

**EXAMINATION REGULATIONS AT THE
NORWEGIAN UNIVERSITY OF LIFE SCIENCES (UMB)
with supplementary provisions**

Established by the Board of the Norwegian University of Life Sciences (UMB) on 15 June 2006 pursuant to provisions on the University and College Act of 1 April 2005 no. 15, Sections 3-9, 3-10, 4-7, 4-10 and 5-3. Last revised 23 November 2011.

(Supplementary provisions in italics, approved by the Committee for Course Programmes on 7 June 2006. Last revised 23 November 2011)

Chapter 1. Scope of the Regulations

Section 1-1 The regulations apply to all examinations at the Norwegian University of Life Sciences (UMB), also including externally held examinations for which UMB is responsible.

Section 1-2 The regulations also apply to examinees who have not been admitted as students to UMB, when these have been given the right to take examinations.

Chapter 2. Authority Regarding Regulations

Section 2-1 The Board establishes the instructions for external examiners and the Board's Complaints Committee.

Section 2-2 The Committee for Course Programmes can approve supplementary provisions and instructions within the framework of these regulations.

Chapter 3. The Right to Take Examinations

Section 3-1 Anybody enrolled as a student at UMB (valid semester registration) and who has registered for examination before the appointed deadline has the right to take examinations at UMB.

Section 3-2 Before a student can sit for a given examination, it may be required that compulsory activities must be approved. In this case, information thereof must be provided for the course in question in the course descriptions, or otherwise be given to the students by the first day of instruction in the course.

Section 3-3 When a course no longer is given or has been changed, a student has the right to take the examination in the course up to maximum one year after the last regular examination in the course has been held.

Supplementary Provisions for Chapter 3

Ad. 3-2 *Compulsory activities include work that shall be approved, conducted by the student while a course is in progress. Activities can be approved during the teaching period or after course lessons have been completed.*

Compulsory activities can consist of one or several activities, such as:

- locally arranged written or oral examinations*
- project assignments*
- compulsory term papers*
- laboratory exercises*
- collections (plants, etc.)*

- participation on excursions, incl. a rapport when required
- practical experience, incl. a rapport when required
- compulsory attendance

The course responsible must send a list of students with approved compulsory activities in the course to the department administration. The compulsory activities shall be registered in FS (joint data system for administration of studies at Norwegian universities and colleges) before the exam protocol/grades are sent to the Department of Academic Affairs. The unit's administration is responsible for registering the compulsory activities in FS.

The course responsible decides if the compulsory activities need to be repeated if the examinee resits for an exam.

Mandatory activities must be approved no later than one year after the exam was taken in order for the grade for the course to be released.

Ad. 3-3 Such examinations are normally arranged according to the schedule for resits for up to one year after the course is discontinued or changed.

Chapter 4. Assessment Arrangements, Exam Types and Partial Exams

Section 4-1 Students shall take examinations in each course, thus enabling the assessment of the students' knowledge and skills in relation to the course's learning objectives. This can be done as continuous assessment or in final examinations. In exceptional cases, it can be determined by the department in question that certain courses are exempted from such an assessment.

Section 4-2 The department responsible for the course approves the current examination arrangement for each course, following a proposal by the responsible teacher. Each course's examination arrangement must be stated in the course description

Section 4-3 The course responsible is also mainly responsible for formulating the examination.

Section 4-4 UMB can use all submitted examinations in teaching and research. Any work submitted as part of an examination cannot be published or used in any other way without a specific agreement between the department and the student.

Section 4-5 Final examinations are held and assessed when instruction in a course is completed. The Department of Academic Affairs is responsible for the organisation of final, written exams.

Section 4-6 Any oral examinations or tests are public unless the implementation of the exam or test requires the opposite. If there are significant reasons, the University Board can grant exemption from the rule on public examination in specific cases, upon request by the examinee in question.

Section 4-7 Continuous assessment includes the approval or assessment of all work completed by the student. Parts of a continuous assessment can be assessed in the course of the teaching period or following its completion.

Section 4-8 The Committee for Course Programmes can approve instructions for the implementation of different forms of continuous assessment.

Supplementary Provisions for Chapter 4

Ad. 4-3 *The scientific qualifications of a person responsible for a course must at least be at the level of Associate Professor or equivalent.*

Ad. 4-5 *Final examinations include the following types of assessment:*

- *Written examination*
- *Oral examination (including practical tests)*
- *Independent project work, for example a semester assignment, home exam or similar (possibly including its presentation)**
- *Degree thesis (possibly including an oral discussion)*

** Such project work, including any presentation, must be submitted/take place by the last day of teaching in the respective teaching period.*

Ad. 4-7 *Continuous assessments include one or several of the following activities:*

- *written examination in the teaching period*
- *written examination in the examination period*
- *oral examination*
- *practical test*
- *project work*
- *compulsory term papers*
- *laboratory work*
- *specimen collections*
- *excursions, possibly including an excursion report*
- *practical experience, possibly including a report*

The department responsible for the course is responsible for the organisation of the continuous assessment, in accordance with the current study and examination regulations at UMB.

An examination log for the continuous assessment of a course shall be sent to the Department of Academic Affairs after the completion of a course. Continuous assessment activities are neither registered nor announced.

Conducting local written intermediate examinations:

- *The department of the course responsible is responsible for arranging and carrying out local written intermediate examinations (hereby called intermediate examination).*
- *If 20 or more students are taking an intermediate examination in the teaching period, the Department of Academic Affairs can provide the examination location and invigilators. The Department of Academic Affairs must be notified at least 1 month prior to the intermediate examination. The costs of using 'external' invigilators are covered by the Director of Academic Affairs.*
- *Intermediate examinations are scheduled in the regular examination period and are arranged by the Department of Academic Affairs.*
- *Students, who for medical reasons need additional time on intermediate examinations, must apply for this to the Department of Academic Affairs before the exam registration deadline. A medical certificate issued by a doctor must be presented. Ten minutes extra are granted for 45 minutes intermediate exams, and respective extensions for intermediate exams lasting up to 1½ hours. For intermediate exams lasting longer than 2-3.5 hours, ½ hour extra is granted.*

- *On the first day of teaching, the course teacher shall inform the students about the assessment scheme. Any examination shall be announced on the course web site at least 14 days prior to the examination. The announcement shall include date, time and place, what part of the curriculum is covered by the examination and what percentage the examination contributes to the final grade. Also, it should be informed what aids are allowed.*
- *The duration of the intermediate examination should normally not exceed 45 minutes (3.5 hours at most), and the student should normally not be allowed to leave the examination location. If a student needs to leave the premises during the intermediate examination, the department must have personnel available to accompany the student outside of the examination location.*
- *Intermediate examinations are to be written on UMB's examination paper, which shall be kept so that the students do not have access to the paper. Papers that were handed out but not used shall be collected by the course teacher together with the answer papers. Students are not permitted to take unused paper from the examination premises.*
- *The language regulations for the examination and answers are identical to those for the final written examination. If the course teacher, after surveying all the examinees, finds that it is not necessary to have the examination in both nynorsk and bokmål, only one of the languages may be used.*
- *The course responsible shall at the start of the intermediate examination inform, on the blackboard, the time deadline for handing in the examination answers.*
- *The students write down their names on a list with the course responsible when handing in the examination answers. Also, a valid ID is shown. The responsible department keeps the list of examinees.*
- *Students who are late for an intermediate examination may take the intermediate examination if no other students have left the premises. In such cases, no extra time is granted.*
- *Students who have legitimate reasons for absence, or have received a failing grade for a written intermediate examination, are given the opportunity to resit the examination in the teaching period before the final grade is determined. The course responsible at the department must, on the first day of teaching, give information on these arrangements. The department may schedule a date for 'round-up' examinations. The intermediate examinations may be oral or written according to the course arrangements.*

Students without a legitimate reason for absence must wait for the next regular examination.

- *In case of suspicion of cheating or attempted cheating at an intermediate examination, UMB's regulations for dealing with cheating/ attempted cheating are followed.*
- *The responsible department must cover the costs of renting examination premises, if needed.*

Chapter 5. Centrally Administered Written and Oral Examinations

Section 5-1 The date and time for centrally organised written exams shall be announced no later than the registration deadline for ordinary exams. The location at which the exam will be held must be announced no later than three days before the exam. The date and time of oral exams are determined and announced by the department responsible for the course no later than four

weeks before the exam. The location at which the oral exam will be held must be announced by the responsible department no later than three days before the exam.

The Examinee is him/herself responsible for staying informed about the time and location of an examination.

There shall be supervision at all examination premises during written examinations. One of the invigilators at each location shall be responsible for supervision and the technicalities of the examination.

Section 5-2 An examinee, who behaves unworthily or noisily or annoys the other examinees, can be expelled from the examination premises.

Section 5-3 The duration of an examination in a course must be stated in the course description. Written exams shall not exceed 3 ½ hours.

Section 5-4 If necessary, an examinee can leave the premises during an examination, accompanied by an invigilator.

Section 5-5 Examination assignments are written in Bokmål and Nynorsk and/or in English in accordance with the course description. Examination papers can be written in Norwegian, Danish, Swedish or English.

Section 5-6 Examinees, who, for health reasons, need more time to take an examination, must apply for this to the Department of Academic Affairs within the exam registration deadline. The application must be accompanied by documentation from a specialist.

Section 5-7 Examinees with a need for special arrangements at examinations must contact the Department of Academic Affairs in order to define their need for special aids, etc. These needs must be documented with a certificate from a doctor, specialist or other relevant expert.

Supplementary Provisions for Chapter 5

Ad. 5-1 *The examinee must be in the examination premises no later than 10 minutes before the start of the examination. In specific cases, examinees arriving too late can nevertheless be granted access to take the exam, if:*

- *no examinee taking the exam in the course in question has left the premises (written examination), or*
- *this does not interfere with the proper completion of the examination, or*
- *the examinee can state reasons for why he/she should be granted access to the examination.*

The Committee for Course Programmes approves the instructions for invigilators.

Ad. 5-3 *The duration of written exams is determined from the time when all examinees have received their exam papers. The exact time for handing in papers is to be announced by the invigilator immediately after the examination papers have been handed out.*

Written examinations start at:

In the morning – at 9 am

In the afternoon – at 2 pm

Examinees who hand in blank exam papers (i.e., with no answers whatsoever) must submit the completed exam cover sheet. Students must wait at least ½ hour after the start of the exam before they can hand in their exam papers.

Ad. 5-5 No extension of examination time is granted due to insufficient Norwegian skills.

Examinees with another mother tongue than Norwegian are permitted to use a dictionary for mother tongue to Norwegian and vice versa. The dictionary may not contain any own notes or comments. The rule applies accordingly if the examination is held in English (also applies to students with Norwegian as their native language for courses taught in English).

If it is a requirement that an examination paper in an English-language course can only be written in English, this must be stated in the course description. Applications for dispensation from this requirement must be addressed to and will be decided by the person responsible for the course. Such applications must be sent at the beginning of the semester in question, and the decision will be announced before registration for the examination.

Ad. 5-6 Ten minutes extra are granted for 45 minute tests/ exams, and respective extensions for tests/ exams lasting up to 1½ hours. For tests/ exams longer than 2-3,5 hours, ½ hour extra is granted. For home exams, the following extensions are granted:

- Exams lasting longer than 24 hours: 3 hours extra
- Exams lasting longer than 36 hours: 5 hours extra
- Exams lasting longer than 48 hours: 7 hours extra

The student is responsible for informing the course coordinator that he/ she has been granted extra time for the home exam.

Examinees who have to take breaks during an exam in order to breastfeed, must apply for this to the Department of Academic Affairs within the exam registration deadline. In such cases, the time allowed for the examination is extended accordingly.

Ad. 5-7 Examinees with chronic or persistent health problems must contact the Department of Academic Affairs by the deadline for registering for examinations at the latest. If special arrangements are necessary during an examination as a result of an acute situation, the Department of Academic Affairs must be contacted immediately.

Chapter 6. Completion of Individual Course Work and Degree Theses

Section 6-1 Individual course work and Bachelor's theses may include a public presentation or a concluding oral discussion with an internal and an external examiner as part of the project's/thesis's assessment.

Section 6-2 The Master's degree thesis is concluded with a thesis evaluation. This examination shall start with a 20 to 30-minutes presentation of the thesis, in which the student provides an overview of the thesis. The presentation is followed by an oral discussion with the examiners. The discussion is part of the evaluation of the Master's thesis, cf. Chapter 12 of the Study Regulations at the University of Life Sciences (UMB). As part of the thesis evaluation, an oral examination can be held on the same day on a special syllabus worth 5, 10 or 15 credits in addition to the credits covered by the Master's thesis.

Supplementary Provisions for Chapter 6

Ad. 6-2

- A.** *The external and internal examiner shall be present during the presentation of the thesis. All the supervisors should also be present.*

B. The aim of the thesis discussion is to give the examinee feedback to his/her Master's thesis, as a supplement to merely giving a grade. It also gives the examiner a broader basis for marking the thesis.

- *The examiner presents a general assessment of the positive and negative aspects of the thesis.*
- *The examiner asks the student more specific questions on parts of the thesis in order to assess the student's judgement, understanding, effort and independence. The thesis supervisor is able to make supplementary comments. This discussion is not separately marked.*

The discussion can lead to an adjustment in the final mark for the thesis. It is the final mark that the candidate is informed about and which is included on the transcript of grades.

- *If a student does not show up for the oral thesis evaluation, his/her thesis is marked as "absent". The student then has to submit a new and/or a revised version of the master's thesis. This re-submission can be made no earlier than three (3) months after the grading deadline. A new contract and project plan must be prepared.*
- *Students who write (cooperate on) a joint thesis, must in their cooperation agreement commit themselves to attending the oral thesis evaluation.*
- *In exceptional cases, students submitting a joint thesis can conduct individual oral thesis evaluations. Justified applications for individual discussions must be submitted to the department at which the students prepared their thesis. In such cases, the final grade shall be individually determined for each student, independently of the other thesis partner(s).*
- *If a master's thesis is given the grade F (fail), the examiners and student(s) shall jointly consider if there is any basis and justification for conducting an oral thesis evaluation.*

The special syllabus is marked with a letter grade, and the syllabus title (in Norwegian and English) and credits achieved are entered in the final certificate.

Chapter 7. Registering for Exams

Section 7-1 The student is responsible for registering for exams within the specified deadlines.

Section 7-2 The Committee for Course Programmes determines the exam registration deadlines.

Supplementary Provisions for Chapter 7

Ad. 7-1 Examinees with a legitimate reason for absence at the regularly scheduled final examination of a parallel period or examinees that have taken and failed the final examination can re-register for examination in the course in the period for resits and postponed exams ½ year after the original examination date.

Examinees with a legitimate reason for absence at the regularly scheduled final examination of a block period or examinees that have taken and failed the examination can re-register for examination in the course in the period for resits and postponed exams in the following autumn or spring parallel period.

For courses with continuous assessment, examinees can only re-register at the time at which the course normally is given.

Exception:

Examinees with justified absence from a written partial test being held in an ordinary exam period, or who have taken the partial test and did not pass it, can register for a new partial test in the next period for resits/renewed exams.

Examinees are responsible for making sure that their exam registrations are correct. They must notify the Department of Academic Affairs of any mistakes within the specified deadlines.

If an examinee registers for an examination, but does not show up and take the exam, this counts as a valid attempt in the course in question, unless illness or other specific reasons can be documented.

Examinees with the right to resit an exam in a course with an "old" course code do not automatically have the right to resit an exam in the "same" course with a new course code. In such cases, it is the student's responsibility to clarify this with the responsible teacher before the registration deadline expires.

Examinees who do not register for examinations within the specified deadlines are not permitted to take the exams.

For registration for independent study arrangements and resits/renewed exams, please contact the Student Information Centre (SIT).

Chapter 8. Marking System

Section 8-1 The course descriptions shall state whether a course uses the "pass/fail" or letter marking system.

Section 8-2 Letter marks range from A to F, where A is the highest pass mark and E the lowest pass mark. The letter F is used to designate "fail". The letter grades and their general evaluation criteria are described below:

Symbol	Designation	General, non-subject-specific description of the evaluation criteria
A	Excellent	An excellent performance, clearly outstanding. The candidate demonstrates excellent judgement and a high degree of independent thinking.
B	Very good	A very good performance. The candidate demonstrates sound judgement and a very good degree of independent thinking.
C	Good	A good performance in most areas. The candidate demonstrates a reasonable degree of judgement and independent thinking in the most important areas.
D	Satisfactory	A satisfactory performance, but with significant shortcomings. The candidate demonstrates a limited degree of judgement and independent thinking.
E	Sufficient	A performance that meets the minimum criteria, but no more. The candidate demonstrates a very limited degree of judgement and independent thinking.
F	Fail	A performance that does not meet the minimum academic criteria. The candidate demonstrates an absence of both judgement and independent thinking.

Section 8-3 If "pass/fail" is used, the limit for what is considered "pass" must be determined by the course responsible and external examiner. A "pass" mark shall express that the examinee has a satisfactory level of knowledge in the course.

The "pass" mark can only be given if the person responsible for the course and the external examiner agree, in those cases where an external examiner takes part in the assessment. If there is disagreement to whether or not the effort was satisfactory, the "fail" mark is given.

Section 8-4 All courses at 400 level taught at UMB shall be graded as 'pass' or 'fail'.

Section 8-5 If two examiners disagree on a mark, a third examiner shall be brought in. The final mark shall be jointly determined by the entire group of examiners.

Supplementary Provisions for Chapter 8

Ad. 8-1 Letter grades are awarded for theses.

Ad. 8-3 A satisfactory level of knowledge implies an average effort, satisfactory in most areas. The examinee shows good judgement and independence in the most important areas.

Chapter 9. Examiners and Assessment

Section 9-1 External examiners shall be appointed for all examinations covered by Chapter 1 of these regulations. The department is responsible for appointing examiners.

Section 9-2 External examiners must be employed in a scientific position at a university, college or research institute, or have otherwise documented scientific expertise in the field in question.

External examiners cannot be employed at UMB in a full-time or part-time position in the same semester or academic year as the examination is held.

Section 9-3 The parts included in the setting of grades or the assessment arrangements shall be assessed externally.

Section 9-4 (Repealed)

Section 9-5 The internal examiner is usually the person responsible for the course.

Section 9-6 If an examiner is absent, the department shall appoint another/other qualified examiner(s) in accordance with the course's original requirements for assessment.

Section 9-7 The person who, either by choice or appointment, acts as examiner is obliged to comply with the provisions of the Universities and University Colleges Act, chapters 8, 9 and 10 of these regulations and the Instructions for Examiners at the Norwegian University of Life Sciences (UMB).

Section 9-8 If it is necessary to change examiners because of an unforeseen absence, the assessment deadline will be reckoned from the date on which the examination answer was sent to the new examiner.

Section 9-9 The external examiner and the department shall sign a contract.

Supplementary Provisions for Chapter 9

Ad. 9-1 15 February: Deadline for the appointment of external examiners for ordinary examinations and any complaints, for the spring parallel, the June block and the August block periods.

15 September: Deadline for the appointment of external examiners for ordinary examinations and any complaints, for the autumn parallel and the January block period.

Ad. 9-3

1. Two examiners, at least one of whom is external, shall be used in the following cases:

- a. when assessing bachelor's theses and master's theses*
- b. in connection with oral examinations or tests that cannot be verified*
- c. re-assessment as the result of a complaint about procedural errors in connection with an examination, cf. the Act relating to Universities and University Colleges section 5-2 no 2.*
- d. in connection with complaints regarding grades awarded, cf. the Act relating to Universities and University Colleges section 5-3 no 4.*

2. In other cases, one of the following shall be used:

- a. an external examiner in combination with an internal examiner*
- b. at least one internal examiner in combination with an external evaluation of the parts included in the setting of grades and/or the assessment arrangements.*

Arrangements for external evaluation can be one of the following or a combination of the following:

- a. external participation in the formulation of the examination assignments and the Examiner's Guidelines*
- b. external control of an internal examiner's assessment of a random selection of examinees as calibration of the overall assessment of a course.*
- c. external assessment of all the examination papers.*

Based on the guidelines set out in item 2, the departments will themselves decide how external participation in connection with the assessment shall be carried out.

3. Special circumstances:

In final, oral examinations of a student group, the examiners shall assess the examinees individually.

In an oral discussion of a thesis submitted by a group of students, the examiners can assess the examinees individually.

Ad. 9-4 (Moved to ad. 9-3).

Chapter 10. Examination Results

Section 10-1 Examination results shall be posted within 3 weeks (15 working days) after the exam was taken, unless the University Board has approved a later deadline.

For Bachelor's theses (15 credits) and for Master's theses (of both 30 and 60 credits), the deadline for posting results is 6 weeks (30 working days) from the specified thesis submission deadline, unless the University Board has approved a later deadline.

An assessment as a result of an appeal must be decided without undue delay, cf. the Public Administration Act section 11a. If the appeal has not been considered within a month of the expiry of the deadline for appealing, a provisional reply shall be sent in which the reason why the appeal cannot be considered earlier is explained. If possible, it shall also be indicated when the appeal is expected to be considered.

Section 10-2 Examination and thesis results are announced by the Department of Academic Affairs.

Section 10-3 Examinees are responsible for informing themselves about their results. UMB is not responsible for any mistakes or misunderstandings that arise in connection with the verbal transmission of exam results.

Supplementary Provisions for Chapter 10

Ad. 10-1 *For courses with a final, oral exam, the grading deadline is 3 weeks (15 working days) after the last day of exams in the parallel/ block period. For courses with a final examination, in which the assessment consists of independent project work (and any presentation), the grading deadline is 3 weeks (15 working days) after the last day of teaching.*

For courses with continuous assessment that are completed with a written intermediate exam in the ordinary exam period, the grading deadline is 3 weeks (15 working days) after the date of this exam. For courses with continuous assessment without a final, written intermediate exam in the ordinary exam period, the grading deadline is 3 weeks (15 working days) after the last day of teaching in the parallel/ block period.

For independent study, the grading deadline is 3 weeks (15 working days) after the last day of teaching.

Ad. 10-2 *A completed assessment form must accompany all assessment records.*

If two examiners have taken part in the assessment of all the examination papers in a course, both examiners must sign the assessment record for the course before the assessment record is submitted to the Department of Academic Affairs. If one of the examiners has participated in the assessment of a random selection of examination papers, it is sufficient that this examiner signs the assessment form.

All grades must be written in full in the assessment records.

If examination results are delayed by more than one week, economic sanctions are imposed on the responsible department. For courses for which an extended grading deadline has been approved by the University Board, economic sanctions are imposed from the first weekday following the extended deadline date.

Chapter 11. Grade Transcripts

Section 11-1 On request, a student can receive a grade transcript of all passed exams taken at UMB. The transcript can be issued in Norwegian (either bokmål or nynorsk) or English.

Section 11-2 A diploma is issued within 2 months if the student meets the requirements for the degree.

Supplementary Provisions for Chapter 11

Ad. 11-2 *A diploma for a completed study programme will be issued automatically once the requirements set out in the student's approved educational plan have been met. The diploma shall show which study programme the degree has been achieved in, all the elements that comprise the degree and the date when the degree was achieved.*

A transcript of any grades that are not part of the achieved degree will accompany the diploma.

The diploma is only issued once, and it will be issued in Norwegian unless the study programme has been taught in English in its entirety.

The Diploma Supplement (DS) is an international appendix to the diploma, and shall accompany the diploma. It does not replace the diploma, but supplements it. The DS will be issued together with the diploma.

Chapter 12. Use of Aids in Final, Written Examinations

Section 12-1 Examinees must themselves bring permitted aids. This does not apply to those exams in which UMB provides aids to the examinees. The exam sheet must specify which aids are permitted. It is not allowed to bring other aids than those specifically permitted for the examination in question.

The examinee is responsible for making sure that the aids he/she brings do not contain unauthorised notes. It is not permitted for examinees to lend each other aids permitted during the exam.

Section 12-2 Aids that have not been commonly used by the students in the course in question, and that cannot be provided to all examinees during the exam, shall not be permitted.

Section 12-3 Aid codes for each course are presented in the course description. No other combinations of aids than those described by the codes can be permitted.

Section 12-4 Violation of the provisions regarding the use of aids is considered as cheating.

Supplementary Provisions for Chapter 12

Ad. 12-1 *All aids that students bring to exams shall be individually controlled by the invigilators.*

Ad. 12-2 *The following codes designate the combinations of permissible aids:*

A1: no calculator, no other aids

A2: no calculator, specified other aids

B1: calculator banded out, no other aids

B2: calculator banded out, specified other aids

C3: all types of calculators, all other aids

Ad. 12-3 *Any use of mobile (cell) phones or other electronic aids containing communications equipment in or outside of the examination premises is considered as cheating.*

By all types of calculators is meant pocket calculators or small PCs that are not connected to the 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.

Chapter 13. Illness and Other Specific Reasons for Absence from Examinations

Section 13-1 If an examinee cannot take an examination due to an illness that arose after the deadline for withdrawal from registered exams has expired, a medical certificate must be submitted.

Section 13-2 If an examinee due to other specific reasons is prevented from taking or completing an examination, this must be documented correspondingly as in the case of illness.

Section 13-3 When documentation is presented as required, the absence or discontinued examination is not counted as an attempted exam.

Supplementary Provisions for Chapter 13

Ad. 13-1 The medical certificate must be submitted/ postmarked no later than 5 working days after the date of the examination, and shall state the period for which the sick note is valid. The medical certificate is to be submitted/ sent to the "Document Delivery Services" (Dokumenttjenesten).

Chapter 14. Cheating and Annulment of Examination

Section 14-1 Cheating or attempted cheating can result in the annulment of the examinee's examination or test. Cheating or attempted cheating can result in the expulsion of the examinee, in accordance with the University and College Act, Section 4-7.

Section 14-2 The University Board's Appeals Committee can annul an examination or test, in accordance with the University and College Act, Section 4-7.

Supplementary Provisions for Chapter 14

Ad. 14-1 The Board provides instructions for procedures for handling cases of suspected cheating.

At unsupervised examinations, the student shall submit a declaration together with the examination answer, cf. chapter 5b in Procedures for Handling Cases of Cheating, Attempted Cheating on Examinations and Tests.

Chapter 15. Re-sitting Examinations

Section 15-1 A student has the right to take the same examination up to three times, without regard to whether the exam has been passed or not. If an examinee has taken the same examination more than once, the best mark achieved shall count, and only this mark shall appear on the grade transcripts and final certificate.

Section 15-2 Examinees registering for re-examination in a course(s) which they previously have passed, do not have the right to participate in classes on courses with limited teaching capacity, even if they are admitted to re-examination.

Section 15-3 An examinee who has not passed a course after three attempted examinations can submit an application, in which a reason is stated and accompanied by a recommendation from the course teacher, for a fourth attempt to the Committee for Course Programmes. In exceptional cases, permission to take the examination a fourth time can be granted, providing one of the following criteria is met:

- On passing the examination in the course, the examinee will achieve the approved specialisation required for the Bachelor's degree.
- On passing the examination in the course, the examinee will meet the necessary requirements for being awarded a degree at UMB.
- The applicant can document social or personal reasons for why the successful examination in the course has not been achieved within the appointed time.

Section 15-4 An examinee who has registered for an examination, can withdraw the registration in writing or electronically within specified deadlines. An examinee who withdraws later than the given withdrawal deadline for exams, is recorded as a "no-show", and the registration is counted as an attempted exam.

Chapter 16. Assessment of Suitability in Teacher Training

Section 16-1 A student representing a possible hazard for pupils' rights, security and mental and physical health is not suited for the teaching profession, in accordance with the Regulations on Suitability Assessment in Teacher Training.

Section 16-2 Cases dealt with by UMB's Professional Suitability Committee shall receive a recommendation before being forwarded to the University Board's Appeals Committee, which makes a decision in accordance with provisions of the University and College Act, Section 4-10. No teaching certificate shall be issued to a student found to be "not suitable". The student can be suspended from teacher training for a period of up to three years. In case of a shorter suspension period, the board can require certain conditions to be met before teacher training can be resumed.

Section 16-3 Information about a decision on suspension must be sent to the Universities and Colleges Admission Service (*Samordna opptak*). This information shall be included in a central register. The notification of suspension shall inform the student that he/she cannot apply for or accept admission at any other teacher training course during the period of suspension.

Chapter 17. Provisions for Complaints

Section 17-1 The candidate has the right to know the grounds for the assigned marks, and to complain against the marks, in accordance with the provisions of the University and College Act, Section 5-3, and the general principles on which the evaluation and the evaluation of the candidate's performance were based must be explained. The given marks must be explained orally or in writing, whichever the examiner chooses. If the examiners, in connection with a request for an explanation of a mark, find that there could be a basis for changing the assigned mark, this shall be expressed in their written explanation. At this point, the examiners can either stick with the mark or change the original mark to the benefit of the student.

Section 17-2 When a complaint is filed in connection with an assigned mark, new examiners re-mark the exam/thesis. New examiners are appointed by the department. The new examiners shall not be informed about the mark, the grounds given for the mark awarded or the student's complaint. The Instructions for Examiners at UMB and the Examiner's Guidelines shall be sent to the new examiners together with the exam paper. The new mark can be to the benefit or the disfavour of the complaining party. After being re-marked, the new mark is final, with no right of appeal.

Section 17-3 If only one member of a group files a complaint regarding the mark for a group exam/project, the entire group shall benefit of a positive outcome of the re-assessment. If the re-assessment's outcome is negative, only the complainant is affected.

Section 17-4 For continuous assessments, the student has the right to complain after the final mark in the course has been announced. The student can only complain about the final mark for the course.

Section 17-5 For complaints regarding formalities in connection with examinations, the university Board's Appeals Committee is the administrative body. Complaints must be addressed and sent to UMB's Appeals Committee. The Appeals Committee secretariat forwards all complaints to the relevant department and any other units that have been involved in the proceedings for comments before the Committee consider the complaint in accordance with section 3-2 in Guidelines for the Appeals Committee at Norwegian University of Life Science.

Section 17-6 Students have no right to complain against the marking of oral tests/examinations, in accordance with Section 5-3 of the University and College Act.

Supplementary Provisions for Chapter 17

Ad. 17-1 *A student may appeal in writing against a mark awarded for his or her performance within three weeks of the announcement of the examination results, in accordance with Section 5-3, Paragraph 4, of the University and College Act.*

Students who wish to be told the grounds for a mark must request such grounds before expiry of the deadline for appealing that applies to the course in question. In the case of oral exams or evaluations of practical skills, such grounds must be requested immediately after the candidate has been informed of the mark. For other evaluations, a request for an explanation must be submitted within one week of the date on which the candidate became aware of the mark, no later, however, than three weeks after the mark was announced.

A request for an explanation must be addressed to the teacher responsible for the course, or, alternatively, to the department responsible for the course if the teacher is not available.

No complaints can be filed against marks awarded to multiple-choice assessments. For complaints against noncompliance with formalities at exams or assessments, see Section 17-5 of these regulations.

Ad. 17-2 *Complaints against marks shall be submitted using the prescribed form to UMB's Dokumenttjeneste, P.O. Box 5003, NO-1432 Ås. (The form is available on the website of the Students Information Centre, SiT).*

If a complaint is filed against the mark awarded for a master's thesis, the submitted thesis will be reassessed by new examiners. If the new assessment of the written thesis results in a change in the mark, a new oral exam will be held to determine the final mark.

Ad. 17-4 *When complaints are filed against the mark of a continuous assessment, the new examiners, i.e. the course teacher and the external examiner, are to assess the same parts that were originally marked in the course. Complaints cannot be filed against the marks awarded in any oral assessment(s) that is (are) included as part of the continuous assessment. If the final mark is set on the basis of both a written and an oral exam and the appeal results in a new mark being awarded for the written part of the exam, a new oral exam will be held to determine the final mark.*

Chapter 18. Coming into Force

Section 18-1 These regulations come into force on 1 August 2006.