

Regulations for Admission, Programs of Study and Examinations at Inland Norway University of Applied Sciences

Please note that this English translation is for information purposes only. For all legal purposes, the original regulations and guidelines in Norwegian are the authoritative versions.

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Chapter 1. General provisions

§ 1-1. Scope

The regulations apply to admission, academic degrees, study programs and examinations for undergraduate degrees, master's education and further education at Inland Norway University of Applied Science (Hereinafter "INN University"). The regulations also apply to individuals who pass examinations in accordance with Chapter 11-4 of the Act, without being admitted as students at INN University.

For studies that are subject to national curriculum regulations will national framework take precedence over these regulations in the event of a conflict.

The provisions in the regulations for the degree philosophiae doctor (Ph.D.) at INN University and the regulations for the degree philosophiae doctor (Ph.D.) in artistic development work at INN University apply for doctoral studies. This regulation will nevertheless apply to compulsory activities and examinations in the training part of the PHD programs, as far as this is not regulated by the Act or the regulations on the degree philosophiae doctor at INN University.

Section 1-2. Definitions and terminology

Examination: All work in the form of practical training, oral presentation and assignments and so on, where a decision on grading is made and entered on the diploma or on documentation for the completed study program.

Academic course: the lowest credit awarding academic unit in a study program.

Course description: Description of, among others, learning outcomes, content, scope, teaching and working methods, work requirements, requirements for prior knowledge and forms of assessment in a subject. Course descriptions are included as part of the curriculum.

Specialization: Courses that are defined in the curriculum to belong academically together and that can complement each other in such a way that they build on and go beyond the base level of a subject.

Undergraduate degree: Study program where the admission requirement is the higher education entrance qualification, in combination with special admission requirements, if applicable.

The Act: The Act refers to the Norwegian Act No. 9, of 8th March 2024, on Universities and University Colleges.

Portfolio examination: Examination where submissions and other individual work are given independent assessment in the form of academic feedback, but without the student being given a grade. The grade for the portfolio examination is determined by a grading of the selected or all the works (performances).

Compulsory activities: Teaching, work, guidance, courses, skills training or practical training that must be approved in order to gain admission to an exam. Compulsory activities are determined in the course description and assessed as approved or not approved.

External candidate: A candidate who presents herself/himself for an examination/assessment in accordance with §11-4 of the Act, without being admitted to or registered as a student to the relevant course or study program at INN University.

National curriculum regulations: A plan that through national regulations determines the learning outcomes, content and structure for particular professional education.

Independent work: Work of theoretical, practical or artistic nature for a minimum of 10 credits, where specialization and independence are required, and which are created under supervision. The work can be carried out individually or in groups.

Assessment guidance: A written guidance on the professional basis and criteria by which the exams are evaluated, based on the subject's learning outcome description.

Student: A student is any person who has been admitted to studies at INN University, in accordance with the admission criteria in chapter 8 of the Act.

Curriculum: a plan that provides a detailed description of, among others, admission requirements, learning outcomes, content and organization of a study program. Course descriptions are included as part of the curriculum.

Credits: a measuring unit used for the scope of the academic courses and students' workload. One year of full - time study will correspond in scope and learning outcome to 60 credits, with a standard workload of 1,500 – 1,800 hours.

Study program: One or more courses with overall learning outcomes set out in a curriculum, to which students can be linked to, based on which courses they have the right to take.

The right to study: A right linked to being admitted as a student on a study program at INN University.

Individual education plan: An individual agreement between a student and the INN University, with the objective of completing the study program to which the student has been admitted.

Further education: A credit rewarding study program that provides new formal expertise at undergraduate or graduate level.

Chapter 2: Admission

Section 2-1. General rules

- (1) For admission to studies at INN University, higher education entrance qualification is required, unless otherwise stated in the curriculum cf. section 8-1 of the Act.
- (2) An exemption from the Norwegian language criteria can be granted for admission to study programs or fields of study in English.
- (3) Admission requirements must be provided for in the curriculum.
- (4) The rector provides supplementary provisions for admission based on prior learning and work experience.
- (5) The rector provides for the admission deadlines to studies in local admission.
- (6) The academic assessment of an admission examination cannot be appealed.

Section 2-2. Admission to and ranking for undergraduate studies

Admission and ranking of applicants to undergraduate studies are provided for by the National Regulation on Admission to Higher Education.

Section 2-3. Admission and ranking for further education and master level education based on previous higher education

- (1) Admission to master studies is regulated by the Ministry's Regulation on the Criteria to Master's Degrees.
- (2) The criteria on the level of English knowledge required for admission to further education and master programs in English must be provided for by supplementary provisions.
- (3) If there are more qualified applicants than the number of study places, the applicants are ranked according to the ranking rules given in supplementary provisions.

Section 2-4. Admission and ranking to practical pedagogical education

- (1) The admission requirements to practical pedagogical education are laid out in the National Curriculum Regulation.
- (2) If there are more qualified applicants than the number of study places, the applicants are ranked according to the ranking regulations given in INN University's supplementary provisions.

Section 2-5. Ranking of applicants to commissioned studies

Separate ranking rules can be established in the curriculum for commissioned studies.

Section 2-6. Conditional admission

- (1) Conditional admission can be granted for undergraduate education, further education, master's and pedagogical education.
- (2) Applicants who are assessed based on prior learning and work experience or other exemption provisions cannot be granted conditional admission.
- (3) Conditional admission will not be granted to applicants who do not meet the language criteria for the study program.
- (4) In the case of conditional admission, missing exams must be taken and passed within the agreed deadline. If the requirement is not met, the student loses the study place and the right to study.

Section 2-7. Reserved study place

- (1) An application for a reserved study place can be granted if extenuating circumstances arise which means that the applicant can not start the study program as intended. Extenuating circumstances are, for example, conscription for military service, birth, adoption or illness.
- (2) Applications must be submitted no later than three weeks after the applicant was offered a study place. It is a requirement that the applicant confirms the study place before submitting the application.
- (3) Study places can be reserved for up to two years.
- (4) A reserved study place is granted with the restriction that the study program is being offered again.
- (5) Applicants with conditional admission cannot be granted a reserved study place.

Section 2-8. Documentation

- (1) All education, practical training and other circumstances that provide a basis for admission must be documented by the end of the application deadline. Applicants who complete education that provides a basis for admission after the application deadline has expired must submit preliminary documentation by the application deadline. Applicants must submit final documentation in the specified manner and within the specified deadline.
- (2) The application for admission will be rejected for applicants who cannot present original documentation upon request.
- (3) INN University can agree with the applicant that documentation which cannot be obtained within the deadline will be sent later, if there is a factual reason for this.

- (4) International applicants from countries outside the EU/EEA/Switzerland who have not documented the necessary funding for school fees and residence in Norway within the given deadline will not be considered for admission.

Section 2-9. Documentation control

Students may be required to submit original documents of the basis for admission after admission has been granted. If the original documents are not submitted within the set deadline, or the student submits false diplomas or other invalid documentation, the student's application for admission will be rejected and the student will lose the right to study, cf. § 5-4 letter c), § 12-1 of the Act, as well as §10-1 of the Regulation on Admission to Higher Education.

Chapter 3. Degrees and academic approval

Section 3-1. Degrees and vocational education

INN university can award degrees and vocational education in accordance with Regulation no. 1574, dated 16 December 2005 on Degrees and Vocational Education, Protected Title and Standardized Study Time.

Section 3-2. Requirements for bachelor's degree

- (1) The bachelor's degree is awarded after one of the following courses:
- Completed study program of 180 credits which, following an accreditation decision by the University Board, leads to a bachelor's degree. The study program must include specialization in a subject area of at least 80 credits.
 - Completed vocational education of a minimum of 120 credits, with the addition of completed study program of 60 credits.
 - Composite course of 180 credits which satisfies the following conditions:
 - Specialization in a subject area of at least 80 credits. The specialization must appear in the curriculum and be available in the form of completed study programs.
 - Additional subject area of a minimum of 30 credits. The subject area must appear in a curriculum and be available in the form of completed programs.
 - Academic courses within scientific theory and philosophy and/or other independent academic courses.
- (2) The basis for the degree must include a bachelor's thesis or other independent work or theoretical, practical or scientific nature of a minimum of 10 credits. The University Board can make exceptions to the requirement for independent work for a bachelor's degree under first paragraph letter a).

Section 3-3. Additional designation for the bachelor's degree

- (1) For a bachelor's degree obtained in accordance with §3-2 a), the academic content of the degree is indicated on the diploma as follows: Bachelor in <title of study program>.
- (2) For a bachelor's degree obtained in accordance with § 3-2 b), the academic content of the degree is indicated on the diploma as follows: Bachelor's on the basis of <designation of study program of 120 credits> and <designation of study program of 60 credits>.
- (3) For a bachelor's degree obtained in accordance with §3-2 c), the academic content of the degree is stated on the diploma according to the subject area for the specialization, provided that INN University offers the specialization: Bachelor with specialization in <subject area for the specialization>. For a bachelor's degree in accordance with §3-2 c) with specialization in subject areas not offered by INN University itself, the degree 'Bachelor' is awarded without an additional description.
- (4) The additional description is determined when the study program is established.

Section 3-4. Requirements for the master's degree

Requirements for the content and scope of a master's degree are laid out in the Ministry's Regulation of 1 December 2005 no. 1392 on the Criteria to Master's Degrees. INN University awards the master's degrees that are approved in accordance with Chapter 3 of the Act.

Section 3-5. Additional description for master's degree

The academic content for an obtained master's degree must be indicated on the diploma as stated:

Master's in <title of the study program>.

Section 3-6. Academic Approval

- (1) A student must, upon application, be approved for accredited higher education in accordance with section 9-2 of the Act when it can be documented that the academic requirements have been met. Higher education from institutions that are not subject to the Act, other foreign education and documented practical skills, upon application, provide a basis for approval in accordance with section 9-2 and section 9-3 of the Act.
- (2) The faculty decides on applications for approval after professional assessment.
- (3) Double credit is not given for the same subject content within the same degree.

Section 3-7. Requirements for awarding a new degree

In the case of professional approval of education that has previously formed the basis of an awarded degree, or as part of a degree or vocational education, the student must complete a minimum of 60 new credits at INN University before a new grade can be awarded. The rector can set requirements for up to 90 new credits for certain study programs. When a new master's degree is awarded, the new credits must as a general rule include a different master's thesis than the thesis that was submitted as a foundation for another previously awarded master's degree. Exceptions must be stated in the curriculum.

Chapter 4. Studies and individual educational plans

Section 4-1. Programmes and courses

- (1) The University Board adopts the strategy for the educational and research activities and other professional activities for the institution and adopts plans for the professional development in accordance with the goals given by the higher authority for the sector and the institution.
- (2) Based on strategic goals and long-term plans for professional development, the University Board makes an annual decision on which study programs are included in the programmes and courses of INN University.
- (3) The University Board accredits and approves the establishment of studies with a scope of more than 60 credits.
- (4) The rector accredits and approves the establishment of study programs of 60 credits or less.
- (5) Cases involving the establishment or closure of subject areas or other significant changes in the programmes and courses shall be dealt with by the University Board.
- (6) All study programs must satisfy the current requirements for accreditation of studies set by NOKUT.
- (7) The rector can decide not to start a study program if the number of applicants is low or if other compelling reasons make it necessary. Applicants to such study program must be notified as soon as possible.

Section 4-2. Curriculums

- (1) The rector stipulates curriculums with course descriptions for all credit awarding study programs, cf. section 11-1 of the Act.
- (2) Curriculums are designed in accordance with the National Qualifications Framework and the Regulation on supervision of quality of education in higher education.
- (3) The rector approves changes to established curriculums. Changes to curriculums or course descriptions shall not come into effect until the new academic year.
- (4) Students that follow standard study progression have a condition that the study program's learning outcomes, level and structure do not change significantly. Minor changes must not cause the student to be delayed in their progression.

Section 4-3. Individual educational plans

- (1) Students must have an individual educational plan. The education plan must contain provisions on the responsibilities and obligations of INN University towards the students, and students' obligations towards INN University, in accordance with section 11-3 of the Act.
- (2) The individual educational plan must be set up so that the student can complete the planned study program or course of study in the stipulated time.
- (3) The individual educational plan can be changed by agreement between INN University and the student.
- (4) The students must confirm the individual educational plan and complete semester registration each semester within given deadlines. This is a requirement for retaining the right to study.
- (5) Upon confirmation of the individual educational plan, the student is automatically registered for teaching and exams.
- (6) Students are ranked according to the Regulation on Admission to Higher Education for admission regulated academic courses without prior knowledge requirements. For courses with requirements, students are ranked according to the examination grade obtained from the required course. In the event of similar grades, further ranking takes place by age, with older applicants ahead of younger applicants.

Section 4-4. Study abroad

- (1) The student must normally have passed 60 credits before departure and must otherwise satisfy the requirements INN University sets for departing students.
- (2) Students who take courses or practical training at an educational institution abroad as an integral part of the study program at INN University must confirm the

individual educational plan and pay the semester fee before departure to retain the right to study.

Section 4-5. Academic year

The rector stipulates the teaching timelines for the academic year. The length of the academic year is 10 months from mid August to mid June.

Section 4-6. Data machine

Students must have their own data machine that meets the requirements laid down by INN University, cf. regulation on self-payment, section 3-3, third paragraph.

Chapter 5. Study right and leaves of absence

Section 5-1. Right to study

- (1) Anyone who has accepted an offer for a study place has the right to study in accordance with the standard study time for the relevant study program the student has been admitted to.
- (2) The right to study gives the right to participate in all organized teaching and assessment in line with the curriculum and course descriptions for the study program the student has been admitted to.
- (3) The faculty may introduce place restrictions for optional courses, as long as the students are guaranteed a place for alternative course, so that they can complete the study program in the allotted time.
- (4) If the student does not complete within the stipulated time, the right to study can be retained by agreement for up to an additional year. The right to study can be further extended upon application from the student and according to criteria laid down in guidelines. In such cases, the university can limit the rights that come with extended study rights. The calculation of elapsed time does not include reserved study places, temporary suspension or leaves of absence.
- (5) In the case of the bachelor's education at the Norwegian Film School, the right to study beyond the standard study period is not retained.
- (6) The faculty can give students the right to follow the teaching and take exams in courses that are not part of the study program the student is admitted to.

Section 5-2. Conditions for retaining the right to study

The student must pay the semester fee, and any other fees determined in accordance with the Regulation on Self-payment at Universities and Colleges, confirm the individual education plan and/or register each semester within the applicable deadlines in order to retain the right to study.

Section 5-3. Termination of the right to study

The right to study automatically ends when:

- a. The student confirms that she/he withdraws from the study program.
- b. The studies have been completed and a diploma or documentation of completions of the study program has been issued.

Section 5-4. Loss of the right to study

- (1) The student loses the right to study on the study program they have been admitted to in the following cases:
 - a. The student has exceeded the set time limit for standard time studies and where the student has also exceeded the limit for extended time.
 - b. The student does not have a valid absence, is not on leave or temporarily suspended from INN University and has not passed the exams during the last academic year according to the current curriculum.
 - c. The student does not submit original documents or submit false diplomas or other invalid documentation during the documentation check.
 - d. The student does not show up at the start of studies on a study program where this is required.
 - e. The student does not pay semester fees or other fees cf. section 5-2 does not confirm his education plan and/or does not register within the given deadlines.
- (2) If the student has used up his examination attempts for the same course or practical training period in accordance with the curriculum or in accordance with these regulations, the student might lose the right to study.

Section 5-5. Leave of absences

- (1) A student who has a child during their studies is entitled to leave their studies during pregnancy and leave to care for the children cf. section 10-6 second paragraph of the Act.
- (2) Leave from the studies must also be granted for service in accordance with section 17 of the Defense Act, positions in student political or elected bodies and when there are other special reasons cf. section 10-7 of the act.
- (3) Leave is normally granted for up to one year at a time. The student must be granted leave as long as the need dictates it.

- (4) INN University must make arrangements for students who are on leave to resume their studies as quickly as possible after the end of the leave.
- (5) The student has the right to study during leave. If a student wishes to take individual exams during their leave period, cf. section 10-7, second paragraph of the Act, the semester fee must be paid for the semester in question.
- (6) The faculty grants leave after application has been submitted by the student.

Section 5-6. Individual arrangements

- (1) Students with disabilities and students with special needs have the right to suitable individual adaptation of the place of study, teaching, practical training, teaching means and examinations, cf. section 10-5 of the Act. The arrangements must not lead to a reduction in the academic requirements set in the individual study.
- (2) Arrangements for pregnant students take place in accordance with section 10-5 and section 10-6 of the Act.
- (3) The faculty makes a decision on individual accommodation following an application from the student.
- (4) On admission to a new study program, the student must apply for accommodation again.
- (5) An application must be made for the arrangements of the examination within the set deadlines.

Chapter 6. Examination

Section 6-1. General rules on examination

- (1) The purpose of the examination is to measure the students' knowledge, skills and general competence against the learning outcomes in the course. Examination answers must always be original, independent and individual works, unless it is clear from the assignment that the main rule can be deviated from. The answer, or parts of it, must not have previously been submitted as an examination at the university or at other institutions.
- (2) The curriculum and course description determine which exams will form the basis for a grade determination.
- (3) When using partial exams, it must be stated in the course description how the examination is conducted and how the final grade is calculated.

- (4) The examination is taken at the place and time that has been determined by the INN University.
- (5) The student is responsible that the examination answers are delivered in line with the instructions for examination candidates.
- (6) The university can carry out a plagiarism check of submitted examination answers and other student work. The university can also store and use these in connection with future plagiarism checks.
- (7) If the examination answer is to be used for teaching and research purposes, or for purposes other than grading and plagiarism control, there must be a written agreement between the university and the student. The examination answer cannot be published without the student's consent.

Section 6-2. The right to sit for an examination or continue studies

- (1) Students have the right to sit for exams in courses for which they have the right to study and are registered for the exam.
- (2) The rector can set requirements for approved compulsory activities, and prior knowledge in the form of a passed examination or practical training, as a requirement for sitting for an examination or continuing the studies. Information about this must appear in the curriculum and the course description.
- (3) Others who meet the general and possibly special admission requirements and other requirements for sitting the examination have the right to sit the examination cf. section 6-1 and section 11-4 of the Act. The faculty decides whether the conditions for taking the examination have been met.
- (4) A student who has lost the right to study after having used up their examination attempts cf. section 5-4, second paragraph, does not get new examination attempts in the same course by being re admitted to INN University.
- (5) A student who has completed his study program and lost the right to study according to section 5-3 letter b, cannot present himself for an examination in courses in the same study program by being re admitted to INN University.
- (6) When a course is withdrawn from the teaching offer, INN University is obliged to arrange an ordinary examination in the following semester. If there are still students who have the grade F/ "not passed", or a valid absence in a course that has expired, the ordinary examination is held one last time in the following semester.

Section 6-3. Compulsory activities

- (1) Students who have not been approved for a compulsory activity will be given one more attempt before the ordinary exam, where this is feasible. Students who have not met the submission deadline and have not received a postponement due to illness or other welfare reasons, will not be given the opportunity to make another attempt until the next time the course is completed.
- (2) Compulsory activities are assessed as approved/not approved, and do not result in credits.

Section 6-4 Registration for the exam

- (1) Examination registration normally takes place by the student confirming the individual education plan.
- (2) The individual student is responsible for ensuring that she/he is registered for the examination within the set deadlines.
- (3) A student who is registered for the examination can withdraw. The student must register the withdrawal from the examination in Studentweb no later than 2 weeks before the start of the exam.
- (4) The students are personally responsible for keeping themselves informed about the time and place of the exam.

Section 6-5. Number of examination attempts

- (1) A student has as a general rule the right to appear for an examination at INN University in the same course or similar course three times. This presumes that the examination in question is still offered, and that the student fulfills other conditions for the right to study and take exams, cf. section 6-2 and section 6-8. Practical training, master's theses, bachelor's theses and corresponding independent work, cf. section 6-6 and section 7-5, are exempt from this provision.
- (2) At the Norwegian Film School, students can present themselves for the ordinary examination once.
- (3) Examination attempts are considered to count when the student:
 - Gets the examination graded with a pass or fail grade.
 - withdraws after the expiry of the withdrawal deadline without a valid absence
 - Does not attend the examination
 - Does not deliver the examination answer within the specified deadline
 - Attends the examination and withdraws during the examination without a valid reason
 - Attends the examination without a necessary or working equipment, and for that reason the examination cannot be carried out.
 - Have their examination canceled due to cheating or attempted cheating.

- (4) When the examination has not been passed after three attempts cf. first paragraph, the faculty may in special cases grant a dispensation for a fourth attempt upon application from the student. In such cases, special requirements and times for when a fourth and final examination attempt must be carried out can be determined.
- (5) In courses with partial exams, the number of examination attempts is normally linked to the individual partial exam. A passed partial examination in a course must not normally be retaken if another partial examination in the same course is assessed as not having been passed.

Section 6-6. Number of examination attempts for master's theses, bachelor's theses and corresponding independent work

- (1) If a master's theses, bachelor's theses or a corresponding independent work (specialization assignment, research and development (R&D), project assignment etc.) is assessed as failing, the reworked thesis can be re-submitted for examination once and at the agreed time.
- (2) In the event of a annulled assignment, the student can write a new assignment once according to established guidelines.
- (3) It is not possible to have a new or reworked master's thesis, bachelor's thesis or similar independent work assessed when the student has previously had the thesis assessed as passed.

Section 6-7. Continuation examination

- (1) As a general rule, the following semester a continuation examination shall be held with admission for students who have prepared for the ordinary examination and failed, or who have a valid absence from the ordinary examination. Exceptions to the general rule of holding a continuation exam can be made for productions and group exams, or for other exam forms that require participation in a process, etc.
- (2) In the event of pregnancy or childbirth, students have the right to a continuation examination in accordance with section 10-6 of the Act.
- (3) Illness or strong welfare reasons are considered a valid absence from the examination. These conditions must be documented. Documentation must be delivered to INN University as soon as possible, and no later than one week after the examination.
- (4) As a general rule, students who wish to improve their grades are given the opportunity to do so in the ordinary examination. In special cases, and according to established guidelines, the faculty may grant access to continuation

examinations for individual students who do not meet the conditions under the first paragraph.

- (5) Continuation examinations shall, as a general rule, have the same form of examination as ordinary examinations. Exceptions can be made for examination forms that are difficult for individual students to complete. The alternative form of examination must be determined in the course description, and it must be academically equivalent.
- (6) When a student has retaken the examination, the best grade applies.
- (7) Unless otherwise stated in the course description, the student can in portfolio examination submit the same answer in a revised form for the continuation examination. Submission in the revised form is considered a valid exam attempt. If the student does not deliver or does not pass the continuation exam, the student is referred to the next ordinary exam. The student must prepare a new answer in the ordinary exam.

Section 6-8. Access to sit for the examination as an external candidate

- (1) By external candidate is meant a person described in section 11-4 third paragraph of the Act.
- (2) Access to the examination can be refused if the external candidate does not meet the requirements laid down in section 11-4 first paragraph of the Act, requirements for compulsory activities or requirements for passing an examination or practical training cf. 6-2 second paragraph.
- (3) External candidates must apply for access to the examination within the set deadlines.
- (4) The external candidates' rights at INN University are limited to participation in public lectures and admission to examinations in accordance with the law and this regulation's provisions on examinations.
- (5) The external candidates must pay the semester fee cf. section 11-4 of the Act and the examination fee in accordance with the decision of the board within the set deadline. External candidates who have not paid by the deadlines do not have access to the examination.
- (6) Examination fees and semester fees are not refunded if the external candidate withdraws from the examination.
- (7) Students who are suspended, cf. section 12 of the Act do not have access to the examination as an external candidate.
- (8) The restrictions on the number of attempts for examination in section 6-2 fifth paragraph also apply to external candidates.

Section 6-9. Aids in supervised examinations

- (1) An overview of the permitted aids during the examination is set out in the course description and must appear in the examination document.
- (2) The students themselves are responsible for familiarizing themselves with what aids are permitted for the individual exam.

Section 6-10. Language and standard forms in examination documents and answers

- (1) As a general rule, examination documents must be available and answered in the language of instructions specified in the subject descriptions. Exceptions must be stated in the examination document.
- (2) Examination documents in Norwegian must be available in the standard forms for the registered students, cf. 11-5 of the Act.

Section 6-11. Adjusting oral examination

- (1) An adjusting oral examination can be used to determine the final grade for a submitted work. A preliminary grade is given to the submitted work and this is kept as a record. An adjusting oral examination cannot be taken independently of a submitted work.
- (2) In order to be admitted to the adjusting oral examination, the provisional grade must be a passing result.
- (3) In the event of a failed adjusting oral examination, this result will apply to the entire examination.
- (4) If the student does not attend the adjusting oral examination, and does not document a valid absence, the student is considered not to have attended the entire examination.
- (5) In the event of a valid absence from the adjusting oral examination, the student can, as a general rule, sit for the continuation examination on the basis of the submitted work. Exceptions to this must be stated in the subject descriptions.

Section 6-12. Group examination

- (1) In group examinations, all participants must contribute to a shared product. If there is doubt as to whether a student contributes or has contributed sufficiently to be awarded for a joint product where an overall grade is normally given for the whole group, individual grades for the group members can be determined by grading.
- (2) The faculty may decide that a student who has not contributed sufficiently shall be considered to have withdrawn from the examination.

Chapter 7. Practical training

Section 7-1. General provisions

- (1) Chapter 7 only regulates practical training where the students are assessed along the way and grading decisions are made which are entered in the diploma. Practical training as a compulsory activity is regulated in separate guidelines.
- (2) It must be stated in the curriculum which courses, examinations and compulsory activities must be completed and passed before the student can participate in practical training.

Section 7-2. Practical training in professional education with national curriculum regulation

- (1) The student must have regular guidance and feedback on how the student fulfills the requirements for approved practical training.
- (2) Intermediary feedback and a final written assessment must be given for each practical training period, where the student's performance is assessed against the learning outcomes for the practical training period. The student must have a copy of the assessments.
- (3) Requirements for attendance must be stated in the curriculum.

Section 7-3. Failed practical training

- (1) The student must receive written notice as soon as possible if doubts arise as to whether the student will pass the practical training. More detailed deadlines for such notification may be given in guidelines for the specific education. If the student does not achieve the requirements for passing practical training and this becomes clear after half the practical training period has passed or after the time when notification is normally given, written notification may be omitted.
- (2) The practical training period can also be assessed as "failed" in the event of non-fulfillment of compulsory activities or attendance.
- (3) If, during the practical training period, the student has shown actions or behavior that pose a possible danger to the life, physical or mental health of those with whom the student is in contact, or other reprehensible conditions that are attributable to the student, the practical training period may be interrupted without prior notice. In these cases, the practical period can be assessed as "failed" and count as one attempt. In the event of interrupted practical training, INN University must conduct a conversation with the student as quickly as possible, where they are informed about the basis for the practical training being interrupted and the consequences this has for the student.

Section 7-4. Postponed practical training

- (1) In the event of illness or strong welfare reasons, the faculty may, upon application grant postponed practical training. Such conditions must be documented, and the documentation must be submitted no later than one week after the first day of absence.
- (2) Postponed practical training can be granted when it is practically feasible with regards to the allocation of practical training within the stipulated practical training periods for the study and does not entail a change in other students' study progression.
- (3) The faculty decides whether the student must repeat the entire practical training period, and when the postponed practical training can be carried out.

Section 7-5. Number of practical training attempts

- (1) The student has access to a new practical training period once if the first attempt was assessed as "failed".
- (2) A student who has the same practical training period assessed as "failed" twice may lose the right to study, cf. section 5-4, second paragraph.
- (3) Where practical training cannot be carried out due to illness or strong welfare reasons, this is not as an attempt to practical training. Such conditions must be documented, and the documentation must be submitted no later than one week after the first day of absence.
- (4) A Student who has lost the right to study after using up his attempts at practical training, cf. section 5-4, second paragraph, does not get new attempts at practical training in the same course by being re-admitted to INN University.

Chapter 8. Grading system, grading and appeal

Section 8-1. Grading system

- (1) The grading system for the examination shall be one of the following two options:
 - a. Pass/Fail
 - b. Graded letter grade scale from A to E for pass and F for fail according to general, qualitative descriptions of the grades from the Norwegian Council for Higher Education.
- (2) Assessment guidelines must be prepared for each examination. This must be available to the examiner before the examination starts and made available for the students when the grading has been completed.

- (3) The letter grades correspond to numerical values as follows: A=5, B=4, C=3, D=2, E=1, F=0. The numerical values are used when calculating the final grade in the courses when several partial examinations are to be included, or when several course results are to be included in the overall final grade for a course. The weighted average is calculated to one decimal place. According to normal rounding rules, rounding is done to whole number, which gives a letter grade in accordance with the numerical value.
- (4) The Pass/Fail scale should be used in practical training courses and courses of similar nature.
- (5) The Pass/fail scale can be used:
 - a. In courses where emphasis is placed on holistic assessment of knowledge, skills and competence, and where grades have little meaning.
 - b. In basic courses such as field courses, medication management courses, writing courses or other introductory courses
 - c. Independent work in the lower degree which is organized as group assignment
 - d. In art courses
- (6) Which grading system is to be used for the individual examination is determined in curriculums and course descriptions.
- (7) The weighting of partial examinations when calculating the final grade is determined in curriculums and course descriptions.
- (8) Subject specific criteria for grading can be drawn up by the individual course environment based on national guidelines within each course area.

Section 8-2. Assessment systems

- (1) The students' knowledge and skills must be tested and assessed in an impartial and professionally reassuring manner. The students' anonymity during grading must be ensured as far as the form of the examination allows.
- (2) Either an external examiner must be used to determine grades for the individual examination, or an external evaluation of the examination and the examination system must be carried out.
- (3) An external examiner may not be employed in a main position or secondary position at INN University, nor may he have been involved as a part-time teacher in the course in question for the examination school. Employees at collaborating institutions should not be used as external examiners if they are closely connected to the academic environment responsible for teaching the courses.

- (4) The use of an external examiner for grading shall benefit all candidates. An external examiner can be used on a fixed part of the answers in a course of large groups. The assessment is then used as the basis for grading the other answers.
- (5) Extent of grading:
- There must be two examiners for examinations that alone amount to 15 credits or more.
 - There must be two examiners for the oral examination and for other exams that cannot be retested.
 - There must be at least two examiners, of which at least one is external when examining master's theses, bachelor theses or equivalent independent work.
 - In examinations, in addition to the internal examiner, an external examiner should be used each year to grade at least 1/3 of the courses. During a three – year period, all courses in the study program should have had external grading.
 - In the event of a new grading following a complaint, cf. section 11-9 second paragraph and section 11-11 second paragraph of the Act, at least two new examiners are used, of which at least one is external. Change can be made both to the benefit and disadvantage of complaints. In the event of a new examination, the examiners shall not receive the original grade, the examiner's reasons for this or the students' reasons for the complaint. The new commission must always have assessment guidance available.
- (6) If the internal and external examiner do not agree on the assessment of an answer, the external examiner decides. In the event of disagreement between two internal or two external examiners, a third external examiner is appointed who determines the grading.
- (7) In the event of disagreement between the subject lecturer and the supervisor/ practical training lecturer at the place of practical training during the assessment of practical studies, the program coordinator/ study supervisor, subject supervisor takes over as third examiner.

Section 8-3. Grading deadlines and announcement of grading

- (1) The examination deadline is 15 working days from the day of the examination.
- (2) In the event of a new examination as a result of a complaint or a change of examiner, the complaint must be processed without undue delay, cf. Section 11a of the Administrative Procedure Act.
- (3) The rector can, through regulations, make exceptions for individual examinations if special reasons make it necessary to spend more time, cf. section 11-7, fourth paragraph of the Act.
- (4) The grading deadline for master's theses and independent work in an undergraduate degree over 25 credits is 30 working days.

- (5) Where the final grade is determined by an adjusting oral examination, a minimum of 24 hours must pass from the time the examination for the submitted examination is announced until the oral examination starts.
- (6) grading is announced via Studentweb. The students are responsible for familiarizing themselves with grading.
- (7) INN University is not responsible for any mistakes or misunderstandings that arise from verbal notification of the examination results.

Section 8-4. Explanation for grading

- (1) A student has the right to receive reasoning about the grading of his performance. In the case of an oral examination or assessment of practical skills, a request for reasoning must be submitted immediately after the grade has been announced. In the case of a different assessment, a request for reasoning must be submitted within one week of the grade being announced.
- (2) Reasons must be given within two weeks after the student has made a request for it. The general principles based on which the assessment is made, and the assessment of the student's performance shall be explained in the reasoning.
- (3) When the grade in a course is determined based on several separate partial examinations, the student has the right to request reasoning for each individual partial examination after the usual deadlines.

Section 8-5. Appeal of grade

- (1) Complaints about grading must be submitted in writing within three weeks after the examination result has been announced. If the student has made a request for justification for grading or has complained about formal errors. In courses with partial examinations, the right of appeal runs from the examination result in the individual partial examination is announced.
- (2) The student can make an individual complaint about a grade in a group examination. Any change of grade following a complaint will apply to the student who has complained.
- (3) Assessment of oral performance and practical training or other assessments which, due to the nature of the test cannot be retested, cannot be appealed, cf. section 11-10, fourth paragraph.
- (4) Grading of complaints must take place without unjustified delay, cf. section 11a of the Administrative Procedure Act. Change can be made both to the benefit and disadvantage of complaints. Determination of grades in the case of new grading according to this section cannot be appealed.
- (5) If a final grade is determined based on an adjusting oral examination in connection with a written examination, and the grading decision on the written

part of the examination is changed, a new oral examination is held before a new final grade is determined, cf. section 11-11, fourth paragraph of the Act.

- (6) The student has the right to appeal the grade in each individual partial examination when the grade in a course is determined based on several partial examinations.

Section 8-6. Complaint about formal errors in examination

- (1) Complaints about formal errors in examination are dealt with in accordance with the provision of section 11-9 of the Act. Errors that may have affected the student's performance or the assessment thereof are considered formal errors.
- (2) Complaints about formal errors in the examination must be made within three weeks after the student has been or should have been aware of the circumstances that justify the complaint. If a request for reasoning or a complaint about grading has been made, the complaint period runs from the time the student has received the reasoning or a decision on the complaint.
- (3) The INN University's Appeals Board is the appeals body for decisions on formal errors in examination.

Chapter 9. Cheating, annulment and suspension

Section 9-1. Cheating on examinations and compulsory activities

- (1) Cheating, attempted cheating or complicity in cheating exists when a student acts in violation of chapter 9 of this regulation, or with the existing rules for the implementation of examinations or compulsory activity, in such a way that the act may be suitable to give an unjustified advantage or result for the student himself or others.

Examples of cases where the student may be suspected of cheating:

- The student has unpermitted aids available during the examination
- The student uses permitted aids in an unregulated way
- The student presents the work of others as his/her own
- The student presents content that has been produced by using artificial intelligence or other technology as his/her own work
- The student reproduces content from sources without adequate source references
- The student provides fictitious sources, informants or data
- The student reuses content from their own passed examination answers or approved compulsory activities without disclosing this
- The student obtains access to the examination by cheating in a compulsory activity, or by obtaining approval for participation in an compulsory activity on incorrect grounds.

- Students prepare answers to individual exams together, or in some other way participate in irregular collaboration.
- (2) A student may be suspected of cheating from the time an examination or compulsory activity has begun. An examination or compulsory activity is normally considered to have begun when the examination's text has been handed out or the problem formulation approved. If a check of permitted aids is carried out before the assignment text is handed in, the examination is deemed to have started when the candidate has handed in his aids for checking.
- (3) If during the examination with supervision, situations arise that make a student suspect of cheating, the student must immediately be made aware that the situation will be reported. The student can choose to cancel or continue the examination.
- (4) In group examinations, all participants in the group are responsible for all content in the answer, the product or the performance.
- (5) In the event of suspicion of cheating, the grading or assessment is suspended until there is a decision in the case.

Section 9-2. Annulment and suspension

- (1) Cases of cheating, attempted cheating and complicity in cheating are processed in accordance with section 12-4 of the Act.
- (2) The INN University's Appeals Board can make a decision on the cancellation of an examination or compulsory activity as a result of cheating or attempted cheating, cf. section 12-4, second paragraph of the Act.
- (3) The INN University's Appeals Board can suspend the students from the university and deny the student the right to sit for examinations at other higher institutions for up to one year as a result of cheating or attempted cheating, cf. section 12-4, third paragraph of the Act. In particularly serious cases, the student can be suspended for up to two years.

Chapter 10. Diplomas and documentation

Section 10-1. Diploma

- (1) INN University issues a digital diploma for the obtained degree, cf. section 11-12 of the Act, and issues a diploma supplement in English. Obtained degree with results is available via Studentweb and the Diploma Registry.
- (2) At least 60 of the credits that are to be included in the basis of the diploma must have been completed at INN University's. The rector can establish exceptions to

the connection requirements for joint degrees, cf. Regulation on the Approval of Norwegian and Foreign Higher Education and Practical skills, section 5.

- (3) The diploma must contain information about the basis for awarding the degree. Only the courses included in the degree must appear on the diploma. Academic approval according to section 3-7 must be shown on the diploma, with a note on the basis for the approval.
- (4) The diploma must contain general information about the degree, the study program's objectives, content and organization as well as a description of learning outcomes.
- (5) Only one diploma is issued to a student for each study program that provides a basis for a diploma. A new or amended diploma will not be issued if the student takes examinations again after the study program has been completed.
- (6) Approval of education and affiliation requirements in connection with the issuing of diplomas is regulated in the regulation no. 2221 of 21 December 2018, On Approval of Norwegian and Foreign Higher Education and of Vocational Education, as well as sections 3-6 and 3-7 of this regulation.
- (7) Where it can be documented that a previously issued certificate on paper has been lost due to fire, theft or similar, a duplicate can be issued upon application against a fixed fee.
- (8) For a bachelor's degree according to section 3-2 letter b) and c), a diploma is issued upon application by the student. The applicant must himself document that the requirements have been met at the time of application.
- (9) The diploma is issued in Bokmål or Nynorsk. For English-language study programs, the diploma is issued in English. INN University does not translate diplomas.
- (10) The partial examination is not included in the diploma, unless national guidelines have been published in this regard.

Section 10-2. Documentation of completed study programs and results

- (1) For educations that do not lead to a degree, digital documentation is issued for the completed study program.
- (2) The students can continuously retrieve results in Studentweb.

Chapter 11. Supplementary provisions and entry into force

Section 11. Supplementary provisions

- (1) The rector can determine supplementary provisions, rules and guidelines to this regulation. The faculty lays down the rules that are specific to the individual examination, such as permitted aids and rules for collaboration.
- (2) Information published on INN University's website, Studentweb or learning platforms is considered to have been given to each individual student.

Section 11-2. Entry into force

The regulation enters into force on 1 August 2024.

At the same time, Regulation no. 98, dated 26 January 2017, On Admission, Studies and Examinations at the INN University is repealed.