- d. has violated provisions set out in Section 4-8 of the University and University Colleges Act relating to exclusion and expulsion.

(4) Students who have not maintained their student status or have lost admission must re-apply for admission, unless otherwise agreed with Kristiania University College.

(5) The student's completion deadline of two years after the study programme should normally have been completed can be extended following an application to the Study Administration. Applications for extended admission are considered individual decisions and can be appealed in accordance with the rules set out in Chapter 6 Appeals Procedure.

Section 3-7. Education plan

(1) A student who has been admitted to a study programme at Kristiania University College shall have an education plan for their studies in the form of an agreement entered into between the student and Kristiania University College.

(2) The education plan shall consist of two parts:

- a. an introductory common part that sets out the parties' key rights and obligations
- b. a semester part that describes the specific courses for the coming semester.

(3) Education plans that deviate significantly from the curriculum shall be presented to the employee responsible for the academic content of the programme for comment before the plan is finalised.

(4) Students must confirm their education plan by stipulated deadlines at the start of each semester in order to maintain active admission and retain their right to teaching. This shall also apply in connection with student exchanges.

(5) The education plan may be amended by agreement between Kristiania University College and the student.

Section 3-8. Leave of absence

(1) In accordance with the guidelines and by the specified deadline, students can apply to reserve their place or defer the start of their study programme for up to two semesters.

(2) In accordance with the internal guidelines and by the specified deadline, students may request leave of absence from the study programme.

(3) A student on parental leave can choose to pay semester fees and any other stipulated fees and confirm their education plan during their leave of absence. A student who resumes their studies after parental leave should be prioritised for intakes with limited capacity if there are places available.

(4) Requests for leave of absence are considered individual decisions and can be appealed in accordance with the rules set out in Chapter 6.

Section 3-9. Mandatory activities

(1) In the course description, the University College will stipulate any requirements relating to mandatory activities, including mandatory participation in various organised teaching activities as part of the study programme.

(2) The assessment method used for mandatory activities shall be "approved/not approved".

(3) Mandatory activities are used to regulate admission to examinations. The assessment of whether or not a mandatory activity is approved is an independent assessment that cannot be included as part of the final grade.

The work results derived from mandatory activities can, however, be included in the basis for assessment presented during the subsequent examination and the results would then be re-assessed by the examiner(s).

- (4) Approved mandatory activities cannot be repeated.
- (5) Non-approved mandatory activities can be retaken. Retaking of mandatory activities shall be in accordance with the applicable guidelines. For some courses, mandatory activities can only be retaken in connection with the ordinary implementation of the activity in question. This will be specified in the course description.
- (6) Ordinarily, the same requirements shall be imposed regarding documentation of legitimate absence from mandatory activities as the documentation required for legitimate absence from examinations. Legitimate absence shall not exempt the student from participating in mandatory activities but can help regulate access to retakes in accordance with the applicable guidelines.
- (7) Mandatory activities that can be verified are subject to the same right of appeal as examinations. The appeals deadline shall be set to one week from the announcement date, provided that students have been informed of the announcement date before the mandatory activity takes place.
- (8) A fee may be requested for any retake of mandatory activities for which no legitimate absence exists. Further details can be found in the applicable guidelines.

Section 3-10. Individual adaptation

- (1) Students who, for reasons of disability, health conditions or other special reasons, require adaptation of their study programme can request such adaptations, cf. Section 4-3(5) of the University and University Colleges Act. The need for adaptation must be documented by a statement from a doctor or other specialist.
- (2) Appeals against decisions on special arrangements at the University College are considered individual decisions and can be appealed to the Study Administration at the University College in accordance with the rules set out in Chapter 6.

Section 3-11. Change of place of study and study programme

A student who has been admitted to a study programme at Kristiania University College can apply to the Study Administration to change their place of study and study programme. The application will be assessed based on available places on the programme and formal qualification requirements.

The decision will be considered an individual decision and can be appealed in accordance with the rules set out in Chapter 6.

Chapter 4. Examinations

Section 4-1. Form of examination and time of examination

- (1) Examinations shall be implemented in accordance with the examination forms/assessment methods stipulated in the course description for the course in question. Examinations that are submitted in violation of the stipulated assessment method may not be submitted for examination.
- (2) The implementation plan for the examination shall be determined and announced by the University College using examination schedules that are made available to students. All candidates are responsible for remaining up-to-date with the time and place of examinations.
- (3) Deferred examinations are implemented for students who have documented legitimate absence during the examination. Re-sit examinations are implemented for students who have not passed their examination, did not have legitimate absence or wish to improve their grade. Further provisions relating to the possible times for and about the implementation of re-sit examinations will be specified in the applicable guidelines. An examination fee shall be payable for re-sit examinations. No additional fee shall be payable for deferred examinations.

(4) The latest version of the course, including assessment method and reading list, shall apply to re-sit examinations. The student will be responsible for investigating the assessment basis that applies when registering for a re-sit examination in a course.

(5) Up to two extraordinary examinations may be held if a course is discontinued. The final extraordinary examination will be held within two years of the end of the academic year in which the course was last taught. The Programme Director may make decisions regarding extraordinary examinations in special cases.

Section 4-2. *Criteria for registering for an examination*

(1) In order to sit an examination, the student must be admitted to the study programme and/or individual courses, have active admission and be registered for the examination by the specified deadlines. The student must also have fulfilled their payment obligations as set out in the contract.

(2) The right to sit for and participate in examinations may be regulated through mandatory activities in some courses. Such requirements must be specified in the course description.

Section 4-3. *Registering for an examination*

(1) Registration for ordinary examinations happens automatically upon approval of education plans for students that follow the standard progression in the study programme. For re-sit, deferred and extraordinary examinations, the registration procedures and deadlines will be published via the University College's communication channels. Students are responsible for registering for and deregistering from examinations.

(2) Candidates who have registered for a re-sit, deferred or extraordinary examination can withdraw their registration by the specified deadline.

Section 4-4. *Examination language*

(1) If, according to the course description/programme plan, teaching is delivered in a language other than a Scandinavian language, the examination paper and answer should generally also follow the language of instruction.

(2) Students can apply to submit the examination paper in a language other than Scandinavian languages or the language of instruction. Applications will be considered by the Study Administration and will follow the applicable guidelines for special arrangements for examinations.

(3) The provisions set out in this section do not apply to language courses. This will be specified in the course description.

Section 4-5. *Oral, performing and practical examinations*

(1) Oral, performing and practical examinations will be public unless otherwise dictated by implementation considerations. Exemptions from the rule of public examinations may be made for reasons of privacy and in special cases by written request from the candidate in question when particularly compelling reasons so require.

(2) Project work carried out in collaboration with external partners may be subject to confidentiality provisions. If, in such cases, oral or practical examinations are part of the assessment, a decision to exempt the examination from the public may be made.

(3) The Programme Coordinator considers applications for exemptions from public implementation of oral, performing and practical examinations.

Section 4-6. *Examination aids*

Students at Kristiania University College have a duty to familiarise themselves with the aids that are permitted during the examination. Permitted aids shall be specified in the course description.

Section 4-7. *Special arrangements*

(1) Candidates who require special arrangements for examinations and mandatory activities that can be verified must apply for such arrangements by the deadlines stipulated in the guidelines. Needs shall be documented in Regulations concerning admission, courses, degrees and examinations at Kristiania University College Page 10

accordance with the requirements set out in the guidelines. Exemptions from the application deadline may be granted if it can be documented that the need arose after the expiration of the deadline. The Study Administration will decide on special arrangements during examinations and mandatory activities.

(2) Students for whom Norwegian is a foreign language may request to complete their examination paper and mandatory activities that can be verified in English.

(3) Requests for assessment methods that deviate from the course description may be granted to a limited extent. Applications must be justified and documented and a comprehensive academic assessment of the student's course of study will be carried out. Further details relating to special arrangements can be found in the guidelines.

(4) Appeals against decisions on special arrangements at the University College are considered individual decisions and can be appealed to Study Administration at the University College in accordance with Chapter 6.

Section 4-8. *Absence from and during examinations*

(1) Anyone who fails to attend an examination or fails to submit the examination paper by the specified deadline without valid reason will be considered to have registered for the examination and will be registered as "not attended".

(2) Students who fail to attend or fail to submit an examination and invoke legitimate grounds for absence must notify the University College in writing as soon as possible and no later than within five days and must also enclose expert documentation. In the event of illness on the part of the student or their immediate family, a medical certificate shall be submitted. Absence due to choices and priorities on the part of the student will not normally be authorised.

(3) Legitimate absence will not count as an examination attempt pursuant to the provisions set out in these regulations and will entitle the student to a deferred examination at no cost. Unauthorised absence/failure to submit will count as an examination attempt and will be registered as "not attended".

(4) The Study Administration will make decisions regarding absence from examinations. Decisions can be appealed in accordance with the rules set out in Chapter 6 Appeals Procedure.

Section 4-9. *Cheating during examinations and mandatory activities*

(1) Actions or circumstances aimed at providing the student or a fellow student with an unjustified advantage shall be considered cheating. The same applies to actions that lead to the student's or a fellow student's knowledge and skills not being tested and assessed in a professionally satisfactory manner. Examples of cheating can be found in the applicable guidelines.

(2) Students who intentionally contribute to other students' cheating will also be considered to have cheated, regardless of the assessment method.

(3) The Kristiania University College Appeals Board will make decisions on annulment or expulsion. Students shall be entitled to provide an explanation before a decision is made. Sanction decisions arising from cheating are considered individual decisions and can be appealed to the National Appeals Board for Higher Education.

Section 4-10. *Number of examination attempts*

(1) A student may register for an examination in a single course up to a maximum of three times. Students may apply to the Study Administration for a fourth and final attempt. A student that fails to attend an examination without authorised legitimate absence will be considered to have used one examination attempt.

(2) A bachelor's or master's thesis that has been assessed as failed can be delivered only once as a new examination attempt and only in a revised version by the defined deadline.

(3) A bachelor's or master's thesis that has been assessed as passed cannot be resubmitted in revised form. It is not normally possible to write a new bachelor's or master's thesis within the same specialism (discipline).

(4) Applications for fourth examination attempts are considered individual decisions and can be appealed in accordance with the rules set out in Chapter 6.

Section 4-11. Assessment and grading

(1) For examinations, the grades A-E are normally used for “pass”, while F means “fail”. Letter grades are given without the addition of plus or minus signs. The grade levels have the following designations and general qualitative descriptions:

A	<i>Outstanding</i>	Outstanding achievement that clearly excels. The candidate demonstrates excellent judgment and a high degree of independence.
B	<i>Very good</i>	Very good achievement. The candidate demonstrates very good judgment and independence.
C	<i>Good</i>	Consistently good achievement that is satisfactory in most areas. The candidate demonstrates good judgment and independence in the most important areas.
D	<i>Fairly good</i> candidate demonstrates	An acceptable achievement with some significant shortcomings. The candidate demonstrates some degree of judgment and independence.
E	<i>Adequate</i>	The achievement satisfies the minimum criteria but no more. The candidate demonstrates little judgment and independence.
F	<i>Fail</i> demonstrates	Achievement that does not satisfy the minimum criteria. The candidate demonstrates a lack of judgment and independence.

(2) The assessment form can also be expressed as “pass” or “fail”. This is considered a separate assessment scale and should not be linked to a level in the A-F grading expression. In order to achieve a “pass”, the candidate must have met the requirements for learning outcomes and demonstrated the necessary knowledge, skills and expertise. More detailed assessment criteria must be included in the examination guide.

(3) The grading scale must be included in the course description.

(4) The weighting of partial examinations must be set out in the course description.

(5) Examinations that are conducted in groups must result in an overall grade for the group as a whole. This excludes group examinations with explicitly identifiable elements for which the grades can be differentiated individually based on the individual elements. If a group examination will lead to individual grades, this must be specified in the course description.

(6) If a candidate has passed the same examination multiple times, the best grade shall apply and only this grade will be included on the grade transcript and degree certificate.

Section 4-12. Examination

(1) The examination deadlines shall be in accordance with the University and University Colleges Act.

(2) Examination results shall be available within five weeks for master’s theses at Kristiania University College.

(3) An examination guide shall be drawn up in connection with examinations. This guide will be available to the examiner before the assessment starts and shall also be available to students when the examination results have been issued.

(4) The Programme Coordinator will propose examiners for the courses included in the study programme. The Education Committee will quality-assure and approve examiners by recommendation from the Programme Coordinator. A minimum of one examiner will be appointed for each examination.

(5) Guidelines for the use of external examiners will be determined by the Board.

(6) If an external examiner is used for the examination, the grade will be determined jointly by the internal

and external examiner. The examiners will deliver a joint examination result. In the event of disagreement between the examiners, the grade will be determined in accordance with the external examiner's assessment.

(7) In the event of oral examinations and examinations/partial examinations for which the assessment basis consists of practical presentations and performing presentations that cannot be verified by their very nature and can therefore not be appealed, two examiners must be used. For health and life sciences, at least one of the examiners must be external.

(8) For group examinations in which a joint grade is awarded to all students, the examiner may request an oral hearing with the candidates if there are any doubts about equal participation in the assignment.

(9) The examiner(s) will be announced via StudentWeb.

Section 4-13. Justification of grades and appeals against grading

(1) The rules for justification of grades and appeals against grading are in accordance with the University and University Colleges Act. With regard to factors that are not addressed explicitly in the act, these regulations or the University College regulations, the principles set out in the Public Administration Act will apply.

(2) In the event of oral examinations and examinations/partial examinations for which the assessment basis consists of practical or performing presentations that cannot be verified by their very nature, a request for justification of the grade must be raised immediately after the grade has been announced. For other assessments, the deadline shall be one week from the date on which the examination results were published. Justification of grades may be provided verbally or in writing by the examiner(s) by the deadlines set out in the act. The justification form will be determined by the examiner(s).

(3) In the event of an appeal against grading, examinations, tests or mandatory activities that can be verified will be re-examined by two new examiners, of which at least one will be an external examiner. The student's appeals deadline will be three weeks from the date on which the grade was published or three weeks after the justification of the grade was provided. A new examination in the event of an appeal against a verifiable examination must take place within three weeks of the expiration of the appeals deadline. For students who have requested justification of the grade, the appeals deadline shall expire three weeks after the justification of the grade was received by the student. Re-examination in the event of an appeal against a master's thesis grade must be available within four weeks of the expiration of the appeals deadline or four weeks of the time at which the justification of the grade was received by the student.

(4) In the event of oral examinations and examinations/partial examinations in which the assessment basis consists of practical presentations and performing presentations that cannot be verified by their very nature, appeals can only be lodged in the event of formal errors that may be of significance to the result.

Section 4-14. Appeals against formal errors in connection with examinations

(1) Anyone who has sat an examination or partial examination can appeal against formal errors that may have been of significance to the assessment of one or more of the candidate's presentations. A reasoned appeal must be lodged within three weeks of the time at which the candidate became or should have become aware of the factors that justify the appeal.

(2) If the institution or Appeals Board find that errors have been made that could be of significance to the presentations of one or more candidates or the assessment thereof, a new examination will be carried out, either for the candidate or for all candidates who sat the examination, or the examination will be annulled and a new examination will be held.

(3) Examination guidance or other similar works cannot be appealed in accordance with this section.

(4) The Study Administration will make decisions relating to formal errors. Decisions can be appealed in accordance with the rules set out in Chapter 6 Appeals Procedure.

Chapter 5. Grades and degree certificates

Section 5-1. Requirements relating to the content and composition of the University College graduate degree

The degree shall be obtained on the basis of a completed study programme with a total scope of 120 credits. Regulations concerning admission, courses, degrees and examinations at Kristiania University College Page 13

Section 5-2. Requirements relating to the content and composition of the bachelor's degree at Kristiania University College

(1) The bachelor's degree shall be obtained on the basis of a completed study programme with a total scope of 180 credits. The composition of courses shall be in accordance with the University College's current curriculum and shall include specialisation in subjects, courses or groups of courses with a minimum of 80 credits.

(2) Upon achieving a bachelor's degree, the academic content of the degree (additional designation) will be specified as follows on the degree certificate:

“Bachelor i (navn på studieprogram) (eventuell fordypning eller spesialisering)” “Bachelor of (English name of the programme of study) (English name of any specialisation)”.

Section 5-3. Requirements relating to the content and composition of the master's degree at Kristiania University College

(1) The master's degree shall be obtained on the basis of a completed study programme corresponding to 90 (experience-based) or 120 credits.

The composition of courses shall be in accordance with the University College's current curriculum

(2) Students who have completed a master's degree programme will be conferred the title “Master i (navn på studieprogram) (eventuell fordypning eller spesialisering)” “Master of (English name of the programme of study) (English name of any specialisation)”.

Section 5-4. Degree requirements for being conferred the same degree again or multiple degrees

(1) When conferring the degree of bachelor again or on a basis that fully or partly includes a previously conferred degree, courses totalling at least 60 credits must have been completed in addition to the previous degree. The new degree must have a different academic focus to the previously awarded degree.

(2) When conferring the degree of master again or on a basis that fully or partly includes a previously conferred degree, courses totalling at least 60 credits must have been completed in addition to the previous degree. The new courses shall include a different master's thesis than the one contained in the previous degree.

Section 5-5. Requirements relating to the content and composition of degrees awarded in cooperation with other institutions

(1) For degrees conferred in cooperation with other institutions (joint degrees), the same content and composition requirements shall generally apply as those for degrees conferred by Kristiania University College alone and these shall be in accordance with the national regulations applicable at any time.

(2) The Board of Directors shall approve cooperation agreements with other institutions when establishing joint study programmes and study programmes that lead to a joint degree.

Section 5-6. Overlapping academic content

Any overlapping academic content between courses included as the basis for a degree cannot constitute more than 10 credits. Further information about overlapping can be found in the guidelines.

Section 5-7. Grade transcript

Students who have completed and passed one or more courses at Kristiania University College can obtain a grade transcript. The grade transcript shall provide information about the name and scope of the course, the grade obtained for the course and the semester grades obtained.

Section 5-8. Degree certificates and diplomas

(1) The central Study Administration will produce digital degree certificates upon completion and achievement of a degree or diploma-awarding study programme at Kristiania University College.

(2) Degree certificates and diplomas shall include information about all courses included in the degree or diploma-awarding study programme. Degree certificates and diplomas will only be produced once.

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Examinations that are sat again after the student has been issued with a degree certificate will be documented using grade transcripts.

(3) The basis for the degree certificate shall include a minimum of 60 credits that have been achieved and passed at Kristiania University College in order for a degree certificate to be issued. Bachelor's and master's degree programmes with a final bachelor's or master's thesis must be completed and passed at Kristiania University College in order to obtain a degree certificate. Any other achievements will be documented through grade transcripts.

(4) An English Diploma Supplement will be enclosed with all degree certificates for completed and achieved degree-awarding study programmes.

(5) Upon application, a paper degree certificate may be issued in special cases. The student will be required to pay for the production of degree certificates in such a format with some exceptions described in separate guidelines.

(6) In the event that a paper degree certificate is lost, a duplicate may be produced upon application. The student will be required to pay a fee for the production of a duplicate.

(7) The University College management may establish supplementary provisions relating to the production and design of degree certificates. Further information about degree certificates and diplomas can be found in the guidelines.

Chapter 6. Appeals Procedure

Section 6-1. *Right to appeal*

(1) Students shall be entitled to lodge an appeal against all individual decisions made by Kristiania University College. All individual decisions shall be issued in writing and shall include the reasoning for the decision.

(2) If the decision does not include reasoning, the student may contact those who made the decision to request a justification.

(3) An appeal must always be lodged with the body that made the original decision. If the appeal is not upheld in the first instance, the appeal will be escalated to the Appeals Board.

Section 6-2. *Appeals deadline*

(1) The appeals deadline for all individual decisions shall be three weeks after the student has received the decision or after the student should have become aware of the circumstances that justify their appeal.

(2) If the student has requested a justification for the decision, the appeals deadline shall apply from the date on which the justification is received.

Section 6-3. *Content of the appeal*

An appeal must be submitted in writing and shall include information about the appealed decision and the requested change to the appealed decision. The appeal should also be justified. The appeal must be signed and dated.

Section 6-4. *Guidance, help and support*

(1) The University College will inform students about their right to appeal, appeals deadlines, the Appeals Board and appeals procedures, as well as the right to access to case documents. Such information shall be provided in connection with all individual decisions.

(2) Students may request help and support from the Study Administration to prepare a written appeal. If the appeal relates to a disciplinary action, the student shall be entitled to seek assistance at all stages of the case proceedings.

Section 6-5. *Appeals Board*

(1) The University College Director will appoint an Appeals Board on behalf of the Kristiania University

College Board.

- (2) All individual decisions made by Kristiania University College can be appealed to the University College Appeals Board. Appeals lodged against grading will not be considered by the Appeals Board.
- (3) For decisions that were made by the Appeals Board in the first instance, the appeals body shall be the National Joint Appeals Board.

Section 6-6. Fees

- (1) When considering cases under which the institution is liable for the student's costs, the prevailing government rates applicable at any time shall be used.
- (2) The Appeals Board may decide that the fee should be reduced.

Chapter 7. Entry into force - transitional provisions

Section 7-1. Entry into force

These regulations shall enter into force on 1 August 2018. The regulations of 8 August 2012, no. 1437 on admissions, study programmes and examinations at bachelor's and master's degree level at Kristiania University College shall be repealed from the same date.

Section 7-2. (Repealed)