

# Academic Regulations for the Norwegian University of Science and Technology (NTNU)

Adopted by the Board of the Norwegian University of Science and Technology on 8 December 2015 in accordance with sections 3-3, 3-5, 39, 3-10, 5-3, 3-8, 4-7, 4-8 and 4-10 of the Act of 1 April 2005 No. 15 relating to Universities and University Colleges (the Universities and University Colleges Act).

Amendments: Amended by Regulation 7 December 2016 No 1525, 25 October 2017 nr. 1714, 14 March 2018 nr. 348, 25 October 2017 nr. 1714, 31 October 2018 nr. 1649, 7 December 2016 nr. 1525, 25 October 2017 nr. 1714, 31 October 2019 nr. 1462, 11 March 2021, 22 June 2023.

*This English version of the Academic Regulations at NTNU adopted by the Board of NTNU on 8 December 2015 may differ from the authoritative version, which is in Norwegian. If so, the authoritative version is to be consulted: Forskrift om studier ved Norges teknisknaturvitenskapelige universitet (NTNU), fastsatt av NTNUs styre 8. desember 2015.*

## Chapter 1. General provisions

### Section 1-1. Scope

These Regulations apply to all programmes of study at the Norwegian University of Science and Technology (NTNU). The Regulations contain rules about the implementation of assessment, requirements for the award of degrees/professional training qualifications, and provisions concerning students' rights and obligations at NTNU.

For programmes of study subject to national curriculum regulations, in the event of any conflict with these Academic Regulations, the national curriculum regulations will take precedence. These Regulations apply to examinations in the required coursework or similar academic training component of the PhD programmes as long as they are not contrary to the PhD regulations.

Where the Regulations refer to "the Faculty" or "the Faculty itself", this implies that the Faculty's authority is exercised through delegation of Rector's authority.

### Section 1-2. Definitions

#### *Course*

The smallest credit-bearing unit, in which the student receives an assessment and a final course grade.

#### *Student*

A person who has been admitted to a course or programme of study at NTNU, under the provisions of Section 3-6 and Section 3-7 of the Act relating to Universities and University Colleges of 1 April 2005 No. 15 (the Universities and University Colleges Act, "uhl").

#### *Admission to study*

Students' rights and duties related to admission to a programme of study or individual course.

#### *Programme of study*

An academic entity consisting of a collection of courses with an overall learning outcome, to which students can apply and be admitted. A characteristic of a programme of study is that it is not necessary to reapply for admission in order to take new courses within the programme of study (see the definition from DBH, the Database for Statistics on Higher Education).

#### *Assessment*

All types of testing of the student's knowledge, skills and general competence that provide a foundation for determining the grade in a course.

#### *Component assessment*

Performance for which a grade is awarded, and which is included in the calculation of the final grade for the course. The weighting of component assessments must be specified in the course description.

#### *Compulsory activities*

Works and tests that must be approved as a prerequisite for the right to assessment, but where the result is not included in the calculation of the grade for the course.

#### *Re-sit examination*

Examination for students who were absent with formal permission from the last ordinary examination or who did not pass the last ordinary examination.

#### *Master's thesis*

Independent work under academic supervision in the completion of a Master's degree.

The Master's thesis is to have a scope of a minimum of 30 and not more than 60 credits.

## Chapter 2. Degrees and professional training qualifications

### Section 2-1. Degrees and professional training qualifications

NTNU may award degrees and professional training qualifications in accordance with the Regulations of 16 December 2005 No. 1574 on degrees and professional education programmes, protected titles and nominal length of study at universities and university colleges.

### Section 2-2. University College Graduate degree

The University College Graduate degree is awarded for 2-year programmes of study consisting of 120 credits with a specific programme description that has been approved by the Faculty.

### Section 2-3. Bachelor's degree

Bachelor's degrees are awarded for 3-year programmes of study consisting of 180 credits. The foundation for the degree must include one of the following:

- a. A 180-credit programme of study that, in terms of the national curriculum regulations, results in a Bachelor's degree.
- b. An integrated professional programme of study or other completed programme of study worth 120 credits combined with approved and completed supplementary studies or specialization within the same or a related subject/subject area worth a minimum of 60 credits.
- c. A specialization worth at least 80 credits, in which the programme description defines the requirements for the specialization. Common courses are included where this has been decided by the Board of NTNU.

For programmes of study in music performance and creative music, the scope of the Bachelor's degree is 180 or 240 credits.

### Section 2-4. Professional training qualifications

A professional training qualification is awarded for 4-Year Teacher Education programmes corresponding to 240 credits.

## Section 2-5. Master's degree

Requirements for the content and scope of Master's degrees are set out in the Regulations concerning requirements for Master's degrees of 1 December 2005 No. 1392.

The Master's degree is awarded for

- a) a Master's degree corresponding to 120 credits
- b) an integrated Master's degree corresponding to 300 credits where the requirements for the Bachelor's degree are included
- c) an experience-based Master's degree corresponding to 90 or 120 credits

## Section 2-6. Candidata/candidatus medicinae and candidata/candidatus psychologiae

The degrees correspond to 360 credits. Programmes of study that lead to the degree include common courses as determined by the Board of NTNU.

## Section 2-7. Requirements for doctoral degrees

The requirements for the degree of PhD (including admission, implementation, completion and joint degrees) are governed by the Regulations of 23 January 2012 No. 206 for the degree of Philosophiae Doctor (PhD) at NTNU.

The requirements for the degree of dr.philos. are governed by the Regulations for the degree of Doctor Philosophiae (dr.philos.) at the Norwegian University of Science and Technology (NTNU).

## Section 2-8. Joint degrees

NTNU may enter into joint degrees with other institutions that offer equivalent degrees and education to NTNU. When students take examinations at NTNU, NTNU's Academic Regulations apply.

## Section 2-9. Affiliation requirements and prerequisites for awarding new degrees

- (1) For a candidate to be issued with a certificate for a completed degree at NTNU, at least 60 of the credits to be included in the degree must have been completed at NTNU.
- (2) For degrees awarded in cooperation with other Norwegian or foreign institutions (joint degrees), at least 30 credits must have been taken at NTNU.
- (3) For recognition of education that has previously been included in calculating the foundation for a degree or as part of a degree or professional qualification, the student must also have taken at least 60 new credits, before a new degree can be awarded. When awarding a new master's degree, the new credits must include a master's thesis that is different to the previous degree's master's thesis.

The Faculty itself may specify requirements for up to 90 new credits for particular programmes of study. Rector may specify requirements for up to 90 new credits for the Master of Science in Engineering programmes, the 5-Year Teacher Education programmes and the 3-year Engineering programmes subject to national curriculum regulations.

## Section 2-10. Titles of degrees – general

(1) Unless otherwise specified in the national curriculum regulations, the following degree titles are used:

*Høgskolekandidat i ingeniørfag*  
*Bachelor i ... (programme of study)*  
*Master i ... (programme of study)*  
*Master i... (programme of study) / lektor*  
*Master i teknologi*  
*Master i ingeniørfag.*

(2) The following degree titles are used for international master's programmes (here, the diploma is issued in English and Norwegian language proficiency is not required for admission):

Master of Philosophy  
Master of Fine Art  
Master of Technology Management  
Master of Science in Engineering  
Master of Science in (programme of study) Master  
of Arts in (programme of study).

(3) In connection with the establishment of a study programme, the Board may specify a different degree title.

## Section 2-11. Additional designation – Master's degrees in economics and business administration

Master's programmes in economics and business administration that satisfy the criteria specified by Universities Norway for admission requirements and subject combinations lead to the protected title "siviløkonom" as an additional designation on the diploma. The Rector determines the date of introduction.

## Section 2-12. Degree titles and additional designation – technology

(1) Students who graduate from a 5-year integrated master's programme are awarded the degree title: Master i teknologi (Master of Science in (insert programme of study))

(2) Students who graduate from a 2-year master's programme are awarded the degree title: Master i ingeniørfag (Master of Science in ...)

(3) Students who graduate from a 2-year international master's programme are generally awarded the degree title "Master of Science in Engineering". In exceptional cases, an international master's programme may lead to the degree title "Master of Science in (programme of study)".

(4) Master's programmes under paragraphs (1), (2) and (3) that satisfy the criteria specified by Universities Norway for admission requirements and subject combinations lead to the protected title "sivilingeniør" as an additional designation on the diploma. The Rector decides which master's programmes satisfy the criteria set by Universities Norway. The Rector may delegate authority to the Executive Committee for Engineering Education (FUS).

- (5) Students who graduate from the master's programme under paragraph 4 are entitled to a requisition from NTNU giving them the right to buy the "sivilingeniør" ring.
- (6) The Rector determines the date from when paragraph (1) is to apply.
- (7) Paragraph (2) applies to students admitted from the 2019/20 academic year onward.
- (8) International master's programmes that satisfy the criteria specified by Universities Norway for admission requirements and subject combinations lead to the protected title "sivilingeniør" as an additional designation on the diploma from the date determined by the Rector.

## Section 2-13. Translation of degree titles

The Rector decides on English translations of the degree designations.

## Chapter 3. Admission to study and leave of absence

### Section 3-1. Admission to study

- (1) Admission to a programme of study or course provides the right to study, that is, the right to teaching, academic supervision, access to the learning platform and assessment in accordance with the programme description and course descriptions included in the programme of study.
- (2) A condition for admission to study is that the student registers for the semester and pays the required fees (semester fee and course fee/tuition fee) within the time limits specified by Rector.
- (3) Students who have been admitted to a programme of study or individual courses at NTNU have the right to register for assessment in other courses if they meet the requirements for this. Students also have the right to follow teaching in courses outside the programme of study unless there are restrictions on admission to the courses or the course is reserved for students admitted to a particular programme. Students who have completed a degree at NTNU can apply for the same right by the specified deadline.
- (4) A student who has gained admission to a programme of study and has had normal progress (without adjustment for leave of absence or reduced progress in studies), is not to be affected by changes in the learning outcome, level or structure of the programme during the period that he or she has admission to the programme. The student must nevertheless accept that there may be changes in the courses and the structure of the programme of study as long as this does not cause a delay in his or her progress.

### Section 3-2. Termination of admission to study

Admission to study ceases when the programme of study has been completed and passed. The same applies if the student withdraws from the programme of study.

### Section 3-3. Loss of admission to study

- (1) The Faculty itself is to decide in matters of loss of admission. A student may lose the right of admission to study when the student:
- does not pay the semester fee or course/tuition fee
  - has not completed the programme of study within the nominal period plus 50% excluding leave of absence. An individual education plan that goes beyond this may be arranged
  - has not produced credits for the last three semesters in the programme of study to which the student has been admitted. An individual education plan that goes beyond this may be arranged
  - has performed the same compulsory practical training twice, without a passing grade
  - has used up his or her examination attempts in a course that is mandatory according to the programme description.

When loss of admission to study is considered for students admitted before 1 January 2016, the regulations that are in favour of the student are to be used as the basis if the old and new academic/examination regulations are in conflict.

- (2) The student must be notified and have the opportunity to make a statement within the specified time limit before a decision is made on loss of admission to study. The decision may be appealed to NTNU's Appeals Committee.

### Section 3-4. Leave of absence

- (1) The Faculty is to determine applications for leave of absence.
- (2) Students are entitled to leave of absence in accordance with Sections 4-3 d and 4-3 e of the Universities and University Colleges Act.
- (3) A student must have completed at least 30 credits in the courses included in the programme of study in order to apply for leave of absence without stating a reason. Leave is primarily granted for one complete academic year. In programmes of study with practical training, the Faculty may decide that the student must provide grounds for the application. The Faculty may grant an application for leave of absence of more than one year pursuant to this paragraph if special needs are documented.
- (4) If a student is to take an exam during the leave of absence, the tuition/course/semester fees must have been paid for the semester in question and any obligatory activities must have been approved.
- (5) A student who has been granted leave of absence must be given the opportunity to resume his or her studies at the same level as before the leave, provided the programme of study still exists. The student's individual education plan must be adapted to the prevailing curriculum.

### Section 3-5. Suspension and exclusion

- (1) In terms of this section, the Faculty itself has the authority to give a written warning; see Section 4-8 (1) of the Universities and University Colleges Act.

- (2) The Appeals Committee at NTNU has the authority to make decisions on suspension and exclusion. The Rector himself/herself makes decisions on suspension pursuant to Section 79 (2) of the Universities and University Colleges Act. Decisions on exclusion are made by NTNU's Appeals Committee.

### Section 3-6. Suitability

The Appeals Committee at NTNU has the authority to make a decision that a student is not suitable for the profession, and may be excluded from the programme of study; see Section 4-10 of the Universities and University Colleges Act.

### Section 3-7. Certificates of good conduct

The Appeals Committee at NTNU may decide that a student is to be denied the right to participate in clinical or practical training if remarks concerning the student are included in the certificate of good conduct issued for the student by the police; see Section 4-9 of the Universities and University Colleges Act.

### Section 3-8. Documentation requirements

Students who are admitted to programmes of study at NTNU may be asked to submit original diplomas, transcripts of grades, certificates, etc. that have provided the basis for admission to the programme. Students who do not submit the original documentation by the specified deadline may lose the right to study. Rector decides in matters of termination of admission under this provision.

### Section 3-10 Laptop computers

Students must have their own standard laptop computer for use in teaching and assessment; see Section 3-3 (3) of the Regulation regarding fees at universities and university colleges. The Rector may specify more detailed rules regarding equipment requirements for laptop computers.

### Section 3-11 Tuition fees for citizens of countries outside the EEA and Switzerland

The Faculty itself determines the tuition fees for students who are citizens of countries outside the EEA and Switzerland. The tuition fees shall at least cover the institution's costs relating to the education. Students who are covered by this provision must also pay tuition fees for courses they register for pursuant to section 3-1 (3) of these study regulations, i.e. courses apart from the ones they have been admitted to. If the student does not pay the tuition fee, the registration will be annulled.

## Chapter 4. Programmes of study

### Section 4-1. Establishment and termination of programmes of study – quality assurance

- (1) The Board of NTNU decides on establishment and termination of programmes of study of 60 credits or more. When the Board establishes a programme of study, it must simultaneously

specify which Faculty is to administer the programme and award the degree/professional training qualification.

- (2) The Faculty approves establishment and termination of programmes of study consisting of fewer than 60 credits, including courses. For courses in the 5-Year Teacher Education programmes, this is to take place in consultation with Rector. Rector establishes and terminates courses in the Master of Science in Engineering programme and the 3-year Engineering programmes subject to national curriculum regulations.
- (3) Rector specifies procedures for establishing new programmes of study and more detailed requirements for the content of programme descriptions and course descriptions.
- (4) For quality assurance of programmes of study and courses, NTNU's system for quality assurance applies.
- (5) Rector may change the name of the programme of study according to the Faculty's proposal.
- (6) The Faculty itself decides whether fees are to be paid for an experience-based master's programme and the level of the fees. The Faculty makes similar decisions regarding training and courses that are not normally part of a study programme leading to a degree or vocational education. Fees must be determined in accordance with guidelines from Universities Norway (UHR).

## Section 4-2. Specification of programme descriptions and course descriptions

- (1) All programmes of study are to be presented in a programme description. The Faculty administering the programme of study is to approve the programme description. Rector approves the programme description for the Master of Science in Engineering programmes, the 5-Year Teacher Education programmes and 3-year Engineering programmes subject to national curriculum regulations. The programme description should contain information about any admission requirements and ranking regulations for the programme of study.
- (2) As a minimum, the programme description must specify:
  - reference to any national curriculum regulations
  - expected learning outcomes
  - which courses are included
  - the scope in terms of credits
  - which Faculty is to administer the programme of study
  - opportunities for student exchange abroad
  - which courses together constitute the specialization in the Bachelor's degree
  - the structure of the programme of study, programme options, any common courses, what is mandatory and optional, and the sequence of the courses
  - any conditions in relation to students' progress
- (3) All courses are to be presented in a course description. As a minimum, each course description must include:
  - expected learning outcomes
  - required previous knowledge



- teaching semester
- academic content
- learning methods
- language of instruction
- scope of the course in credits
- which activities are compulsory
- form of assessment and grading scale
- the weighting of component assessments during the course that are to count in the final course grade
- whether the form of assessment may be changed for a re-sit examination
- credit reductions due to overlapping courses

Amended by regulation 7 December 2016 No 1525. Entry into force 1 August 2017.

### Section 4-3. Individual education plan

- (1) The Faculty shall, in collaboration with the student, prepare an individual education plan for students who are admitted to programmes of study corresponding to 60 credits or more.
- (2) The individual education plan can be amended in agreement with the Faculty.

### Section 4-4. Part-time studies

Studies at NTNU may be taken on a part-time basis by agreement with the Faculty. The percentage of the nominal progress in studies is to be included in the individual education plan.

### Section 4-5. Recognition of education

The Faculty determines applications for the recognition of education pursuant to sections 3-5 – 3-5 b and sections 3-5 d – 3-5 f of the Universities and University Colleges Act.

### Section 4-6. Credit reduction due to overlapping courses

If a student receives assessment in courses that completely or partially overlap each other, this is to lead to a reduction in credits on the diploma or transcript of grades. Information about this type of academic overlap must be provided in the relevant course description. When credits are reduced because of overlapping courses, the credits for the courses that result in the most favourable grade for the student are not reduced.

### Section 4-7. Teaching

Lectures are generally public. The Faculty has the authority to reserve lectures for the students of the University or specified groups of students if the nature of the lectures makes this necessary or if fees are prescribed for the programme of study; see Section 3-8 (2) of the Universities and University Colleges Act.

## Section 4-8. Oral examinations

At a student's request, the Faculty itself may decide against making an oral examination public in cases where there are pressing reasons, ref. Section 3-9 (3) of the Universities and University Colleges Act. Clinical examinations are not public.

## Section 4-9. The academic year

The academic year consists of 40 weeks and it is divided into two semesters. The autumn semester finishes before the end of the year. Rector specifies when the academic year starts and ends.

## Section 4-10. Scope of the course in credits

- (1) The courses offered are each to be of 7,5 credits or a multiple of that. Rector may specify exemptions from this.
- (2) A common scope of credits applies at the latest from the start of the academic year 2019/20.

## Section 4-11. Common courses

- (1) All programmes of study leading to a lower degree as well as integrated programmes of study leading to a higher degree or a professional degree are to include two common courses:
  - a) Ex.phil. of 7,5 credits
  - b) Subject area course of 7,5 credits
- (2) Rector decides detailed regulations for the common courses and may grant exemption for certain programmes of study.
- (3) The new arrangement for common courses applies at the latest from the start of the academic year 2019/20.

## Section 4-12. Experts in Teamwork (EiT)

- (1) The Master's degrees, cand.med. and cand.psychol. must include a course of 7,5 credits common for all students. The learning method is experience-based and relevant problem areas from civic and working life form the basis for the interdisciplinary teamwork.
- (2) Rector is the governing body for EiT and approves the course description for Experts in Teamwork.
- (3) Experts in Teamwork must be included in all Master's degrees from the spring semester 2021.
- (4) Rector decides which study programmes are eligible for exemption and specifies rules for individual exemption from Experts in Teamwork.

## Chapter 5. Assessment

### Section 5-1. The grading system

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

- (1) In assessment, a six-point grading scale from A to F is used, as advised by the Norwegian Association of Higher Education Institutions (UHR), where F is a failing grade where no credits will be awarded for the course.
- (2) The assessment may also be graded using a two-part scale with the grades Pass and Fail.
- (3) Compulsory activities are assessed as approved/not approved and do not count towards credits.
- (4) The course description must provide an overview of the weighting. The summation of component assessments takes place automatically via the academic and student administration system.
- (5) If a candidate has undergone the same assessment more than once, the best grade is applied.
- (6) A student who has handed in an answer paper cannot avoid assessment of the paper. In connection with an oral examination, the student cannot avoid grading if the examination has started.
- (7) The Faculty must provide descriptions of the assessment criteria that are specific for each subject.

## Section 5-2. Examination period

Rector specifies the examination periods for written examinations with invigilation. A written examination with invigilation may be held outside the period if an application for this has been submitted. The date of the examination will be announced to the students well in advance of the examination.

### Section 5-3. Examination procedure

Rector specifies rules for examination procedures.

### Section 5-4. The right to assessment

- (1) To receive assessment, the student must be registered for the applicable semester and must have paid the semester fee in accordance with the Act relating to student welfare organizations (lov om studentsamskipnader). It is the student's responsibility to register for the semester and to register for assessment within the time limits that have been specified and announced.
- (2) Any compulsory activities must be approved. If compulsory activities have not been approved, the student must be informed about this within a reasonable period before the assessment.
- (3) Students may not receive assessment in the same course more than three times. The Faculty may grant a fourth attempt. If the student has special needs, the Faculty may grant a fifth and final attempt. The number of attempts applies to the person, not to the right of admission to study.  
An attempt is counted when the student
  - has passed the examination
  - receives the grade **F / (Fail)**
  - withdraws after the deadline for withdrawal
  - does not attend the examination
  - does not submit an answer paper for an assessment or component of an assessment for a course
  - has attended the examination, but chooses to withdraw during the examination
  - has his or her examination annulled because of cheating, an attempt to cheat, a false diploma or other academic misconduct; see Section 4-7 of the Universities and University Colleges Act. For students admitted to NTNU before 1 January 2016, attempts are counted from and including the academic year of 2016/17.
- (4) Examinations must be offered in a course for one year after the course has been terminated.
- (5) Students who have completed a programme of study are entitled to register for improvement of their grades in courses with restricted admission for up to one year after the programme of study has been completed. The application is to be submitted to the Faculty. No new diploma is issued.
- (6) Those who have not been granted admission as students have the right to register for assessment in a course in accordance with Section 3-10 of the Universities and University Colleges Act. The Faculty decides whether the requirements for registration have been fulfilled and it may specify further rules concerning permission to receive assessment without being admitted as a student.

Rector may specify a separate deadline for registration for this group.

Rector may specify that those who have not been admitted to a course as students must pay a fee in addition to the semester fee to cover the institution's extra expenses.

### Section 5-5. Registration and withdrawal from assessment

- (1) Within the time limit specified by Rector, the student must register electronically for assessment. Information about applicable procedures and deadlines for registration are to be announced on

the website. It is the student's responsibility to check that the registration is correct. In special circumstances (illness or similar), Rector may grant exemptions from the registration deadline.

- (2) Withdrawal from assessment must take place by the deadline specified by Rector. A student who has withdrawn from assessment in a course cannot register for assessment again before the next ordinary assessment.

## Section 5-6. Assessment

### (1) *Re-sit examination for written examination with invigilation and oral examination*

In courses in which written exams with invigilation or oral examinations are held only once in the academic year, a re-sit examination is to be arranged before the next ordinary examination.

Students who have legitimate absence from or who failed the last ordinary examination have the right to register for a re-sit examination.

Students who did not attend an ordinary examination, without a legitimate reason for absence, may only sit the next ordinary examination.

Rector specifies the period for re-sit examinations. The time and date are to be announced before the relevant examination. The re-sit examination must be held before the next ordinary examination. For certain programmes of study, the time of the re-sit examination will be a standard arrangement that can be specified in the supplementary regulations.

For a re-sit examination, the quality of the form of assessment must be academically equivalent to the form of assessment for the ordinary examination. Changed forms of assessment for re-sit examinations must be specified in the course description.

### (2) *Re-sit examination for other forms of assessment*

If it is important for students' progress in the programme of study, the Faculty must ensure that students with legitimate absence in connection with forms of assessment other than written examinations with invigilation and oral examinations can receive their assessments.

If the deadline for submission must be postponed because of legitimate absence, a new deadline is specified based on discretionary judgement.

### (3) *New assessment in connection with a failing grade*

The course description or supplementary regulations specify which assessments must be repeated after a student has failed the course.

For a re-take, the student must adhere to the course description in effect.

### (4) *Improving a grade*

Students who want to improve their grade in a course register for ordinary assessment. The best grade obtained is the one that counts.

When the grade for a course is based on several assessments, all of these must be re-taken.

The course description may specify that students who want to improve their grades in the course may take the individual component assessment.

### (5) *Legitimate absence*

Legitimate absence is to be documented by a medical certificate or equivalent documentation. The deadline for submitting a medical certificate is seven days, calculated from the date on which the assessment ends. For periods of practical training, a medical certificate must be submitted immediately.

### (6) *For reassessment and re-sit examinations*

The syllabus of the course at the time of the new assessment or the re-sit examination applies. If there are changes in the national curriculum regulations, the Ministry may decide on special arrangements. If there are significant changes in the syllabus, assessment based on the previous syllabus must be possible for a maximum of one year.

### Section 5-7. Special arrangements for assessment

- (1) To give all students approximately the same working conditions in connection with assessment, students with special needs that have been sufficiently documented may apply for special assessment arrangements. The special assessment arrangements may either be practically oriented in the form of permission to use specific aids or allow extended time. In special circumstances, permission may be granted for alternative forms of assessment or for other special arrangements. Special arrangements must not result in any reduction in the academic requirements applicable to the specific assessment.
- (2) A documented application must be submitted by the specified deadline. Relevant documentation must be recent. If the need for special arrangements is permanent, approval may be granted for the period during which the student has admission to study. The application is to be decided by Rector. Applications for forms of assessment different from the one specified in the course description are to be decided by Rector in consultation with the Faculty.
- (3) As far as possible, students with sudden acute requirements must be given the same rights with regard to assessment as described above. An application with sufficient documentation must be submitted as soon as possible after the acute situation has arisen.

### Section 5-8. Form of Norwegian and language for written assessment (not applicable to language courses)

- (1) Provisions with regard to the form of Norwegian used in examination papers are given in the Regulations of 7 July 1987 No. 4148 concerning forms of language in examination papers. These regulations are in accordance with the Act of 11 April 1980 no. 5 concerning the use of forms of language in the public services.
- (2) Examination question papers written in Norwegian must be available in both forms of Norwegian (bokmål and nynorsk). If all the students prefer the same form of Norwegian, the examination question papers may be written in this form of Norwegian only. Students choose the form of Norwegian when they register as students.
- (3) If teaching is in a Scandinavian language, the examination question paper is provided in Norwegian. The Faculty may decide that the text of the examination paper will in addition be provided in English.
- (4) If teaching is in English, the examination paper is provided in English. The Faculty may decide that the examination paper will in addition be provided in Norwegian.
- (5) If a significant part of the syllabus for the course is in English, the Faculty may decide that the examination paper is to be provided in English in addition, even if the teaching is not in English.
- (6) Examination answer papers may be submitted in a Scandinavian language or in English if no other arrangement is specified in the course description or the programme description.
- (7) A bachelor's thesis must normally be written in Norwegian. If the bachelor's thesis is written in English or another non-Scandinavian language, it must have a summary in Norwegian.

- (8) A master's/graduate thesis is to be written in English or a Scandinavian language. A master's/graduate thesis that is written in Norwegian or another Scandinavian language must have a summary in English. A master's/graduate thesis that is written in a non-Scandinavian language must have a summary in Norwegian.
- (9) In this context, the term "Scandinavian language" refers to Norwegian, Danish or Swedish.

### Section 5-9. Master's thesis

- (1) If a Master's thesis/graduate thesis has been assessed as a Fail or F, a new or revised thesis with substantial changes may be submitted for assessment one additional time.
- (2) When the student has been awarded a passing grade for the Master's thesis, it is not possible to have a new thesis assessed within the same programme of study.

### Section 5-10. Supervised practical training

- (1) Practical training takes place under supervision and continuous assessment.
- (2) The student has the right to complete a second period of practical training if he or she failed to pass the first period or if it was not approved. The course description may specify that the student may apply for a third attempt.
- (3) Rector may specify guidelines for the implementation of practical training.

### Section 5-11. Special rules regarding portfolio assessment

- (1) Portfolio assessment is a form of assessment in which the final grade is determined on the basis of one or more items of work carried out during the period when the subject is being taught or in total towards the end of the period when the subject is being taught. Processes and progression may form part of this assessment.
- (2) The work is not assigned individual grades but forms a combined basis for determining the grade. Supplementary information about the work that forms part of the basis for assessment, the form this work is to have, and whether or not feedback is given along the way is to be provided in the description of the subject, or at the latest before the semester starts.
- (3) A supervised written examination or forms of assessment that cannot be verified may not form part of the portfolio assessment. An adjusting oral examination may form part of the assessment when a final grade is to be assigned.
- (4) A portfolio assessment may be conducted as the only form of assessment, or as a partial assessment in combination with other partial assessments.
- (5) Section 5-6 (2) of the regulations governing studies at the Norwegian University of Science and Technology (NTNU) applies to deferred examinations.

### Section 5-12 Special rules regarding oral examinations and practical examinations

- (1) Oral examinations and practical examinations are forms of assessment in which the students' grades are produced and assessed in real-time.
- (2) Oral examinations and practical examinations may be conducted individually or in a group.

- (3) Oral examinations and practical examinations may be conducted as an independent form of assessment or in combination with other partial assessments, but may not form part of a portfolio assessment if they cannot be verified.
- (4) An adjusting oral examination is an oral examination that is particularly closely linked to a previous item of work. No independent grade is assigned to the previous work, but an adjusting oral examination forms part of the assessment when the grade is being determined.
- (5) Section 5-6 (1) and (2) of the regulations governing studies at the Norwegian University of Science and Technology (NTNU) apply to deferred examinations.

### Section 5-13 Special rules regarding supervised written examinations

- (1) Supervised written examinations are a form of assessment that takes place in premises designated by the Norwegian University of Science and Technology (NTNU) and is supervised by persons appointed by the institution.
- (2) Supervised written examinations may be carried out as the only form of assessment or in combination with other partial assessments. A supervised written examination may not form part of a portfolio assessment.
- (3) Section 5-6 (1) of the regulations governing studies at the Norwegian University of Science and Technology (NTNU) applies to deferred examinations.

### Section 5-14. Grading

- (1) Students' knowledge and skills must be tested and assessed in a manner that is impartial and academically sound; see Section 3-9 (1) of the Universities and University Colleges Act.
- (2) The Faculty itself appoints external examiners for three years at a time.

For inter-faculty courses such as "Experts in Teamwork" that are not administered by one faculty, Rector is to appoint the external examiner(s). If there is an appeal, the Faculty itself is to appoint the external examiner(s).

- (3) An external examiner may not be employed in a main position or an additional position (bistilling) at NTNU or have had a part-time teaching engagement in the relevant course for the group taking the examination. An external examiner may not have been employed at NTNU in the past year. For joint study programmes or joint degree programmes, employees at partner institution(s) may not be external examiners for courses included in the joint study programme or joint degree programme.
- (4) Staff in academic posts do not need to be appointed as internal examiners. The qualification requirement for the examiner is the same as the requirement for teaching the course. Particularly relevant professional experience may be approved as a qualification.
- (5) At least two examiners are to be present at oral examinations and assessment of practical training or similar activities that, owing to their nature, cannot subsequently be reviewed.
- (6) At least two examiners, of whom at least one should be external, should participate in the assessment of Master's theses; see Section 3-9 (2) of the Universities and University Colleges Act. The same applies to the assessment of a bachelor's thesis with 15 credits or more. The supervisor may not be an examiner for the master's thesis or other thesis at second-degree level. The supervisor's relevant knowledge of the student's work must be communicated to the examiners.



- (7) Within a three-year period, all courses must have had an external examiner in addition to the internal examiner. For courses with many people registered for the examination (more than 150 students), the Faculty may decide that an external examiner, together with the internal examiner, should only be used for a specified proportion of the answer papers. This assessment will then provide the basis for the assessment of the other answer papers. Where an external programme supervisor is used (see paragraph 9), the Faculty may decide that the external programme supervisor scheme replaces the requirement for an external examiner according to this paragraph.
- (8) The examiners must agree on the grade to be awarded. If, in exceptional cases, it is not possible to reach agreement, the external examiner decides on the grade to be awarded. In special cases, the Faculty may decide that a third examiner must be appointed.
- (9) External evaluation of the assessment procedures may be undertaken through an external programme supervisor for parts of a study programme or for one or more study programmes together. Guidelines for use of external programme supervisors are specified in NTNU's quality assurance system.
- (10) A guide for examiners or suggested solutions must be prepared in connection with assessment. This must be available to the examiner before the assessment starts and available to the students when the examination results are issued.
- (11) When the assessment procedure includes an oral examination for adjustment of the grade, a passing grade must have been awarded for the main form of assessment before the oral examination for adjustment can be held.
- (12) Grades must be made known within three weeks; see Section 3-9 (4) of the Universities and University Colleges Act. The grades must be available at the latest on the first workday after the deadline for the announcement of grades. The grading for Master's degrees is to be available within three months.
- (13) Students themselves are responsible for finding out their grades.

## Chapter 6. Grounds for grades, appeals and academic misconduct

### Section 6-1. Appeals

- (1) Individual decisions made under these regulations may be appealed. The appeals body is the Appeals Committee at NTNU.
- (2) The Board delegates authority to the Appeals Committee at NTNU under chapters 3 and 4 of the Universities and University Colleges Act, in terms of which the Board itself or the institution's Appeals Committee is to make the decision. Decisions may be appealed to the Ministry's national appeals body where this is specified.

### Section 6-2. Grounds for grades and appeal against grades

- (1) Grounds for grades and appeals against grades are handled in accordance with sections 3-9 (5) and 5-3 of the Universities and University Colleges Act. If there is a new assessment, at least two new examiners, including at least one external examiner, are to be involved. The examiners must not receive information about the original grade, the examiner's grounds for this or the student's grounds for the appeal. If a preliminary examination is failed, the time limit for appeal is one week if the grading date is announced at the latest when the preliminary examination is held.

- (2) Requests for grounds for grades and appeals against grades are to be submitted to the Faculty before the applicable deadlines.
- (3) The Faculty decides whether the examiner is to provide the explanation of grades orally or in writing. As a general rule, automatic explanations of grades must be provided in writing.
- (4) If an appeal against a grade or procedural errors is submitted before the diploma has been issued, the diploma must be withheld until processing of the appeal has been finalized. If the diploma has been issued, it must be returned to NTNU before the appeal is heard.
- (5) For assessments that by their nature cannot be reviewed, for example oral performance or practical training, the grade may not be appealed; see Section 5-3 (5) of the Universities and University Colleges Act.
- (6) The student(s) may appeal only when the grade for the course has been announced. If the course consists of several component assessments, the student must specify the component assessment(s) to which the appeal refers.
- (7) The course description may specify that the appeals procedure may take place already after a separate component assessment when the result is an obstacle to further progress during the semester.
- (8) If the grade resulting from reassessment differs by two or more grades from the original assessment, the Faculty must ensure that a further assessment is made before the final grade is determined. The Rector may specify rules for the practice of this assessment.

### Section 6-3. Appeals based on procedural errors

Appeals based on procedural errors in assessment or grading are handled according to Section 5-2 of the Universities and University Colleges Act. The Faculty rules on the appeal. If the appeal is not upheld, it is submitted to the Appeals Committee at NTNU for final decision. If a preliminary examination is failed, the time limit for appeal is one week.

### Section 6-4. Academic misconduct or examination offences/attempted academic misconduct or examination offences

- (1) Academic misconduct or examination offences are defined as behaviour in violation of NTNU's rules for examinations that could wrongfully lead to the candidate's results being assessed as better than would otherwise have been the case.

Examples include:

- using or having access to illegal aids during the relevant examination or test
- unauthorized use of permissible aids
- presenting someone else's work as one's own; plagiarism, including missing source references and/or clear marking of citations
- presenting one's own previous work without reference; self-plagiarism
- unauthorized cooperation between candidates or groups
- wrongfully obtaining access to assessment
- otherwise acting in a way that could provide wrongful advantages in connection with assessment or compulsory activities

- (2) Academic misconduct or examination offences/attempts at academic misconduct or examination offences are dealt with according to Sections 4-7 and Section 4-8 of the Universities and University Colleges Act. This also applies to intentional cooperation. The following disciplinary reactions may be decided:
- annulment of the applicable examination or test or recognition of a course; see Section 4- 7 of the Universities and University Colleges Act
  - exclusion from NTNU and deprivation of the right to sit examinations at other institutions under the Universities and University Colleges Act for up to one year; see Section 4-8 of the Universities and University Colleges Act.
- When a decision on exclusion is made, this reaction is in addition to annulment.
- (3) The Appeals Committee at NTNU decides on the form of disciplinary action in connection with academic misconduct or examination offences/attempts at academic misconduct or examination offences. Students who have an examination annulled under Section 4-7 of the Universities and University Colleges Act only have the right to register for ordinary assessment.
- (4) Rector decides on guidelines for dealing with cases of academic misconduct or examination offences/attempts at academic misconduct or examination offences in examinations.

## Chapter 7. Diploma and transcript

### Section 7-1. Diploma and Diploma Supplement

- (1) A diploma is issued after completion of a degree or professional qualification or in accordance with the national curriculum for the programme of study. The Faculty awards the degree or professional qualification.
- (2) The individual education plan forms the basis for the diploma. A diploma for a completed degree is issued when the requirements in the individual education plan have been met.
- (3) The student may reserve the right not to receive the diploma for a Bachelor's degree for up to two semesters in order to improve his or her grade in courses included in the degree.
- (4) The diploma supplement (in English) forms part of the diploma.
- (5) A diploma is normally issued only once for the same degree/education. The diploma is to contain information about the programme of study and the courses on which the degree is based. The diploma must show the semester and year in which the degree/educational programme was completed. The grade point average (if applicable) is to be specified on the diploma.
- (6) If a candidate loses his/her diploma, a duplicate may be issued upon application. This will be marked as a duplicate. Rector may specify a fee for the issue of duplicate diplomas.
- (7) Rector specifies rules for the design of the diploma and diploma supplement.

### Section 7-2. Transcripts of grades

On request, a student may be issued with a transcript of grades for all the courses passed at NTNU.

### Section 7-3. Grade point average

The grade point average may be specified on the diploma. This will be stated in supplementary regulations. The grade point average means the overall grade for the entire programme of study when the degree is awarded. The grade is a weighted average based on the letter grades in the

courses included in the degree. In order to get a grade point average, the student must have a passing grade in courses at NTNU corresponding to at least 120 credits, and at least 75% of these must have been given a letter grade. The grade point average is determined as follows:

1. Each letter grade is replaced by its equivalent number, A=5, B=4, C=3, D=2, E=1.
2. The numerical equivalent is multiplied by the number of credits in the course, and the separate products of credits and numerical equivalents are added up for all courses that are included.
3. This total is subsequently divided by the total number of credits included in all the applicable courses.
4. The quotient is calculated to one decimal place.
5. The grade point average is the letter grade which represents the equivalent of the integer in the quotient after the normal rounding rule has been applied.

## Chapter 8. Supplementary regulations and entry into force

### Section 8-1. Supplementary regulations

The Faculty itself may issue supplementary regulations to these regulations. With inter-Faculty programmes of study, the supplementary regulations are to be approved by all faculties involved. For the Master of Science in Engineering programmes, the 5-Year Teacher Education programmes and the 3-year Engineering programmes subject to national curriculum regulations, Rector decides on supplementary regulations.

### Section 8-2. Transitional provisions

- (1) Where supplementary regulations issued under previous academic/examination regulations determine how assessments are to be carried out, these apply at the latest until the end of the academic year 2016/17.
- (2) In other respects, supplementary regulations specified under previous academic/examination regulations remain in force, as long as they are not in conflict with the new Academic Regulations, at the latest until the end of the academic year 2016/17.
- (3) Where there is a conflict between old and new academic/examination regulations, the solution that is in the student's favour is used as the basis until the end of the academic year 2015/16.
- (4) The provisions of the institutions regarding course size and common courses/introductory courses that applied before 1 January 2016 remain in force until otherwise decided.

### Section 8-3. Entry into force

These Regulations enter into force on 1 January 2016.