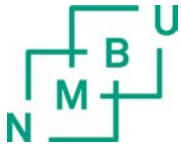


Legal authority: Established by the University Board of the Norwegian University of Life Sciences (NMBU) pursuant to Act No 15 of 1 April 2005 relating to Universities and University Colleges Sections 3-1, 3-2, 3-3, 3-5, 3-6, 3-7, 3-8, 3-9, 3-10, 4-2, 4-5, 4-6, 4-7, 4-8, 4-10, 5-2 and 5-3, Regulations NO 1574 of 16 December 2005 relating to Degrees and Vocational Training, Protected Titles and Nominal Length of Study at Universities and University Colleges and Regulations No 1392 of 1 December 2005 concerning Requirements for the Master's Degrees.

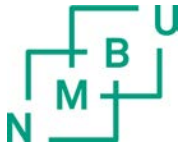
Academic Regulations for the Norwegian University of Life Sciences

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Part I. General provisions

Chapter 1. The scope of the regulations

Section 1-1 *Scope of the regulations*

These regulations apply to admission, study programmes, examinations and degrees at the Norwegian University of Life Sciences (NMBU). For the PhD programme, Regulations No 1471 of 30 January 2020 for the Philosophiae Doctor (PhD) degree at the Norwegian University of Life Sciences (the PhD Regulations) also apply.

Chapter 2. Delegation of authority

Section 2-1 *Decision-making authority*

In cases where decision-making authority is vested in the University, decisions are made by the Rector or a person authorised by the Rector. In cases where decision-making authority is vested in the faculty, decisions are made by the dean, or a person authorised by the dean.

Section 2-2 *Delegation of authority*

- (1) The Rector may adopt supplementary provisions to the Regulations where specified in the individual provisions.
- (2) The faculty may adopt supplementary provisions to the Regulations where specified in the individual provisions.
- (3) The Centre for Continuing Education may adopt supplementary provisions to the Regulations where specified in the individual provisions.

Chapter 3. Information languages

Section 3-1 *Information languages*

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

Part II. Admission

Chapter 4. Admission capacity and assessment of prior learning work experience

Section 4-1 *Capacity and assessment work experience*

The admission capacity of each study programme is determined by the University Board, with the exception of the PhD programmes.

Section 4-2 *Assessment of prior learning and work experience*

The Rector may adopt more detailed provisions on the assessment of prior learning and work experience within the framework laid down by the Ministry of Education and Research.

Supplementary provisions to Chapter

4-1-1 Assessment of prior learning and work experience



(1) The faculties assess whether applicants with prior learning and work experience are academically qualified.

(2) Applicants with prior learning and work qualifications must meet the special admission requirements that have been laid down for the individual study. Other education or documentation of knowledge can be approved as equivalent.

(3) Applicants with foreign education must meet the programme's language requirements.

Chapter 5. Admission to first-degree programmes

Section 5-1 *First-degree programmes*

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

Supplementary provisions to Chapter 5. Admission to first-degree programmes

5-1-1 *First-degree programmes*

(1) First-degree programmes means education which is normally based on upper secondary education, and which is not based on or has other higher education as part of the admission requirement.

(2) Requirements for knowledge of English for English-language bachelor's programmes

For admission to English-language bachelor's programmes, sufficient knowledge of English must be documented. This requirement can be met in one of the following ways:

- English from Vg1 in Norwegian upper secondary school (140 annual hours) with a grade of 4 or better, possibly English taken as a program subject with a minimum scope of 140 hours*
- test of English as a Foreign Language (TOEFL) with at least 80 points for the Internet-based test (IBT)*
- international English Language Testing Service (IELTS Academic) with at least 6.0 points*
- other approved documentation after individual assessment*

Chapter 6. Admission to second-degree programmes

***Section 6-1** *Admission to two-year master's degree programmes and the last two years of five-year master's degree programmes*

(1) For admission to a two-year master's programme, the provisions applicable at any time in regulation 01.12.2005 no. 1392 on requirements for a master's degree apply. For admission to a two-year master's programme, the applicant is required to have a bachelor's degree, cand.mag. degree or an equivalent degree with a scope of at least 180 credits.



(2) For admission to a higher year level of a 5-year master's programme, a completed degree is not required, but the applicant must have completed relevant education of at least 180 credits.

(3) In addition, admission to 90-credit or 120-credit master's degree programmes based on previous professional experience requires at least two years' work experience that is relevant to the study programme.

**Section 6-1 amended. Established by the NMBU University board 2 February 2024*

Section 6-2 Language requirements

Applicants are required to document English language skills for admission to all master's degree programmes. For admission to master's degree programmes taught in Norwegian, documentation of Norwegian language skills is an additional requirement.

***Section 6-3 Weighting**

Applicants must have been awarded at least an average of C (2.5) for the education forming the basis for applying for admission to study.

**Section 6-3 amended. Established by NMBU University board 2 February 2024*

***Section 6-4 Supplementary provisions**

The Rector may adopt supplementary provisions on admission to second-degree programmes, including a description and rules for early admission, conditional admission, conditional offer and weighting and relevance.

**Section 6-4 amended. Established by NMBU University board 2 February 2024*

Supplementary provisions to Chapter 6. Admission to second-degree programmes

6-1-1 Admission to two-year master's degree programmes and the last two years of five-year master's degree programmes

(1) The deadline for applying for admission to two-year master's degree programmes and to the last two years of five-year master's degree programmes will be announced on NMBU's website.

(2) Applicants may apply for a maximum of three study programmes, listed in order of priority.

(3) Applicants who are 10 credits or less short of being awarded a bachelor's degree can be granted conditional admission to the two-year master's degree. Applicants who are 10 credits or less short of admission for the last two years of five-year master's degree programmes can be granted conditional admission. In order to retain the right to study, the applicant must document that he/she has been awarded a bachelor's degree for admission to the two-year master's degree or corresponding basis for admission of at least 180 credits for admission to the last two years of five-year master's degree programmes within one year of admission. Students who fail to meet these conditions forfeit their right to study, cf. NMBU's Academic Regulations Section 17-6.

(4) Applicants who complete their education in the spring semester may be offered conditional admission to two-year master's degree programmes or the last two



years of five-year master's degree programmes. Applicants must, by 1 August of the same year, document that he/she has been awarded a bachelor's degree for admission to the two-year master's degree programmes or corresponding basis of at least 180 credits for admission to the last two years of five-year master's degree programmes. Students who have been offered conditional admission and fail to meet these conditions within 1 August may be considered for conditional admission, cf. supplementary provisions 6-1-1 (3).

**6-1-1 paragraph three and four amended. Established by the Rector 29 February 2024*

6-1-2 Language requirements

(1) English language skills requirement for English language master's degree programmes

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

- English at upper secondary level 1 from a Norwegian upper secondary school (140 hours) with a grade of 4 or higher or English taken as a program subject with a minimum scope of 140 hours*
- test of English as a Foreign Language (TOEFL) with a result of at least 92 points for the Internet-based test (IBT)*
- International English Language Testing Service (IELTS) test with a score of at least 7.0 points*
- other approved documentation by individual assessment.*

(2) Norwegian language skills requirement for Norwegian language master's degree programmes

- Applicants with education from countries outside the Nordic countries must document adequate Norwegian language skills corresponding to the requirement for the Higher Education Entrance Qualification.

- Applicants with higher education from the Nordic countries that are not given in Swedish or Danish must document Norwegian corresponding to the requirement for the Higher Education Entrance Qualification.

(3) English language skills requirement for Norwegian language study programmes

Applicants to Norwegian language study programmes must document English skills corresponding to the requirement for the Higher Education Entrance Qualification.

6-1-3 Weighting and relevance

(1) If an applicant has more than 180 credits, the average can be calculated on the basis of the applicant's 180 most relevant credits. All subjects included in the academic requirement, cf. fourth paragraph, must be included in the calculation. To calculate a grade average on the basis of letter grades, the following numerical values are used: A=5, B=4, C=3, D=2 and E=1. Courses with a 'pass'/'fail' grade are not converted and are not included in the calculation of the average. Applicants with foreign education are assessed individually.

(2) Applicants without a graded grade scale or applicants with a graded grade scale for less than 40 credits of the calculation basis must be assessed individually.



The faculties may decide whether applicants must submit different forms of documentation of their achieved qualifications, such as course descriptions or a portfolio.

(3) Applicants are ranked on the basis of weighted grades and, if applicable, relevance, the motivation letter and interview. The faculty decides whether applicants for a study programme should be ranked according to the average grade for the basis for admission (180 credits) or average grade for the academic requirement (at least 80 credits). If the applicant meets the basis for admission or the academic requirement in different ways, the calculation that is most favourable to the applicant shall be used.

(4) The academic admission requirements shall be included in the programme descriptions for each master's degree programme. The academic requirements for two-year master's degree programmes must include a specialisation worth 80 credits. Additional academic or other requirements can be stipulated, e.g., mathematics, statistics or relevant work experience.

6-1-4 Early admission to two-year master's degree programmes and the last two years of five-year master's degree programmes

Early admission may be granted for admission to second-degree programmes. Everyone who applies for early admission must meet the admission qualifications by the stipulated application deadline. The applicants must document their need for early admission and have a credit score above the median for last year's applicants in order to be eligible for early admission.

6-1-5 Interviews

Interviews can be used as part of the ranking basis for applicants to second-degree programmes. Expenses in connection with interviews are covered by the faculties.

6-1-6 Admissions Committees – admission to second-degree programmes.

(1) The faculties shall appoint admissions committees for each faculty for two-year master's degree programmes and the last two years of five-year master's degree programmes.

(2) Admission recommendations shall be submitted to the committee for approval. In cases of doubt, the committee shall decide whether one or more of the applicants are qualified and rank them.

Chapter 7. Admission to researcher training (PhD) and the research option in the veterinary medicine programme

Section 7-1 Admission to a research training programme (PhD)

Rules for admission to research training programmes are derived from the Regulations for the PhD degree at NMBU.

Section 7-2 Research option in the veterinary medicine programme

The research option is a two-year additional programme in the professional programme in veterinary medicine. The faculty may adopt supplementary provisions on admission and implementation of the research option.



Supplementary provisions to Chapter 7. Admission to researcher training (PhD) and the research option in the veterinary medicine programme

7-1-1 The research option in the veterinary medicine programme

For the research option in the veterinary medicine programme, a thesis of 90 credits is required in addition to a training component of 30 credits. The Regulations' provisions for veterinary medicine students also apply to research option students.

Chapter 8. Admission to the Postgraduate Teacher Training Programme (PPU)

Section 8-1 Postgraduate Teacher Training Programme (PPU)

(1) Applicants to the PPU programme must, when applying for admission, document competence that qualifies him/her for teaching and dissemination in the natural sciences or in agriculture, fishing and forestry studies, or in a combination of these in line with the programme description for the study programme.

(2) The Rector may adopt supplementary provisions on admission to the PPU programme and what competence is required to qualify for teaching in the natural sciences and/or agriculture, fishing and forestry programmes, cf. the national curriculum regulations for the one-year programme in educational theory and practice.

Supplementary provisions to Chapter 8. Admission to the Postgraduate Teacher Training Programme (PPU)

8-1-1 Admission to the Postgraduate Teacher Training Programme (PPU)

(1) For admission to PPU, the faculty shall stipulate the competence that is required to qualify for teaching in the natural sciences and/or agriculture, fishing and forestry programmes, cf. the national curriculum regulations for the one-year programme in educational theory and practice.

(2) Deadlines for submitting applications, forwarding documentation and accepting an offer of admission are set by the faculty in cooperation with the Department of Academic Affairs. The allocation of places in the programme among the various groups of applicants and the ranking of applicants are decided by the faculty responsible for the programme.

(3) For admission to the PPU programme, the faculty in charge shall appoint an Admissions Committee consisting of at least four members, at least two of whom must be students.

(4) In connection with admission, applicants to the PPU programme must submit a transcript of police records corresponding to the certificate of good conduct required to work as a teacher, cf. complying with the current provisions in the Act relating to Universities and University Colleges.

(5) It is a requirement that applicants to PPU must be able to document sufficient Norwegian language skills. This requirement may be met with the joint subject Norwegian (393 hours) in a Norwegian upper secondary school with an average grade of 3 or an equivalent test that meets the requirement for a grade 3 in the joint subject Norwegian when admitted through Norwegian Universities and Colleges Admission Service (NUCAS).



(6) *It is a requirement that applicants to PPU must be able to document sufficient English language skills corresponding to the requirement for the Higher Education Entrance Qualification.*

Chapter 9. Admission to individual courses

Section 9-1 Individual courses

(1) Admission to individual courses requires qualification corresponding to the requirement to Higher Education Entrance Qualification, and possibly special admission requirements.

(2) Admission to individual courses at PhD level requires admission to a PhD program at other Nordic educational institutions. For admission to individual courses at PhD level, an exemption from the Norwegian requirement corresponding to the requirement to Higher Education Entrance Qualification.

(3) Access to courses is regulated by the course description.

(4) Individual course students may not:

- take courses in the veterinary medicine and veterinary nursing programmes
- register for degree theses
- take special syllabuses.

Chapter 10. Admission to continuing and further education programmes

Section 10-1 Continuing and further education programmes

(1) For admission to further education programmes, the same general requirements apply as for admission to first-degree studies. The Centre for Continuing Education (SEVU) assesses the applicants' qualifications for admission to higher education and grants the right to study.

(2) The Centre for Continuing Education may adopt supplementary provisions on application deadlines, forwarding of documentation and deadline for accepting an offer of admission.

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

Section 11-1 Additional training in in the veterinary medicine and veterinary nursing programmes

(1) Special supplementary provisions adopted by the faculty apply to the admission and ranking of applicants for additional training for veterinarians and veterinary nurses who have trained abroad and do not qualify for authorisation in Norway.

(2) For applicants to two-year additional training programmes with a native language other than Norwegian, sufficient Norwegian language skills must be documented. The Rector may adopt supplementary provisions on requirements for documentation of sufficient language skills.

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



11-1-1 Language requirements – additional training in the veterinary medicine and veterinary nursing programmes

Applicants to two-year additional training programmes with a native language other than Norwegian must meet the language requirement in one of the following ways:

- *examination in Norwegian or Norwegian as a second language at upper secondary level 3 (393 hours) from a Norwegian upper secondary school with a grade of 5 or higher in both written and oral Norwegian*
- *test in Norwegian - advanced level ('The Bergen test'), written and oral, with a minimum grade of 'Pass, 1 or 2 parts of the test passed with distinction' or 500-600 points*
- *stage III (3) course in Norwegian for foreign students from a Norwegian university with a grade of B or higher in both written and oral Norwegian*
- *a one-year programme of study in Norwegian language and social studies for foreign students (60 credits) from a Norwegian university or university college with a grade of B or higher in both written and oral Norwegian.*
- *the Norwegian test for adult immigrants with a result of C1 on both parts of the test.*

Chapter 12. Admission of students from partner programmes

Section 12-1 Partner programmes

(1) Admission requirements for students from partner programmes are agreed between the partner institutions and NMBU. Students from partner institutions compete for admission on equal terms with NMBU's own students. The Rector may adopt supplementary provisions on admission to partner programmes.

Supplementary provisions to Chapter 12. Admission of students from partner programmes

12-1-1 Partner programmes

(1) Students who complete a applicable partner programme, will also compete for admission on equal terms with NMBU's own students. This is regulated through allocations from the Norwegian Directorate for Higher Education and Skills (HK-dir.).

(2) The application deadlines for admission of students from partner programmes follow the general deadlines for admission at NMBU and are found on NMBU's admissions webpage.

Chapter 13. External candidates

Section 13-1 External candidates

External candidates' rights at NMBU are limited to attending public lectures and taking examinations in accordance with the Act relating to Universities and University Colleges and Regulations No 972 of 15 June 2017 on access to examinations etc. as an external candidate at the Norwegian University of Life Sciences (NMBU).

Chapter 14. Deferred admission

Section 14-1 Deferred admission



(1) Applicants admitted as a student at NMBU can defer their studies for up to two years in connection with military service, pregnancy/childbirth, illness or other special circumstances.

(2) The Rector may adopt supplementary provisions on deferred admission.

Supplementary provisions to Chapter 14. Deferred admission (reserved place on a programme)

14-1-1 Deferred admission

(1) The need for deferred admission must be documented. Military service may entitle students to defer their studies for two years. Other reasons entitle students to defer their studies for one year.

(2) Work, education or holidays do not constitute grounds for deferred admission.

(3) Applications with documentation shall be submitted within three weeks after receiving the offer of admission. Applications for deferred admission shall be sent to the Department of Academic Affairs (represented by the Admissions Office). Students at PhD level must send the application for deferred admission to their faculty.

Chapter 15. Appeals against decisions concerning admission

Section 15-1 Appeals against decisions concerning admission

(1) Applicants can appeal decisions concerning admission for up to three weeks from the date on which the decision was announced.

(2) National Appeals Committee will consider appeals against individual decisions regarding admission via the Norwegian Universities and Colleges Admission Service.

(3) NMBU's Appeals Committee is the appeals body for appeals against individual decisions regarding local admission.

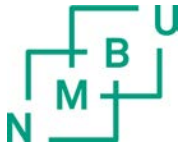
Chapter 16. False diplomas and documents

Section 16-1 False diplomas and documents

(1) A person who has applied for admission or recognition by using a false diploma or other false documents or documents issued by a fake institution, will have the documents in question confiscated and will not be granted admission or have his or her education recognised, cf. complying with the current provisions in the Act relating to Universities and University Colleges. The use of false documents will be reported to the police.

(2) A diploma or document is deemed to be false if it contains alterations that do not correspond with the original document. The same applies to alterations in the original document.

(3) By documents issued by a fake institution is meant documents that are issued by non-existent educational institutions or by an educational institution that incorrectly gives the impression that it has achieved accreditation pursuant to complying with the



current provisions in the Norwegian Act relating to Universities and University Colleges or corresponding foreign regulations.

Part III. Studies

Chapter 17. Rights and obligations

Section 17-1 *Rights*

(1) Applicants who accept an offer of admission are granted the right to study at NMBU. Rights associated with a study programme include the right to instruction, forms of assessments and other necessary resources provided by the university for the study programme in question.

(2) The Rector may adopt supplementary provisions on rights relating to the right to study.

Section 17-2 *Obligations*

(1) Students with the right to study at NMBU are obliged to familiarise themselves with NMBU's regulations and any information issued by NMBU.

* (2) All students must register for the semester and pay the semester fee within the stipulated deadline. Students must also confirm their individual education plans. Failure to register for the semester and pay the semester fee may lead to termination of the right to study, cf. 17-6 (1). PhD students are exempt from the requirements in this paragraph.

*Section 17-2 second paragraph amended. Established by the NMBU University board 2 February 2024

(3) In order to be assessed in a course, the student must also:

- a) register for assessment in the course and
- b) carry out any mandatory activities.

(4) The Rector may adopt supplementary provisions on obligations relating to the right to study.

Section 17-3 *Registration for and withdrawal from assessment*

(1) Students must register for assessment by the deadlines set out in the academic calendar.

(2) If a student fails to withdraw from assessment in a course by the deadline for withdrawing, this will be counted as having attempted the examination in the course in question, cf. Section 38-1 (1). The same applies to students who fail to attend the examination/assessment in the course. Exemptions apply in the case of illness documented by a medical certificate or medical specialist report or if other special reasons exist, cf. Chapter 35.

(3) Special provisions for registration for and withdrawal from resit examinations follow from Chapter 36.



(4) The Rector may in supplementary provisions stipulate rules for registration for and withdrawal from assessment.

Section 17-4 Requirement for own (personal) laptop

(1) Students shall have access to their own laptop for use in teaching activities and assessment, cf. Regulations No 1506 of 15 December 2005 relating to Fees at Universities and University Colleges Section 3-3 third paragraph.

(2) The Rector may stipulate requirements for equipment in supplementary provisions in accordance with the Regulations relating to Fees.

Section 17-5 Duration of the right to study

(1) Students admitted to study programmes at NMBU are given the right to study for that programme until the right to study is withdrawn, cf. 17-6. Students admitted to the veterinary medicine programme are given a right to study for up to eight years. Students admitted to the veterinary nursing programme are given a right to study for up to four years. Leaves of absence pursuant to Chapter 25 and adaptation of the study situation pursuant to Chapter 34 are not included in the registered period of study.

(2) A student who has forfeited the right to study may apply for readmission. Readmission does not confer any new right to take assessment in a course that the student has failed, cf. the provisions regarding the number of attempts in Chapter 38.

Section 17-6 Termination of the right to study

(1) The right to study in the study programme to which the student is admitted can be withdrawn if the student:

- a) meets the requirements for being awarded a degree, cf. Chapter 45 or the PhD Regulations Section 18
- b) is granted admission to another study programme at the same level at NMBU, cf. Chapter 26
- c) confirms in writing that he/she withdraws from the study programme before having completed it
- d) has been granted conditional admission, but does not meet the conditions for admission by the stipulated deadline, cf. Section 6-1.
- e) has not paid the semester fee and/or has not confirmed his/her individual education plan by the applicable deadlines, cf. Section 17-2 (2)
- f) fails the examination/assessment in a compulsory course, cf. the provisions regarding the number of attempts in Chapter 38
- g) falls more than 60 credits behind the nominal study progress (in study programmes with special requirements for study progress, the rules specified in the programme description will apply)
- h) if, in the course of a year, there has been no activity in the form of credits earned or studies abroad (in study programmes with special requirements concerning the earning of credits, the rules specified in the programme description will apply)
- i) for the veterinary nursing and veterinary medicine programmes, the requirements concerning the study progress required to proceed are stated in the programme description.



(2) Students who is awarded a fail grade (F) for a reworked master's thesis, will have their right to study withdrawn cf. Section 44-11

(3) For study programmes with at fixed end date the right to study is withdrawn on this date.

(4) Students admitted to study programmes at NMBU may be asked to present original diplomas, transcripts of grades, references etc. that have formed the basis for admission to the programme. Students who fail to present original documentation by the specified deadline may forfeit their right to study.

(5) The Rector may adopt supplementary provisions on withdrawal of the right to study.

Section 17-7 *Requirements regarding nominal study progress for the veterinary medicine and veterinary nursing programmes*

For the veterinary nursing and veterinary medicine programmes, special requirements apply concerning the study progress required for each individual year of study. These requirements are described in the programme description. The following additional provisions apply:

- a) A student who interrupts his/her studies for a period exceeding three months without permission will forfeit his/her right to study.
- b) In case of absence from compulsory teaching in excess of what can be permitted for the course in question to be approved, the student must make up for the missed teaching activities. The programme description/course description states the requirements that apply to approval of each course.
- c) If a student fails to complete required replacement teaching, or if a student has been absent from so much compulsory teaching that it is impossible to complete the missed teaching in the same academic year, the faculty can decide that the student in question will be moved down a year.

Section 17-8 *Declaration of secrecy concerning confidential information and in connection with the use of experimental animals*

(1) A student who in connection with his/her studies at NMBU becomes aware of confidential information as described in the current provisions in the Act relating to Universities and University Colleges must sign a declaration of secrecy.

(2) In teaching activities where experimental animals are used, each student must sign a declaration concerning participation in such teaching.

Supplementary provisions to Chapter 17. Studies – rights and obligations

17-1-1 *Obligations that follow from the right to study*

(1) *Students with a right to study at NMBU are assigned a NMBU e-mail address. Information sent by e-mail from NMBU to the student(s) is sent to this address.*

(2) *The faculty prepares and approves the students' education plan. It is the student's responsibility, in cooperation with the faculty, to prepare and to change the individual education plan.*

17-1-2 *Registration for and withdrawal from assessment*



(1) It is the student's responsibility to ensure that he/she is registered for assessment, correct any errors and know the time and place of the assessment. Students register for and withdraw from assessment via Studentweb by the deadlines set out in the academic calendar. Students who fail to register for assessment by the deadline forfeit their right to assessment.

(2) In the veterinary medicine and veterinary nursing programmes, students may be automatically registered for courses in accordance with the supplementary provisions adopted by the faculty.

(3) For registration for a special syllabus, cf. Chapter 21, the student must contact the Student Information Centre (SiT). The same registration deadlines apply to registration for a special syllabus as to registration for other courses.

(4) There is no withdrawal deadline for degree theses. If a student wishes to withdraw registration of a degree thesis, this must be done no later than the deadline for registration of his or her degree thesis, otherwise this will be counted as having attempted the examination cf. section 17-3 (2)

17-1-3 Termination of the right to study

If the right to study is terminated, the student's registrations for teaching and assessment will be deleted.

Chapter 18. The academic year and student working hours

Section 18-1 Division of the academic year

(1) The autumn semester begins in mid-August and ends in late December. The spring semester begins in early January and ends in late June. Teaching and examinations will normally take place within this period.

(2) The Rector may adopt supplementary provisions on the division of the academic year.

Section 18-2 Student working hours per credit

The expected workload for a study programme is 60 credits per year. A workload of 60 credits will normally correspond to approx. 25 student working hours per credit and approx. 1,500 student working hours per year.

Supplementary provisions to Chapter 18. The academic year and student working hours

18-1-1 Division of the academic year

(1) The following provisions apply to the veterinary medicine and veterinary nursing programmes:

a) Teaching in the autumn semester normally begins on the first Monday after or on 14 August, and the spring semester normally begins on the first Monday after or on 4 January.

b) Teaching in the clinic may take place throughout the calendar year, but each student shall nevertheless not have more than 40 weeks of study in total.



c) *Compulsory practical training and resit and rescheduled examinations for veterinary medicine and veterinary nursing students may be held outside the ordinary academic year.*

*(2) The following applies to **other study programmes**:*

Autumn semester	
<i>Start of semester</i>	<i>Approx. week 33, Monday</i>
<i>August block period</i>	<i>Approx. weeks 33, 34, 35</i>
<i>Block period examinations</i>	<i>Approx. Monday and Tuesday in week 36</i>
<i>Autumn parallel period</i>	<i>Approx. from Wednesday in week 36 to Friday in week 49 inclusive</i>
<i>Examination period</i>	<i>Approx. weeks 50–51</i>
<i>End of semester</i>	<i>Approx. week 51</i>
Spring semester	
<i>Resit/rescheduled examinations</i>	<i>Approx. week 1</i>
<i>Start of semester</i>	<i>Approx. week 2, Monday</i>
<i>January block period</i>	<i>Approx. weeks 2, 3, 4</i>
<i>Block period examinations</i>	<i>Monday and Tuesday in week 5</i>
<i>Spring parallel period</i>	<i>Approx. from Wednesday in week 5 to Friday in week 19 inclusive</i>
<i>Examination period</i>	<i>Approx. weeks 20–21</i>
<i>Resit / rescheduled examinations</i>	<i>Approx. week 22</i>
<i>June block period</i>	<i>Approx. weeks 23, 24, 25, 26</i>
<i>Block period examinations</i>	<i>Approx. Friday in weeks 24, 25, 26</i>
<i>End of semester</i>	<i>Approx. Friday in week 26</i>

a) If holidays fall within the examination period, the examination period will be extended by a corresponding number of days (the teaching periods are not extended).

b) There is no teaching from the Monday after Palm Sunday until Easter Monday (inclusive).

(3) The time from 12.00 to 14.00 on Wednesdays during parallel periods is reserved for student democracy purposes. The Director of Academic Affairs may, on the recommendation of the faculty responsible for a course, grant exceptions for field courses, excursions, laboratory exercises, clinical skills training, seminars or similar activities.

Chapter 19. Approval, establishment and discontinuation of programmes of study

Section 19-1 Programmes of study

(1) All study programmes at NMBU must be approved in accordance with NMBU's quality assurance procedures.

(2) Based on proposals from the responsible faculty, the University Board makes decisions regarding the establishment and discontinuation of study programmes. The University Board itself annually approves the total portfolio of study programmes.



(3) All NMBU study programmes must have approved programme descriptions and study plans and shall comply with NMBU's quality assurance procedures for study programmes.

Chapter 20. Approval, establishment and discontinuation of courses

Section 20-1 Courses

(1) All courses shall be approved in accordance with NMBU's quality assurance procedures for the approval of courses.

(2) The faculty establishes and discontinues courses. The faculty board is responsible for approving systems for quality assurance and quality development in accordance with the university's other quality routines.

(3) Courses must be described in accordance with NMBU's guidelines for description of courses. The course description shall be revised annually. The online version of the course description will always be the applicable version.

(4) The person responsible for a course must be an NMBU employee and have academic qualifications. The overall professional environment must be in line with the requirements described in Regulations No 137 of 7 February 2017 concerning Supervision of the Educational Quality in Higher Education (Academic Supervision Regulations).

(5) All courses, including courses pertaining to bachelor's and master's degree theses, and in-depth papers in the veterinary medicine programme, shall describe the knowledge, skills and general competence a student should have acquired when he/she has completed the course. In each course, the student's knowledge, skills and general competence shall be assessed pursuant to the description of the learning outcomes for the course.

(6) If the student must pass any compulsory activities in order to be assessed in a course, this must be described in the course description.

(7) Permitted aids (aid code) for examinations or other form of assessment shall be stated in the course description and comply with the rules set out in Chapter 33.

(8) As a rule, all courses shall be worth a minimum of five credits.

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

Section 20-2 Academic overlap

Students who take examinations in courses at NMBU with completely or partly overlapping academic content will have the total number of credits awarded for the relevant courses reduced. The extent of the reduction is decided by the faculty responsible for the course and shall be stated in the course description.

Chapter 21. Special syllabuses

Section 21-1 Special syllabuses



(1) A special syllabus is a theoretical and/or practical assignment that has not been specified as a separate course or as part of a course in the online version of the course descriptions.

(2) A special syllabus can also be taken in connection with the master's thesis to give the student additional academic competence in connection with his/her work on the thesis. This syllabus may consist of a more extensive, in-depth study of a topic or of a broader approach to the subject area than provided by NMBU's courses.

(3) A special syllabus must lie clearly within the faculty's area of expertise and teaching capacity. Two or more faculties may collaborate on a special syllabus, and the supervisor(s) for the special syllabus is/are responsible for checking that the student(s) has/have an adequate academic background.

(4) Before start-up, a written agreement must be entered into between the student(s) and the supervisor(s). Among other things, the agreement must state the learning objectives, learning outcomes, level, form of assessment and scope, and clarify responsibility for supervision. This agreement must be approved by the faculty.

(5) Special syllabuses:

- a) A special syllabus related to the master's thesis must be at the master's level.
- b) A special syllabus may be taken by a single student or a group of students.
- c) No more than two special syllabuses may be included in each degree.
- d) A bachelor's degree may include a special syllabus of up to 10 credits.
- e) A two-year master's degree may include a special syllabus of up to 20 credits.
- f) A five-year master's degree may include a special syllabus of up to 30 credits.

(6) Exemptions from the provisions in the fifth paragraph apply to special syllabuses at the PhD level and for students from partner programmes.

(7) The Rector may adopt supplementary provisions on special syllabuses.

Supplementary provisions to Chapter 21. Special syllabuses

21-1-1 Special syllabuses

(1) If the special syllabus is included in the reference literature for a bachelor's or master's thesis, work on this syllabus must represent a significant extension of the workload compared with what would be expected of work on the reference literature.

(2) The main supervisor or co-supervisor for the degree thesis shall normally be the student's supervisor in connection with his/her work on the special syllabus.

(3) The faculty is responsible for ensuring that the workload corresponds to the number of credits stated in the special syllabus agreement. The number of credits cannot be changed while the special syllabus is in progress. When several students write an assignment together, the workload must be increased correspondingly.



(4) *With the exception of a special syllabus that is related to a degree thesis or is at the PhD level, the special syllabus must be concluded by the last day of teaching during the teaching period. By 'concluded' is meant that all work and all activities pertaining to the course must be completed, that any final assignment/report has been submitted and that any examinations have been taken.*

(5) *The title of the special syllabus and credits earned will be entered in the transcript of grades and diploma. The title of the special syllabus shall be written in Norwegian Bokmål or Norwegian Nynorsk and in English.*

Chapter 22. Periods of study at another educational institution

Section 22-1 *Periods of study at another educational institution*

(1) NMBU shall facilitate periods of study in Norway and/or abroad by creating a mobility window in the education plan, provide general guidance about cooperation agreements, funding options and insurance arrangements.

(2) Students may include a period of study at another educational institution in Norway and/or abroad in their regular studies at NMBU. Such periods of study can include one or more courses that are part of the individual education plan, including practical training, special syllabuses and degree theses assessed by NMBU. The period of study must be approved before departure.

(3) The faculty decides how much of a period of study at another educational institution can be included in the student's individual education plan and degree at NMBU, cf. Chapter 24. After returning to NMBU, the student shall apply for final recognition of the courses taken during the period of study.

(4) The Rector may adopt supplementary provisions on periods of study at another educational institution

Supplementary provisions to Chapter 22. Periods of study at another educational institution

24-1-1 *Periods of study at another educational institution*

In order to receive a scholarship through Erasmus+ and support from Lånekassen, the exchange must be approved in advance and become part of a degree at NMBU.

Chapter 23. Joint degrees

Section 23-1 *Joint degrees*

(1) NMBU may cooperate with one or more Norwegian or international degree-conferring institutions on programmes in the form of joint degrees.

(2) Joint degrees means a partnership between several institutions where all are jointly responsible for admission, supervision, conferral of degrees and other matters as described in the institutions' regulations. For completed joint degrees, common diplomas are issued in the form of: a diploma document issued by all consortium members, a diploma from each of the consortium members or a combination of these.

(3) The cooperation is normally organised as a consortium and is governed by the agreement between the consortium members. Such an agreement shall normally only be



entered into if there is already an established, stable academic cooperation between NMBU and at least one of the other consortium members.

(4) The Rector adopts more detailed provisions for joint degree cooperation, including the template for cooperation agreements.

Supplementary provisions to Chapter 23. Joint degrees

23-1-1 Joint degrees

As a minimum, agreements on joint degrees must regulate admission, funding, the training component, supervision, stays at the institutions, reporting duties, the thesis language, the form of the thesis, assessment, conferral of the degree, the diploma and the rights to results. The agreement is signed by the Rector.

Chapter 24. Recognition of education from other educational institutions

Section 24-1 Education from other educational institutions

(1) For degrees, courses or course groups taken at other educational institutions that, on the basis of an assessment, are deemed to be able to replace corresponding courses or course groups at NMBU, the student will be awarded the same number of credits, subject to the limitations stated in Chapter 45 of these Regulations. NMBU shall ensure that credits are not awarded twice for courses with the same academic content.

Chapter 25. Leaves of absence from study programmes

Section 25-1 Leaves of absence from study programmes

(1) Students who have been admitted to a study programme at NMBU may apply for a leave of absence from the programme in accordance with supplementary provisions adopted by the Rector.

(2) Childbirth and care of children entitle students to a leave of absence, cf. complying with the current provisions in the Act relating to Universities and University Colleges.

Supplementary provisions to Chapter 25. Leaves of absence from study programmes

25-1-1 Justified leave of absence from study programmes

(1) All programme students may apply for leave of absence on the basis of illness, military service according to section 17 of the Defence Act (forsvarsloven), positions in student political bodies and other special reasons. Such leave can be granted provided that documentation has been submitted as described in the third paragraph.

(2) For students in the veterinary medicine and veterinary nursing programmes, who are granted leave of absence from the veterinary medicine programme for a period exceeding three months will be moved down a year. The leave of absence comes in addition to the student's right to an extension of the study period.

(3) In order to be granted justified leave of absence, the student must provide necessary documentation, such as:

- medical certificate*
- term confirmation/ birth certificate/ documentation of adoption*
- summons to military service*



- *documentation on positions in a student political body etc.*
- *documentation of the professional considerations given as a reason*
- *documentation of the conditions stated as the reason*

25-1-2 Unjustified leave of absence from study programmes

(1) A student can apply for up to two consecutive semesters of leave of absence from the study program without presenting a reason, provided that the student has obtained at least 15 credits in the study programme in question.

**(2) The student can only apply for an unjustified leave of absence once during the course of his studies at NMBU. If the student has applied for a leave of absence for one semester, it is not possible to subsequently apply for an unjustified leave of absence for another semester.*

**25-1-2 new second paragraph. Established by the Rector 29 February 2024*

(3) Students at the following study programmes one cannot apply for unjustified leave of absence:

- *Veterinary medicine*
- *Bachelor of veterinary nursing*
- *One-year teacher training (PPU)*
- *European Master in Animal Breeding and Genetics*

25-1-3 General rules for leave of absence

(1) In cases where a student is granted leave of absence in accordance with 25-1-1 and a contract on a bachelor's or master's degree thesis is entered into, the degree thesis contract must be revised both before the leave of absence begins and when it ends. A student cannot apply for unjustified leave of absence in accordance with 25-1-2 after a contract on a bachelor's or master's degree thesis is entered into.

(2) Applications for a leave of absence shall be submitted using the prescribed application form. The leave of absence is granted by the faculty responsible for the programme.

(3) A student who has been granted leave of absence may be assessed at NMBU during his/her leave of absence, provided that the following conditions are met:

- *the student must be registered for assessment in the course/courses and be registered for the semester in accordance with Section 17-2 (2).*

(4) Students on leave of absence from NMBU are not entitled to attend teaching activities or be allocated a student workstation at NMBU. Special provisions apply to PhD students.

(5) The right to leave of absence may also give the right to special arrangements according to 34-1-1 fifth and sixth paragraphs.

Chapter 26. Transfer to another study programme

Section 26-1 Transfer to another study programme



(1) Students who have been admitted to a study programme at NMBU can apply to be transferred to another study programme at NMBU. Exemptions apply for transfer to the veterinary medicine and veterinary nursing programmes.

(2) The Rector may adopt supplementary provisions on transfers to another study programme

Supplementary provisions to Chapter 26. Transfer to another study programme

26-1-1 Transfer to another study programme

(1) Applications for transfer to another study programme shall be submitted using the prescribed form sent by the deadline set out in the academic calendar. The application is processed by the faculty responsible for the study programme to which the student applies for a transfer.

**(2) The main criteria for transfers to another study programme:*

- *There must be a vacancy on the study programme to which the student applies for a transfer.*
- *The student must meet the admission requirements for that study programme.*
- *Students who apply for a transfer during their first semester of studies at NMBU are ranked according to their total competitive points upon admission. The student's competitive points must be high enough to have been able to get admission to the study through the ordinary admission in the same year. Students applying for a transfer later in their studies are ranked by the faculty.*

**26-1-1 second paragraph amended. Established by the Rector 29 February 2024*

(3) When transferring to another study programme, the student is required to take all courses that are compulsory for the study programme to which the student is granted a transfer. Students who require individual adaptation must prepare a revised individual education plan to be approved by the faculty.

Chapter 27. Suitability assessment

Section 27-1 Suitability assessment

(1) Decisions in cases where there is doubt about a student's suitability shall be based on Regulations No 859 of 30 June 2006 concerning Suitability Assessment in Higher Education.

(2) The University Board appoints a suitability assessment committee for the programmes covered by the scheme.

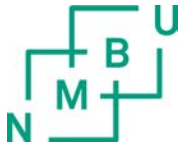
(3) The Rector appoints a staff member responsible for suitability assessments at NMBU.

(4) The University is obliged to inform the student of his/her rights in cases where there is doubt about a student's suitability.

Chapter 28. Reactions to censurable and/or criminal acts

Section 28-1 Reactions to censurable and/or criminal acts

A student who violates the current provisions in the Act relating to Universities and University Colleges may be penalised in accordance with law. NMBU's Appeals Committee has the decision-making authority in these cases.



Part IV. Assessment, examination results and complaints

Chapter 29. Assessment and compulsory activities

Section 29-1 *Assessment scheme, assessment form and compulsory activities*

(1) Assessments at NMBU shall be impartial and academically sound, and promote meaningful coherence between learning outcomes, teaching and assessment. The assessment scheme used in the course shall be set out in the programme description and in the course description for the course in question.

(2) A course's assessment scheme is a description of how a course is to be assessed. The assessment scheme for the course can be a single assessment or combined assessment.

(3) A course's assessment form describes how the assessment in the course will take place, where the student must carry out something that will receive an assessment. A subject can have one or more forms of assessment.

(4) Compulsory activities are work that must be approved but that are not graded, and that the student must complete during the course's teaching period.

(4) The Rector may adopt supplementary provisions on assessment and compulsory activities.

Supplementary provisions to Chapter 29. Assessment and compulsory activities

29-1-1 Single assessment

(1) A course with a single assessment has one assessment that counts for 100% of the grade in the course. The course can have one of the following single assessments:

- home exam
- portfolio assessment
- oral examination
- assignment
- practical training
- practical test
- written examination

29-1-2 Combined assessment

(1) A course with two or more assessment forms has combined assessment. The following applies:

- *The individual form of assessment is referred to as a one of several independently weighted assessments.*
- *The independently weighted assessments can have different forms.*
- *Each independently weighted assessment must be assessed separately and given an independent grade cf. 42-1-2 sixth paragraph.*
- *All independently weighted assessments must have the same grading rule.*
- *Merging of grades takes place in the study administrative system.*



- *The grade for the independently weighted assessment is published continuously, cf. 42-1-2 sixth paragraph, and can be appealed in accordance with the provisions of 43-1-1 first paragraph.*

(2) In courses with a combined assessment, it shall appear from the course description how much each independently weighted assessment is emphasized. All parts of a combined assessment must be passed to pass the course.

(3) All independently weighted assessments, except for oral or written examination during an examination period, shall be completed by the last teaching day during the teaching period cf. the academic calendar.

29-1-3 Assessment

(1) The course's form of assessment (i.e., how the assessment will take place) will vary based on the type of assignment or work the student will be assessed in. The student must complete something that will receive an assessment, and which results in a grade.

(2) The assessment in a course must show the student's achieved learning outcomes as overall competence across the course's requirements for knowledge and skills. Assessment is a crucial tool for knowing whether the students have reached these goals and have the desired competence.

(3) As far as possible, anonymous assessment of students' performance shall be carried out.

(4) In courses with written work, the course responsible may require that a self-declaration form on plagiarism be submitted.

29-1-4 Compulsory activities

(1) Compulsory activities, cf. Section 29-1 (4) can comprise one or more activities that are not graded and can for example include attendance, laboratory exercises, practical training, written work, presentations etc.

(2) Courses with requirements for compulsory activities may require that compulsory activities are approved before a student can be assessed in the course. Requirements for approved compulsory activities shall be described in the course description, cf. Section 20-1 (6).

(3) A student whose compulsory activities have not been approved, or whose absence exceeds the level required for the course to be approved, may nevertheless be entitled to assessment. The faculty responsible for the course decides whether such permission should be granted. For grades and credits in the course to be released, all compulsory activities must be approved the next time the course is offered.

(4) The faculty may grant exemptions from compulsory activities either on the basis of documented education from another educational institution, prior completion of



the compulsory activities in the course or documented prior learning and work experience.

(5) In the event of illness or other special circumstances, the faculty may decide that alternative compulsory activities shall be organised if that is a practical and academically satisfactory solution.

(6) Unless otherwise described in the course description for the course, compulsory activities are normally valid until and including the next time the course is offered. The person responsible for the course decides whether the compulsory activities must be repeated if a candidate resits an examination. The programme descriptions for the veterinary medicine and veterinary nursing programmes specify whether compulsory activities must be repeated if a candidate resits an examination.

(7) Students who go on compulsory excursions shall have any extra expenses for travel and overnight stays covered by the faculty responsible for the course.

Chapter 30. Examinations

Section 30-1 Plan for examinations

(1) The academic calendar provides an overview of the examination periods for all study programmes with the exception of the veterinary medicine and veterinary nursing programmes.

(2) For the veterinary medicine and veterinary nursing programmes, the plan for examinations is set out in the semester plans. Examinations can be held throughout the academic year.

Section 30-2 Venue, dates and times and duration

The venue, dates and times and the duration of examinations will be announced by NMBU as described in supplementary provisions.

Section 30-3 Examination question papers/answer papers and form of Norwegian

(1) The examination question papers in a course shall be in Norwegian Bokmål and Norwegian Nynorsk. Exemptions from the requirement regarding examination question papers in both forms of Norwegian can only be made pursuant to Regulations No 4148 of 7 July 1987 relating to form of Norwegian in examination questions.

(2) If courses are offered in English, the examination question paper shall be in English.

Section 30-4 Supplementary provisions on examinations

The Rector may adopt supplementary provisions on examination.

Supplementary provisions to Chapter 30. Examinations

30-1-1 General information about examinations

(1) During examination periods, set out in the academic calendar, only supervised examinations on campus must normally take place.



(2) Written examination is carried out in accordance with the provisions of the Academic regulations with associated supplementary provisions as well as guidelines for conducting examinations at NMBU.

30-1-2 Time and place for examination

(1) The dates and times of written examinations during the examination period are announced via the teaching plan system and Studentweb, normally four (4) weeks before the deadline for registering for the teaching period expires. The dates and times of other forms of assessment will normally be announced in the course's Canvas room.

(2) For written examination on campus information about venues (examination rooms), shall be announced on StudentWeb no later than three (3) days before the examination. Information about oral examinations are given by the faculty.

(3) For the veterinary medicine and veterinary nursing programmes, the dates and times of assessments (examinations) or the assessment period (examination period) shall be stated in the semester plan and Studentweb.

(4) It is the student's own responsibility to ensure that he/she knows the time and place of the examination.

30-1-3 Examination question papers/answer papers, language and form of Norwegian

(1) In courses offered in Norwegian or English as needed, the examination question papers are normally written in the same language as the language of instruction.

(2) Answer papers may be written in Norwegian Nynorsk, Norwegian Bokmål, Swedish, Danish or English. Upon application by the student, answer papers may be written in other languages. The faculty responsible for the course decides these applications.

(3) If it is a requirement, in a course thought in English, that an answer paper can only be written in English, this must be stated in the course description. Applications for dispensation from this requirement must be sent to and will be decided by the faculty responsible for the course.

30-1-4 Examination at campus

(1) The duration of the examination shall be stated in the course description for each individual course. Written campus-based examinations shall normally not exceed 3.5 hours. If the duration exceeds 3.5 hours, this must be determined by the Faculty Education Committee.

(2) Starting-times for written examinations at campus:

- in the morning – 9.00. Candidates must arrive no later than 8.30.*
- afternoons – at 14.00. Candidates must arrive no later than 13.30.*

In special cases, the Director of Academic Affairs may grant exemptions from the arrival time requirements described in the bullet points above. If an exemption is



granted to the arrival time requirement, it must be established that none of the candidates have left the venue where the examination in the course in question is taking place.

(3) The duration of written examinations at campus is reckoned from the time when the examination question paper has been made available to all the candidates.

(4) Students must present a valid photo ID when sitting an examination at campus.

(5) The student may only leave the room during an examination at campus accompanied by an invigilator.

(6) A student who shows for an examination cannot end the exam or submit a blank answer before 30 minutes have passed after the exam in question has started cf. 30-1-5 first and second paragraphs.

(7) A student who behaves in a manner that disrupts the examination can be expelled from the examination venue.

(8) The person responsible for the course or his/her deputy must be available during the examination.

30-1-5 Submission of written papers – digital or on paper

(1) For examinations on campus, students must wait at least 30 minutes after the examination has started before submitting their answer papers.

(2) If a student wants to submit a blank answer paper at an examination the following applies:

- a) A student who wants to submit a blank answer at on paper examination on campus, must submit the completed examination cover sheet to be registered as having failed.*
- b) For digital examinations, the student must comply with the instructions in the system to submit a blank answer paper. The same procedure applies whether the examinations is completed at campus or at home.*

(3) An answer paper that has been submitted, whether digitally or on paper, cannot be withdrawn or be exempted from assessment.

(4) When the examination is over the student must stop writing the examination.

- a) For written examinations on campus, on paper, the student must stop writing the answer paper as soon as the examination is over. The student can use up to 15 minutes to ready the papers for submission.*
- b) For digital examinations, the examination system closes once the examination is over. The answer paper and any necessary files must be submitted and uploaded before the examination is over.*

(5) Rough copies cannot normally be handed in as part of an answer paper.



Chapter 31. Portfolio assessment, assignments and practical training

Section 31-1 *Portfolio assessment*

A portfolio assessment is an assessment of work carried out by the student. The content of the portfolio must be completed and submitted within the last day of the teaching period in accordance with the academic calendar. The content of the portfolio is assessed as a whole and one overall grade is awarded.

Section 31-2 *Assignment*

(1) An assignment is work the student works on alone or together with other students and that is intended to demonstrate the student's achieved learning outcomes as overall competence across the course's requirements for knowledge and skills.

(2) Degree theses are described in Chapter 44.

Section 31-3 *Practical training*

Practical training is training or instruction in professional practice that the student carries out alone, in pairs or in a group. The practical training shall be varied, supervised, and result in on grade.

Section 31-4 *Supplementary provisions*

The Rector may adopt supplementary provisions on portfolio assessment, assignments and practical training.

Supplementary provisions to Chapter 31. Portfolio assessment, assignments and practical training

31-1-1 *Portfolio assessment*

(1) *A portfolio assessment can comprise two or more works done by the student. All works in a portfolio must be verifiable.*

(2) *Examples of works a portfolio can comprise (the list is not exhaustive):*

- *participation in excursions and, if relevant, excursion reports*
- *laboratory exercises*
- *paper*
- *project/semester assignments*
- *oral tests or presentations, must be verifiable*
- *specimen collections*
- *practical training and, if relevant, reports*
- *practical written tests*
- *written assessment during the teaching period*

(3) *The contents of a portfolio shall appear in the course description. During the course, feedback must be given on the content that is included in the grade.*

(4) *Only written works or other works that are of such a nature that the assessment can be verified can be included in a folder. Examination cf. 30-1-1 first paragraph cannot be included.*

(5) *Oral test adjustment to grade given for written work can be used according to the detailed description given in the guide for portfolio and combined assessment.*



(6) In the event of a complaint about the given grade of a portfolio, a new assessment of the portfolio must be carried out in accordance with Section 43-3.

31-1-2 Assignments

Assignments shall be submitted for assessment during the teaching period (separate deadlines for degree theses).

31-1-3 Practical training

Compulsory practical training can be registered as a separate course, as one of several independently weighted assessment or be included as compulsory activity. Compulsory practical training can be a part of a portfolio if verifiable. As a rule, NMBU is responsible for finding a relevant placement if the practical training is compulsory. Exceptions may apply to certain types of practical training in the veterinary medicine and veterinary nursing programmes. The programme descriptions for all study programmes/courses that include practical training shall contain criteria for the implementation and assessment of the practical training.

31-1-4 Practical/clinical examinations

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

(2) In connection with practical/clinical examinations, the dean or a person authorised by him/her, in consultation with the examiner, will decide how the examination is to be organised.

Chapter 32. Oral examinations

Section 32-1 Oral examinations

(1) Oral examinations, can include oral tests, oral presentations etc. Oral examinations shall either be given as a separate assessment (single assessment), as one of several independently weighted assessments, or as an oral test adjustment to grade given for written work.

(2) An oral examination shall be public unless considerations relating to the holding of the examination or test indicate otherwise. If there are weighty reasons for doing so, the faculty responsible for the course may, at the request of the candidate, grant an exemption from the rule that examinations shall be public.

(3) The faculty responsible for the course decides the time and place for the oral examination, including whether the oral examination shall take place digitally or on campus.

(4) The Rector may stipulate more detailed rules for oral examinations in supplementary provisions.

Supplementary provisions to Chapter 32. Oral examinations

32-1-1 Oral examinations

(1) The times of oral examinations in all study programmes, with the exception of the veterinary medicine and veterinary nursing programmes, are decided and



announced by the faculty responsible for the course no later than four weeks before the examination.

(2) Examination venues for oral examinations shall be announced no later than three days before the examination.

Chapter 33. Aids

Section 33-1 Permitted aids

(1) The faculty responsible for the course decides which aids can or must be available to the student during examinations or other forms of assessment in the course. Aids that have not been commonly used by the students in the course in question and that cannot be made available to everyone during the examination will not be permitted.

(2) The aids permitted for each course are listed in the course description. The online version of the course description will always be the applicable version.

(3) The Rector may adopt supplementary provisions on aids and use of dictionaries in connection with assessment.

Supplementary provisions to Chapter 33. Aids

33-1-1 Permitted aids

Permitted aids for examinations or other form of assessment in a course must comply with the following codes:

- A1: no calculator, no other aids
- A2: no calculator, other aids as specified
- B1: calculator handed out, no other aids
- B2: calculator handed out, other aids as specified
- C1: all types of calculators, other aids as specified

33-1-2 The student's responsibility – permitted and non-permitted aids

(1) At a on campus examination the students must bring permitted aids to the examination premises themselves. This does not apply where it is stated that NMBU provides the aids. The examination question paper and the course description shall specify the permitted aids. The following applies:

- a) *Students are not allowed to bring or have access to other aids than those specifically permitted for the examination in question.*
- b) *The students are responsible for ensuring that the aids they bring with them to examinations do not contain unauthorised notes. Students are not permitted to borrow or lend aids during the examination.*
- c) *Any access to or use of mobile phones during a campus-based examination will be regarded as cheating. Accordingly, the same rules apply for other digital aids containing communication. Exceptions are only made if the examination question paper or course description specify that aids containing communication equipment is permitted.*
- d) *The aid 'all types of calculators', unless otherwise specified in the examination question paper or course description, means calculators that do not contain files, are not connected to the internet, a power supply or a printer, that do not communicate with other units, that do not make a noise and that only consist of a single object.*



(2) Students are not permitted to communicate with each other or other persons during an examination, unless communication has been specified as a permitted aid in the examination question paper or the course description. This applies both to examinations held on campus and home examinations.

33-1-3 Dictionaries at campus-based examinations

Students are permitted to bring a bilingual dictionary if the examination is held in another language than their first language (mother tongue). The dictionary may not contain any own notes.

33-1-4 Inspection of aids

For examinations at campus where invigilators are used, the invigilators can inspect all aids, that the students bring with them, either individually or in random tests.

Chapter 34. Special arrangements in connection with studies and assessment

Section 34-1 Applying for special arrangements in connection with studies and assessment

(1) Students who, due to functional impairment or other special reasons, need suitable special arrangements to be made in connection with his/her studies and/or assessment in the courses, must apply for such adaptation within the deadlines set out in the academic calendar. Separate application deadlines apply to the veterinary medicine and veterinary nursing programmes.

(2) The special arrangements made in connection with studies and/or examinations must not result in the student(s) being tested in a qualitatively different manner, and must not involve a lowering of the academic standards, complying with the current provisions in the Act relating to Universities and University Colleges Section.

(2) The Rector may adopt supplementary provisions on special arrangements in complying with the current provisions in the Act relating to Universities and University Colleges Section 4-3 (5).

Supplementary provisions to Chapter 34. Special arrangements in connection with studies and assessment

34-1-1 Applying for special arrangements in connection with studies and assessment

(1) The need for special arrangements must be documented by means of a certificate issued by a medical professional or corresponding documentation of the need for special arrangements.

(2) If special arrangements are necessary as a result of an acute situation, the Department of Academic Affairs must be contacted as soon as possible after the situation has arisen.

(3) Special arrangements can be made for students with chronic or acute conditions, functional impairments, pregnant students who need rest etc. Special arrangements can include special physical adaptation, special aids, extended examination duration etc.



(4) Students who need to take breaks during an assessment in order to breastfeed must apply to the Department of Academic Affairs by the deadline for withdrawing from an examination. The time spent breastfeeding is added to the examination time.

(5) Students with a documented illness may apply to take their study programme over a longer period than the nominal length of study. Applications for such adaptation are considered by the faculty.

(6) Facilitation of studies and exams may also apply to students who are granted top sports status, hold political or student political positions or have other weighty reasons.

(7) Leave of absence from studies can be applied for in accordance with the regulations in chapter 25.

34-1-2 Extensions in connection with written assessments

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

- 15 minutes extra are granted for examinations with an examination time of up to 1.5 hours.*
- 20 minutes extra are granted for examinations with an examination time of more than 1.5 hours and up to 2 hours.*
- 30 minutes extra are granted for examinations with an examination time of more than 2 hours and up to 4 hours.*
- 1 hour extra is granted for examinations with an examination time of more than 4 hours.*

(2) For longer home examinations, the following extensions are granted:

- 3 hours extra is granted for examinations with an examination time of 24 hours or longer.*
- 5 hours extra is granted for examinations with an examination time of 36 hours or longer.*
- 7 hours extra is granted for examinations with an examination time of 48 hours or longer.*

(3) Students with a native language other than Norwegian are not granted extra time for tests and examinations held in Norwegian. The same applies to students whose native language is not English in examinations held in English.

34-1-3 Special arrangements in connection with home examinations and written tests

Separate provisions apply for special arrangements for independently weighted assessments and other assessment element, which are not defined as a campus-based written exam in one of the exam periods. What applies to the individual student is specified in the student's confirmation of approved accommodation at NMBU.



Chapter 35. Absence in connection with assessment

Section 35-1 *Absence due to illness*

(1) Students who are unable to be assessed due to illness must submit a certificate issued by a medical professional with information about the period of the absence.

(2) An electronic application for absence on valid grounds and certification in accordance with (1) must be sent no later than five (5) working days after the student should have taken the assessment.

Section 35-2 *Absence due special circumstances*

Students who are unable to be assessed due to other special personal circumstances must document this in a corresponding manner as for illness.

Section 35-3 *Attempts that do not count/right to resit examinations*

(1) The examination does not count as an attempt pursuant to Chapter 38 if the student has valid grounds for absence from the examination or other assessment element.

(2) Whether a student is entitled to a resit examination in the case of valid grounds for absence from an examination or other assessment element follows from Chapter 36.

Chapter 36. Resit examinations

Section 36-1 *Resit examinations*

(1) A resit examination is organised in courses with single assessment which have the assessment form written or oral examination during an examination period.

(2) A resit examination in a course is held the following autumn/spring parallel period. On the veterinary medicine and veterinary nursing programme, resit examinations are announced in the semester plan.

(3) In the event of a new examination (resit), the students are tested in the same curriculum, and the form of assessment shall be the same as that used in the ordinary examination.

Section 36-2 *Registering for resit examinations*

Students may, in accordance with the conditions set out in Section 36-1 (1) register for a resit examination in a course. The conditions are that the student failed or was granted a valid absence, according to chapter 35, at the last ordinary exam in the course. The same applies to PhD students who, according to the grade requirements adopted by the faculty, have failed a course included in the academic training component.

Section 36-3 *Supplementary provisions*

The Rector may adopt supplementary provisions on registering for and organising resit examinations, including special provisions on registration for the veterinary medicine and veterinary nursing programmes.

Supplementary provisions to Chapter 36. Resit examinations

36-1-1 *Resit examinations*

(1) Registration for a resit examination is done via Studentweb or by contacting the Student Information Centre (SiT) by the deadlines set out in the academic calendar.



(2) *In the case of a resit examination (konte), permitted aids must be the same as aids that were allowed to be used in the ordinary examination.*

36-1-2 Resit examination for the veterinary medicine and veterinary nursing programmes

For students taking the veterinary medicine and veterinary nursing programmes, the following applies:

- *In the veterinary medicine and veterinary nursing programmes, students can be automatically registered for resit examinations in accordance with provisions adopted by the faculty.*
- *It is the student's own responsibility to register for practical/clinical examinations when applying for a place as an autumn or spring candidate.*
- *A student may withdraw from an examination no later than four weeks before the examination begins/is taken.*
- *For students taking veterinary medicine and veterinary nursing programmes, resit and rescheduled examinations are normally held before the following semester. It is stated in the programme description which courses this applies to.*
- *Students can take a rescheduled examination during the same examination period if capacity permits. If there is insufficient capacity, the student must wait until the next examination period.*
- *If the practical/clinical examination is normally held during two examination periods per year, a resit examination will not be held.*
- *Students who have failed a practical/clinical examination may, by the stipulated deadline, request extra clinical training before taking the resit examination.*
- *Special provisions for continuing a study programme without having taken/passed the practical/clinical examinations are adopted by the faculty.*

Chapter 37. The right to be assessed in courses that are discontinued

Section 37-1

(1) If the course changes significantly with regard to scope, syllabus or similar or the course is discontinued, the opportunity is given to be assessed according to the previous arrangement once. However, the student is not entitled to tuition under the previous arrangement.

(2) Such examinations are normally held at the first scheduled time for a resit examination, and no later than one year after the last ordinary examination in the subject was held.

(3) The Rector may adopt supplementary provisions for the right to be assessed pursuant to (1).

Supplementary provisions to Chapter 37. The right to be assessed in courses that are discontinued

37-1-1 Courses that are discontinued

(1) If a student has valid sickness absence when an examination in a discontinued



course, cf. Section 37-1 (1), is held, and the student has not passed the examination in question, another resit examination that is academically on a par with the old version can be arranged on application. A resit examination under the old version is only offered once. The Director of Academic Affairs decides such applications.

(2) In courses with portfolio assessment, the work in the portfolio will normally be an integral part of the teaching in the course, so that it will not be possible to be assessed according to the previous arrangement.

Chapter 38. Number of attempts to present yourself for assessment in a course

Section 38-1 Number of attempts

***(1)** A student may normally not be assessed in the same course at NMBU more than three times. Exceptions apply to Postgraduate Teacher Training Programme (PPU) and the Teacher Training in Natural Science (LUR). Separate regulations for degree theses apply cf. Chapter 44.

**Section 38-1 first paragraph amended. Established by the NMBU University board 2 February 2024*

(2) If a student has passed a course, he/she has the opportunity to be assessed in the same course again. Exceptions:

- Students are not permitted to resubmit a degree thesis that has been awarded a pass grade, cf. Section 44-11 (3).
- Students taking the veterinary medicine and veterinary nursing programmes do not have a right to resit an examination they have passed.

(3) Students who are permitted to take an assessment in a course they have previously passed do not have the right to follow teaching in courses with limited teaching capacity.

(4) If a student has been assessed in a course more than once, the best grade achieved shall count, and only this grade shall appear on the transcript of grades and the diploma.

(5) The Rector may stipulate more detailed rules for the right to be assessed in the same course more than once in supplementary provisions.

Supplementary provisions to Chapter 38. Number of attempts to present yourself for assessment in a course

38-1-1 Number of attempts

(1) The student has a right to be assessed in the same course up to three times provided that the course in question still exists.

(2) Students who have not passed a course after three attempts may, by submitting an application stating the grounds to the Department of Academic Affairs, be granted dispensation to attempt an assessment in the course for a fourth time.

****(3)** The following applies to students with internships in the Postgraduate Teacher Training Programme (PPU) and the Teacher Training in Natural Science (LUR): The practical training period can be completed up to two times. If the training is not approved on the second attempt, the student normally loses the right to study, cf. NMBU's Academic Regulations section 17-6 first paragraph.*

**28-1-1 new third paragraph. Established by the Rector 29 February 2024*



Chapter 39. Cheating

Section 39-1

(1) Cheating, including attempts at cheating or violation of the provisions regarding plagiarism can result in an examination, test or other assessment being annulled for the student in question. Cheating or attempts at cheating can also result in exclusion, cf. complying with the current provisions in the Act relating to Universities and University Colleges Sections.

(2) Violation of the provisions regarding the use of aids in Chapter 33 is regarded as cheating.

(3) The University Board issues guidelines concerning procedures for dealing with cases of suspected cheating. NMUB's Appeals Committee considers cases of suspected cheating in line with applicable legislation and NMBU's guidelines.

Chapter 40. Examiners and guidelines for examiners

Section 40-1 *Examiners and guidelines for examiners*

At least two examiners, at least one of whom must be external, shall assess students' independent second-degree work. Written guidelines for examiners must be prepared for all examinations, cf. complying with the current provisions in the Act relating to Universities and University Colleges Section.

Section 40-2 *Internal examiners*

The internal examiner can be the person responsible for the course. For degree theses, the student's main supervisor can be the internal examiner.

Section 40-3 *External examiners*

(1) The faculty responsible for the course appoints the examiners. External examiners must be employed in an academic position at a university, university college or other research institution, or have otherwise documented academic or artistic expertise in the field in question. An expert who can document through professional practice that he/she is particularly highly qualified in the field in question may be appointed as an external examiner in special cases.

(2) External examiners cannot be employed at NMBU or have had teaching duties at NMBU to any significant extent in the same semester or academic year as the examination is held.

(3) In connection with degree theses where the student's practical work on the thesis has taken place at an institution other than NMBU, the external examiner cannot be employed by the institution where the practical work has been carried out.

(4) The external examiner and the faculty responsible for the course shall sign a contract. The contract shall describe the external examiner's participation in the assessment arrangements, cf. Section 40-4. A person who, by choice or appointment, acts as



examiner is obliged to comply with the provisions of the Act relating to Universities and University Colleges and these regulations.

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

Section 40-4 *About the use of external examiners*

(1) There shall always be at least one external examiner:

- in connection with the assessment of bachelor's and master's degree theses
- in connection with oral examinations or tests than cannot be verified
- in connection with reassessment following an appeal concerning procedural errors in connection with an examination, complying with the currents provisions in the Act relating to Universities and University Colleges.
- in connection with appeals regarding a student's grade, complying with the currents provisions in the Act relating to Universities and University Colleges.
- in connection with assessment of a special syllabus.

(2) The faculty will otherwise decide how the external examiner's participation in the assessment of the components included in the grading shall be organised for each course.

The external examiner must:

- participate in the evaluation of the assessment arrangements for students' performance in a course and/or
- cooperate with the internal examiner on preparing the examination question papers and the guidelines for examiners.

The external examiner may also:

- participate in the assessment of all candidates' answer papers and/or other assessment elements, or
- participate in the grading of one or more assessment elements for all candidates, or
- carry out an external control of the internal examiner's assessment of a random selection of candidates as calibration of the overall assessment of a course.

Section 40-5 *Supplementary provisions*

The Rector may adopt supplementary provisions for examiners and guidelines examiners.

Supplementary provisions to Chapter 40. Examiners and guidelines examiners.

40-1-1 *External examiner*

The faculty must assess whether the requirements for an external examiner in section 40-3, second paragraph, have been met. If the faculty is in doubt, they must assess whether the teaching duties at NMBU are of any significant extent. The assessment must be documented.

Chapter 41. Grade system

Section 41-1 *Grade system*



(1) The course descriptions shall state which grade system a course uses, the 'pass'/'fail' or letter grade system.

(2) Degree theses are assessed using letter grades.

(3) Special syllabuses related to a master's thesis are assessed with a letter grade. Special syllabuses related to a doctoral degree (PhD) are assessed with a 'pass'/'fail' grade. Other special syllabuses are assessed with letter grades or 'pass'/'fail'.

Section 41-2 Letter grades

(1) Letter grades range from A to F, with A being the highest pass grade and E the lowest pass grade, while F means 'fail'. An overview of the grades and assessment criteria is available on NMBU's website.

(2) The grading of master's theses in mathematics, science and technology ('MST subjects') complies with a national system for all MST programmes at university level in Norway. This concerns master's theses submitted at the Faculty of Environmental Sciences and Natural Resource Management, the Faculty of Chemistry, Biotechnology and Food Sciences, the Faculty of Science and Technology and the Faculty of Biosciences.

(3) The grading of master's theses in Economics and Business Administration complies with a national system for master's degree programmes in economics and business administration at university level in Norway. At NMBU, this applies to master's theses submitted at the School of Economics and Business.

(4) To calculate a grade average on the basis of letter grades, the following numerical values are used: A=5, B=4, C=3, D=2 and E=1. The average is calculated to one decimal place. According to ordinary rounding rules, the rounding is done to a whole number, which gives a letter grade in accordance with the numerical value. The Rector may adopt supplementary provisions to this section.

Section 41-3 Pass – fail

When the 'pass'/'fail' system is used, the requirement on what constitutes a pass grade shall be jointly set by the internal examiner and the external examiner.

Section 41-4 Courses at PhD level

All courses at PhD level taught at NMBU shall be graded as 'pass' or 'fail'. The same applies to special syllabuses at PhD level.

Supplementary provisions to Chapter 41. Grade system

41-1-1 Letter grade

In the student system, the letter grades are registered with the following numerical representation A = 65, B = 64, C = 63, D = 62, E = 61.

Chapter 42. Assessment and announcement of results

Section 42-1 Assessment

(1) All evaluations shall result in an assessment (a grade). Assessment shall be anonymous as far as practically possible.



Section 42-2 *Disagreement about grading*

(1) If two examiners fail to agree on a grade when the letter grade system is used, the grading must be supplemented by a third examiner. This third examiner must be external.

(2) In cases where the external examiner participates in the assessment, the grade 'pass' shall only be awarded when the internal and external examiner agree. If one of them finds the performance unsatisfactory, a 'fail' grade will be awarded.

Section 42-3 *Special provisions for oral examinations and oral presentation of degree theses*

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

(2) In an oral presentation of a degree thesis submitted by a group of students, the examiners can assess the students individually, cf. Section 44-9.

Section 42-4 *Announcement of results*

(1) The assessment results shall be made available in accordance with the current provisions in the Act relating to Universities and University Colleges.

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

(3) The results are announced electronically to the individual student. Students are responsible for familiarising themselves with their results.

Section 42-5 *Supplementary provisions*

The Rector may adopt supplementary provisions on assessment and announcement of results.

Supplementary provisions to Chapter 42. Assessment and announcement of results

42-1-1 *Assessment*

(1) *If it is necessary to change the examiner because of an unforeseen absence or event, the deadline for assessment will be reckoned from the date on which the examination answer was sent to the new examiner.*

(2) *If the examiner is absent due to short-term documented illness, the deadline for assessment can be extended for as long as the period of sickness absence lasts.*

42-1-2 *Announcement of results*

(1) *The courses' assessment deadlines are announced on Studentweb.*

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



(3) For courses with no written examination conducted during the ordinary examination period, the deadline for assessment is three weeks after the last teaching day in the parallel/block period, determined in the academic calendar with exceptions in sixth paragraph. For courses with a final written examination during the ordinary examination period, the deadline for assessment is three weeks after the date of this examination.

(4) For oral examinations or other tests that cannot be verified, the grade must be announced shortly after the examination/test. The grade must be registered no later than three weeks after the conduction of the oral examination.

(5) For special syllabuses not related to a degree thesis, the assessment deadline is three weeks after the final teaching day in the teaching period.

(6) For courses with a combined assessment, the grade for the independently weighted assessment must be announced continuously, and no later than three weeks after the conduction of the independently weighted assessment.

Chapter 43. Explanation of grades, appeals against grades or procedural errors

Section 43-1 *Explanation of grades*

(1) A student is entitled to an explanation of the grade awarded for his or her performance pursuant to the current provisions of the Act relating to Universities and University Colleges. The deadlines are stipulated in the legal provision. The examiner decides the form and content of the explanation provided.

(2) If a student requests explanation for the grade awarded, the examiners can adjust the grade to the student's advantage without there being a complaint about the grade pursuant to Section 43-2.

(3) The Rector may adopt supplementary provisions on explanation of grades.

Section 43-2 *Appeals against grades and withdrawing appeals against grades*

(1) A student may appeal in writing against a grade pursuant to the current provisions set out in the Act relating to Universities and University Colleges and in these Regulations. A student cannot appeal a grade awarded for a non-verifiable assessment, for example an oral presentation, assessment of practical training etc. or a 'pass' grade awarded for a preliminary examination.

(2) An appeal against a grade can be withdrawn until such time as a new grade has been announced to the student via Studentweb. An appeal against a grade awarded for a degree thesis can be withdrawn up until the date of the new oral presentation.

(3) The Rector may adopt supplementary provisions on appeal against grades.

Section 43-3 *Reassessment following an appeal*

(1) When a grade is appealed, a new examiner appointed by the faculty shall re-grade the examination/thesis. Appeals against grades shall be considered pursuant to the current provisions of the Act relating to Universities and University Colleges regarding appeals against grades and the guidelines for examiners for the course in question.



(2) An assessment resulting from an appeal must be decided without undue delay, cf. the Act of 10 February 1967 relating to procedure in cases concerning the public administration (the Public Administration Act) Section 11 a. If the appeal cannot be considered within a month of its receipt, a provisional reply shall be sent to the student stating why the appeal has not been considered. If possible, it shall also be stated when the appeal is expected to be considered.

(3) The new grading after appeal about a given grade can remain unchanged or be in favour or disfavour of the student.

* (4) When a student appeal the grade given for a written presentation with an oral test adjustment, the student can only appeal the grade for the written presentation. In the event of an appeal about a given grade, the written presentation must be sent to new examiners. If the new grade awarded for the written presentation is changed to the favour/disfavour of the appellant, a new oral test adjustment to grade given for written work, must be held to determine the final grade, cf. complying with the current provisions in the Act relating to Universities and University Colleges Section.

*Section 43-3 fourth paragraph amended. Established by the NMBU University board 2 February 2024

(5) Students have an individual right to appeal a grade awarded for a group examination. Any change in grade after the appeal will only apply to the student who appealed.

Section 43-4 Procedural errors in connection with examinations/assessment

(1) A student who has taken an examination, test or been assessed may appeal against possible procedural errors relating to all phases of the assessment in question. The deadline for appealing and the requirements that apply to the contents of the appeal must comply with the current provisions of the Act relating to Universities and University Colleges regarding procedural errors in connection with examinations. NMBU's Appeal Committee is the appeals body for decisions pursuant to this provision.

(2) The deadline for appealing against a grade is three weeks after the student received the decision regarding procedural errors.

Supplementary provisions to Chapter 43. Explanation for grades, appeals against grades or procedural errors

43-1-1 Appeals against grades

(1) The deadline for appeal about a given grade is three weeks from when the grade was announced electronically. A similar deadline applies for complaints about independently weighted assessment. If the student requests an explanation for the grade, the deadline for appealing is three weeks after receipt of the explanation. The appeal must be sent digitally in accordance with the procedure for appealing grades.

Part V. Degree theses

Chapter 44. Degree theses and research option theses

Section 44-1 Degree theses



(1) A bachelor's degree *may* include an individual work (bachelor's thesis). Master's degrees of 120 and 300 credits *must* include an individual work (master's thesis). Experience-based master's degrees with a scope of 90 or 120 credits *must* include an individual work (master's thesis).

(2) The individual work can be one of the following:

- bachelor's thesis: 15 credits
- master's thesis: 30 credits
- master's thesis: 45 credits
- master's thesis: 60 credits

(3) The faculty shall stipulate requirements for the scope, subject area and content of the thesis in the programme description for each study programme.

(4) For the research option in the veterinary medicine programme, a thesis of 90 credits is required in addition to a training component of 30 credits.

(5) The Rector may adopt supplementary provisions on degree theses. The responsible faculty may adopt supplementary provisions on research option theses.

Section 44-2 *Registration of degree theses*

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

Section 44-3 *Supervision and supervisors*

(1) The faculty has a duty to provide the student with correct and adequate information about the work involved in writing a degree thesis before the work commences.

(2) The main supervisor must have an employment relationship with NMBU and have academic qualifications.

Section 44-4 *Degree theses – contract*

(1) A written contract shall be entered into regarding the degree thesis using the prescribed form.

(2) The faculty must check and approve the contract before the student can begin working on the thesis.

Section 44-5 *Restricted access to degree theses*

In special cases, publication of a degree thesis can be barred (postponed) for a period of up to five years. Any decision to postpone a thesis for a period exceeding five years shall be made by the Rector on the basis of an application stating the grounds for postponement. Degree theses that contain information that is in whole or in part subject to a statutory duty of secrecy will be subject to restricted access (protected against access) in accordance with the provisions in the Public Administration Act.

Section 44-6 *Late submission*

(1) In the event of special circumstances, the faculty may, on the basis of an application submitted using the prescribed form, grant a later deadline than the normal deadline for submitting the degree thesis. The need for such an extension must be assessed on a case-by-case basis. Special circumstances include: illness, care work, teaching duties at NMBU,



significant responsibilities as an elected student representative, or problems with the thesis that are outside the student's control.

(2) An extended submission deadline is normally not granted for longer than three months unless weighty welfare-related reasons on the part of the student indicate that a longer deadline should be granted. An extended deadline is only granted once. Exemptions apply to documented illness. An extended submission deadline does not entitle the student to further supervision.

(3) If the submission deadline is extended for more than three months, the student must register for the semester in accordance with the provisions set out in Section 17-2 (2). The degree thesis must also be registered for assessment in the semester in which it is submitted.

Section 44-7 *Degree theses that are not submitted by the deadline*

A degree thesis that has not been submitted by the deadline cannot be submitted later in a revised or supplemented form. In such cases, the student may forfeit the right to study, cf. Section 17-6 (1). If the student is readmitted to NMBU at a later date, he/she must write a new thesis.

Section 44-8 *Oral presentation of the degree thesis*

There shall be a public presentation and oral discussion of the master's thesis. The presentation can also include a special syllabus. A bachelor's thesis may include a public presentation or an oral discussion as part of the assessment.

Section 44-9 *Assessment of the oral presentation*

(1) The oral presentation of the thesis is not graded separately. The presentation and the subsequent discussion can result in an adjustment of the final grade for the thesis. Students who have cooperated on a thesis can be awarded the same or individual final grades depending on the students' performance, cf. Section 42-3.

(2) Students who fail to show up for the oral presentation of the degree thesis and who have not been granted an extension or have not documented an acceptable reason for being absent, will be registered as 'no-show' for the degree thesis. In such cases, the student may forfeit the right to study, cf. Section 17-6 (1). If the student is readmitted to NMBU at a later date, he/she must write a new degree thesis.

Section 44-10 *Evaluation criteria*

(1) The student's work on the degree thesis, the degree of independent thinking, understanding and maturity are of particular importance when evaluating the degree thesis.

(2) The bachelor's thesis shall reflect the student's understanding and independent thinking and represent in-depth study of the degree's subject area. The responsible faculty shall decide whether a bachelor's thesis shall be included as a compulsory part of the study programme.

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



Section 44-11 *Fail grades and revising a degree thesis*

(1) A degree thesis that has been awarded the grade F (fail) and that the student has been permitted to resubmit, cannot be presented for a new assessment sooner than three months or later than four months after the date of publication of the original assessment. A new contract and a revised progress schedule must be drawn up. If the new date of submission is in a new semester, the student must register for the new semester in accordance with Section 17-2 (2). The student is not entitled to further supervision in connection with the revision of the thesis. The student must give a new oral presentation of the revised degree thesis.

(2) The student cannot appeal against a grade F (fail) awarded for a revised degree thesis. If the student fails the revised degree thesis, he/she will forfeit the right to study, cf. Section 17-6 (2). If the student is readmitted to NMBU at a later date, he/she must write a new thesis.

(3) It is not permitted to revise or resubmit degree theses that have been awarded a pass grade, cf. Section 38-1 (2)

(4) The Rector may adopt supplementary provisions with requirements for the revision of degree theses that have been awarded the grade F (fail).

Supplementary provisions to Chapter 44. Degree theses and research option theses

44-1-1 *Deadlines*

The deadline for registration of degree theses is set out in the academic calendar. The degree thesis must be submitted electronically, cf. the set deadline in the academic calendar and in accordance with the instructions for submission described in more detail on NMBU's website about degree theses.

44-1-2 *Supervision and supervisors*

(1) The responsible faculty shall appoint the main supervisor and any co-supervisor(s) for the degree thesis. NMBU shall give supervisors an introduction to academic supervision. The faculty is responsible for ensuring that each student receives such supervision as he/she is entitled to. If a supervisor is absent for an extended period of time, the faculty shall appoint a new supervisor as soon as possible.

(2) Supervisors are obliged to give the students academic and methodological guidance and feedback on their work on the thesis. In cases where there are several supervisors, each supervisor's responsibilities must be clearly set out in the contract for degree thesis.

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

- Bachelor's theses: 20 hours*
- Master's thesis 30 credits: 40 hours*
- Master's thesis 45 credits: 60 hours*
- Master's thesis 60 credits: 80 hours.*

44-1-3 *Degree thesis – contract*

(1) The student and supervisors must commit to the terms and conditions of the



contract. The contract for the degree thesis shall among other things include the following:

- the name of the faculty, student and supervisor(s)
- the parties' obligations in connection with the degree thesis
- the project description
- a progress schedule
- a cost estimate.

(2) The contract must be signed before the student can register for assessment of the degree thesis.

44-1-4 Cooperation on degree theses

The faculty may, provided the faculty finds that the collaboration is acceptable given the need to evaluate and assess each student's performance, permit two or more students, from the same study programme or from different study programmes or different institutions, to write their degree thesis partly or entirely together. The collaboration agreement shall clarify the students' rights and obligations to each other, especially with a view to the possibility that the collaboration is dissolved before submission.

44-1-5 Restricted access to degree theses

(1) Postponement

In cases where a decision has been made to bar (postpone) a thesis, a special agreement shall be entered into by the student and the university and, if relevant, any external partners. Such an agreement must be drawn up using the prescribed form and contain information about how long the thesis will be postponed and the reason for postponing it. The agreement must be signed by all parties and enclosed with the thesis when it is submitted. NMBU uses the degree thesis title on transcripts of grades and diplomas.

(2) Statutory duty of secrecy

Degree theses with content that is subject to a statutory duty of secrecy are subject to restricted access in accordance with the provisions on duty of secrecy in the Public Administration Act Section 13. Agreements on restricted access must be drawn up using the prescribed form and contain information about the reason for the restricted access. The agreement must be signed by all parties and enclosed with the thesis when it is submitted. NMBU uses the degree thesis title on transcripts of grades and diplomas.

44-1-6 Language, form and submission

(1) The main language of the degree thesis shall be Norwegian, Swedish, Danish or English. The faculty may approve another main language, which must then be incorporated in the collaboration agreement. The thesis must contain an abstract in the main language and in English.

(2) The official NMBU front- and back-page template must be used, and the front page must show that the thesis has been written as a degree thesis at NMBU by including the name of the degree, NMBU's logo and the name of the faculty.

44-1-7 Late submission

(1) The prescribed application form regarding postponed submission of a degree thesis, together with relevant documentation, must be sent to the faculty without undue delay after the reason for the delay has occurred.



(2) An application for an extension of the deadline for submission for health reasons requires documentation from a medical professional. If the medical professional issues documentation in a language other than Norwegian, Swedish, Danish or English, the student must have the documentation translated into Norwegian or English by a government authorised translator.

44-1-8 Oral presentation of the degree thesis

The faculty the student is affiliated to announces the date and venue (at NMBU) for the oral presentation of the degree thesis. The Director of Academic Affairs may make exemptions from the venue requirement if necessary. The date and venue for oral presentations of theses subject to restricted access, cf. Re. 44-1-5, shall not be made public.

(2) The oral presentation shall be held within the normal deadline for assessing the written work.

(3) The external and internal examiner shall normally be present during the presentation of the thesis. In exceptional cases, video conferencing equipment etc. may be used when necessary for the presentation to be held. The student's supervisors should preferably also be present.

(4) The oral presentation shall begin with a brief presentation of the degree thesis where the student provides an overview of the thesis. The presentation is followed by an oral discussion with the examiners.

(5) Students who write a degree thesis together must normally have a joint oral presentation of the thesis.

(6) The purpose of the discussion is to give the student more extensive feedback on his/her degree thesis, and to give the examiner a broader basis for grading the thesis. The examiner presents a general assessment of the positive and negative aspects of the degree thesis. The examiner asks the student more specific questions about parts of the degree thesis in order to assess the student's judgement, understanding, effort and independent thinking. The supervisor(s) has/have an opportunity to make supplementary comments in this context. The discussion is included in the assessment basis for the degree thesis.

(7) The final grade awarded for the degree thesis will be announced to the student in writing via Studentweb and included on the transcript of grades.

44-1-9 Assessment of the oral presentation

If a submitted degree thesis is awarded the grade F (fail), the examiners shall, in consultation with the student(s), consider whether there is a basis for an oral discussion and whether it would be expedient to hold one.

44-1-10 Fail grades and revising a degree thesis

If the external and internal examiners so agree, a submitted degree thesis that is awarded the grade F (fail) may be revised by the student. The thesis that was originally submitted must have content that can be revised.

44-1-11 Special syllabuses – related to degree thesis



The special syllabus shall be chosen at the start of the work on the degree thesis. As part of the degree examination, an oral test may, at the same time as the oral presentation of the master's thesis, be held on a special syllabus worth 5, 10 or 15 credits in accordance with the rules set out in Chapter 21.

44-1-12 Publication

The master's thesis will be published electronically in NMBU's electronic publication archive after it has been awarded a pass grade (A-E). Before this publication or other publication of the master's thesis/parts of the thesis, the student must be notified and accredited in the publication. Reproduction and distribution via channels other than NMBU's electronic publication archive must be approved by both parties.

44-1-12 Rights to the degree thesis

The student has rights to the degree thesis complying with current provisions.

Part VI. Degrees and diplomas

Chapter 45. Conferral of degrees

Section 45-1 *Conferral of degrees*

(1) NMBU students who have completed and passed a bachelor's programme will be awarded the degree of bachelor.

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

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

(4) NMBU students who have completed and passed a PhD programme will be awarded the degree of PhD.

(5) The Rector may adopt supplementary provisions on the conferral of degrees.

Section 45-2 *Requirements for the content of bachelor's degrees*

(1) A bachelor's degree comprises approved assessment of a total of at least 180 credits. The degree shall include a specialisation worth at least 80 credits that shall be described in the individual education plan. At least 15 credits should be related to one or more independent works.

(2) The Rector may adopt supplementary provisions on requirements for the content of bachelor's degrees.

Section 45-3 *Requirements for the content of a master's degree*

(1) The overriding requirements for master's degrees are set out in Regulations No 1392 of 1 December 2005 concerning Requirements for Master's Degrees.

(2) The Rector may adopt supplementary provisions on requirements for the content of master's degrees.

Section 45-4 *Requirements for affiliation to NMBU*



Requirements concerning affiliation in order to be awarded a degree from NMBU:

- In order to be awarded a degree, the student must have passed courses corresponding to at least 60 credits taken at NMBU.
- Courses of up to 30 credits taken at a foreign university or university college as part of an exchange agreement with NMBU may be included in the requirement for 60 credits mentioned above. Correspondingly, the same applies to relevant subject areas where NMBU has entered into a mutual cooperation agreement with another university or university college in Norway.

Section 45-5 *Credits included in the basis for awarding a bachelor's degree*

(1) At least 60 of the credits to be included in the basis for the bachelor's degree at NMBU shall not form part of a previously obtained degree or vocational training.

(2) Together with or in addition to the previously taken courses, the new courses must result in the new degree having a different academic focus than the previous degree, i.e. with a specialisation with a scope of at least 80 credits in a subject area other than the previous degree's main subject area.

Section 45-6 *Credits included in the basis for awarding a master's degree*

(1) At least 60 of the credits to be included in the basis for the master's degree at NMBU shall not form part of a previously obtained degree or vocational training. The 60 credits shall always include a master's thesis affiliated to a study programme.

The Rector may adopt supplementary provisions that stipulate that, for some study programmes, the requirement shall be that at least 90 credits included in the basis for the master's degree at NMBU shall not form part of a previously obtained degree or vocational training, cf. Regulations No 2221 of 21 December 2018 relating to recognition and exemption of higher education Section 4 first paragraph.

Supplementary provisions to Chapter 45. Conferral of degrees

45-1-1 Conferral of degrees

(1) NMBU confers cand.med.vet., bachelor's and master's degrees continuously as degrees are achieved.

(2) On request, the conferral of a bachelor's or master's degree can be postponed for one year after the student has achieved the degree. The candidate must notify the student adviser about this.

(3) The composition of courses cannot be changed once a degree has been conferred.

45-1-2 Requirements for the content of bachelor's degrees

(1) In addition to the requirements for the content of bachelor's degrees set out in the Academic Regulations for the Norwegian University of Life Sciences, the Dean can make decisions regarding compulsory credits at different levels in certain subject areas as well as other special rules for awarding a bachelor's degree in a study programme.

(2) The faculties can prepare examples of plans that the students can use when preparing their own individual education plan. The faculties also approve the



specialisation and determine the requirements for and composition of the individual works.

(3) Compulsory credits can be stipulated in various disciplines, for example in mathematics and statistics, along with requirements specifying the distribution between 100-level and 200-level courses. The faculties determine this in the programme description. Requirements regarding practical training are an example of other special rules.

(4) Of the 180 credits to be included in the bachelor's degree, 10 credits shall be connected to an introductory course that includes examen philosophicum (ex.phil).

45-1-3 Requirements for the content of master's degrees

(1) The academic requirements on which the master's degree is based and the requirements for courses or course groups, specialisation and independent work are described in the programme description. The faculties may approve other equivalent, documented qualifications.

(2) A master's degree cannot contain courses that were included in the admission basis for the master's degree.

(3) For master's degrees of 300 credits, 10 credits shall be connected to an introductory course that includes examen philosophicum (ex.phil). For experience-based master's degrees with a scope of 90 or 120 credits, the programme description for the individual study programme shall specify what is to be considered relevant professional practice, and any requirements for more than two years of professional practice.

(4) It must be stated in the program description for the individual 2-year master's programme, whether up to 10 credits with courses at 100 level can be included as part of the 2-year master's degree. In such cases, the course code and course name, for 100-level courses, must be stated in the program description.

(5) The programme descriptions, specification of the rules for ranking qualified applicants and specification of special minimum requirements are described in Chapter 6. The faculties submit proposals to NMBU-SU regarding the scope and form of assessment of the independent work for each individual study programme or specialisation. The faculties also submit proposals on whether the independent work is to be carried out individually or in groups.

Chapter 46. Diplomas and transcripts of grades

Section 46-1

(1) Diplomas are issued by NMBU and are only issued once. Only the final grade in the course is applied to diplomas and transcripts, partial grades are not applied.

(2) Diploma supplements are issued by NMBU in accordance with the applicable Guidelines for Diploma Supplements.

(3) In special cases, a new diploma can be issued on the basis of a written well-grounded application. In such cases, the new diploma will be marked 'duplicate', and both the date



on which the degree was awarded and the date the duplicate diploma was issued must be stated.

(4) A new diploma will not be issued if the student wishes to change his/her individual education plan or to improve the grades awarded for courses included in the achieved degree.

(5) The Rector may adopt supplementary provisions on the content of diplomas.

Supplementary provisions to Chapter 46. Diplomas and transcripts of grades

46-1-1 Languages used for diplomas and additional designations for degrees

(1) The diploma issued for an achieved bachelor's degree will be issued in Norwegian (Bokmål or Nynorsk) unless the study programme has been taught in English in its entirety. For achieved bachelor's degrees, the degree's academic content will be specified on the diploma as:

- Bachelor in <name of study programme>
- For bachelor's programmes taught in English, the degree is described as 'Bachelor of Science'.

(2) The diploma issued for an achieved master's degree will be issued in Norwegian (Bokmål or Nynorsk) unless the study programme has been taught in English in its entirety. For achieved master's degrees, the degree's academic content will be specified on the diploma as:

- Master in <name of study programme>
- For master's degree programmes taught in English, the degree is described as 'Master of Science'.

(3) Special provisions for master's degrees of a scope of 120 credits:

- For candidates with a three-year bachelor's degree in Economics and Business Administration + a two-year master's degree in Economics and Business Administration: Master of Science in Economics and Business Administration (siviløkonom).
- For candidates with a three-year bachelor's degree in Plant Science + a two-year master's degree in Plant Science: Master of Science in Plant Science (sivilagronom)
- For candidates with a three-year bachelor's degree in Animal Science or other relevant bachelor's degree + a two-year master's degree in Animal Science: Master of Science in Animal Science (sivilagronom).
- For candidates with a three-year bachelor's degree in Forest Science + a two-year master's degree in Forest Science: Master of Forest Science (forstkandidat)

(4) Special provisions for master's degrees with a scope of 300 credits:

- For the master's degree programmes in technology: Master of science in Technology (sivilingeniør) - <name of study programme>.
- For the master's degree programme Teacher Education in Natural Sciences (LUR): Master of Natural Sciences (lektor), study programme: Teacher Education in Natural Sciences – LUR.



(5) For achieved PhD degrees, the diploma will be issued in Norwegian if the PhD thesis is written in Norwegian, and the degree's academic content is specified on the diploma as:

- *Philosophiae doctor (PhD) in <name of study programme>.*

(6) For achieved PhD degrees, the diploma will be issued in English if the PhD thesis is written in English, and the degree's academic content is specified on the diploma as:

- *Philosophiae doctor (PhD) of <name of study programme>.*

(7) For achieved cand.med.vet degrees, the degree's academic content will be specified on the diploma as:

- *Candidata/Candidatus medicinae veterinariae (veterinarian).*

(8) Research option candidates are awarded a diploma for 'Research option in the veterinary medicine programme'.

(9) Students who have completed the Postgraduate Teacher Training Programme (PPU) will be issued a diploma in Norwegian (Bokmål or Nynorsk) and the programme's academic content will be specified on the diploma as: - 'Praktisk-Pedagogisk Utdanning'.

46-1-2 Transcripts of diplomas

NMBU issues a digital diploma and Diploma Supplement which are available in Studentweb and the Diploma Registry for candidates. A digital diploma and Diploma Supplement is a document in PDF with a digitally secured signature that follows the current guidelines and standards for Norwegian diplomas and Diploma Supplements.

Part VII. Entry into force

Chapter 47. Final provisions

Section 47-1 Entry into force

The Academic Regulations for the Norwegian University of Life Sciences (NMBU) enter into force on 15 March 2023. As of that date, Academic Regulations No 2399 for the Norwegian University of Life Sciences (NMBU) of 29 October 2020 will be repealed.