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*Buskerud University College, 3 April 2009*

**Regulations governing examinations at Buskerud University College**

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## **Regulations governing examinations at Buskerud University College**

**Legal authority:** Established by the Board of Buskerud University College on 9 December 2008 pursuant to the Act no. 15 of 1 April 2005 relating to Universities and University Colleges, Section 3-9.

### **Section 1. *Scope and extent***

These regulations apply to all examinations and tests and assessments that give study credits (ECTS) at Buskerud University College. In the event of any discrepancy between these examination regulations and current law and/or National curriculum regulations, the Acts' or the National curriculum regulations take precedence.

The regulations apply to students who are enrolled in or participate in a multi-year, one-year or short-term course of studies or in individual courses, including various types of further educational courses and courses related to student exchange programmes. The regulations also apply to people who sit examinations pursuant to Section 3-10 of the Act, without having been enrolled as a student.

### **Section 2. *Definitions***

#### *The Act*

The act referred to is Act no. 15 of 1 April 2005 relating to Universities and University Colleges.

#### *Student*

A student is a person who has been enrolled in studies at the University College pursuant to Sections 3-6 and 3-7 of the Act.

#### *The right to study*

The right to study is linked to enrolment as a student in a programme of study or course pursuant to Sections 3-6 and 3-7 of the Act and to hold the status of a student. This entails a right to participate in all organised teaching, supervision, exercises and test reviews, laboratory courses, practical studies, field work etc. connected with the programme of study or the course in which the student has been enrolled.

#### *Single subject student*

A single subject student is a person who has been enrolled in one or more single courses without being enrolled in a programme of study.

#### *External candidates*

An external candidate is a person who sits examinations pursuant to Section 3-10 of the Act without having been enrolled as a student in the programme of study or the like.

#### *Programme of study*

A series of courses with a specified content according to curriculum or syllabus which lead to a final examination or degree.

#### *National curriculum regulations*

A National plan that describes the goals for learning outcome and the content and organisation of programmes of studies. The National curriculum regulations are determined by the Ministry of Education and Research.

#### *Curriculum/syllabus*

Curriculum and syllabus are terms used for a uniform plan for studies that gives a more detailed specification of the objectives and contents of the syllabus, expected learning outcome, organisation of the course of studies, its teaching and assessment mode and obligatory requirements. Curricula, contrary to syllabi, are regulated by National curriculum regulations.

#### *Course/module description*

The course/module description is part of a curriculum/syllabus. A course/module description details a course's objectives, content, teaching activities, learning outcome, compulsory participation, requirements relating to previous knowledge, modes of assessment, literature, learning aids and equipment.

#### *Subject*

The smallest credit-achieving unit that can constitute part of a subject, a group of courses/colloquia, a programme of study or a degree, as is appears in the curriculum/syllabus (cf. course/module description).

#### *Prescribed texts*

Prescribed texts constitute the essential knowledge that must be mastered at the examination.

### *Education plans*

An education plan is an individual plan for completing a programme of studies that is drawn up jointly by the individual student and the University College. The plan includes details of the University College's responsibilities and obligations vis-à-vis the student and the student's obligations vis-à-vis the institution and fellow students.

### *Credits (ECTS)*

Credit (ECTS) is a measure of the scope of a programme of study and courses where 60 credits (ECTS) are equivalent to one year of full-time study.

### *Assessment*

The term assessment is used when grading/marking, A-F or pass/fail in a subject, course or group of courses. An assessment can be made up of several partial assessments which together produce a result. The overall result will be specified in the diploma or incorporated into the grade on the diploma.

### *External examiners*

These are examiners who are not or have not recently been employed by the University College and who have not taught the subject in question as an hourly paid teacher while acting as an external examiner. By recently is normally meant the previous semester.

### *Examination*

Examination is a term for all or part of the assessment basis that results in a final grade on a diploma or transcript of records.

### **Section 3. Revision in curriculum/syllabus and prescribed texts**

Revisions in curriculum/syllabus shall not come into force before the beginning of a new academic year. Minor revisions in the prescribed texts can be made during the period of study.

### **Section 4. Right to study**

A valid right to study is established on enrolment, the payment of a semester fee and registration on the University College's student web. The right to study applies from enrolment for 2 years after the expiry of the prescribed study period. After the expiry of the right to study, examinations may only be sat after re-enrolment as a student (including as a single course student) or as an external candidate.

### **Section 5. Single subject student**

A person who satisfies the requirements for admittance but who has not been enrolled in any programme of study at the University College may apply for admittance for a semester for individual subjects.

The application for such admittance and registration for the examination must take place prior to 15 September in the autumn semester and 15 February in the spring semester. The semester fee is to be paid in arrears assuming that the applicant is found to be qualified.

A person who satisfies the admission requirements but is not admitted for a semester for capacity reasons can apply to sit the examination as an external candidate.

### **Section 6. *External candidates***

Those who satisfy the admittance requirements and other requirements to sit an examination, but who are not admitted for the studies, may apply to sit an examination in a single subject or group of subjects as an external candidate. The rights of external candidates are limited to permission to attend public lectures and to sit the examination. The faculty that bears responsibility for the subject or course may decide that an external candidate can be granted access to other tuition.

Applications for external candidate status and registration for the examination must be made prior to 15 September in the autumn semester and 15 February in the spring semester. Examination fees, cf. Section 2-1 of the Regulations for payment of fees to Universities and University Colleges, and semester fees will be collected in arrears assuming that the candidate is considered qualified.

### **Section 7. *Education plans***

An education plan shall be prepared for all students who are enrolled in courses with a scope of 60 credits (ECTS) or more. The education plan shall be compiled in such a manner that the student can complete the planned studies or course of studies within the prescribed period of time as a full-time or part-time student. The education plan can be revised if so agreed by the faculty and the student.

### **Section 8. *Leave of absence***

A student who has a child during the course of studies shall be granted the right to take leave during pregnancy and leave to take care of the child. The student maintains a right as a student at the University College. The student shall have the right to resume his/her studies at a level corresponding to that attained prior to the leave and efforts shall be made to ensure that the studies can be resumed as quickly as possible after the leave of absence ends.

Leave of absence can also be granted for compulsory national service, illness or other special reasons. Leave of absence is normally granted for up to one year.

### **Section 9. *Examination conditions***

The conditions may be work requirements/course requirements, compulsory assignments, demands regarding examinations and tests, compulsory participation or completed practical work and be approved before the student is allowed to sit the examination or continue the

course of studies. The terms shall be specified in the curriculum/syllabus or course/module description. The dean may decide that the student is not entitled to further assessment if the student, on the basis of an overall evaluation, has not satisfied the earlier conditions to sit the examination in a subject. This applies equally to candidates without a right to study (external candidates).

#### **Section 10.** *Registration/withdrawal*

Students with education plans register for examinations by confirming their education plan on the Student Web each semester. Students that are studying without education plans and single subject students shall also register for an examination by recording this on the Student Web. The student must personally ensure that he/she has valid examination registrations. Deadlines for confirmation of the education plan and registration for examinations are 15 September for the autumn semester and 15 February for the spring semester.

Candidates without a right to study (external candidates) must comply with the above deadlines and be found qualified to sit the examination, as well as pay the prescribed fee, cf. Section 3-10 of the Act.

The deadline for withdrawal from an examination is 14 days prior to the commencement of the examination period.

#### **Section 11.** *Exemption from examination or test*

Applications for exemption on the basis of other examinations or tests are subject to Section 3-5 of the Act. Applications for exemption are decided by the dean of the faculty that is responsible for the individual's examination or test.

#### **Section 12.** *Number of times one can re-sit an examination*

A student may sit an examination/assessment in the same subject up to three times. Failure to attend or to hand in work for an examination/assessment without valid cause is considered to be one time.

When a student has re-taken an examination, the best grade shall count.

By countable examination attempts means that the candidate

1. has passed the examination
2. withdraws after the expiry of the withdrawal deadline
3. fails to attend the examination
4. does not submit project/seminar assignment/report/case/file or other documentation that makes up part of the assessment
5. is awarded a grade of F/fail/not approved or other grade that shows that the examination is disallowed
6. has his/her examination annulled because of cheating/attempted cheating, false diploma or other dishonest conduct cf. Section 4-7 of the Act.

For subjects with partial assessments, withdrawal from the examination that is reported within the deadline for the final partial examination will not be included as a countable attempt.

A fourth attempt, i.e. exemption from the three-time rule, can be granted based on a well-founded application from the student.

In the case of a repeat master's degree thesis, this must be submitted in a form that is significantly reworked. The dean issues guidelines defining what significantly reworked means in the individual subjects.

### **Section 13.** *Guided practice*

When assessing practical training it is the external supervisor/teaching practice supervisor at the practice position and the subject teacher who assess the student's practice as a pass or a fail. The University College's subject teachers may express their opinion on the student's assumptions for passing/failing the practice. The student is entitled to guidance along the way.

If a student is in danger of having his/her practice period assessed as failed, the student shall be advised of this no later than half way through the practice period. The practice period can also be assessed as failed on the basis of a failure to comply with working demands or insufficient presence. The external supervisor/teaching practice supervisor, in association with the University College's subject teachers shall give an assessment which clearly indicates the problems relating to a possible fail and the possibility of a practice pass in the final assessment.

In the case of a fail, the student may re-take the practice. A second-time fail means that the student can no longer continue the studies.

### **Section 14.** *Suitability assessment, certificate of good conduct issued by the police*

A student who is not suitable for the profession may be excluded from the studies on the basis of a recommendation from the University College's suitability board, cf. Section 4-10 of the Act. The suitability board makes its proposal to the University College's appeal committee, which adopts a resolution as to the suitability of the student and a possible exclusion. The appeal body is the Joint Appeals Board for processing appeals pursuant to Sections 4-7 to 4-10 of the Act.

In the case of studies that call for certificates of good conduct, such certificates must be submitted within the deadlines set for enrolment or during the course of studies, cf. Section 4-9 of the Act, and nationwide regulations.

### **Section 15.** *Assessment modes*

Assessment modes that are selected shall promote learning, ensure quality and secure the students' legal safeguards under the law. The subject's assessment mode, the weighting if the subject is made up of more than one partial assessment/assessment mode, and the duration of the written examination shall be clear from the course/module descriptions. A student's knowledge and competence are to be assessed in conjunction with the description of the goals and learning outcome in the course/module descriptions.

The following assessment methods can be applied either individually or in groups:

1. written examination under supervision
2. oral examination
3. written examination without supervision, e.g. home examination, project/semester assignment, portfolio assessment, bachelor level assignment, master level assignment

In the case of major dissertations and similar large written theses, the following guidelines apply:

1. the assignment/theme shall be approved
2. a presentation/interim report/project outline may be requested while the assignment is being worked on
3. the assignment must be submitted within the deadlines for the spring and autumn semesters respectively that are set in accordance with the curriculum/syllabus or course/module descriptions if the deadlines for assessing examinations in these regulations are to be complied with
4. further guidelines are to be given in the course/module descriptions

All written examinations, with or without supervision, shall as far as is natural, be submitted with candidate numbers.

The student is responsible for the safekeeping of work assignments that shall be submitted for assessment in the form of a final portfolio.

The oral examinations shall be public unless regard for the examination arrangements indicates otherwise. The dean may make exceptions to the rule concerning public examinations in particular cases when particularly weighty reasons so indicate, cf. Section 3-9 (3) of the Act.

### **Section 16. *Ordinary examination***

As a general rule, ordinary examinations shall be held prior to the end of the semester in which the subject tuition ends. Normally, only one ordinary examination shall be arranged in the same subject in the same examination period.

The examination schedules shall be published no later than 1 March in the spring semester and 1 October in the autumn semester (certain further education programmes may deviate from the general rule).

More detailed provisions on how a student shall act during the examination or other assessment are to be found in the University College's examination rules.

### **Section 17. *Aids***

Aids that are permitted used at examinations shall be indicated in the course/module descriptions or curricula/syllabi, and be specifically indicated in the examination paper. Use

or possession of illegal/unauthorised aids at the examination will be considered cheating or attempted cheating.

### **Section 18.** *Special examination arrangements and alternative assessment modes*

A student may apply for special arrangements for an examination within the deadline for registering for the examination in the semester in question. Exemption from this deadline is granted only in those cases where the grounds for such an application arise after the expiry of the deadline.

The application must include documentation from a professional party, e.g. a physician, a psychologist or a speech therapist. Applications shall normally be submitted for each semester, unless it appears from the documentation that the grounds for the application for special arrangements are of a permanent character. The documentation must contain a specification of the needs for special arrangements or alternative assessment modes in examination situations.

Alternative assessment modes may be applied for candidates who, because of chronic suffering or other very special grounds cannot sit the examination in the normal manner. Special arrangements that will result in a reduction in the professional demands that the individual studies call for cannot be approved. Applications for alternative assessment modes are decided by the dean.

### **Section 19.** *Absence from the examination, delays in submissions*

In the event that a student's sickness or sickness/death/accident (emergency case) in the close family hinder the student from attending the examination, a written medical certificate indicating the ground for the nonattendance on the day of the examination shall be submitted if the nonattendance is to be accepted as valid. Documentation of valid nonattendance shall be submitted to the University College within 2 weeks of the examination date.

In the event of a delay in submitting a home examination, the faculty's administration may grant an extra 48 hours if it is documented without delay and by way of medical certificate that the delay is due, for example, to own illness or sickness/death/accident (emergency case) in the close family. In the case of portfolio folder submissions or assignments with a longer duration, an extended respite can be considered for each case by the subject teacher in association with the faculty's administration.

### **Section 20.** *Delayed, re-sit and extraordinary examinations*

Delayed examinations may be offered to students who can document in writing valid grounds for not attending the ordinary examination, e.g. by way of a medical certificate. Students who have received confirmation that their pregnancy runs full term at or about the time of the examination can be offered a delayed examination without further documentation. Delayed examinations can be held in the same examination period or the subsequent semester.

Re-sit examinations may be offered to students with grades F or fail from ordinary examinations. In the case of studies with progression rules where further studies depend on a passed examination, the student may take a re-sit examination within the same examination period. A student may re-sit all or part of the assessment basis.

Students who want to improve their grades are allowed to attend a delayed or re-sit examination if such an examination shall nevertheless be arranged. Students whose examinations have been annulled are allowed to attend delayed or re-sit examinations when the exclusion has been terminated if such an examination shall nevertheless be arranged. Candidates without valid absence at the latest ordinary examination and candidates who withdrew after the withdrawal deadline had expired do not have access to delayed or re-sit examinations unless they have taken the same examination earlier and want to improve their grades.

A student who does not complete the course of study/subject/unit within the prescribed time, and where in the meantime considerable changes to curriculum/syllabus have been made, is entitled to complete in accordance with the original curriculum/syllabus for a period of one year after the subject was taught the last time.

Extraordinary examinations can be arranged in connection with the termination of subjects or if more than one year has elapsed between two ordinary examinations.

In the case of delayed, re-sit or extraordinary examinations, the student is tested in the same prescribed texts used in the latest ordinary examination held. In the event of changes in the subject, the student may demand to be tested in the old prescribed texts for a period of up to one year after the subject was given last time.

Provisions on re-sit examinations and delayed and extraordinary examinations apply also to home examinations, portfolio assessments and similar assessment methods, to the extent that this is possible.

The examination and assessment methods to be applied when testing a student's knowledge in re-sit, delayed or extraordinary examinations shall appear in the course/module description.

## **Section 21. Grading system**

When grading examinations or tests a scale of 5 grades from A to E shall normally be used for passes, and where F indicates a fail, and where A is the best grade.

The scale of grades implies the following general, non-subject specific descriptions:

<b><i>Grade</i></b>	<b><i>Description</i></b>	<b><i>General qualitative description of assessment criteria</i></b>
A	Outstanding	An excellent performance. The candidate shows excellent judgement and a high degree of independent thinking.
B	Very good	A very good performance. The candidate demonstrates sound judgement and a very good degree of independent thinking.
C	Good	A good performance which is satisfactory in most areas. The candidate demonstrates a reasonable degree of judgement and independent thinking in the most important

		areas.
D	Satisfactory	A satisfactory performance but with significant shortcomings. The candidate shows a limited degree of judgement and independent thinking.
E	Sufficient	The performance meets the minimum criteria, but no more. The candidate demonstrates a very limited degree of judgement and independent thinking.
F	Fail	A performance that does not meet the minimum academic criteria. The candidate demonstrates an absence of both judgement and independent thinking.

If the final grade is set on the basis of several partial assessments, these must express the same assessments terminology. When the result of several partial assessments is incorporated into an overall grade, an average is calculated. The weighting of the individual partial assessment shall be found in the course/module description. Unless otherwise specified in the course/module description, the grade F in a partial assessment will give the grade F as the overall grade for a subject.

The grades pass/fail are normally used when assessing work experience practice, laboratory reports, project work, seminar assignments, pre-tests, obligatory tests, but may also be used in written or oral examinations

The grades pass/fail can be used to the extent that they as a whole do not account for more than half of the credits earned during the course of study as laid down in the current curriculum/syllabus.

### **Section 22.** *Appointment of examiners*

The dean appoints examiners. External examiners are appointed for a period of up to 4 years

An examiner who accepts such an appointment also accepts being an examiner for possible new or delayed examinations in the same subject. The appeals committee should be appointed at the same time as the ordinary commission.

An external examiner must have at least one of the following qualifications:

1. Have scientific competence in the discipline in question that qualifies at least for appointment as an Assistant Professor at a university or university college or other research institute.
2. In special circumstances, through relevant professional practice, be particularly qualified to mark a given discipline.

### **Section 23.** *Assessment arrangements and assessment deadlines*

Assessments and assessment arrangements shall be subject to external evaluation cf. Section 3-9 no. 1 of the Act.

This may be as follows:

- The external examiner is responsible for evaluating the assessment arrangements and in defining the criteria for the assessment.
- The external examiner expresses an opinion on the examination and assessment mode, individual assessments, prescribed texts, the quality and the degree of difficulty, and the build-up of the study course.
- Together with the internal examiner, the external examiner shall participate in formulating the examination questions and the assessment guidance.
- Together with the internal examiner, the external examiner shall mark all examination papers from one subject/discipline.

In the following cases, two examiners shall be used, at least one of whom must be an external examiner:

1. When assessing a candidate's independent work for a higher degree (master degree thesis)
2. In the event of a reassessing pursuant to Section 5-2 on complaints over procedural errors in examinations and when reassessing pursuant to Section 5-3 of the Act regarding complaints against grades awarded.

The external examiner shall formulate the assessment report. The assessment report can include:

1. A review of the assessment arrangements laid down in the curricula/syllabi.
2. An evaluation of parts of the work of the internal examiner, control and approve examination questions and control assessment guidance formulated by the internal examiner, as well as setting of the assessment criteria.

Normally, two internal examiners are appointed for examinations where there is no external examiner. In the case of examinations where the students have no right of appeal in law, at least two examiners shall always be used.

The Dean sets the guidelines relating to the number of examiners, and how external participation in the assessment shall be implemented. The exploitation of various ways of using external examiners must be ensured. The students must be made aware of the assessment arrangements.

The deadline for announcing examination results is three weeks from the examination date. The Board may make exceptions from this rule by using a temporary regulation to prolong a deadline if it proves impossible to obtain the requisite number of qualified examiners needed to return the examination results in three weeks. The deadline for major theses and more extensive written assignments is up to 8 weeks.

**Section 24.** *Right to explanation regarding assessment awarded*

The candidate may request an explanation of the examiner's assessment of his/her examination result or other assessment that has an impact on the credits earned, cf. Section 5-3 (1) of the Act. Explanations may be given orally or in writing, at the examiner's discretion.

Following oral examinations or assessments of practical skills, a request for such an explanation must be made immediately on notification of the result. Following written examinations a request for an explanation must be submitted no later than 3 weeks after the result is announced.

### **Section 25.** *Complaints regarding assessments*

The candidate may appeal the assessment of his/her own performance after the results of an examination are announced, cf. Section 5-3 (4). The right to appeal assessments of own performance also applies to group examinations. In the case of portfolio assessments the complaint cannot be presented until the result for the entire subject is announced. Appeals may not be lodged against assessments of oral examinations or assessments of practical training which, owing to the nature of the test cannot be reviewed.

If the final grade has been assessed on the basis of both an oral and a written examination, and an appeal against an assessment is upheld a new oral examination shall be held to determine the final assessment, cf. Section 3-9 (5) of the Act.

The complaint must be lodged in writing within 3 weeks of the assessment being announced. If the candidate has requested the examiner's explanation or appealed over a procedural error in respect of the examination, the time limit for appeals is reckoned from the date the candidate has received the explanation or the appeal is finally ruled on, cf. Section 5-3 (4) of the Act.

An appeal must have a concrete and relevant cause if the University College is to act on it. The student's grounds for appealing, the examiner's grounds for the assessment and the original assessment shall be submitted to the new examiners. The reassessment shall be carried out by at least two new examiners, of who at least one shall be external. Assessments may be changed in the appellant's favour or disfavour, cf. Section 3-9 (5). The new assessment shall be announced without undue delay, cf. Section 11a of the Public Administration Act. Assessments resulting from remarking cannot be appealed against, cf. Section 5-3 (6) of the Act.

### **Section 26.** *Complaints against procedural errors in connection with examinations*

Section 5-2 of the Act deals with complaints of procedural errors in connection with examinations. Complaints of procedural errors must be lodged within 3 weeks of the date that the student became or should have become aware of the circumstance on which the complaint is based. If a request for explanation or a complaint against an assessment has been submitted, the time limit for an appeal pursuant to this Section is reckoned from the date when the student receives the explanation or when the appeal is finally ruled on.

Complaints concerning procedural errors shall be decided by the University College's Appeals Committee. Grades after new assessments pursuant to Section 5-2 of the Act can be appealed pursuant to Section 5-3, cf. also Section 25 of these regulations.

## **Section 27. Cheating during examinations**

Sections 4-7 and 4-8 (3) of the Act apply in the event of cheating or attempted cheating during examinations.

The list of legitimate aids for use in examinations shall appear clearly in the course/module description and the examination paper. The use of aids other than those indicated is considered to be cheating. Possession of unlawful aids after an examination has started is considered to be attempted cheating.

Cooperation and/or communication between students or groups of students during examinations is only permitted to the extent that the examination papers and/or course description specifically states that it is.

In the case of home examinations and other written forms of assessment plagiarism and transcripts of specialist literature and other written works without the correct use of references to sources will be considered to be cheating. This may also apply if the paper is characterised by an absence of independent thinking, the paper is very similar to another/others, or it has clearly been produced by others.

If a suspicion of cheating, attempted cheating or conspiracy to cheat arises during an examination, the student shall be informed of this without delay. The student decides whether he/she will complete the examination or not. If the student elects not to complete the examination and the suspicion is later dropped or the student is found innocent of the claim, the examination will not count as a reduction in the number of countable examination attempts.

Cheating or attempted cheating may result in an annulment of the examination, expulsion from the University College and a loss of the right to sit examinations at institutions subject to the law for a period of up to one year. Conspiracy to cheat may result in expulsion from the University College and a loss of the right to sit examinations at institutions subject to the law for a period of up to one year. The resolution to annul or expel is adopted by the University College's Appeals Committee. Appeals shall be dealt with by the Joint Appeals Committee subject to Sections 4-7 and 4-10.

The annulment of an examination, cf. Section 4-7 of the Act, counts as one countable examination attempt.

Further details of the manner in which cheating is dealt with can be found in the University College's quality system.

## **Section 28. Diplomas**

Buskerud University College awards the following degrees and vocational qualifications:

### *Degrees*

- Høgskolekandidat, prescribed study period 2 years full-time
- Bachelor, prescribed study period 3 years, full-time

- Master, prescribed study period 1 ½ or 2 years full-time

### *Vocational qualifications*

- General teacher training, prescribed study period 4 years, full-time.

The general requirements for the bachelor and master degrees are laid down in separate regulations.

Students who complete vocational education courses or are awarded a degree will receive a diploma and a diploma supplement in English. If the studies in their entirety have been carried out at several education institutions at least 60 of the credits included in the degree/on the diploma must have been awarded by Buskerud University College.

Students who have taken examinations in subjects or courses that do not warrant the issuance of a diploma will receive a transcript of marks for this. Participants in certain further education courses will also receive a certificate.

The diploma shall include the following:

- Name and personal identity number
- The degree or vocational qualification that has been completed
- The date on which the education was completed
- Name, credits and grades for subjects/course that are included
- The dates examinations were sat
- Possible exemptions from examinations and the ground for the exemption
- The title of the largest thesis (at least 30 credits)
- The grading system that has been used

If the student's knowledge and skills are tested in a manner other than that used to test a student admitted to the study course, this shall be stated on the diploma, cf. Section 3-11 no. 3 of the Act.

If a student sits an examination in subjects/courses that partially overlap each other, the number of credits in the degree shall be reduced. Reductions are to be made so that the result for the student is the most favourable. The University College decides on such reductions on the basis of recommendations from the faculty in question.

Only one diploma is issued per student per course of study that warrants a diploma. If the student later sits a new examination in a subject/course that can have an impact on the grade indicated on the original diploma, the student may request that the new basis for the diploma be issued.

Under special circumstances, where it can be documented or proved likely that a diploma has been lost, a duplicate may be issued, against payment of a fee, without the old diploma being handed in.

If a student has completed a course of study and appealed the assessment in a subject/course, the diploma shall not be issued until the appeal is decided. If a diploma has already been issued, the appeal against the grade assessment shall not be considered before the student has returned the diploma.

**Section 29.** *Supplementary provisions*

The Board delegates authority to issue supplementary provisions concerning special circumstances relating to particular examinations, cf. Section 3-9 (7) of the Act to the dean.

**Section 30.** *Entry into force*

These regulations enter into force with effect from 12 January 2009, with the exception of provisions that deal with curricula/syllabi and course/module descriptions which come into force for curricula/syllabi with effect from the 2009/2010 academic year. Simultaneously, the Regulations of 2 February 2006, no. 349 on examinations at Buskerud University College are repealed.