

Regulations for studies and examinations at the University of Tromsø – The Arctic University of Norway

Adopted by the Board of the University of Tromsø – The Arctic University of Norway on 26 June 2020
pursuant to Sections 3-3, 3-9 and 3-10 of the Act No. 15 of 1 April 2005 relating to universities and
university colleges

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Chapter 1. General provisions

Section 1. *Scope*

(1) These regulations apply to degrees, studies and examinations at the University of Tromsø – The Arctic University of Norway (UiT). Moreover, they apply where relevant to the required coursework in PhD programmes and to PhD programmes in general if the relevant condition is not regulated in the PhD regulations.

(2) For studies with national curriculum regulations containing provisions that deviate from these regulations, the provisions of the national curriculum regulation prevail. For studies for which the University Centre in Svalbard (UNIS) is responsible, separate provisions apply.

(3) These regulations also apply where relevant to external candidates unless otherwise specified in the specific programme description or course description.

Section 2. *Supplementary provisions*

The faculties may adopt supplementary provisions to these regulations for studies for which they have academic responsibility and for conditions relating to specific examinations. Such supplementary provisions shall not involve limitations of the student's rights and obligations in accordance with these regulations.

Section 3. *Terminology and definitions*

<i>Coursework requirements</i>	Work and tests that are stipulated as conditions for sitting an examination, but which do not form part of the basis for calculation of the final grade
<i>Diploma Supplement</i>	Supplement to the diploma in English and/or Norwegian which provides information about the Norwegian higher education system, and about the individual student's education
<i>Part of an examination</i>	An assessment where the result forms part of the basis for determining the grade in the course
<i>Examination</i>	An assessment where the result alone determines the grade in the course
<i>Extraordinary examination</i>	An examination which may be held in special circumstances for students who cannot wait until the next ordinary examination, and who do not meet the requirements to sit a re-scheduled or re-sit examination, cf. Section 26
<i>Course</i>	The smallest component of a subject or programme of study
<i>Course description</i>	A description of the learning outcomes, academic components, structure and implementation of a course
<i>Course group</i>	A combination of courses from one or more subjects that is defined in a programme description as constituting an academic unit
<i>Subject</i>	A combination of related courses grouped under a joint subject designation
<i>Curriculum</i>	A plan that specifies the academic content in programmes that are regulated by national curriculum regulations

<i>Specialisation</i>	A group of courses defined in the curriculum/programme description as belonging academically together and that can complement each other in such a manner that they expand on and go beyond the basic level of a subject.
<i>Re-sit examination</i>	An examination that can be arranged for students who sat and failed the last ordinary examination, cf. Section 25.
<i>National curriculum</i>	A national plan stipulated by the Ministry. The plan outlines the learning outcomes, academic content, structure and implementation of vocational training programmes.
<i>Assessment guidelines</i>	A written description of the academic basis for assessing the examination. These guidelines shall describe which factors shall be included in the answer and which of these factors special emphasis shall be attached to on the basis of the syllabus, learning outcome descriptors and learning activities.
<i>Student</i>	A person admitted to a course or programme of study at UiT pursuant to Sections 3-6 and 3-7 of the Act relating to universities and university colleges
<i>Programme description</i>	A plan describing the learning outcomes, academic components, structure and implementation of a programme of study
<i>Credit</i>	A measurement of the quantity of work completed. Sixty (60) credits constitute one year's full-time study.
<i>Programme of study</i>	A study unit that consists of a combination of courses and an overall learning outcome
<i>Syllabus</i>	Literature, compulsory or selected by the student, that shall contribute to achieving the learning outcomes
<i>Individual education plan</i>	A plan agreed by the institution and the individual student for the implementation of a programme of study. The plan contains stipulations about the institution's responsibilities and obligations to the student, and the student's obligations to the institution and his/her fellow students.
<i>Re-scheduled examination</i>	An examination that can be arranged for students who were sick or had another legitimate reason for being absent from the last ordinary examination, cf. Section 24

Chapter 2. Curriculum/programme description, individual education plan and reading list

Section 4. Curriculum/programme description and course description

- (1) A curriculum/programme description shall be stipulated for all programmes of study offered at UiT.
- (2) The students have an obligation to familiarize themselves with their curriculum/programme description.
- (3) Amendments to curricula or programme descriptions take effect from the next academic year.
- (4) A course description shall be provided for all courses at UiT.

Section 5. *Individual education plan*

(1) The university shall agree an individual education plan with each student admitted to a programme of study with a scope of 60 credits or more.

(2) The individual education plan shall be structured in such a manner that the student can complete the planned studies or programme of study culminating in a degree or vocational training within the nominal length of study as a full-time or part-time student.

(3) Change of year group may occur by agreement between the university and the student. Year changes may be unilaterally undertaken by the university when:

- a) The student is delayed by more than half a year in relation to the nominal length of study or is 30 credits or more behind the nominal progress. Change of year entails amending the individual education plan and may also entail amending the syllabus and examination arrangements. The student shall receive written notification of change of year.
- b) The student receives changed academic progress because of stipulations in the curriculum or programme description.

Section 6. *Reading list*

A reading list outlining the syllabus shall be made available to the students no later than at the start of the semester.

Chapter 3. Degrees

Section 7. *Degrees and vocational training*

UiT awards degrees and vocational training in accordance with the Regulations relating to degrees and vocational training, protected titles and nominal length of study at universities and university colleges.

Section 8. *Bachelor's degree*

(1) To be awarded a bachelor's degree, the student must have taken examinations in and passed courses with a combined scope of at 180 credits. Moreover, the academic requirements for the relevant degree must be fulfilled.

(2) The 180 credits shall normally contain the first semester courses comprising examen philosophicum (10 credits), examen facultatum (10 credits) and one programme-defined course (10 credits). The programme description may stipulate that instead of the examen facultatum and one programme-defined course (10 credits), project-defined courses with a combined scope of 20 credits may be included. Teaching and guidance on information literacy shall be given as part of the first semester courses. This subsection does not apply to education in accordance with national curricula. To be awarded a general bachelor's degree, the student must have taken the examination in and passed examen philosophicum and examen facultatum.

(3) The 180 credits shall also contain a specialisation of subjects, courses or course groups with a scope of at least 80 credits, unless otherwise stipulated in the curriculum. To be awarded a general bachelor's degree, the student must in addition to a specialisation with a scope of at least 80 credits complete a course group with a combined scope of at least 30 credits.

(4) At least 60 credits qualifying for the bachelor's degree shall not form part of previous degrees or professional training. The student must provide information about any diplomas issued by other universities or university colleges.

Section 9. *Master's degree*

(1) To be awarded a master's degree (120 credits), master's degree (300 credits) or an experienced-based master's degree (90 or 120 credits), the requirements stipulated in the regulations relating to requirements for a master's degree must be fulfilled.

(2) A master's degree programme with a scope of 300 credits shall normally contain the first semester courses comprising examen philosophicum (10 credits), examen facultatum (10 credits) and one programme-defined course (10 credits). Instead of the examen facultatum and one subject course (10 credits), programme-defined courses with a combined scope of 20 credits may be included. Teaching and guidance on information literacy shall be given.

(3) At least 60 credits qualifying for the master's degree shall not form part of previous degrees or professional training.

(4) The master's degree programme shall contain an independent work. Master's degree programmes (120 credits) and experience-based master's degree programmes (90 or 120 credits) shall include an independent work with a scope of at least 30 credits. Master's degree programmes (300 credits) shall include an independent work with a scope of at least 20 credits. The scope of the independent work shall not exceed 60 credits.

Section 10. *The cand.med. degree*

(1) The degree candidatus/candidata medisinae, which gives the right to the equivalent title, is awarded for successful completion of the integrated programme of study in medicine of six years' duration.

(2) This programme of study must contain the examen philosophicum (10 credits).

Section 11. *The cand.psychol. degree*

(1) The degree candidatus/candidata psychologiae, which gives the right to the equivalent title, is awarded for successful completion of the integrated programme of study in psychology of six years' duration.

(2) The programme of study must contain the examen philosophicum (10 credits) and one programme-defined course of academic relevance (10 credits). Instead of the examen facultatum (10 credits) and one programme-defined course (10 credits), the programme of study may contain programme-defined courses with a combined scope of 20 credits. Teaching and guidance on information literacy shall be given.

Section 12. *Academic recognition*

Applications for academic recognition of prior learning and work experience and education from other universities and university colleges exemptions are assessed in accordance with Section 3-5 of the Act relating to universities and university colleges. The university can recognise courses in a programme of study if the student has taken equivalent education at UiT.

Section 13. *Reduction of credits*

If a student takes courses that overlap in full or part, this will lead to a reduction of credits. The reduction will be applied to the course(s) for which the student receives the lowest grade(s).

Chapter 4. Registration and registration for examination

Section 14. *Registration and registration for examination*

(1) The student must pay the semester fee, register as a student and register for examination for courses, field courses or excursions within the applicable deadlines. The deadlines are announced on the university's website.

(2) Each student is responsible for correcting or reporting any errors or omissions during registration for examination in Studentweb, and for keeping his/her residential address and e-mail address updated.

(3) The deadline for withdrawing from the examination is announced on the university's website. Registration for examination for re-scheduled examinations, re-sit examinations and extraordinary examinations cannot be cancelled. This also applies for compulsory supervised practical studies, periods of supervised professional training, practical works, laboratory experiments or similar that last continuously for a period of more than two weeks.

Section 15. *External candidates*

People who satisfy the admission requirements and other requirements for taking the examination, but who are not granted admission, may apply to take the examination for a course as an external candidate. The right of external candidates is limited to participating in public lectures and sitting the examination. The university may stipulate that external candidates must pay a fee to cover the university's expenses.

Section 16. *Dispensation from the deadlines for registration, registration for examination and applications for adaptations*

(1) The university may, following an application from a student, grant dispensation from the stipulated deadlines for registration and registration for examination, as well as the deadline for applications for adaptations.

(2) Dispensation may be granted in the following circumstances:

- a) Sickness on the final day for registrations/applications, documented by a medical certificate
- b) A documented bereavement in the immediate family
- c) The first semester the student is registered at the university
- d) When the student is participating in group work that directly forms part of the examination in question, and the examination cannot be implemented for the other students in the group without this student being involved
- e) Passing the examination in question will lead to the student completing a degree or vocational training at UiT
- f) Dispensation may also be granted in other special circumstances.

(3) Dispensation will not normally be granted if the application is received later than four weeks after expiry of the deadline in question.

Chapter 5. Examination implementation

Section 17. Coursework requirements

(1) It may be a requirement for students to have compulsory coursework requirements approved before they can take the examination. Coursework requirements shall be stipulated in the course description.

(2) Coursework requirements are assessed as approved or not approved. The result of coursework requirements must be available no later than two weeks before the examination.

(3) As a general rule, students who receive “not approved” for coursework requirements shall be entitled to at least one further attempt.

Section 18. Conditions for taking an examination

To take an examination, the student must have passed any coursework requirements, and have passed any examinations or periods of supervised professional training in accordance with the course description. The university may grant dispensation from these requirements in special circumstances, e.g. when the student has the equivalent documented from another higher education institution.

Section 19. Examination systems

(1) The students’ knowledge and skills shall be tested in each course.

(2) An examination can involve one or more parts and comprise one or more different examination systems. The examination system shall be stipulated in the course description. The oral part of examinations shall be public unless considerations about the implementation of the examination indicate otherwise. The same applies to examinations in performing arts, practical and aesthetic courses. The university may make exceptions to the rule in specific cases and at the request of the student when sound reasons so indicate.

(3) For examinations of several days' duration, moveable holidays and other public holidays are not counted as part of the examination period.

Section 20. *Language and form of Norwegian for examinations*

(1) Details about the language of instruction and examination shall be included in the course description. Students may apply to receive the examination question paper and/or answer an examination in a language other than the one stipulated in the course description.

(2) Examination question papers given in Norwegian shall be available in both Bokmål and Nynorsk. If all the students have selected the same form of Norwegian, the assignments may be written in that form only.

Section 21. *Examination venue*

The university stipulates the venue for examinations that require physical attendance. The university can, in special circumstances and upon application, grant dispensation to take the examination at another venue.

Section 22. *Permitted examination support materials during examinations*

The students shall be advised of permitted examination support materials in good time before the examination, and these shall also be specified on the cover paper of the examination question paper.

Section 23. *Digital examinations*

Students must use their own laptops during examinations. Necessary software shall be made available to the students in good time before the examination. The students are responsible for installing necessary software before the examination.

Section 24. *What counts as an examination attempt*

(1) The following count an examination attempt:

- a) The student has passed the examination.
- b) The student has failed the examination.
- c) The student withdraws after the stipulated deadline has passed, cf. Section 14, or withdraws during the examination.
- d) The student does not submit his/her answer paper before the stipulated deadline has passed.
- e) The student has his/her examination annulled for cheating or attempting to cheat.

(2) If the student submits a blank answer paper, or a paper which clearly does not constitute an academic attempt, he/she is regarded as having withdrawn during the examination, cf. point c) above.

Section 25. *Re-scheduled examinations and extra examination days*

(1) Students with legitimate absence have the right to sit a re-scheduled examination.

(2) Legitimate absence is defined as acute sickness or other documented special reasons. A medical certificate/documentation must be sent or delivered to the university no later than one week after the examination. A student who becomes sick during an examination must submit a withdrawal form, seek medical attention immediately and submit a medical certificate no later than one week after the examination. If it is not possible to attain a medical certificate no later than one week after the examination, the student must notify the university of this within the stipulated deadline.

(3) The medical certificate shall state the duration of the period of sickness. A medical certificate designed for an employer will not be accepted as medical documentation.

(4) Students who owing to specific reasons in connection with pregnancy, giving birth or caring for a child cannot sit an ordinary examination may also apply to sit a re-scheduled examination. The circumstances must be documented by a medical certificate, birth certificate or similar.

(5) Re-scheduled examinations shall be arranged as soon as possible after the reasons for absence have ceased, and normally no later than two months after a new semester has commenced. Students must register for a re-scheduled examination.

(6) Students who fail a re-scheduled examination do not have the right to a re-sit examination.

(7) For home examinations, additional examination days may be granted in special circumstances if the student documents unforeseen problems of a medical nature, bereavement in the immediate family or other similar misfortunate circumstances that have occurred during the examination period. When the stipulated examination time is more than two weeks, the submission deadline can normally be extended by up to two days. If the stipulated examination time is of a shorter duration, the submission deadline can normally be extended by one day. Students who still do not manage to complete the examination despite the extra time have the right to a re-scheduled examination.

Section 26. Access to re-sit examinations

(1) Students who do not pass the previous ordinary examination can gain access to a re-sit examination if a re-sit examination is offered for the course in question.

(2) Students regarded as having withdrawn from the examination do not have the right to a re-sit examination.

(3) Provisions concerning access to re-sit examinations, including which graded activities must be re-sat if a student has failed a course, shall be included in the course description.

(4) The re-sit examination is normally held at the start of the semester following the ordinary examination. Students must register for a re-sit examination.

(5) Re-scheduled examinations are not held for absence from re-sit examinations owing to sickness or other reasons.

(6) Students do not have the right to a re-sit examination to improve their grade in an examination they have already passed.

(7) Master's theses and other works of a similar scope may only be resubmitted for assessment in a reworked form if the student receives a grade of fail in the course.

Section 27. *Extraordinary examinations in special circumstances*

(1) An extraordinary examination is an examination the university can hold in special circumstances upon application for students who cannot wait until the next ordinary examination, and who do not meet the requirements to take a re-scheduled or re-sit examination.

(2) Re-scheduled or re-sit examinations are not arranged after an extraordinary examination.

Section 28. *Group examinations*

(1) During group examinations, all members of the group must contribute to a joint product. If doubt arises about whether a student is contributing or has contributed sufficiently to receive credits for a joint product in cases where a joint grade shall normally be awarded for the entire group, separate grades can be awarded for each group member.

(2) The university may, in special circumstances, reach a decision that a student who has not contributed adequately shall be regarded as having withdrawn during the examination.

Section 29. *Access to sit an examination in accordance with previous arrangements in the event of discontinuation of or alterations to a course*

(1) If a course undergoes significant alterations with respect to scope, syllabus or similar, or is discontinued, students will have access to sit the examination on one occasion in accordance with the previous arrangements within a period of one year of the changes taking effect. However, the student is not entitled to teaching in accordance with the previous arrangements. If the changes concern the examination system, the student has access to sit the examination on one occasion in accordance with the previous arrangements if he/she was registered for assessment on the course prior to the new arrangements coming into effect.

(2) People not admitted as students to the programme of study or course in question must sit the examination in accordance with the prevailing examination system for external candidates.

(3) Students must apply to sit an examination in accordance with previous arrangements.

Section 30. *Number of examination attempts*

(1) A student may attempt the same examination at UiT three times. What constitutes as an examination attempt is described in Section 24.

(2) The university may grant dispensation from this provision if one of the following criteria is met:

- a) By passing the examination in the course, the student will complete a degree or vocational training at the university.
- b) The student can document social and/or personal reasons why he/she has not passed the examination in the course despite sitting it three times.

(3) Dispensation may be granted on up to three occasions.

(4) If the student has sat the same examination on three or more occasions without passing, and there are no grounds for granting dispensation, the university may terminate the admission of the student, cf. Section 48.

(5) If a student has passed the same examination on more than one occasion, the highest grade will apply.

(6) As a general rule, if a student re-sits an examination in which several parts of the examination are included in the assessment of the final grade, he/she must re-sit all the parts. Exceptions to this may be stipulated in the course description.

Section 31. *Number of attempts of each period of supervised professional training*

(1) A student may attempt the same period of supervised professional training twice. If the national curriculum allows for further attempts, the provisions of the national curriculum prevail.

(2) The university may grant dispensation from this rule if one of the following criteria is met:

- a) By passing the period of supervised professional training, the student will complete a degree or vocational training at the university.
- b) The student can document social and/or personal reasons why he/she has not passed the period of supervised professional training despite two attempts.

(3) If the student has attempted the same period of supervised professional training on two occasions without passing, and there are no grounds for granting dispensation, the university may terminate the admission of the student, cf. Section 48. The student shall receive specific notification of this in writing before commencing the second attempt.

(4) The possibility of granting dispensation does not apply to supervised professional training included in the teacher education programmes, unless otherwise stated in the national curriculum for the specific programme of study.

Section 32. *Notice in connection with risk of failing a period of supervised professional training*

(1) If during periods of supervised professional training or similar it appears the student is at risk of not passing, the university shall notify the student of this.

(2) The notice shall make the student aware of what is required of him/her to pass the period of supervised professional training. The notice shall be in writing and at a time that gives the student an opportunity to fulfil the targets and pass the period in question. The student shall be given the opportunity to comment on the conditions on which the assessment is based a decision to give him a grade of fail is made.

(3) If towards the end of a period of supervised professional training the student displays actions/behaviour that clearly do not provide grounds for receiving a grade of pass, he/she may receive a grade of fail despite prior notice not being given.

(4) The Faculty of Law may depart from the provisions in this section in supplementary regulations for the Master of Jurisprudence.

Section 33. *Accessibility of master's theses or the equivalent in the university's institutional repository*

(1) Master's theses or the equivalent are as a rule public and consequently shall be made openly accessible in the university's digital repository.

(2) Theses/assignments containing information subject to statutory non-disclosure of confidential information are exempt from public disclosure and shall be made openly accessible as mentioned in sub-section (1). If sound reasons exist, the university may also agree to the thesis/assignment being exempted

from being made public for up to five years. In special circumstances, the thesis/assignment may gain an exemption for a longer period.

(3) The student may reserve the right not to have their thesis/assignment made openly accessible.

Chapter 6. Grading

Section 34. *Determining of grades*

(1) A grade shall be awarded for all parts of an examination. The method for determining of the final grade, including the weighting of parts of the examination, shall be stipulated in the course description.

(2) If a student fails one part of an examination, it means that he/she fails the course overall. Exceptions to this may be stipulated in the course description.

(3) A student who has submitted his/her answer paper cannot avoid having it assessed.

Section 35. *Assessment terms*

(1) The following assessment terms shall be used:

- a) pass/fail
- b) a graded scale of five marks from A to E for pass and F for fail

(2) The above-mentioned letter grades have the following designations and general qualitative descriptions:

Symbol	Designation	General, qualitative descriptions of the assessment criteria
A	Excellent	An excellent performance, clearly outstanding. The candidate demonstrates excellent judgement and a very high degree of independent thinking.
B	Very good	A very good performance. The candidate demonstrates sound judgement and a high 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.

(3) When the grading scale pass/fail is used, this should be an independent assessment without relation to the grading scale from A-F.

(4) If a need arises to calculate a combined grade in a course or an average grade in a course group or programme of study, letter grades (from A-E) must be utilised for all courses to be included in the calculation. The following method of calculation shall be utilised: A=5, B=4, C=3, D=2, E=1. During the calculation of average grades, courses shall be weighted in relation to the number of credits.

Chapter 7. Assessment, appeals and cheating

Section 36. *Assessment guidelines*

Written assessment guidelines shall be compiled for every examination. These guidelines shall be available to the examiners at the start of the assessment period, and to the students when the grades are announced.

Section 37. *Requirements for external examiners*

(1) External examiners shall not be employed in a full-time or part-time position at the university during the semester in question. Lecturers and the holders of seminars with engagements are counted as internal during the period in which they receive payment from the university. The faculties may make an exception to this in instances of short-term engagements affiliated with another programme of study.

(2) As a minimum, an external examiner must hold academic qualifications qualifying for employment as an assistant professor at a university/university college or other research institution. In special circumstances, an external examiner may be suitably qualified to examine within a specific area through relevant work experience.

(3) For examination of courses in the required coursework in PhD programmes, a doctoral degree or equivalent is required.

Section 38. *Assessment arrangements*

(1) There shall be external evaluation of the assessment or the assessment arrangements.

(2) Two examiners shall be utilised, at least one of whom must be external, in the following circumstances:

- a) for evaluation of a student's independent work for postgraduate degrees
- b) for reassessment owing to procedural errors in connection with an examination pursuant to Section 5-2 (2) of the Act relating to universities and university colleges
- c) in the event of an appeal about a grade awarded, cf. Section 5-3 (4) of the Act relating to universities and university colleges

(3) In all other circumstances, a minimum of one internal examiner shall be used in combination with external evaluation of the assessment or assessment arrangements. The arrangements for the external evaluation can be one or a combination of the following:

- a) external participation in the preparation of the examination question paper and assessment guidelines
- b) external control of the internal examiner's assessment of a random selection of students

- c) external assessment of all the assessment arrangements included in the curriculum/programme description
- (4) For assessment of oral examinations or examinations in artistic, practical or aesthetic courses or the like, which owing to their nature cannot be reviewed, at least two examiners shall be utilised.
- (5) When two examiners do not reach agreement on a joint grade, a third examiner, who shall be external, shall be called in. The grade is determined by majority.

Section 39. *Assessment of final master's examinations*

The student's supervisor shall not be an examiner for final master's examinations and shall not participate in assessment meetings. The university can make exceptions to this in special circumstances. The examination commission may confer with the supervisor prior to the assessment meeting. If deemed necessary, the examination commission may request that the supervisor submit a written explanation of the supervision process.

Section 40. *Deadline for examination results*

(1) Examination results shall be made known within three weeks, unless the board has stipulated a longer deadline. For large independent works with a scope of 20 credits or more, a deadline of six weeks may be set for examination results.

(2) The faculties may apply for dispensation from the stipulated deadlines for making examination results known pursuant to Section 3-9 (4) of the Act relating to universities and university colleges. Such applications must be lodged in sufficient time as to enable handling by the university board a minimum of two weeks prior to the date of the examination in question.

(3) If examination results are delayed, economic sanctions will be put into effect for the unit responsible.

Section 41. *Announcement of examination results*

Examination results are announced on Studentweb.

Section 42. *Explanation of grades*

(1) Students are entitled to an explanation of their grade.

(2) Requests for explanations of grades for written examination must be submitted no later than one week after announcement of the examination results.

(3) Requests for explanations of grades for oral examinations, assessments of practical skills, or examinations in performance, artistic, practical or aesthetic courses, must be made immediately after the student is notified of the grade.

(4) Explanations may be given orally or in writing at the examiner's discretion. An explanation shall be given within two weeks of the student requesting this. The explanation shall give an account of the general principles on which the assessment was based and explain the assessment of the student's performance.

Section 43. Appeals about grades

(1) Students may appeal their grade for an examination or weighted part of an examination within three weeks of the announcement of the examination results, or from the time an explanation of the grade is given. If the part of the examination in question is not weighted, the deadline for appeals applies from the time the final grade for the course is awarded, or from the time an explanation of the grade is given.

(2) Assessments of oral performances, or other assessments which owing to their nature of the test cannot be reviewed, cannot be appealed.

(3) An individual right of appeal applies for group examinations. Any change of grade following an appeal will only apply to the student who has appealed.

(4) The student must re-sit the oral examination if an appeal leads to the grade for other parts of the examination being changed.

(5) In the event of an appeal, the student's answer paper will be presented to a new examination commission. The new examination commission shall not receive information about the grade, explanations about the grade or the basis of the student's appeal. However, the new examination commission will always receive the assessment guidelines.

(6) If the result of the re-grading varies from the original grading by two or more grades, a further assessment must be conducted before the final grade is awarded. The examiners from the original assessment and the re-assessment shall conduct this assessment together. If a majority cannot be reached among the examiners, the faculty shall appoint an additional examiner who shall participate in determining the grade. A written explanation of the new grade shall be given.

(7) Grades awarded following re-grading cannot be appealed.

Section 44. Appeals regarding procedural errors in connection with examinations

(1) Procedural errors in connection with examinations may be appealed pursuant to Section 5-2 of the Act relating to universities and university colleges.

(2) The university's appeals committee is the appeals body.

Section 45. Cheating

(1) Examples of actions regarded as cheating or attempting to cheat include:

- a) having unauthorised examination support material accessible during an examination
- b) presenting the work of other people as one's own work
- c) citing or otherwise using sources in written works without adequate source referencing
- d) submitting an examination answer which has previously been submitted as an examination answer at UiT or other higher education institutions
- e) non-regulation cooperation between examination candidates or groups
- f) acting in conflict with the examination regulations or in another unlawful manner which can provide advantages in connection with an examination

(2) Cheating and attempting to cheat during compulsory coursework requirements which involve some element of assessment by the university are regulated by the same provisions as cheating in connection with examinations.

(3) The provisions about cheating in connection with examinations are also applicable for examinations in the required coursework of a PhD programme.

(4) Students who have intentionally or through gross negligence cheated or attempted to cheat in connection with an examination can have the examination annulled, be suspended from the university and lose the right to sit examinations at all institutions subject to the Act relating to universities and university colleges for a period of up to one year. Special rules apply for PhD students employed at the university, cf. Section 4-8 (3) and Section 4-13 (3) of the Act relating to universities and university colleges.

(5) The annulment of examinations owing to cheating or attempting to cheat counts as an examination attempt.

Chapter 8. Adaptation, admission and leave of absence

Section 46. *Individual adaptation*

(1) Students with a disability and students with special needs are entitled to adaptation of their daily student life and examination to ensure equal learning and educational opportunities.

(2) The application deadline for adaptation of studies and examinations is announced on the university's website. The university may grant dispensation from the application deadline, cf. Section 16. Such applications must be supported by documentation that specifies which difficulties the student will encounter in connection with their studies and the forms of examinations for which they are applying for adaptations. Students shall as a rule apply each academic year, unless the need for adaptation is permanent/chronic.

(3) This right applies to adaptation that does not involve a disproportionate burden for the higher education institution. In such assessments, special emphasis shall be given to have effective the adaptation is in removing the barriers for these students, the costs of the adaptation and the institution's resources. Adaptations shall not lead to a reduction of the academic requirements that apply for the relevant education.

Section 47. *Admission to a course of programme of study*

(1) A student who accepts the offer of a place at UiT gains admission to a course or specific programme of study. The admission only applies to the campus where the student has been admitted. However, the student can apply for transfer to another campus.

(2) Students retain their admission for a period of up to one year beyond the nominal length of study for full-time or part-time study unless the faculty has stipulated that admission may be retained for a period of more than one year beyond the nominal length of study for the programme of study in question. Delayed study starts, leaves of absence, exclusions from the university and academic delays are not included in this calculation of the study term.

(3) The admission is terminated in all instances when the student gains the degree or vocational training the programme of study culminates in. For students admitted to singular courses or one-year programmes, the admission is terminated when the stipulated admission period has expired.

Section 48. *Termination of admission*

(1) The university can terminate the admission of students in the following circumstances:

- a) The student has attempted the same examination at UiT on three occasions without passing, and there are no grounds for granting dispensation, cf. Section 30.
- b) The student has attempted the same period of supervised professional training at UiT on two occasions without passing, and there are no grounds for granting dispensation, cf. Section 31.
- c) The student is delayed in their studies by a period of more than one year without legitimate reason, cf. Section 47.
- d) The student has not registered for the semester.
- e) The student has not paid the semester fee.
- f) The student has not confirmed his/her individual education plan.
- g) The student fails to submit an original document or diploma when requested to do so, cf. Section 51.

(2) Students at risk of losing their admission in accordance with point c) above shall receive advance written notice at the start of the semester.

(3) Decisions to terminate a student's admission must be made in writing.

(4) A student who has their admission terminated may apply for renewed admission to the programme of study.

Section 49. *Leave of absence*

(1) A student who has a child while studying shall be granted leave of absence from their studies during the pregnancy and to care for the child, cf. Section 4-5 of the Act relating to universities and university colleges. Leave of absence shall also be granted on the basis of compulsory military service.

(2) Leave of absence may also be granted on the basis of participation in international defence operations, work related to student politics, protracted illness documented by a medical certificate and for other sound academic, social or personal reasons. Leave of absence in accordance with this clause may not be granted for a period of more than two years during the study period.

(3) The student shall have the right to resume his/her studies at the equivalent level as prior to the leave of absence. The university must facilitate to the extent possible that the student can resume his/her studies as soon as possible after the leave of absence has ended.

Chapter 9. Diplomas, Diploma Supplements and transcript of records

Section 50. *Diplomas, Diploma Supplements and transcript of records*

(1) Diplomas for students who have attained a bachelor's, master's, cand. psychol. or cand. med. degree in a programme of study at UiT taught in Norwegian will be issued in the form of Norwegian (Bokmål or Nynorsk) the student selected during their semester registration.

(2) Students may reserve the right not to be issued a diploma automatically.

(3) A Diploma Supplement is attached to diplomas providing a more detailed description of the student's education and of the Norwegian higher education system. Such diploma supplements are valid only when

presented together with the original diploma. Any surplus credits are documented with a transcript of records.

(4) Diplomas are issued in Norwegian unless the programme of study is taught in its entirety in English. Diplomas can be supplemented with a Diploma Supplement and transcript of records in English.

(5) Only one diploma per candidate is issued within a programme of study. This also applies for general bachelor's degrees.

(6) A revised diploma will be issued if the student later improves a grade included on the diploma.

(7) To be issued a diploma from UiT, a minimum of 60 credits must be taken at UiT.

Section 51. *Order to present original documents*

Students must on request from the university present the original documents that form the basis for their admission to, or for the issuing of a diploma from, UiT. Students who do not submit the requested original documents for checking may have their admission terminated. Diplomas may be withheld until the original documents have been presented and checked.

Chapter 10. Entry into force

Section 52. *Entry into force*

These regulations enter into force on 1 August 2020. The regulations No. 533 of 7 May 2009 relating to examinations at the University of Tromsø – The Arctic University of Norway, and regulations No. 1568 of 12 December 2008 relating to academic studies at University of Tromsø – The Arctic University of Norway shall be repealed from the same date.