

## Regulations related to admission, studies, degrees and examinations at Kristiania University College

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*Please note that this document is a translation of a legally binding document originally written in Norwegian ([Forskrift om opptak, studier, grader og eksamen ved Høgskolen Kristiania](#)). If a dispute arises due to the interpretation of this document, the Norwegian version takes precedence.*

### Chapter 1: General Provisions

#### **Section 1-1: Scope of application**

The regulations apply to all studies at the Kristiania University College. The regulations set out rules for admission and the execution of studies, in addition to provisions for students' rights and obligations at the university college.

Chapter 2: Admission applies to applicants for courses at bachelor's and master's level, including further education and individual courses at the Kristiania University College.

The regulations also apply to participants attending corporate internal courses, unless otherwise pointed out in an agreement between the university college and contractual partner.

#### **Section 1-2: Student's duty to investigate and to inform**

(1) All students have a duty to become familiar with the applicable laws, regulations and rules of the Kristiania University College, and the specific provisions relating to the study programme to which the student has been admitted. In addition, the student has a duty to keep up-to-date with the formal communication channels of the university college.

(2) Unfamiliarity with the above sources cannot be asserted as extenuating circumstances.

### **Section 1-3: Definitions**

#### *Student*

A person who has been admitted to study at the Kristiania University College and has a binding and non-completed contract through a course or study programme.

#### *Admission to a course or specific programme of study*

Rights connected to having been admitted as a student and having an applicable study contract. Admission to a course or specific programme of study gives entitlement to take part in all organised instruction, academic supervision, etc., associated with the study programme to which the student has been admitted.

#### *Study programme*

A course of study giving 60 credits or more determined by an individual education plan that leads to a certificate.

#### *Programme description*

Programme description of the study programme or programme option description and complete compilation of course descriptions.

#### *Overall programme description*

An overall description of the structure and execution of the study programme. The description shall include provisions for admission requirements, credits, objectives, learning outcomes, academic content and assessment arrangements in compliance with the applicable quality assurance system of the university college.

#### *Course*

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

#### *Course description*

Shall include provisions on the scope, the required prerequisite knowledge, academic content, learning outcomes, teaching and work methods, teaching materials, assessment forms and potential compulsory activity in compliance with the applicable quality assurance system of the university college.

#### *Credits*

Measurement of the scope of the course where 60 credits corresponds to one year of full-time study.

#### *Syllabi*

Literature or, for example, web sites, films, performances, lectures or similar that the students use in a learning situation that distinctly differ from the recommended literature, supplementary literature and other recommended teaching materials.

#### *Compulsory activity*

Requirements that must be approved in order to take an examination. Compulsory activity is assessed with a pass/fail grade.

#### *Individual education plan*

An agreement entered into between the Kristiania University College and the student regarding completion of the study programme. The agreement applies for one semester at a time. Along with the rights and obligations set out in regulations, the individual education plan defines the student's course of study and progress.

#### *Teaching*

Each planned and/or hourly-planned teaching activity arranged by the university college.

#### *Examination*

An examination is a final assignment of a course or a defined course unit. The result of the work (basis for assessment) is graded and the examination result is added to the certificate or transcript.

#### *Ordinary examination*

An ordinary examination is the first examination a student takes for a full course or part of a course.

#### *Re-scheduled examination*

A re-scheduled examination is the assessment that is arranged for students who have documented valid absence from an ordinary examination.

#### *New examination/re-sit examination*

A new examination/re-sit examination is the assessment that is arranged for students who fail or do not turn up/hand in an ordinary examination paper, and for students who want to improve their overall course assessment grade.

#### *Special examination*

A special examination is the assessment that is arranged for courses based on the course portfolio.

#### *Examination form*

The assessment form of an examination or part of an examination.

#### *Part of an examination*

One or more assessments in a course, of which each gives an independent grade that will be included when calculating the final grade for the course. Each part of an examination leads to a credit grade and the credits of each part of an examination are specified in the course description. The candidate's right to be informed of the reason for examination results, the right of appeal, etc., in compliance with these regulations applies to each part of an examination.

#### *Combined examination*

An examination that consists of two or more independent examination forms that are deemed as one, i.e. that leads to a single examination result (one protocol). The candidate's right to be informed of the reason for examination results, the right of appeal, etc., in compliance with these regulations, applies to the examination as a whole and not to each assessment form concerned.

#### *Rolling admissions*

Qualified applicants are admitted as the applications are registered throughout the application period. Cannot be used for study programmes with a limited number of places or when an entrance test is required.

#### *Joint admission*

All applicants are assessed simultaneously and in compliance with the application deadline. To be used for study programmes with a limited number of places and those with entrance tests.

#### *Completion deadline*

If a student does not complete the course of study within two years after the ordinary examination, the student will lose the right to study.

#### *Progress*

Progress is measured by the number of credits a student has attained in relation to the standard

number of credits attained at a specific time during the study programme. Full progression means that a student has taken courses equal to 60 credits in accordance with his/her individual education plan during the academic year.

*Student's payment obligations*

The applicable payment obligations specified in the student's study contract. These normally amount to tuition and semester fees.

**Section 1-4: Delegation**

The board of directors has delegated authority to the unit specified in each provision.

The board of directors can independently adopt amendments to the regulations. The university college's management team can adopt amendments to the guidelines.

## Chapter 2: Admission

### **Section 2-1: Application deadlines and admission quotas**

- (1) The university college practises both rolling and joint local admissions according to the application deadline in compliance with the decision of the board of directors. The university college follows the national application deadlines as guiding deadlines.
- (2) Rolling admissions cannot be used for study programmes with special admission requirements in the form of entrance tests.
- (3) Application deadlines for study programmes with joint local admissions follow the given deadlines set out in guidelines, unless otherwise decided by the board of directors.
- (4) The board of directors decides how many students can be admitted to each study programme each year based on the available capacity and resources.
- (5) Should there be fewer applicants compared to the number of available places after the application deadline, the board of directors might decide to offer rolling admissions or a new application deadline for last-minute places.
- (6) The ordinary admission process is normally closed when studies with a limited number of places are full and one week at the latest after the start of studies.
- (7) The board of directors passes decisions on whether the start-up of a study programme should be cancelled.

### **Section 2-2: Admission requirements for first degrees**

- (1) For admission to first degree programmes at the Kristiania University College, possession of the ordinary Higher Education Entrance Qualification is required.
- (2) Some study programmes may have special admission requirements beyond the Higher Education Entrance Qualification. Such requirements should be specified in each programme description and communicated through the university college's formal communication channels.
- (3) Some study programmes can grant exemption from the ordinary requirement for possession of the Higher Education Entrance Qualification. The legal basis for such exemption must be set out in regulations.
- (4) Entrance tests must be graded in compliance with the criteria determined in the university college's guidelines. The criteria and guidelines must be made available to the applicants.
- (5) The education committee approves all entrance tests.

### **Section 2-3: Admission to master's programmes**

(1) For admission to master's programmes, the applicant must have a bachelor's degree, cand.mag degree or corresponding course study with a scope of at least 180 credits.

(2) For admission to master's programmes with a scope of 120 credits, the following requirements for admission must be specified in the programme description:

- the specialisation subject, course or course group with a scope of at least 80 credits within the subject area of the master's degree; or
- the type of integrated vocational education with a scope of at least 120 credits within the discipline of the master's degree.

(3) In special cases the university college may approve other documented qualifications that are wholly or partly equal to the requirements in Section 2-3 (1) and (2).

(4) Academic requirements or grade requirements and requirements for entrance tests, as well as the ranking criteria for each master's programme, are set out in the programme description.

(5) Two years of relevant work experience is also required for admission to experience-based master's programmes. Relevant work experience is set out in the programme description. Work experience must have been obtained after the student's first degree.

### **Section 2-4: Admission requirements for further education**

The Higher Education Entrance Qualification for further education at the Kristiania University College must have been completed and higher education passed. The relevant academic background and special admission requirements are specified in the programme description for each further education programme.

### **Section 2-5: Admission as a course student**

It is possible to apply for admission to individual courses and follow the associated classes. Applicants are assessed according to the applicable admission requirements specified for the study programme the course falls under and any absolute prerequisite knowledge requirements for the course.

### **Section 2-6: Ranking of applicants for first degrees**

(1) For studies at the Kristiania University College that have an entrance test as a special admission requirement, applicants are ranked based solely on the entrance test or both the entrance test and national rules or solely on national rules when the entrance test only qualifies and does not rank. The programme description should specify the basis for ranking.

(2) No ranking is carried out for studies at the Kristiania University College when rolling admission is used.

### **Section 2-7: Applications and documentation**

- (1) Admission applications are submitted in accordance with the applicable application procedure. Applicants must document that they fulfil the admission requirements. All documents that will form the basis for admission must be sent to the Kristiania University College within the specified deadlines set out in guidelines. The deadlines shall be published on the Kristiania University College's web site.
- (2) Documentation that is not available on the date of application must be forwarded within the specified deadlines set out in guidelines.
- (3) Applicants are obliged to present the original documents at the specified venue on the specified date upon request. Students who do not present the requested original documents for checking could lose their offer of a place.

### **Section 2-8: Admission**

- (1) Applicants who fulfil the applicable admission requirements and are successful in potential ranking will be offered a place at the Kristiania University College. Admission is completed when the student signs a contract with the Kristiania University College.
- (2) Admission for online studies is completed when qualified applicants approve the student terms and conditions of the Kristiania University College Nettstudier [Online Studies].

### **Section 2-9: Deferment of the start of studies**

An application can be made to reserve a place until the next ordinary round of admissions to the programme in compliance with the guidelines. Applicants who receive a conditional offer cannot apply to reserve the place until the next round of admissions.

### **Section 2-10: Appealing an admission decision**

- (1) Admission to college programmes is considered an individual decision and can as such be appealed to the college academic administration of the in compliance with the rules in Chapter 6.
- (2) Academic assessments cannot be appealed. Only formal errors can be appealed.

## Chapter 3: Studies

### **Section 3-1: Studies and study programmes**

- (1) Studies at the Kristiania University College giving 60 credit points or more are organised as study programmes. A study programme can be organised as programme options, course groups or courses.
- (2) The board of directors can independently pass a decision to establish and withdraw study programmes.
- (3) Programme descriptions at the Kristiania University College shall be available in Norwegian and English.

### **Section 3-2: Determining programme descriptions**

- (1) At the Kristiania University College, a complete individual education plan shall consist of:
  - a programme description for the study programme;
  - or a programme option description for the programme option within the study programme;
  - a course description for each course.
- (2) Programme descriptions are approved in compliance with the university college's guidelines on systematic quality assurance. Finally determined by the board of directors.
- (3) The Kristiania University College's guidelines on systematic quality assurance apply to the quality assuring of study programmes and courses.

### **Section 3-3: Teaching**

- (1) Teaching activities at the Kristiania University College are reserved for students who have been admitted to a specific programme of study, courses, short courses or similar and have paid the semester and tuition fees. Upper secondary school students with a written trainee agreement with the university college are exempted from the aforementioned.
- (2) Students who have been admitted to a specific programme of study have preferential rights to teaching activities for the study programme.
- (3) The language of instruction can be a Scandinavian language or English. The language of instruction should be specified in the course description.

### **Section 3-4: Length of semesters**

- (1) The academic year starts in mid-August and ends in mid-June. The Director of Academic Affairs determines the teaching periods and dates for the start of studies.

Individual start-ups apply to flexible online studies.

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

### **Section 3-5: Recognition of previous education**

(1) Students can apply for specific recognition/exemption from courses, subjects, examinations or compulsory activity based on:

- a) passed courses and examinations from other accredited education;
- b) earlier non-accredited education and experience (prior learning and work experience).

(2) Applications for recognition of previous education or academic recognition are processed in compliance with the university college's guidelines on recognition of previous education.

(3) Exemption from individual courses does not lead to reduced tuition fees, however, the student can apply to follow alternative courses for other study programmes. Applications are processed in compliance with the university college's internal guidelines.

(4) Specific recognition of education and exemption from individual courses shall be specified on transcripts and certificates in accordance with the applicable template. This provision also applies to student exchange.

(5) Students who take examinations in courses that wholly or partly cover each other academically, and maintain the same academic level, will have their total credits reduced for courses concerned. The head of study programmes decides the scope of the reduction.

(6) Decisions on specific recognition and exemption are individual decisions and can be appealed in accordance with the rules in Chapter 6. Academic assessments cannot be appealed. Only formal errors can be appealed.

### **Section 3-6: Admission to a course or specific programme of study and progress**

(1) Any person who accepts an offer of a place in accordance with the terms and conditions of the study contract has the right to study in accordance with nominal length of study for the specific study programme to which the student has been admitted.

(2) Admission to a course or specific programme of study ends if:

- a) the student violates the two-year completion deadline after the programme should normally have been completed or 18 months after the registration date for each course for online studies; or
- b) if the Kristiania University College receives notification from the student within the determined deadline that he/she is withdrawing from the programme before completion; or
- c) the student attains a degree or sits a final examination and the Kristiania University College has not extended the right to study; or
- d) is admitted to a different course or specific programme of study at the Kristiania University College, unless it is assumed that the previous admission to a course or specific programme will still apply.

(3) Admission to a specific programme can permanently or temporarily be taken away from a student if the student:

- a) does not fulfil the obligations specified in the study contract; or
- b) does not progress by the required 75% (see the guidelines); or
- c) has used up all attempts at an examination; or

d) has violated the provisions of the Norwegian Act relating to Universities and University Colleges, Section 4-8, relating to exclusion and expulsion.

(4) Students who do not maintain their student status or lose their right to study must apply for re-admission, unless agreed otherwise with the Kristiania University College.

### **Section 3-7: Individual education plan**

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

(2) The individual education plan shall be in two parts:

- a) An introductory mutual part specifying the most important rights and obligations of both parties.
- b) A semester-related part describing specific courses in the forthcoming semester.

(3) If the individual education plan will significantly deviate from the programme description, the person with academic responsibility for the programme shall present his/her point of view before the plan is finalised.

(4) The student must confirm his/her individual education plan within the determined deadline at the beginning of each semester to maintain their right to study and the right to tuition. This also applies to student exchange.

(5) The student's right to monitoring and adaptation during their education is conditional on the student's obligations in accordance with his/her individual education plan.

(6) The individual education plan can be changed by agreement between the Kristiania University College and the student.

### **Section 3-8: Absence of leave**

(1) A student can apply to reserve a place or to defer the start of studies for up to two semesters in compliance with the guidelines and within the determined deadline.

(2) A student can apply for absence of leave from the study programme in compliance with internal guidelines and within the determined deadline.

(3) A student on parental leave can choose to pay the semester fee and any other determined fees, as well as confirm their individual education plan during absence of leave. When a student resumes studying after parental leave, the student shall be given first priority when joining a cohort with limited capacity should there be an available place.

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

### **Section 3-9: Compulsory activity**

- (1) In the course descriptions, the university college must set the requirement of compulsory activity, including compulsory participation in various organised teaching activities as part of the completion of the programme.
- (2) The assessment grade for compulsory activity is pass/fail.
- (3) Compulsory activity is used to regulate access to individual examinations, but can be incorporated as part of an examination.
- (4) Passed compulsory activity cannot normally be repeated.
- (5) Failed compulsory activity gives entitlement to repeat the activity. Repetition of compulsory activity is subject to applicable guidelines. On some courses compulsory activity can only be repeated when it is normally carried out. This should be stated in the course description.
- (6) The same requirements as those for documentation of valid withdrawal from examinations shall normally be applied to documentation of valid absence from compulsory activity. Valid absence does not give entitlement to exemption from compulsory activity, but contributes to regulating the right of repetition in compliance with applicable guidelines.

## Chapter 4: Examinations

### **Section 4-1: Examination forms and dates of examinations**

- (1) Examinations are conducted according to the examination/assessment forms set out in the course description for each course.
- (2) The college determines and announces the plan for conducting examinations in separate examination plans, which are made available to students. All candidates are responsible for keeping informed about the date and venue of examinations.
- (3) Re-scheduled examinations are held for students who had valid absence at the time of the examination. Re-sit examinations are held for students who did not pass the examination or want to improve their grade. More detailed provisions on potential dates and times, and when re-sit examinations will be held, are specified in the applicable guidelines. An examination fee is paid for re-sit examinations. Re-scheduled examinations are not subject to a fee.
- (4) With a first re-sit examination, the same syllabus as the ordinary examination will apply. Students are responsible for finding out the applicable basis for assessment when registering to take a re-sit examination for a course.
- (5) Up to two special examinations can be held when a course is withdrawn. The last special examination is arranged within two years after the end of the academic year the course was last taught. The Director of Academic Affairs can make decisions about special examinations in special cases.

### **Section 4-2: Terms and conditions for taking an examination**

- (1) In order to take an examination, the student must be admitted to the programme and/or individual courses and register for the examination within the determined deadlines. The student must fulfil the payment obligations set out in the contract.
- (2) For some courses, the right to attend and take part in an examination might be regulated by compulsory activity. Such requirements should be specified in the course description.

### **Section 4-3: Registering for examinations**

- (1) Registration for ordinary examinations is done automatically for students following the normal course of progression in a study programme once the individual education plan has been approved. The registration procedure and deadlines for new, re-scheduled and special examinations are announced through the formal communication channels of the college. Students are responsible for registering for examinations.
- (2) Candidates who have registered for a new, re-scheduled or special examination can withdraw registration within the determined deadline.

#### **Section 4-4: Language form for examinations**

- (1) If the language of instruction is specified in the course/programme description as a non-Scandinavian language, the examination paper and answer shall generally be given in the language of instruction.
- (2) The examination answer paper may be submitted in a non-Scandinavian language or language of instruction upon application. The academic administration processes applications following the applicable guidelines on special arrangements for examinations.
- (3) The provisions under this paragraph do not apply to language courses. This should be stated in the course description.

#### **Section 4-5: Oral examinations**

- (1) Oral, practical and performing arts examinations shall be public, unless execution of an examination indicates otherwise. The rule of a public examination can be waived if privacy is compromised and, in special cases, upon written application from the candidate concerned if compelling grounds exist.
- (2) Project work carried out in cooperation with external partners may be subject to confidentiality provisions. If, in such cases, an oral examination is part of the assessment, a decision can be made to stop the examination from being public.
- (3) The head of study programmes processes applications for exemption from oral, practical and performing arts examinations that are public.

#### **Section 4-6: Support materials for supervised examinations**

Students of the Kristiania University College are obliged to become familiar with the allowed examination support materials. Allowed examination support materials are specified in the course description.

#### **Section 4-7: Special arrangements**

- (1) Candidates who require special arrangements during examinations must apply for the aforesaid arrangements within the determined deadlines set out in guidelines. Documentation of the need for such arrangements must be provided in compliance with the requirements of the guidelines. Dispensation from the application deadline can be granted if the attestation shows that the need arose after the deadline. The academic administration makes decisions on special arrangements for examinations.
- (2) Students with Norwegian as a foreign language can apply to answer the examination questions in English.
- (3) Appeals against decisions on special arrangements facilitated by the college are considered individual decisions and can as such be appealed to the academic administration of the college in compliance with the rules in Chapter 6.

#### **Section 4-8: Absence from examinations**

(1) Any student who fails to attend an examination or hand in an examination answer paper at the set time without a valid reason is deemed as having presented themselves for the examination, but registered as having 'failed to turn up for the examination'.

(2) Students who fail to turn up or hand in an examination answer paper, but claim they had a valid reason, must notify the college of the matter in writing and enclose documentation from a professional as soon as possible and within five days at the latest. A medical certificate must be provided for the illness of the student or illness of an immediate family member. Absence due to the student's own prioritisations and choice are not generally approved.

(3) Approved absence does not count as an examination attempt under the provisions of these regulations and gives entitlement to a re-scheduled examination with no fees. Absence of leave/non-submission, which is not approved, counts as an examination attempt and is registered as 'failed to turn up for the examination'.

#### **Section 4-9: Cheating during examinations**

(1) Behaviour or situations that aim to give the student or a co-student an unconditional advantage is counted as cheating. The same applies to behaviour that prevents the knowledge and skills of the student or co-student from being tested and assessed in an impartial and professionally sound manner. Additional information is found in the applicable guidelines.

(2) The Kristiania University College's appeals board makes decisions on annulment or expulsion. The student has the right to explain before a decision is made. Decisions on sanctions for cheating are individual decisions and can be appealed to the National Appeals Board for Higher Education.

#### **Section 4-10: Number of examination attempts**

(1) Students can present themselves for an examination for the same course maximum three times. In special cases and in compliance with applicable guidelines, the academic administration may grant dispensation to allow a student to attempt an examination more than three times. If a student does not turn up for an examination without approved valid non-attendance, one attempt at the examination is considered used up.

(2) A bachelor's or master's thesis that has received a fail grade can only be re-submitted as a new examination attempt once. This must be done within the set deadline and in rewritten format.

(3) A bachelor's or master's thesis that has received a pass grade cannot be submitted in rewritten format. It is not normally possible to write a new bachelor's or master's thesis within the same discipline.

(4) The limited number of examination attempts applies to the whole course even if the course code changes or different codes are used for the course in multiple study programmes or if it is incorporated into a study programme in a new format in connection with an interim scheme.

(5) Applications for a fourth examination attempt are individual decisions and can be appealed in accordance with the rules in Chapter 6.

#### Section 4-11: Assessment and grading scale

(1) The following assessment grades are generally given for examinations: A - E to indicate a 'pass' grade and F to indicate a 'fail' grade. Letter grades are given without plus or minus. The different increments of the grading scale are explained as follows with a general qualitative description:

A <i>Excellent</i>	Excellent achievement that clearly stands out. The candidate demonstrates excellent judgement skills and considerable independence.
B <i>Very good</i>	Very good effort. The candidate demonstrates very good judgement skills and independence.
C <i>Good</i>	Good effort that is satisfactory in most areas. The candidate demonstrates good judgement skills and independence in the most important areas.
D <i>Quite good</i>	Acceptable achievement with some significant shortcomings. The candidate demonstrates a certain degree of judgement and independence.
E <i>Satisfactory</i>	The answers meet the minimum requirements, but nothing more. The candidate demonstrates little judgement and independence.
F <i>Fail</i>	The answers did not meet the minimum requirements. The candidate demonstrates lack of judgement and independence.

(2) A 'Pass' or 'Fail' grade can also be given.

(3) The grading scale should given in the course description.

(4) If parts of examinations are awarded credits, it must be specified in the course description.

(5) When a course has one or more parts of an examination, the same grading scale must be used for all parts.

(6) Examinations taken as a group shall be given one grade for the group as a whole. This does not apply to group examinations with explicitly identifiable parts for which grades can be individually differentiated based on each individual part. It must be specified in the course description if group examinations shall have individual grades.

(7) If a candidate has passed the same examination several times, the best grade will apply. Only this grade will appear on the transcript and certificate.

#### Section 4-12: Examination results

(1) Grades are announced in accordance with the Norwegian Universities and University Colleges Act.

(2) For the Kristiania University College, examination results for master's theses must be announced within five weeks.

(3) A grading guide or solution proposal must be prepared in connection with grading. This should be available to examiners before assessment and available to students once the examination results have been announced.

- (4) The head of study programmes recommends examiners for the study programmes' courses. The education committee quality assures and approves examiners following the recommendations of the head of study programmes. The Committee shall appoint at least one examiner for each examination.
- (5) The board of directors determines guidelines on using external examiners.
- (6) If an external examiner is used at an examination, the internal and external examiners shall mutually set the grade. The examiners shall submit an overall grade. Should the examiners disagree, the grade shall be set according to the external examiner's assessment.
- (7) Two examiners must be used in connection with oral examinations, and examinations/parts of examinations, when the basis for assessment consists of practical tasks and performances, which cannot be tested nor therefore appealed. At least one of the examiners shall be an external examiner knowledgeable within disciplines related to life and health.
- (8) When a joint grade is to be set for all students in a group examination, the examiner can demand oral questioning of the candidates should unequal contribution to the assignment be suspected.
- (9) Examination results are announced via StudentWeb.

#### **Section 4-13: Complaints about grades and reasoning**

- (1) The rules set out in the Norwegian Universities and University Colleges Act apply to complaints about grades and obtaining a reason. Matters that are not profoundly covered by the Act, these regulations or college regulations are governed by the principles of the Norwegian Public Administration Act.
- (2) The demand for a reason must be submitted immediately after grades have been announced for oral examinations, and examinations/parts of examinations, when the basis for assessment consists of practical tasks and performances, which cannot be tested nor therefore appealed. For other forms of assessment, the deadline is one week after the examination results are published. Examiner(s) can give a reason orally or in writing within the deadlines set out in the Act. The examiner(s) decides how the reason will be given.
- (3) To new examiners, one of which must be an external examiner, will grade an examination when a complaint is made about grading. The student's deadline for making a complaint is three weeks after the grade was published, alternatively three weeks after the reason for the grade is given. A new assessment of a testable examination following a complaint must be given within three weeks after the complaint is received by the Kristiania University College.
- (4) Complaints can only be made about formal errors that may have impacted the result of oral examinations, and examinations/parts of examinations, when the basis for assessment consists of practical tasks and performances, which cannot be tested nor therefore appealed.

#### **Section 4-14: Complaints about formal errors connected to examinations**

- (1) Students who have taken an examination or parts of an examination can complain about formal errors that may have impacted the assessment of one or more of the candidates efforts. The grounded complaint must be submitted within three weeks after the candidate became aware or should have been aware of the matters that form the grounds for the complaint

(2) Should the board of directors or appeals board find that an error was made and that it could have impacted the achievement of one or more candidates, or judgement thereof, a decision may be made to only re-grade the complainant's answer or those of all the candidates, who took the applicable examination, or to annul the examination and hold a new one.

(3) Complaints cannot be made about academic guidance in connection with examinations or similar work under this paragraph.

## Chapter 5: Degrees and Certificates

### **Section 5-1: Requirements for the content and composition of associate degrees**

The degree is attained through the completion of a study programme with a overall scope of 120 credits.

### **Section 5-2: Requirements for the content and composition of bachelor's degrees at the Kristiania University College.**

(1) A bachelor's degree is attained through the completion of a study programme with a overall scope of 180 credits. The composition of courses must comply with the university college's applicable programme descriptions and with specialisation in subjects, courses or course groups with a minimum of 80 credits.

(2) When a bachelor's degree has been attained, the academic content of the degree (supplementary description) is specified on the certificate as follows: 'Bachelor of (English name of the study programme) (English name of any specialisation where applicable)'.

### **Section 5-3: Requirements for the content and composition of master's degrees at the Kristiania University College.**

(1) A master's degree is attained after the completion of a study programme corresponding to 90 (experience-based) or 120 credits. The composition of courses must comply with the university college's applicable programme descriptions.

(2) Students, who have completed a master's programme will obtain the title 'Master of (English name of the study programme) (English name of any specialisation where applicable)'.

### **Section 5-4: Requirements for degrees when re-awarding the same degree or multiple degrees**

(1) When re-awarding a bachelor's degree or using a basis that wholly or partly includes a previously awarded degree, the combined courses passed must have had a scope of at least 60 credits, in addition to the previous degree. The new degree must have a different academic focal point than the previous degree.

(2) When re-awarding a master's degree or using a basis that wholly or partly includes a previously awarded degree, the combined courses passed must have had a scope of at least 60 credits, in addition to the previous degree. The new courses must include a different master's thesis than the previous degree.

### **Section 5-5: Requirements for the content and composition of degrees in cooperation with other institutions**

(1) Degrees that are awarded in cooperation with other institutions (joint degrees) are normally subject to the same requirements for the content and composition of degrees, as the degrees awarded solely by the Kristiania University College and must comply with the applicable national regulations.

(2) The board of directors approves partnership agreements with other institutions upon establishment of joint studies and studies that lead to a joint degree.

### **Section 5-6 Overlapping academic content**

The overlap of academic content between courses included in the basis for a degree cannot exceed 10 credits. Additional information regarding overlapping is given in the guidelines.

### **Section 5-7: Transcripts**

A transcript can be issued to students who have completed and passed one or more courses at the Kristiania University College. The transcript shall specify the name of the course and scope, grade given for the course, and the year and semester the grade was attained.

### **Section 5-8: Certificates**

(1) A certificate for a completed degree shall specify the basis on which the degree was awarded. All courses included in the degree shall be specified on the certificate.

(2) Only one certificate is issued for an attained degree. If a certificate is lost, a duplicate can be issued upon application. The student must pay for the duplicate.

(3) In order to receive a certificate at least 60 credits included in the degree must have been attained at the Kristiania University College. The final bachelor's thesis for a bachelor's programme must be submitted at the Kristiania University College. In order to receive a certificate for master's programmes, the thesis must be submitted at the Kristiania University College. However, it can be set out in the programme description that a master's thesis can be submitted at another institution under a partnership agreement.

(4) The university college's management team determine the design of certificates, transcripts and the diploma supplement.

## Chapter 6: Appeals Procedure

### **Section 6.1: Right of appeal**

- (1) Students have the right to appeal individual decisions made by the Kristiania University College. All individual decisions must be in writing and contain a reason for the decision.
- (2) If the reason is not included in the decision, the student can contact the person who made the decision and ask for the reason.
- (3) An appeal must always be directed to the body that originally made the decision. If the appeal is not upheld in the first instance, it will be forwarded to the appeals body.
- (4) Academic assessments in individual decisions cannot be appealed.

### **Section 6-2: Deadline for appeals**

- (1) The deadline for appealing all individual decisions is three weeks after the student receives the decision or after the student should have known about the matters that form the basis for the appeal.
- (2) If the student has requested a reason for the decision, the appeals deadline will apply from the date the reason is received.

### **Section 6-3: Content of the appeal**

Appeals must be made in writing and contain information about the appealed decision and the changes one desires thereto. The appeal should also be grounded. The appeal must be signed and dated.

### **Section 6-4: Academic supervision, help and support**

- (1) The university college shall inform students about the right of appeal, deadline for appeals, the appeals body and appeals procedure, as well as the right to inspect case documents. This information should be given in all individual decisions.
- (2) Students can receive help and support from the academic administration to formulate a written appeal. If the appeal concerns a disciplinary sanction, the student is entitled to assistance during all phases of case processing.

### **Section 6-5: Appeals body**

- (1) The Director of Academic Affairs establishes an appeals board on behalf of the Kristiania University College's Board of Directors.
- (2) All individual decisions made by the Kristiania University College can be appealed to the university college's appeals board. The appeals body cannot handle appeals against examination results.
- (3) A joint appeals board is the appeals body for decisions made by the appeals board in the first instance.

### **Section 6-6: Fees**

- (1) When processing cases and the institution is responsible for the student's expenses, the applicable hourly fees set by the Government are used.
- (2) The appeals board can pass a decision to reduce the fees.