



Noroff
University
College

Regulations relating to admissions, studies, degrees, and examinations at Noroff University College AS



Chapter 1. General provisions

§ 1-1 Scope

- (1) The regulations apply to all studies at Noroff University College. The regulations provide rules for admission and completion of studies as well as provisions for the student's rights and obligations at the college.
- (2) Chapter 2 Admission applies to applicants to all study programmes at Noroff University College, including further education and individual courses.

§ 1-2 The student's duty to investigate and provide information

- (1) All students are obliged to familiarize themselves with the applicable laws, regulations, and guidelines at Noroff University College, as well as the specific provisions that apply to the study programme the student is admitted to.
- (2) All students are also obliged to keep updated on information published in the college's formal communication channels.
- (3) Lack of knowledge of the above sources cannot be claimed as a liberating circumstance.

§ 1-3 Definitions

Student

The person who has been admitted to studies at Noroff University College and has an active right to study.

Right to study

Rights related to being admitted as a student to study programme. The right to study entails the right to participate in all organised teaching, supervision etc. in the study programme or course the student has been admitted to.

Study

A course of study with 60 ECTS credits or more as determined by a study plan, leading to a diploma.

Study plan

A documentation package for a study programme containing programme description, any programme option descriptions, and a complete collection of course descriptions for the study programme.

Study programme description

A general description of the structure and implementation of a study programme. The description must contain provisions regarding admission requirements, credits, objectives, learning outcomes, academic content, and assessment scheme in accordance with the applicable quality system for the college.

Subject

The smallest credit-rewarding unit that can be included in a study programme.

Course description

Must contain provisions on scope, requirements for prior knowledge, subject content, learning outcomes, teaching, teaching aids, forms of assessment and any compulsory activities in accordance with the applicable quality system for the university college.

Credits

Scope of study, where 60 credits correspond to one year of full-time study.

Curriculum

Literature, websites, films, performances, lectures or similar that the students use in the learning situation, which differ distinctly from recommended literature, supplementary literature, and other recommended learning aids.

Mandatory activities

Mandatory activities that are required to be taken and approved prior to taking the exam are assessed as approved/not approved.

Education plan

Agreement on plan for completion of the programme entered between Noroff University College and the individual student. The agreement is valid for one semester at a time. Together with the rights and obligations set out in regulations, the education plan defines the student's course of study and progression.

Teaching

Any planned and/or scheduled learning activity under the guidance of the college.

Examination

An exam is a final assignment within a subject or a limited subtopic. The result of the work (basis for assessment) is graded, and the result of the assessment must be included on the diploma or transcript of grades.

Ordinary exam

The ordinary exam is the first time a student sits for an exam in a subject or parts of a subject.

Deferred exam

A deferred exam is the assessment arranged for students who have had documented valid absence at the ordinary exam.

New exam/re-sit exam

A new exam/re-sit examination is the assessment arranged for students who have not yet passed or have not attended/submitted the ordinary exam and for students who wish to improve the overall assessment result for a course.

Extraordinary exam

The extraordinary exam is the assessment that is arranged in courses that have been removed from the course portfolio.

Form of exam

The form of assessment of an exam or a partial examination.

Partial examination

One of several assessments in a course, each of which gives an independent grade that must be included in the calculation of the final grade in the course. Each part of the exam leads to a weighted grade, and the weight of each exam must be stated in the course description. The candidate's rights to justification, appeal etc. pursuant to these regulations apply to each individual partial examination.

Ongoing admission

Qualified applicants are admitted in the order in which the applications are registered throughout the application period. This cannot be used for study programmes with a limited number of study places or where an entrance exam is used.

Joint admission

All applicants are assessed simultaneously and in accordance with the application deadline. To be used in study programmes with a limited number of study places and study programmes with entrance examinations.

Completion deadline

If a student has not completed their course of study within two years of the last ordinary exam, they will lose their right to study.

Study progression

Study progression is measured by the number of credits a student has taken in relation to the number of credits that are nominal at the specified time in the programme. Full study progression means that the student takes courses equivalent to 60 credits according to their education plan during the academic year.

Student's payment obligations

The payment obligations are specified in the student's study contract. This normally constitutes tuition fees and semester fees.

§ 1-4 Delegation

- (1) The Board has delegated authority to the entity specified in each provision.
- (2) The board may adopt amendments to the regulations. College management can adopt changes to guidelines.

Chapter 2. Recording

§ 2-1 Admission quotas and application deadlines

- (1) The admissions office makes decisions regarding admission to Noroff University College.
- (2) The college practices continuous admission according to application deadlines following the board's decision.
- (3) Based on capacity and resource considerations, the board decides how many students can be admitted to each study programme each academic year.
- (4) If there are fewer applicants than available study places after the application deadline, a renewed application deadline for remaining places may be permitted - following the board's decision.
- (5) The Board decides to cancel the start of study programmes.

§ 2-2 Admission requirements for bachelor's degree programmes

- (1) For admission to bachelor's degree programmes at Noroff University College, ordinary general study competence is required.
- (2) Some study programmes may have special admission requirements beyond general admission qualifications. Such requirements are stated in the individual study plan and communicated via the college's website.

§ 2-3 Admission as a course student

In exceptional cases, admission to individual courses and associated teaching may be followed. The applicant will be assessed according to the current admission requirements specified by the study programme to which the course belongs and any prerequisites for the course.

§ 2-4 Application and documentation

- (1) Applications for admission are made in accordance with the current application procedure and guidelines. Applicants must document that they meet the admission requirements. All documents required for admission must be submitted to Noroff University College within specified deadlines in current guidelines. The deadlines are available on the college's website.
- (2) Documentation that is not available at the time the application is submitted must be submitted within the specified deadline in the applicable guidelines.
- (3) Applicants may be required to submit original documents of the basis for admission during application processing even after admission has been granted. If the original documents are not submitted within the stipulated deadline, or the applicant presents false diplomas or other invalid documentation, the applicant will have the application for admission rejected and lose the right to study.

§ 2-5 Recording

Applicants who satisfy the current admission requirements will be admitted. The admission is completed by the student accepting the offer and accepting the contract terms.

§ 2-6 Postponed start of study

- (1) An allocated study place can be reserved for the next ordinary admission to the programme in accordance with the guidelines.
- (2) A student who has been granted a reserved place in the programme is guaranteed to be admitted to the relevant study programme at the next ordinary admission. It is assumed that the study programme is still offered and that there have been no changes in the admission requirement.

§ 2-7 Appeal against admission

Admission to study programmes at Noroff University College is regarded as an individual decision and may be appealed in accordance with the rules in Chapter 7 Appeal procedure.

Chapter 3. Studies

§ 3-1 Studies and study programmes

- (1) Studies at Noroff University College are organised in study programmes. A study programme can be organised into specialisations, course groups and courses.
- (2) The board alone makes decisions to establish and discontinue study programmes.

§ 3-2 Study plan

- (1) A study plan should consist of:
 - description for the study programme
 - any description of the programme option within the study programme
 - course descriptions for each course belonging to the study programme

- (2) Study plans are approved in accordance with the college's guidelines.
- (3) Changes to programme or course descriptions shall not enter into force until the new academic year.
- (4) Study programmes and courses are quality assured through the college's guidelines for systematic quality work.

§ 3-3 Teaching

- (1) The teaching activities at Noroff University College are reserved for students who have been admitted to a study programme, course, course or similar and have paid tuition fees.
- (2) Students with admission to a given study programme have preferential access to teaching activities within the study programme.
- (3) The assessment and teaching language must be stated in the course description.

§ 3-4 Academic year

The length of the academic year is normally 10 months from mid-August to mid-June. The rector sets teaching terms for the academic year. The academic year is divided into two semesters: fall semester and spring semester.

§ 3-5 Academic approval

- (1) Students can apply for academic approval for courses, exams or compulsory activities based on:
 - a. Passed courses and examinations from other accredited education
 - b. Previous non-accredited education and experience (prior learning)
- (2) Applications for academic recognition are made in accordance with national law and regulations as well as the college's guidelines on academic recognition.
- (3) Applications for academic recognition are processed in accordance with the college's guidelines for crediting.
- (4) Exemption for individual courses does not result in a reduction in tuition fees.
- (5) Academic approval of individual courses must be stated in the transcript of grades and on the diploma in accordance with current guidelines. This provision also applies to exchanges.
- (6) Students who sit exams in courses that cover each other in whole or in part, and are at the same academic level, will have their total credit sum for the courses in question reduced. The study programme leader determines the extent of the reduction.
- (7) A decision concerning professional recognition is an individual decision and may be appealed according to the rules in Chapter 7 Appeal procedure.

§ 3-6 Right to study and study progression

- (1) The person who has accepted an offer of admission pursuant to the terms of the study contract has the right to study in accordance with the nominal period of study for the study programme to which the candidate has been admitted.

- (2) The right to study terminates when:
 - a. The student has exceeded the completion deadline of 2 years after the programme should normally have been completed; or
 - b. the college receives notification from the student that he or she is withdrawing from the program before it is completed; or
 - c. the student has obtained a degree or taken a final examination, and the college has not extended the right to study.
- (3) The student may permanently or temporarily lose the right to study in the study programme to which it has been admitted when the student:
 - a. fails to fulfil the obligations set out in the study contract; or
 - b. if the study progression does not meet the 75% requirements; guidelines; or
 - c. have exhausted their attempts for examination; or
 - d. has violated provisions of the Act relating to Universities and University Colleges § 4-8 regarding exclusion and rejection.
- (4) Students who do not meet the progression requirement of 75% cf. guidelines will not be able to continue to the next academic year. The student is offered a one-year stay in an ordinary education plan to obtain missing credits. The student will not be charged tuition fees during this period but will be invoiced according to current prices for retaking the course/taking a new exam. If the progression requirement is not met after the stay from the ordinary education plan, the student will lose the right to study.
- (5) Students who have not maintained their student status or have lost their right to study must apply for new admission unless another agreement has been made with the college.
- (6) The student's completion deadline of 2 years after the programme should normally have been completed can be extended by applying to the Student Administration. The application for an extended right to study is considered an individual decision and can be appealed in accordance with the rules in chapter 7.

§ 3-7 Education plan

- (1) Students who are admitted to a study programme at Noroff University College must have an education plan for their study programme in the form of an agreement entered between the student and the college.
- (2) The education plan should be divided into two parts:
 - a. an introductory joint part to set out the most important rights and obligations of the parties.
 - b. a section describing specific topics for the coming semester.
- (3) If the education plan is to have significant deviations from the curriculum, the person who has academic responsibility for the programme must express an opinion before the plan is finalised.
- (4) The student must confirm their education plan within set deadlines at the start of each semester to retain their right to study and teaching.
- (5) The education plan can be changed by agreement between the student and the college.

§ 3-8 Leave

- (1) Students are entitled to parental leave pursuant to section 4-5 of the Act relating to Universities and University Colleges.
- (2) Leave of absence for up to one year may otherwise be granted for initial service, illness, student political office or other special reasons. In exceptional cases, leave may be granted for more than one year.
- (3) A student who has been granted leave of absence shall, as far as possible, be allowed to resume the study programme at the time specified by the grant.
- (4) An application for leave of absence is an individual decision and may be appealed pursuant to the rules in chapter 7 Appeal procedure.

§ 3-9 Mandatory assignments and conditions for taking the exam

- (1) Noroff University College may stipulate in the programme or course description a requirement that mandatory assignments or compulsory teaching, assignments or tests must be passed before the student is granted admission to an exam or allowed to continue the programme.
- (2) The assessment of whether a mandatory activity has been approved or not is an independent assessment that is not included as part of the final grade.
- (3) The expression of assessment for mandatory activities must be «approved» or «not approved» and does not count towards credits.
- (4) Non-approved mandatory activities give the right to a re-examination. Re-take of compulsory activities follows from current guidelines. Approved mandatory activities cannot ordinarily be repeated. In some courses, the mandatory activity can only be repeated during ordinary completion. This must be stated in the course description.
- (5) The same requirements shall ordinarily be set for documentation of valid absence from mandatory activities as for documentation of valid absence for the exam. Students who fail to submit mandatory activities and who claim a valid reason must as soon as possible, and no later than five days, notify the university college in writing of this and enclose official documentation. In the event of one's own illness, or illness in the immediate family, a medical certificate must be available. Valid absence does not give exemption from mandatory activities.
- (6) Mandatory activities that can be verified have the same appeal rights as for exams. The deadline for appeals is set at only one week from the date of announcement, provided that the students have been informed of the announcement date before the mandatory activity is held.

§ 3-10 Individual adaptation

- (1) Students have the right to individual adaptation as needed in accordance with Section 4-3 (5) of the Act relating to Universities and University Colleges and Section 21 of the Equality and Anti-Discrimination Act. The purpose of individual adaptation to examinations and compulsory activities shall be to offset the disadvantages that a disability entails for the candidate in the examination situation, while at the same time ensuring that the candidates are tested equally as far as possible. The adaptations shall not lead to a reduction in the academic requirements imposed by the individual exam.
- (2) Students who need individual adaptation must submit an application for this within the deadlines stipulated in the current guidelines. This applies to individual adaptations for the entire study situation (teaching, form of assessment, etc.).

- (3) Students who are unable to complete the exam due to an acute disorder are normally referred for re-sit examinations.
- (4) Applications for adaptations must contain documentation from an expert body, such as a doctor, psychologist, etc., and describe the need for special arrangements in the examination situation.
- (5) The student administration decides whether adaptations are granted, as well as what form the adaptations should take.
- (6) Decisions concerning individual adaptation at Noroff University College are regarded as individual decisions and can be appealed in accordance with the rules in chapter 7 Appeal procedure.

Chapter 4. Examination

§ 4-1 Examination forms and time of examination

- (1) The exam is conducted in accordance with the examination and assessment forms stipulated in the course description for the individual course. Exams submitted in violation of the stipulated assessment form may not be submitted for grading.
- (2) The plan for conducting the exam is determined and made available to the students at the beginning of each semester. All students are responsible for keeping abreast of the time and place of the exam. The exam is held according to the Norwegian time zone (GMT+1).
- (3) Re-sit examination is conducted for students who had valid absence during the exam. No new fee will be paid for postponed exams.
- (4) The re-sit exam is conducted for students who have not passed the exam or want to improve their grade. Provisions for the timing and completion of the re-sit examination will be set out in the applicable guidelines.
- (5) The first re-sit examination is conducted, the same syllabus and assessment form apply as for the ordinary exam. It is the students' own responsibility to investigate the basis for assessment that applies when registering for a re-sit examination in a course.
- (6) Examination fees are payable for re-sit examinations.
- (7) Up to two extraordinary exams may be held when a course expires. The last extraordinary exam is arranged within two years after the end of the academic year when the course was taught for the last time. The rector may decide on an extraordinary examination in exceptional cases.
- (8) Candidates can be summoned to an oral hearing as a review/control of assignments without this being specified in the course description. Such a check is not part of the grading unless specified in the course description.

§ 4-2 The right to take the exam

- (1) To take the exam, the student must be admitted to the study programme and be registered for the exam within set deadlines. The student must have fulfilled their payment obligations in the study contract.
- (2) The right to sit for and participate in examinations may in some courses be regulated by compulsory activities. Such requirements must be stated in the course description.
- (3) The rector may stipulate requirements for specific exams that must be passed before the exam can be taken. Such requirements must be stated in the course description. Exemptions are granted only if it can be documented through a passed exam in a corresponding course.

§ 4-3 Registration for the exam

- (1) Registration for the ordinary exam is done automatically upon approval of the education plan for students who follow the standard progression in a study programme. For re-sit examinations, postponed and extraordinary examinations, registration procedures and deadlines are announced in the college's formal communication channels. The student is responsible for registering or skipping the exam.
- (2) Candidates who have registered for the re-sit examination, postponed or extraordinary examination may withdraw their registration within the stipulated deadline.

§ 4-4 Absence from exam

- (1) Students who do not attend the exam or fail to submit the examination paper at the stipulated time without a valid reason, are considered to have been presented for the exam and are registered as «not present».
- (2) Students who fail or fail to submit an examination and who show a valid reason must as soon as possible, and no later than five days, notify the university college in writing of this and enclose expert documentation. In the event of one's own illness, or illness in the immediate family, a medical certificate must be available.
- (3) Approved absence does not count as an attempt to sit the exam and entitles you to a postponed exam without fee.
- (4) Absence/non-delivery that is not approved counts as an attempt to sit the exam and is registered as 'not met'.
- (5) The student administration makes decisions regarding absence from exams. Decisions may be appealed in accordance with the rules in Chapter 7 Appeal procedure.

§ 4-5 Academic dishonesty in exams and compulsory activities

- (1) Actions or circumstances aimed at giving the student, or a fellow student, an unjustified advantage is considered academic dishonesty. The same applies to actions that result in the students, or a fellow student's, knowledge and skills not being tested and assessed in a professionally satisfactory manner. Examples of cheating, attempted cheating and complicity in cheating are set out in the current guidelines.
- (2) The Student Affairs Board at Noroff University College makes decisions on annulment and exclusion, cf. the Act relating to Universities and University Colleges § 4-7 and § 4-8. The student has the right to explain themselves before the decision is made.
- (3) Decisions concerning sanctions due to cheating are individual decisions and can be appealed to the Joint Appeals Board appointed by the Ministry of Education and Research.

§ 4-6 Number of exam attempts

- (1) A student can sit the exam in the same subject a maximum of three times. The study administration can apply for a fourth attempt. A student who fails to attend the exam without an approved valid due date has attempted one examination.
- (2) An application for a fourth attempt at the examination is an individual decision and may be appealed as documented in the rules in Chapter 7 Appeal procedure.
- (3) In courses with partial exams, the number of attempts to sit the exam is normally linked to the individual partial exam. A passed partial exam in a course must normally not be retaken if another part of the exam in the same course is assessed as failed.

§ 4-7 Continuation/re-sit exam

- (1) The continuation/re-sit exam is held twice a year, once for fall courses and once for spring courses.
- (2) Students who wish to improve their grade will have the opportunity to do so when a re-sit examination is held for a course.
- (3) The re-sit examination must have the same examination form as the ordinary exam.
- (4) When a student has re-taken the exam, the best grade applies.

Chapter 5. Assessment, grading scale, grading, and appeal

§ 5-1 Assessment and grading scale

- (1) In exams, the expression A–E is used to express 'pass', while F means 'fail'. The letter grades are given without the addition of plus or minus. The grade levels are given the following designation and general, qualitative description

A	Excellent	Outstanding achievement that clearly excels. The candidate demonstrates exceptionally good judgment and a high degree of independence.
B	Very good	Particularly good performance. The candidate demonstrates particularly good judgment and independence.
C	Good	Consistently reliable performance that is satisfactory in most areas. The candidate demonstrates good judgment and independence in the most critical areas.
D	Fairly good	An acceptable achievement with some significant shortcomings. The candidate demonstrates a certain degree of judgment and independence.
E	Sufficient	The performance meets the minimum requirements, but no more. The candidate demonstrates little judgment and independence.
F	Fail	Performance that does not meet the minimum academic requirements. The candidate demonstrates both a lack of judgment and independence.

- (2) The assessment expression can also be 'passed' or 'failed'. This is a separate rating scale and should not be linked to a step in the rating expression A-F. To achieve "pass", the candidate must have achieved the requirements for learning outcomes and demonstrate the necessary knowledge, skills, and competence. More detailed assessment criteria shall be set out in the sensor guide.
- (3) The assessment expression for compulsory activities must be 'approved' and 'not approved'.
- (4) Grading scale must appear in the program description.
- (5) Mutual weighting of partial exams must be stipulated in the course description.
- (6) Exams conducted in groups shall result in an overall grade for the group. Excluded from this are group exams with explicitly identifiable parts, where grades can be differentiated individually based on the individual parts. If a group exam is to receive individual grades, this must be stated in the course description.
- (7) If a candidate has passed the same exam several times, the best grade applies, and only this must appear in the transcript of grades and diploma.

§ 5-2 Censorship

- (1) The censorship deadlines follow from the Universities and University Colleges Act.
- (2) Examiner guidance or proposed solutions in connection with censorship must be prepared. This must be available to the examiner before the assessment starts and available to the students when the grade is available.
- (3) The programme leader themselves suggests examiners for the courses in the study programme. The Education Committee, quality assures and approves examiners on the proposal of the program manager. At least one examiner must be appointed for each exam.
- (4) Guidelines for the use of external examiners are determined by the board.
- (5) If there is an external grade for the exam, the grade will be determined jointly by the internal and external examiner. The censors deliver an overall censorship. In the event of disagreement between the examiners, the grade is determined in accordance with the external examiner's assessment.
- (6) For oral examinations and examinations/partial examinations where the basis for assessment consists of practical presentations and executive performance that by their nature cannot be verified and therefore cannot be appealed, two examiners shall be used.
- (7) For group exams, where a common grade is awarded to all students, the examiner may request an oral hearing of the candidates if there is doubt about equal participation in the thesis.
- (8) Grading is announced in the students' learning platform. Students are responsible for familiarizing themselves with the grading.

§ 5-3 Justification and appeal against grading

- (1) A student has the right to receive an explanation for the grading of their performance. In the case of an oral exam or assessment of practical skills, the justification requirement must be submitted immediately after the grade has been awarded. In the case of a second assessment, a request for justification must be submitted within one week of the grade being announced.
- (2) Justification must normally be given within two weeks after the student has submitted a request for it. The justification shall provide an account of the general principles that form the basis for the assessment and for the assessment of the student's performance.
- (3) When a grade in a course is determined based on several separate exams, the student has the right to request justification for each individual sub-exam after the usual deadlines.

- (4) Appeals against grades must be submitted in writing within three weeks after the examination result has been announced. If the student has submitted a claim for justification for grading or has complained about formal errors in the examination, the deadline for appeal runs from the time the student has received an explanation or decision on the appeal of formal errors. In courses with partial exams, the right to appeal runs from the time the examination result in each sub-exam is announced.
- (5) When a grade in a course is determined based on several separate sub-exams, the student has the right to appeal the grade in each individual sub-exam.

§ 5-4 Appeal about formal errors in the exam

- (1) Anyone who has been up for the exam or partial examination may complain about formal errors that may have had an impact on the assessment of one or more of the candidates' performances. A reasoned complaint must be submitted within three weeks after the candidate becomes aware of, or should be aware of, the circumstances justifying the complaint.
- (2) If the institution or the Student Affairs Board finds that errors have been committed that may have had a bearing on one or more of the candidate's performance or the assessment thereof, it may be decided that a new grade shall be taken either only for the complainant or for all candidates at the examination in question, or that the examination be cancelled and a new examination held.
- (3) Guidance for examinations or other similar works may not be appealed pursuant to this section.
- (4) The student administration makes decisions regarding formal errors. Decisions may be appealed pursuant to the rules in Chapter 7 Appeal procedure.

Chapter 6. Degrees and diplomas

§ 6-1 Requirements relating to the content and composition of a bachelor's degree at Noroff University College

- (1) The degree of bachelor is obtained based on the completed study programme with a total scope of 180 credits. The composition of courses must be in accordance with the college's current study plans, and with specialization in subjects, courses, or course groups with a minimum of 90 credits.
- (2) Upon obtaining the bachelor's degree, the academic content of the degree (the additional designation) on the diploma is stated as follows: «Bachelor in (name of study programme) (possibly specialisation or specialisation) » «Bachelor of (English name of study programme) (English name of any specialisation or specialisation) ».

§ 6-2 Degree requirements for the award of the same degree on new or multiple degrees

When a bachelor's degree is awarded again or on a basis that wholly or partly includes a previously awarded degree, courses of at least 60 credits in total must be taken in addition to the previous degree. The new degree must have a different academic centre of gravity than the previous degree.

§ 6-3 Requirements relating to the content and composition of degrees in cooperation with other institutions

- (1) For degrees awarded in cooperation with other institutions (joint degree), the same requirements apply to the content and composition of the degree as to degrees issued by Noroff University College alone and be in accordance with the current national regulations.
- (2) The Board approves collaboration agreements with other institutions when joint studies are established and when studies leading to a joint degree are established.

§ 6-4 Transcript

Students who have completed and passed one or more courses at Noroff University College can obtain a transcript of grades. The transcript of records must state the name and scope of the course, the grade of the course and the year and semester in which the grade has been obtained.

§ 6-5 Diplomas

- (1) Diplomas of completed and passed study programmes shall state the basis for awarding the degree. All courses included in the study programme must be stated on the diploma.
- (2) Only one diploma is issued for completed and passed study programmes. Upon application, in case of loss of diploma, a duplicate may be issued. The student must pay for the duplicate.
- (3) To be issued a diploma, at least 60 credits to be included in the degree must be taken at Noroff University College. For a bachelor's degree with a final bachelor's thesis, this must be taken at Noroff University College as part of the degree.
- (4) The study administration determines the design of transcripts of grades, diplomas, and supplements to diplomas (Diploma Supplement).

Chapter 7. Appeals procedure

§ 7-1 Right to appeal

- (1) A student has the right to appeal against all individual decisions made by Noroff University College pursuant to Section 28 of the Public Administration Act.
- (2) All individual decisions must be in writing and contain an explanation of the grounds for the decision. Examples of individual decisions are decisions on admission, decisions to credit or exemptions, decisions to cancel examinations, decisions to reject or exclude examinations.
- (3) If the grounds are not available together with the decision, the student can contact the person who made the decision and ask for an explanation.
- (4) The college shall inform the student about the right to appeal, the deadline for appeal, the appeal body and procedure for appeal, as well as the right to see the documents in the case. This information shall be provided in all individual decisions.

- (5) The student can receive guidance from the student administration for the preparation of a written complaint. If the complaint concerns a disciplinary sanction, the student has the right to be assisted in all stages of the proceedings by a lawyer, cf. the Act relating to Universities and University Colleges § 4-8 (5).
- (6) An appeal must always be addressed to the body that originally made the decision. If the appeal is not upheld in the first instance, the appeal is forwarded to the Board of Appeal.

§ 7-2 Deadline for appealing

- (1) The deadline for appealing all individual decisions is three weeks after the student has received the decision or after the student should have been aware of the circumstances justifying the appeal.
- (2) If the student has asked for reasons for the decision, the deadline for appeal applies from receipt of the grounds.

§ 7-3 Content of the appeal

An appeal must be in writing and contain information about the decision being appealed against and the change sought in the decision being appealed against. The complaint should also be justified. The complaint must be signed and dated.

§ 7-4 Board of Appeal

- (1) The board of Noroff University College establishes an appeals committee pursuant to section 5-1 of the Act relating to Universities and University Colleges.
- (2) Any individual decision made by Noroff University College may be appealed to the University College's appeals board. Grade appeals shall not be considered by the Board of Appeal.
- (3) In the case of decisions made by the Appeals Board of First Instance, the Board of Appeal is the national joint appeals board. The Appeals Board considers and makes decisions in the following types of cases as the first instance:
 - a. Cases concerning confiscation of false diplomas or other false documents or documents issued from false institutions, and decisions concerning quarantine periods, cf. Section 3-7 (8) of the Act relating to Universities and University Colleges.
 - b. Cases concerning cancellation of examinations or tests, cf. the Act relating to Universities and University Colleges § 4-7
 - c. Cases concerning exclusion and rejection, cf. the Act relating to Universities and University Colleges § 4-8
 - d. Cases concerning fee reduction, cf. Section 4-8 (5) of the Act relating to Universities and University Colleges.

Version	Author	Approved by	Informed	Date
0	Ernst Sundt	Board	Board	03.06.2021
1	Ina Andrea Tholin/Head of Admin	Board/Rector	CFO/SM/SP/NUC Admin	04.01.2023
1 - English	Ina Andrea Tholin/Head of Admin	Board/Rector	CFO/SM/SP/NUC Admin	04.01.2023