

Regulations for Access to Examinations, etc. as an External Candidate at the Norwegian University of Life Sciences (UMB)

With supplementary provisions

Established by the Board of the Norwegian University of Life Sciences (UMB) on 27 September 2007 under the provisions of the Act of 1 April 2005 relating to Universities and University Colleges, §3-10 (3).

(Supplementary provisions in italics, approved by the University Education Committee (Studienemnda) of the Norwegian University of Life Sciences (UMB) on 13 September 2007)

Chapter 1. Definitions

§ 1-1 These regulations define "student" as a person who has been admitted to a specific study programme or course at the Norwegian University of Life Sciences (UMB) in accordance with the Act relating to Universities and University Colleges §§3-6 and 3-7.

§ 1-2 An "external candidate" is someone who takes examinations under the provisions of the Act relating to Universities and University Colleges, §3-10, without having been admitted to a study programme at UMB.

§ 1-3 These regulations distinguish between three main assessment forms:

a. Continuous assessment

Applies to courses in which all or most of the assessment occurs throughout the teaching period, as term papers, etc.

b. Assessment as a final examination

Applies to courses in which assessment occurs in the form of a final examination; written, oral or in other ways.

c. Individual examination

Applies to courses that normally use continuous assessment, cf. a), but for which the course descriptions state that it is possible to take an individual, final examination instead of continuous assessment.

Chapter 2. Rights

§ 2-1 The rights of external candidates at UMB are limited to following public lectures and access to taking examinations under the provisions of the Act relating to Universities and University Colleges. In this context, "lectures" means the presentation of knowledge to the collected student group on the course, and in which the participants' own activity is, as a rule, limited to individual questions and comments.

§ 2-2 The department responsible for the course(s) in question can grant external candidates access to non-public teaching activities.

Supplementary provisions for Chapter 2

Ad. 2-1 External candidates at UMB generally only have the right to take examinations according to § 1-3, b and c, above.

Chapter 3. Registration

§ 3-1 External candidates must apply for access to examinations and for permission to register for examinations within the specified deadlines. Upon registration, external candidates must also submit documentation of their higher education entrance qualifications (Norweg. *generell studiekompetanse*) and if necessary, compliance with specific entrance requirements (Norweg. *spesiell studiekompetanse*).

Supplementary provisions for Chapter 3

Ad. 3-1 The deadline for applying for examination access is determined by the University Education Committee (*studienemnda*).

Chapter 4. Examination fee

§ 4-1 External candidates must pay examination fees according to the following rates:

- For courses of 15 credits or less: NOK 3000 (per course)
- For courses in which the actual costs exceed the norm of NOK 3000, the examination fee is adjusted in accordance with the extra expenses.

The University Board can change the examination fee rates when the costs of arranging examinations change.

§ 4-2 The examination fee must be paid by the specified deadline. External candidates who have not paid the fee by the deadline are not granted access to the examination. In special cases, UMB can grant exemptions from the provisions of this section.

Supplementary provisions for Chapter 4

Ad. 4-1 The university director issues specific guidelines for the collection of fees.

Ad. 4-2 The examination fee must be paid before registering for exams.

External candidates who withdraw from an examination, and who wish to receive a partial refund of the examination fee, must apply for such a refund by UMB's ordinary exam withdrawal deadline. The refund amounts to 50 per cent of the paid examination fee.

Chapter 5. Examination prerequisites

§ 5-1 External candidates normally are not permitted to take examinations in courses that require approved exercises or lab work, term papers or other compulsory activities.

The department with which the external candidate is affiliated decides whether the external candidate's knowledge and skills shall be assessed differently than for students admitted to a specific study programme or course.

External candidates who do not meet the specified requirements are not permitted to take examinations.

Chapter 6. Registration, etc.

§ 6-1 External candidates shall register and pay all required fees to be eligible to take examinations at UMB. External candidates who have paid their semester fee have the right to a student ID card and access to the student welfare services provided by the University Foundation for Student Life in Ås (SiÅs), cf. § 18-5 in UMB's Study Regulations.

Chapter 7. Power of decision

§ 7-1 In cases for which the power of decision is not assigned to the University Board, decisions are made in accordance with these regulations by the Rector or a person authorised by the Rector.

Chapter 8. Complaints

§ 8-1 Complaints against decisions made under these regulations are to be submitted to the Norwegian University of Life Sciences. Complaints must be submitted within 3 weeks, cf. § 29 of the Public Administration Act.

Chapter 9. Final provisions

§ 9-1 Coming into force

These regulations come into force as of 01 January 2008.