



Noroff  
University  
College

# STUDENTWEB GUIDE



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## 2 Overview

This document provides an overview of Studentweb to assist you in understanding how to utilise it to answer many of your academic progression questions. Studentweb is a web application that gives you, as a student, access to see your educational record in similar detail to the information available to Noroff University College; including your individual education plan.

If you have any questions regarding Studentweb, please contact the student administration through the Support Portal (ensure you are logged in to your student account first).

**NOTE**

You are required to register each semester (semester registration), by the required deadline (15<sup>th</sup> of September for the Autumn semester, 15<sup>th</sup> of February for the Spring semester); this includes registering for teaching and examination for all of the courses you are due to take that semester (separate guidance is available [here](#)).

Results for examinations will be published in Studentweb by 3 weeks after the exam date.

**NOTE**

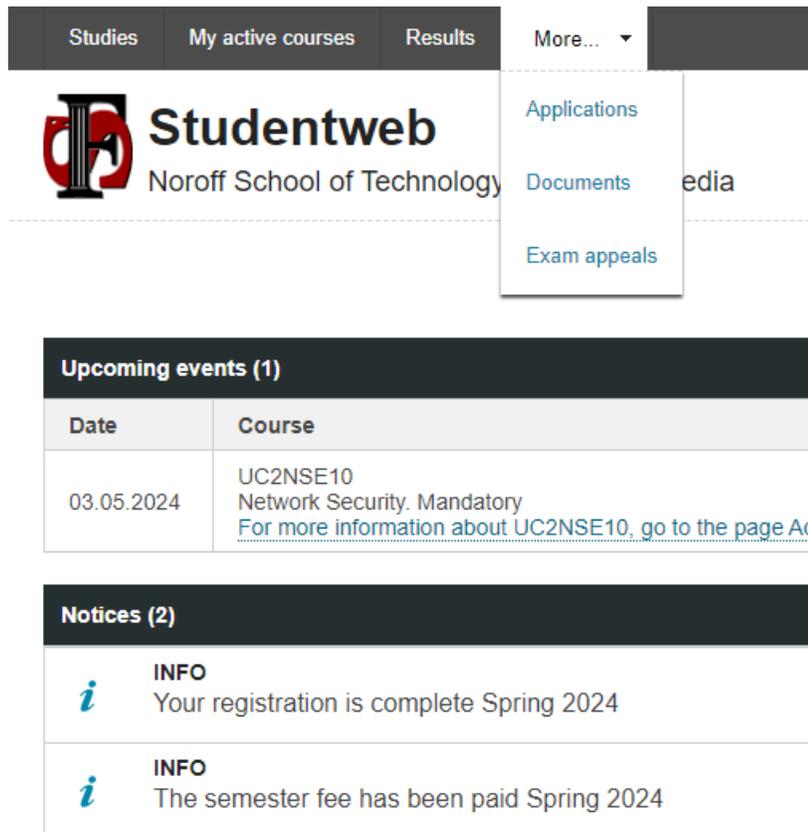
In instances where the provisions of NUC's regulations conflict with or differ from the directions found in this document, the stipulations of the official regulations shall take precedence. The Norwegian version of this document take precedence in case of doubt in the understanding of the content.

### 3 Frontpage

The frontpage in Studentweb provides an overview of information, including:

- the courses you are studying;
- the times of exams – if this is not present then please refer to the Moodle page for the course;
- whether you are registered for the semester;
- semester fee status - this will be shown as paid, this is required to be set for those who receive support from the Norwegian State Educational Loan Fund. This does not confirm you have paid; information about your invoice or payment can be found at [Mypage](#).

A semester fee is usually a fee to an affiliated student welfare organization, often used at public schools. Many students receive support from the Norwegian State Educational Loan Fund and need this support before they can pay the invoice that is sent out at the beginning of each semester. Setting the semester fee as paid allows this support to be received when all criteria is met.



The screenshot shows the Studentweb interface for Noroff School of Technology. At the top, there is a navigation bar with tabs for 'Studies', 'My active courses', 'Results', and 'More...'. Below the navigation bar is the Studentweb logo and the text 'Noroff School of Technology'. A dropdown menu is open under 'More...', showing options for 'Applications', 'Documents', and 'Exam appeals'. Below the navigation bar, there are three main sections: 'Upcoming events (1)', 'Notices (2)', and a section for 'Media' (partially visible).

**Upcoming events (1)**

Date	Course
03.05.2024	UC2NSE10 Network Security. Mandatory <a href="#">For more information about UC2NSE10, go to the page Ac</a>

**Notices (2)**

- INFO**  
Your registration is complete Spring 2024
- INFO**  
The semester fee has been paid Spring 2024

## 4 Studies

The “**Studies**” menu provides an overview of the study programmes that you are affiliated with at Noroff University College. Whilst you may have one or many study programmes, the following information is applicable; to access the details you must select “**Show education plan**” against the study programme you wish to explore.



### Study programmes

**Bachelor in Cyber Security (online)**

Year: Autumn 2022

Class: Online

Status: Active

Admission period: 15.08.2022 -

[Show education plan](#) ▶

#### 4.1 Education plan

After clicking “**Show education plan**”, you will be taken to the first of two tabs – “**Education plan**”. You will now see your education plan; this is what you are expected to study (or have studied) and in which semester. It is important that if you see something that does not seem to be correct, or you have questions, that you contact the student administration through the [Support Portal](#) (ensure you are logged in to your student account first).

#### **NOTE**

The overview must be seen in context with the “**Status and Overview**” tab, as this will provide additional detailed information.

## Bachelor in Cyber Security (online)

Education plan	Status and overview
<b>Education plan</b> <b>Semester</b> Hide earlier semesters <input type="radio"/> Yes <input checked="" type="radio"/> No	
› 2023 AUTUMN	35 Credits
› 2024 SPRING	25 Credits
› 2024 AUTUMN	30 Credits
› 2025 SPRING	30 Credits
› 2025 AUTUMN	40 Credits
› 2026 SPRING	5 Credits

### 4.2 Status and overview

The “**Status and overview**” tab provides an overview of the courses you will take per academic year, as well as your official progression against courses already taken.

#### NOTE

If you take a study program that includes electives, you will be able to see that planned credits and required credits are not equal. In [the study catalogue](#) you can find an overview of the education plan that applies to your study programme for your cohort.

## Bachelor in Cyber Security (online)

Education plan	Status and overview					
<b>Status and overview</b> ▼ ▲ Bachelor in Cyber Security (online) (165/180) REQUIRED: 180 Credits PLANNED: 165 Credits <b>STATUS</b> ▲ The Individual education plan is not complete › Obligatory courses for year 1 (60/60) › Obligatory courses for year 2 (60/60) › Obligatory courses for year 3 (45/45)						
<b>Rights and obligations</b>						
<b>Your courses</b> Grouping of courses: <input type="text" value="Semester"/>						
Course	Group	Course category	Result	Earned Credits	Planned Credits	Status
2023 AUTUMN						
UC1ST110 Studio 1	Obligatory courses for year 1				10	

## 4.3 Rights and obligations

If you click on “**Rights and obligations**”, you will get an overview of the documents that you have confirmed that you have read when registering for the semester.

Rights and obligations

### NOTE

The version of the document you have read is binding until you confirm new documents.

### Rights and obligations

x

All fields must be filled in if they are not marked with the text optional.

Welcome as a student at Noroff University College

*I am familiar with the content*

In this part, you will learn what rights and obligations you must know as a student Noroff University College. You must confirm that you are aware of this before you can proceed.

*I am familiar with the content*

It is important that you familiarise yourself with our regulations "Regulations relating to admissions, studies, degrees and examinations at Noroff University College AS

[Read the content.](#)

*I am familiar with the content*

It is important that you familiarise yourself with Noroff University College Guidelines for Chapter 3

[Read the content.](#)

*I am familiar with the content*

It is important that you familiarise yourself with Noroff University College Guidelines for Chapter 4

[Read the content.](#)

*I am familiar with the content*

It is important that you familiarise yourself with Guidelines for plagiarism and cheating on exams § 4-5 in Noroff University College regulation

[Read the content.](#)

*I am familiar with the content*

It is important that you familiarise yourself with Noroff University College guidelines chapter 6 Degrees and Diplomas

[Read the content.](#)

*I am familiar with the content*

It is important that you familiarise yourself with Noroff University College guidelines Chapter 7 Appeals procedure

## 5 Active courses

The “**My Active courses**” menu provides details of the courses you are currently registered to study, and be examined in.

### NOTE

Please contact student administration through the Support Portal if you believe that the details under my active courses are incorrect. This may be if some courses are missing in your education plan, or you need to retake a course. The education plan for your studies can be found [here](#).



**Studentweb**

Noroff School of Technology and Digital Media

## Active courses

▶ UC2NSE10 Network Security

▶ UC2ST210 Studio 2

▶ UC2WAR10 Criminality and Warfare in the Digital Domain

### Course search

Course code:

Subject:

Select from th

Course name:

Faculty:

Select from th

## Active courses

> UC3BAD20 Bachelor Project	20 Credits	 
> UC3DVS10 Data Visualisation	10 Credits	 
> UC3FDM05 Further Discrete Mathematics	5 Credits	 
> UC3PMC05 Pure Mathematics for Computing	5 Credits	 

**Course search**

Course code:  Subject:

Course name:  Faculty:

Against each active course you will see symbols, these can be interpreted as follows:

-  **Registered for teaching:**
  - A red cross means that you are not registered for the course.
  - A green check means that you are (effective from academic year 2024).
-  **Registered for assessment:** This is the confirmation that you are registered for the assessment, and/or examination in a specific course.
  - A red cross means that you are not registered for examination.
  - A green check means that you are.

If you are within the registration deadline (15<sup>th</sup> of September for the autumn semester and 15<sup>th</sup> of February for the spring semester) you will be able to get some choices by pressing >, you will then get more information and the choices:

- Register for teaching or
- Register for assessment

## 6 Results

The “**Results**” menu provides you with an overview of the official registered grades for the courses you have taken or are taking.

You are responsible to check if you have passed all courses. If you do not have a grade for overall assessment, then you have not passed the course. If you are not sure, please contact the student administration through the [Support Portal](#) (ensure you are logged in to your student account first).



### 6.1 Grading scale

For each mandatory activity or exam taken, or that has been held, you will see one of the following results – these will be described in the following sections:

- Mandatory activity - Approved/Not Approved
- Grade A-F
- Failure to attend/ not met
- Medical certificate
- Absence
- Annulled

Results					
Semester	Course	Exam info.	Date	Result	Credits
2023 AUTUMN	UC2ISM10 Information Security Management	Overall Assessment		 B	10
		Part: Mandatory	01.10.2023	 Approved	
		Part: Online Exam (Case Study)	15.12.2023	 B	
		Part: Online Exam (Theory)	12.12.2023	 C	

### 6.2 Mandatory Approved/Not Approved

Mandatory activities are assessed as approved/not approved. Please see the assessment strategy and [course descriptor](#) to confirm if you need to have approved mandatory activities to be eligible to take the exam(s) in the course. If the result is not approved, then you have not achieved the minimum requirements to pass the mandatory and are unable to take the remaining exams in the course if passed mandatory is a requirement.

### 6.3 Grade A-F

If you have taken an exam, you will see that you have received a result, which will typically be a grade in the range A-F. If the grade is recorded as between A and E, then you have passed the exam. If it is marked as an F, then you did not meet the minimum requirements to pass the exam. **See section 6.8 Konteksamnen/Re-sit.**

**NOTE**

The course description, which is available in the study catalogue; provides guidance on which criteria apply to achieve an overall result in the subject.

## 6.4 Failure to attend/ Not met

If, during the registration period, you register for an ordinary exam or re-sit exam/konteeksamen and do-not de-register within the given deadline, the registration will be an obligation to take an exam, and therefore non-approved absence or non-delivery, is recorded as “failure to attend/not met” and counts as one of your three attempts for the exam. **See section 6.8 Konteeksamen/Re-sit.**

### Results

If you wish to ask for explanation of grades or appeal against grades or procedural errors on the Studentweb, see the page [Exam appeals](#)

What results do you want to see?

Only valid  All

Results					
Semester	Course	Exam info.	Date	Result	Credits
2023 AUTUMN	UC3BDA10 Big Data Analytics	Overall Assessment		 Failure to attend	
		Part: Online Exam 3	24.10.2023	 Fail	
		Part: Online Exam 1	12.09.2023	 Failure to attend	
		Part: Online Exam 2	10.10.2023	 Fail	
		Part: Online Exam 4	14.11.2023	 Failure to attend	
		Part: Final online summative assessment 5	28.11.2023	 Fail	
Parts where aggregated result is not yet determined					
Semester	Course	Exam info.	Date	Result	Credits
2024 SPRING	UC3FDM05 Further Discrete Mathematics	Online Quiz 1	24.01.2024	C	
2023 AUTUMN	UC3MAL10 Machine Learning	Final Exam		 Failure to attend	
		Course Project Development, Report and Code	19.11.2023	 Failure to attend	

## 6.5 Medical certificate/Approved absence

If you do not attend the exam, or you are unable to submit the examination paper due to illness or other valid reasons according to the regulation, you must inform the university college, through the Support Portal (ensure you are logged in to your student account first), of this as soon as possible, and no later than five days after the exam date, with appropriate documentation for illness or military service. In the event of illness, a medical certificate must be available. Approved absences do not count as an attempt for an exam and entitles you to a deferred exam without a fee. **See section 6.9 Deferred exam.**

Results					
Semester	Course	Exam info.	Date	Result	Credits
2023 SPRING	UC3BCS20 Bachelor Project	Overall assessment		 Medical certificate	
2023 SPRING	UC3IRF05 Incident Response Fundamentals	Overall Assessment		 Medical certificate	

2023 AUTUMN	UC3MAL10 Machine Learning	Part: Course Project Development, Report and Code	19.11.2023	 Absence	
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## 6.6 Annulled

2023 SPRING	UC3BCS20 Bachelor Project	Overall assessment	 Annulled	
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If you, due to academic misconduct have received a decision stating that your exam is annulled, the result will be registered as annulled. Be aware that this will not be visible on the diploma.

## 6.7 Calculation of grades

### NOTE

Calculation of grades follow assessment strategy and [course description](#) for the course. Please familiarize yourself with the content for the relevant course.

If you have passed all parts of a course's assessment strategy, you will see that you have received an overall assessment result with a grade, ranging from A-E. If any part of the assessment strategy is marked as **fail, failure to attend or valid reason such as medical certificate, you will not receive a passing overall assessment grade**. This means the course is not passed.

The overall assessment grade is calculated based on the grades achieved in each exam and the weightage of each exam. Here's an example of how the overall assessment grade for the course 'Information Security Management' is calculated.

This is what you will see in Studentweb:

### Results

If you wish to ask for explanation of grades or appeal against grades or procedural errors on the Studentweb, see the page [Exam appeals](#)

What results do you want to see?

Only valid  All

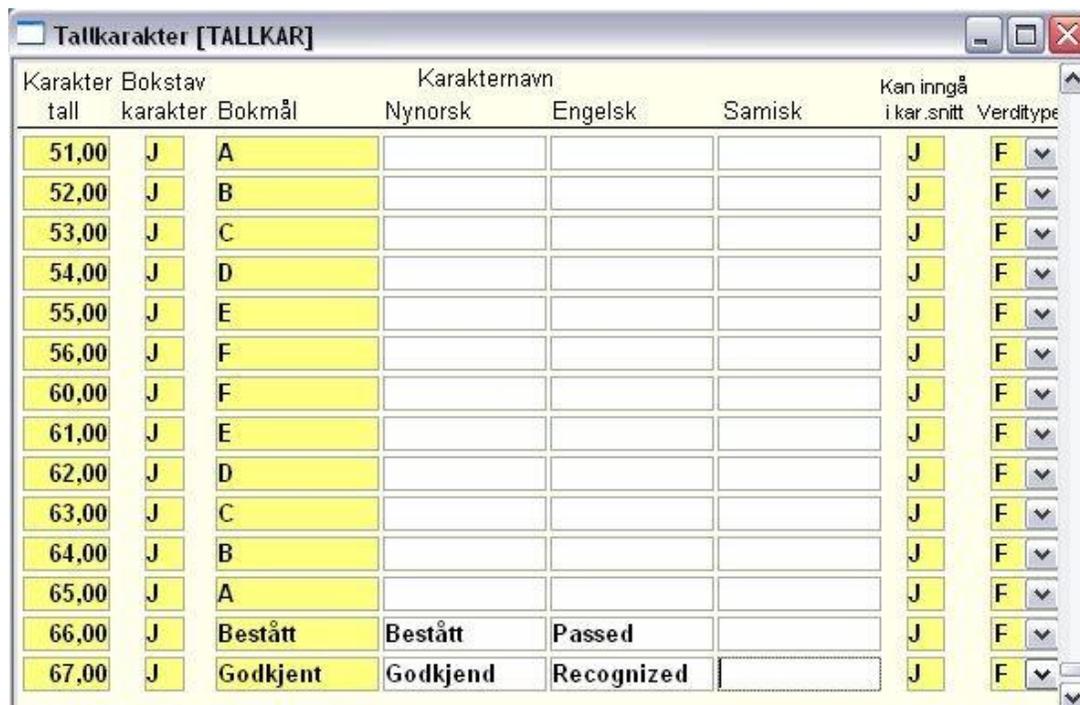
Results					
Semester	Course	Exam info.	Date	Result	Credits
2023 AUTUMN	UC2ISM10 Information Security Management	Overall Assessment		 B	10
		Part: Mandatory	01.10.2023	 Approved	
		Part: Online Exam (Case Study)	15.12.2023	 B	
		Part: Online Exam (Theory)	12.12.2023	 C	

The assessment strategy for Information Security Management is:

Item	Title	Contribution to the Course
1	Formative Quiz	0% - Pass is required
2	Theory Exam	50%
3	Case Study Exam	50%

Table 1: Assessment Overview

The image below provides an overview of how letter grades are converted into numerical grades for courses with more than one exam in order to generate an overall grade. The grading scale used at Noroff University College is A (65), B (64), C (63), D (62), E (61), and F (60).



Karakter tall	Bokstav karakter	Karakternavn			Kan inngå i kar.snitt	Verdtype
		Bokmål	Nynorsk	Engelsk		
51,00	J	A			J	F
52,00	J	B			J	F
53,00	J	C			J	F
54,00	J	D			J	F
55,00	J	E			J	F
56,00	J	F			J	F
60,00	J	F			J	F
61,00	J	E			J	F
62,00	J	D			J	F
63,00	J	C			J	F
64,00	J	B			J	F
65,00	J	A			J	F
66,00	J	Bestått	Bestått	Passed	J	F
67,00	J	Godkjent	Godkjend	Recognized	J	F

Normal rounding rules are used when calculating overall assessment grade, and FS (student information system) rounds to the nearest whole number (values with a decimal point value less than 0.5 are rounded down to the nearest whole number, while decimal point values greater than, or equal to, 0.5 onwards are rounded up).

This example shows how the calculation is done for the course Information Security Management autumn 2023.

	%	Grade	Grade in numbers FS	Grade numbers calculation	Calculation
Formative Quizzes	Approved/not approved	Approved			
Theory Exam	50 %	B	64	32	SUM Grade in numbers FS *50/100
Case Study Exam	50 %	C	63	31,5	SUM Grade in numbers FS *50/100
Overall assessment result	100 %			63,5	
				SUM= 32 + 31,5	
				Total: 63,5. Rounded up to 64 which corresponds to a B (see the grading scale)	

It is the system that calculates the overall grade based on the assessment strategy for the course.

## 6.8 Konteeksamen/Re-sit

If you have a result “F” or failure to attend for exams and have not received an overall grade in the course, you qualify to take a re-sit exam (konteeksamen) for the exams you have failed. However, if you did not qualify to take the original exam, you are not eligible for a re-sit. In this case, you would need to retake the course the next time it is offered. The re-sit exam follows the same assessment strategy as the last ordinary course delivery.

### NOTE

Starting January 1st, 2025, a fee will be required to take a re-sit exam.

Adhering to the registration guidelines is crucial, including deregistration for sections you aren't taking. **Failure to deregister from sections where you have passed results counts as a repetition of the exam, and fees will apply.** For registration and deregistration, please follow [these instructions](#).

## 6.9 Deferred exam

If you were absent from an exam for a valid reason and meet the qualifications, you are eligible to take a deferred exam. One opportunity to do this is during the same period as the Konteeksamen. The registration process for a deferred exam is the same as that for the re-sit (konteeksamen).

The deferred exam adheres to the same assessment strategy as the last ordinary course delivery.

For registration instructions, please refer to [these instructions](#) .

## 6.10 Repetition of exam/Grade improvement

If you already have an overall grade in a course, or in the individual exams for a course, you may be eligible to retake the exam to aim for an improved grade. One such opportunity to retake an exam is during the konteperiode. You register for this in the same manner as you would for a re-sit .

If you retake an exam for a course that has the same course code, version number, and assessment strategy as your original attempt, only the highest grade will appear on your transcript and diploma.

Retaking an exam adheres to the assessment strategy of the most recent ordinary course delivery. Be aware that there may be mandatory activities requiring approval before you can register to retake an exam.

### NOTE

Please note that retaking an exam for which you already have a passing grade will incur a cost of 2.600,- per part. It is important that you [read the instructions](#) for how to register and deregister carefully.

## 7 Grounds and complaints

You may ask for justification, as well as complain about grades or formal errors within the applicable deadlines, stated in chapter 5 in the [University and University Colleges Act](#). Justification for grades is requested from the course leader, complaints about grades and formal errors should be addressed to the student administration through the [Support Portal](#) (ensure you are logged in to your student account first).

## Examination appeals

▼ UC2DIN10 Digital Investigation

Spring 2023. Submission 11.04.2023 - Online Exam

## Version Control

Version	Comment	Author	Date
1.0	First Time Published	Hjørdis Gudmundsen Annette Andreassen	05.04.24