

Version	14.11
Responsible:	Administrative Leader

## **Regulations for Academic Studies and Examinations Norwegian School of Leadership and Theology**

Legality: Approved by the Board for the Norwegian School of Leadership and Theology on 09 September 2013 in accordance with the Act (established on 1 April 2005 No. 15) relating to Universities and Colleges (Higher Education Act) § 3-1, § 3-3, § 3-4, § 3-5, § 3-6, § 3-7, § 3-8, § 3-9, § 3-10, § 3-11, § 4-2, § 4-5, § 4-7, § 4-8, § 5-1, § 5-2, § 5-3 and § 7-1.

### **Chapter 1. General Rules and Practical Information**

#### **1.1. Who the Regulations Apply To**

These guidelines apply to all students at the Norwegian School of Leadership and Theology (Høyskole for Lederskap og Teologi – HLT) in both the Norwegian and English programs.

#### **1.2. Student Responsibility for Study**

Students at HLT are expected to familiarize themselves with and adhere to all applicable rules, regulations and policies of HLT. Furthermore, the student agrees to become familiar with study plans, course descriptions, routines for examinations, rules regarding cheating, as well as the prerequisites necessary to take examinations. The above-mentioned rules, plans and routines are available at [www.hlt.no](http://www.hlt.no) and on *Fronter* in “Community Room”.

Students agree to inform HLT of any changes of name, mailing address, email address and telephone number. Any changes made to a student’s name must be fully documented.

All students at HLT are given a user name and password to access *Fronter* and *Self Service (Solar Venus)*. *Fronter* is the school’s intranet service where all study and student information is located. *Fronter* includes systems for the submission of course assignments, examinations, classroom interaction and an updated document archive for the various courses offered at HLT. At the beginning of the school year students receive training in using *Fronter*. Students are expected to become acquainted with the use of *Fronter*, as well as participate in the student exchange set up for each course. By logging into *Self Service* students will gain access to their *candidate number*, a unique and private number that provides the student with anonymity on examinations and assignments. The candidate number is also used to gain access to the student’s examination results and study program.<sup>1</sup>

#### **1.3. Study Fees**

Each student is responsible to pay the study fees (semester fees) for the normal time of study for the current course of study. The normal time of study for each of the various courses is included in the study program. The fees are to be paid at the beginning of each semester. For more information on prices see our website ([www.hlt.no](http://www.hlt.no)).

The student is allowed to withdraw during the course of the study (see Chapter 2, pt. 2.1.4). Paid study fees are non-refundable.

HLT is a member of The Student Welfare System of Oslo and Akershus (SIO). The SIO semester fee must be paid in addition to the study fees paid to HLT. HLT will invoice the

---

<sup>1</sup> Equivalent to the term “education plan” in *Laws for Norwegian Universities and Colleges*, Chapter 4, pt. 2.

student for this amount of the SIO fee and will send this fee to SIO on behalf of the student. For more information on prices see our website ([www.hlt.no](http://www.hlt.no)).

If the student fails to pay the study fees, he or she will forfeit the right to a study position at HLT.

#### **1.4. Copies of documents**

The following rules apply to the submission of copies of documents required for admission to HLT:

- Copies must be made of the original documents. Copies of copies will not be accepted.
- HLT can require accepted applicants to present the original diplomas and certificates.

Forgeries will be dealt with under Penal Code § 182, and will be reported to the police. These rules also apply to students applying from outside of Norway.

#### **1.5. Scholarships and Student Loans**

Students of HLT who enroll in courses for a total of 15 credit hours or more per semester may apply for a student loan and/or scholarship from the Norwegian State Educational Loan Fund (Lånkassen). Students are encouraged to apply for student loans and scholarships through the Loan Fund's website at [www.lanekassen.no](http://www.lanekassen.no). Useful tools such as a loan calculator, online application and application responses are found on the website, as well as other useful forms and information.

#### **1.6. Student Identification (ID Card) and Candidate Numbers**

##### ***1.6.1. Student Identification (ID Card)***

Students are given a Student Identification Card (ID Card) by the school administration at the commencement of their studies at HLT. The card is issued to all students taking a minimum of 15 credit hours a semester. The ID card certifies that a person is a registered student at HLT, and is used as personal identification when sitting for examinations, to receive student rebates for travel and shopping, etc. In order for the ID card to be valid, the student must first pay the semester tuition and fees, confirmed by the issuance of a bank receipt sticker or a receipt label that is to be attached to the backside of the ID card.

##### ***1.6.2 Candidate Numbers***

A candidate number is issued to each student for the purpose of anonymity for written examinations and for submitted papers of 1000 words or more. A new number is issued to each student for each examination and paper. It is the responsibility of the student to find his or her unique candidate number in *Self Service (Solar Venus)* before each examination and paper submission.

## **Chapter 2. Regulations for Admission and Completion of Studies**

### ***2.1 Admission***

HLT admits students for studies both in the fall semester and the spring semester.

### ***2.2 General admission requirements***

The school follows the current regulations of the Ministry of Education (KD) with specification of requirements for general admission to universities and colleges.

#### ***2.2.1 Higher Education Entrance Qualification***

Applicants must have *Higher Education Entrance Qualification* with the provisions of the current regulations concerning admission to higher education.

### **2.2.2 Admission on the basis of Prior learning**

*Prior learning* is all the relevant expertise a person has acquired through paid or unpaid work, education, organizational experience or otherwise.

Applicants who do not have Higher Education Entrance Qualification, and turn 25 years old during the year of enrollment, may apply for admission on the basis of prior learning competence. The following criteria for assessment are applied:

- The applicant must be more than 25 years old at the beginning of studies. This requirement may only be waived for national students using the so-called 23/5 rule (23 years old during the year of enrollment and 5 years of full time work experience, including any possible education).
- The applicant must be able to document 3 years of relevant full-time experience. Part-time work is re-calculated into the equivalent amount of full-time working experience.
- Other non-accredited relevant education such as Bible college may count as relevant experience.
- Paid or volunteer work at a managerial level within the church or NGO with a Christian mission statement may count as relevant experience.
- Work experience in fields such as youth work, pre-school childcare, healthcare, school, teamwork, various managerial tasks, marketing and others may be considered as relevant experience.
- Applicants granted prior learning admission status, who are not coming from one of the Scandinavian countries, or where the prevailing teaching language is not their primary language, must be able to demonstrate language competency through internationally recognized tests. See section 2.3.2. above.
- Students can apply for an exemption from these criteria in accordance with §3-2 of the "Regulations for admission to higher education".

## **2.3 Application Processing**

### **2.3.1 Admissions capacity**

The principal stipulates together with the consultation how many students can be admitted in regard to capacity.

### **2.3.2 General rules of competition**

Such are at any given time determined by the Principal and the Consultation.

Current rules are:

If there is competition for student places ( ref. Section . 2) among formally qualified applicants, then admission to the 1st year of the Bachelor study will emphasize grade points from high school, from other university or college education, completed Folk High School or Bible college.

### **2.3.3 Application Deadline**

The deadline for application is decided by the Principal and the Consultation, and will be disclosed upon the announcement of the course. Applicants who complete the education / examinations required for admission after the application deadline, must also apply by the deadline. They must enclose confirmation from the school / institution concerning the planned examination and subsequently submit their transcripts as soon as they are available.

### **2.3.4 Application form and documentation**

Applications for admission must be written on the application form available on [www.hlt.no](http://www.hlt.no).

The application must include copies of diplomas and certificates documenting Higher Education Entrance Qualification or Prior Learning qualification. These are to be uploaded to the electronic application or sent by mail to the school. Documentation must be copies of original documents and be of good quality. It may be required to present valid documentation at any time during the study period. Foreign documents must satisfy current requirements of NOKUT at any given time.

### ***2.3.5 Response to Applications***

All applicants receive a written response to the application.

### ***2.3.6 Confirmation of admission***

Those who are admitted must provide written confirmation that they will accept their enrollment in the course of studies by the date specified in HLT's reply letter.

In the English BA all those who have been enrolled must meet up on the first day of teaching / introductory course in order to confirm their enrollment in the course of studies. In addition, they must provide written confirmation by the date mentioned in HLT's reply letter.

### ***2.3.7 Organization of admission***

HLT is responsible for admission to the degree programs. The school administration is responsible for implementing admissions and work under separate instructions adopted by the College Board.

### ***2.3.8 Recognition***

Students can apply to receive recognition for prior education from accredited universities and colleges when applying for HLT. Applicants must submit certified copies of the transcripts and / or diplomas they wish to be considered in connection with the application.

In order for the recognition of prior studies to be valid, applicants must have received written notification from the administration at HLT. A maximum amount of 120 ECTS / ECTS can be recognized as part of a bachelor's degree. The topics that are recognized must have been taken at an accredited institution or as part of an accredited program of study.

### ***2.3.9 Appeals***

Any appeal against the results of admission assessments and recognition are processed by an appeals committee appointed by the College Board for HLT in accordance with the Laws relating to Universities and University Colleges § 5-1.

- The Complaints Board will deal with appeals against decisions and other complaints for students.

- In matters related to admissions, this applies to:

- Decisions related to approval and accreditation of education in accordance with the Law relating to Universities and University Colleges § 3-4;
- exemption from an examinations or tests in accordance with § 3.5,
- admission of students in accordance with § 3-6 and § 3-7,
- the right to take examinations under § 3.10,
- the cancellation of examinations or tests under § 4-7 and
- expulsion and exclusion in accordance with § 4-8 and § 4-10,

These are regarded as individual resolutions in compliance with the Administration act.

## **2.4. Individual Study Plan**

A study plan is to be prepared in cooperation with HLT and each student enrolled in at least 15 credit hours per semester. The study plan is to include the responsibilities and obligations the school has for the student, as well as the responsibilities and obligations the student has, both to the school and to his or her fellow students. The study plan for the student is updated annually by the student's academic advisor at HLT.

## **2.5. Study Completion Deadline**

The deadline for completing an academic study is three –3 – years past the normal study time.

The deadline for completing one course is 1.5 (one and a half years) beyond the normal study time allotted for the course.

A student who was on a leave of absence during the study time – either due to maternity leave or for a documented serious illness – is qualified to apply for an automatic extension of the study completion date. A specific application form is used for this process.

If a student wants to complete their academic studies beyond the normal date of completion, he or she must apply to be enrolled in the studies again. HLT is under no obligation to offer the academic courses that were once a part of the student's original academic plan.

## **2.6. Withdrawal, Discontinuation and Leaves of Absence**

### ***2.6.1. Withdrawal or Discontinuation of Studies***

If a student wants to intentionally withdraw from studies at HLT, he or she must do so in writing and sent by mail or delivered by hand. Receipt of the letter will be confirmed in written form by HLT. If a student passively goes beyond the completion date of his or her study plan, HLT considers this a discontinuation of the student's education at HLT.

HLT reserves the right to cancel the study place for those students who, one year after admission or later in the program over a period of at least one year have passed less than 50% of the number of credits in their study program.

When either an active withdrawal or a passive discontinuation occurs, the student is registered as having ended his or her studies at HLT, and will be free from further financial obligations to the school, but any student fees that are already paid and accepted by HLT will not be refunded.

Students who either actively withdraw or passively discontinue their studies must reapply if they again wish to receive a study position at HLT. Based on current regulations, HLT will evaluate if previously submitted examinations can be applied toward a future degree.

### ***2.6.2. Leaves of Absence***

It is possible to apply for up to a one year's leave of absence during the time of studies. A request for a leave of absence with its desired duration is to be submitted in written form to the school administration. The student is not expected to pay study fees during the course of the leave of absence. Those who are on a leave of absence are still considered students at HLT and have the right to continue their studies at the same academic level they were at before the leave of absence.

The school will accommodate students who were on maternity leave in order to continue with their studies as soon as possible when the leave of absence is completed.

*Students who apply for a leave of absence must be aware of the following:*

- Changes can occur to the academic and study plans while a student is on a leave of absence, such as to the required reading list, work requirements and examination

forms. It can be challenging for the student to adapt to these changes when returning from a leave of absence.

- Students on a leave of absence are personally responsible to remain updated about changes of deadlines, regulations for academic and study plans, and possibly in academic choice.
- If a student does not wish to resume their studies after the leave of absence, he or she must send a written termination to the school.
- A student must apply to the school should he or she desire to take an examination during the leave of absence. If the school accepts this application, the student must register for the examination within the given deadline.

The deadline for completing an academic study is three (3) years past the normal study time. A student who was on a leave of absence during the study time – either on the basis of maternity leave or for a documented serious illness – is qualified to apply for an automatic extension of the study completion date. The student is to contact his or her academic advisor as soon as the leave of absence is completed in order to create a revised study program.

## **Chapter 3. Examination Regulations**

### **3.1. General Information on Examinations, and Types of Examinations Offered**

Examinations are used to test a student's knowledge and skills in those instances where a grade is needed for a student's transcripts or on a diploma, or as part of calculating the average grade of the student, which will be placed on the student's diploma.

HLT will assure that the students' knowledge and skills are tested and evaluated in an impartial and academically satisfactory way.

The students' knowledge and skills will be tested for each course the student takes. This may happen through a final examination, midterm examinations, or through another way in accordance with the course study plan.

Course evaluation often consists of a combination of a number of evaluation types, or so-called file evaluations. Specifically, various periodic examinations, assignments and other types of evaluation are collected in a file from which a total evaluation for the course is determined. In certain courses, the student can personally choose which of the various assignments he or she wants to be included into the evaluation file, while in other courses every type of academic work completed by the student is included in the evaluation file. A file can contain any or all of the examination types given below. The grade weight for each of the courses and seminars is given in the course description. In order for the student to complete a course, each of the midterm examinations must also be successfully completed.

HLT uses the following types of examinations:

***3.1.1. School Examination***

***3.1.2. Oral Examination***

***3.1.3. Multiple-choice Tests***

***3.1.4. Written Assignments***

***3.1.5. Group Tasks***

***3.1.6. Term Assignments***

***3.1.7. Participation in Class or Group Discussions***

Examination type is shown in the course description for each of the academic studies. The final evaluation of an examination is completed in cooperation by an internal and external examiner.

An examination is normally written in one of the two Norwegian written languages, in English, Swedish or Danish. Only under very special circumstances will another language be accepted for use during an examination, but this must be applied for at least one month before the examination date or due date for a written assignment. In these instances a neutral, third party translator must be approved by the school administration.<sup>2</sup>

Specific regulations apply for retake examinations (see pt. 3.8.).

Below is a general description of the formal demands tied to the various types of examinations offered at HLT.

### ***3.1.1. School Examinations***

At the beginning of an examination, a written assignment is handed out to each student present to take the examination. Examination observers are present in the room the entire time of the examination. Normally the student answers the examination questions on pressure-sensitive three-copy paper provided for by the school.

The school provides the following instructions to the students at the beginning of each written examination:

- Students are informed how many hours are given for the examination (for example, four hours).
- Students who require special arrangements, such as use of a laptop, extra time, help in writing, etc., must apply for this at least one month before the date of the examination (see pt. 3.4.). The reason for the special arrangements must be thoroughly presented. Students who have been granted a special arrangement for an examination must present a written confirmation of this on the day of the examination.
- The student must be present in the examination room no later than 15 minutes before the given starting time for the examination. Students who arrive after the examination has begun can be refused entry.
- Students must present valid identification before the examination begins. Accepted types of identification are student ID card, drivers license, passport, or another identification with photograph that is accepted as legitimate identification. Students arriving to the examination without identification can be asked to leave the premises.
- School-approved writing paper is handed out to each student, and no other type of paper is allowed for the examination. Students are allowed to take with them examination tools (without inserted notes) pre-approved by the school for a particular examination, as well as writing instruments. When pressure-sensitive copy paper is used for an examination, only black or blue ballpoint pens may be used. For further information on approved examination tools, see pt. 3.5.
- Each page used for examination answers is to include the student's unique candidate number, course number, and page number. The student hands in the original and first copy of the examination, but keeps the second copy for him/herself.

---

<sup>2</sup> The student will be charged an extra fee for this evaluation process.

- If sickness or other reasonable excuse hinders the student from fully answering the examination questions, a note may be attached to the examination at the time of submission. The examination administrator must be orientated about the situation, who will determine if the excuse will be passed on further to the examiners.
- The submitted examination will not be returned to the student. If a student submits a blank examination, it will be given a failing grade.
- If the student becomes ill during the examination and must therefore discontinue answering the questions before the examination time is up, the examination administrator must be immediately informed who will determine if the student will be excused from the examination. A medical report must be submitted if the student will be allowed to retake the examination (see pt. 3.10).
- Talking is not forbidden during the examination. All inquiries must go through the examination observers. If a student must leave the room during the examination, he or she must be accompanied by an examination observer.
- Students are allowed to bring food and drink to the examination.
- Students who choose not to take the examination after the assignment has been handed out are not allowed to leave the room until one hour after the start of the examination.
- Those who do not hold themselves to the above regulations will be removed from the examination

Examination results are normally available three workweeks after the examination was held. The examiners work together to prepare the final examination grade, and then sign an examination certificate in which the examination grade is presented.

### ***3.1.2. Oral Examinations***

Information on meeting place, time and the order in which students will undergo their oral examination is usually available two weeks before the day of the examination, and will be found on *Frontier* in the “Community Room”. The student is to be present at the examination location at least 15 minutes before the time the examination is to begin. Those who arrive after the agreed start time may be refused participation in the oral examination.

Students are to present a valid identification before the start of the examination. Accepted identification includes student ID card, drivers license, passport or any document that includes a photograph that is accepted as official identification. Students arriving without a legitimate identification may be asked to leave the examination.

Each student is given 30 minutes for the oral examination. An academic instructor or advisor will lead the examination.

If sickness or other reasonable excuse hinders the student from completing the examination questions, the student is to make this known to the academic instructor responsible for the examination. A medical report must be submitted in accordance with current regulations (see pt. 3.10.).

The examination grade is established after the student has left the examination room. The student is informed of the results immediately after the examination is completed.

### ***3.1.3. Multiple-Choice Tests***

*Multiple-choice* tests (MC) are intended to evaluate the students’ understanding of the required reading for a particular course. This kind of test is either placed on *Frontier*, or as a written assignment to be completed in the classroom. An MC test completed on *Frontier*

generates an automatic and immediate response in the form of a point sum. Normally a student must attain a point sum of at least 50% to pass the test. In accordance with HLT's general regulations, a student is allowed to take this type of test up to three times.

A student failing to take the MC test at the specified time without prior approval of the course instructor will be given a failing grade, using up one of the three examination attempts the student has at his or her disposal.

A retake of an MC test usually requires that the student take another version of the test.

#### **3.1.4. Written Assignments**

HLT has two different forms of written assignment apart from group assignments and final assignments:

- A three-working day/ 72-hour home assignment that occurs during the last part of an individual course.
- A home assignment/Life Essay given during the course of the study period for an individual theme or course.

The following guidelines apply for anonymously written assignments:

- Generally, assignments over 1000 words are to be written anonymously, which include nearly all written assignments given at HLT. However, anonymity is not normally required for advisory assignments, group assignments and *Life Essays*. For anonymous submission of an assignment, a unique candidate number will be given to the student for this purpose. If the student chooses to use his or her own name, or sends the assignment directly to the course instructor, anonymity is considered to be broken. This could lead to the assignment not being evaluated by an examiner which could result in a failing grade. Nonetheless, this would count as one of the three possible attempts for an examination. This also applies to assignments submitted after the deadline without approval.
- The assignment is made available on *Fronter* by the school's administration. The assignment is given an opening time (when the student can gain access to the assignment) as well as a deadline.
- The student's candidate number, the number of the assignment, the date of the assignment and the number of words used to answer the assignment are to be presented on the cover page of the assignment. If the student has an academic advisor, this name is also to be included on the cover page.
- Should the student suffer sickness or another compelling reason for absence during the last week before the submission of an assignment, it may be possible to apply for a few extra days that equal the number of days of sick leave or absence. A medical report is needed in accordance with applicable rules (see pt. 3.10.). Under no circumstances will a student be given an extended submission date beyond 50% of the total time allotted for the assignment. For the English program, only a total of seven days will be allotted for the submission deadline for the Life Essays, and a maximum 36 hours for a *72-hour* assignment. A student who has received a time extension can expect to receive a delayed answer from the assignment examiners.
- Assignment answers that are more than 10% longer or shorter than the given framework, may receive a reduced grade.

### **3.1.5. Group Assignments**

Guidelines for written assignments also apply to group assignments. In addition, specific requirements for each group assignment will be given, such as the extent of the assignment, the allotted number of group members, and conditions relating to the extent of each group member's contribution to the group project.

### **3.1.6. Term Paper**

A term paper is a more extensive assignment given in relation to these specific course themes: KRI 2030 / KRI 2030E Term Paper. More detailed information on requirements to complete the term paper is found under the course description for each of these themes.

Student name, the name of academic advisor, assignment title, date and number of words the answer contains are to be written on the assignment's cover page.

The term paper is evaluated by the academic advisor and by an external examiner. Academic relevance as well as the ability for individual reflection on the basis of academic knowledge are important criteria for the evaluation.

In the event of sickness or other compelling reasons for absence, it may be possible to apply for a few extra days that equal the number of days of sick leave or absence. A medical report is needed in line with applicable rules (see pt. 3.10.). Under no circumstances will a student be given an extended submission date beyond three weeks. Students who have received a time extension can expect a delay in answer from the assignment examiners.

### **3.1.7. Participation in Discussions**

Course descriptions can include the requirement of participation in classroom discussion and/or in the discussion forums on *Fronter*. Participation in such arenas will be specified in the course's curriculum. Discussion participation will be registered and will be one of the prerequisites for completing the course.

## **3.2. Decentralized Examinations (taking an examination at another location)**

It is possible to apply for a decentralized taking of a school examination. The prerequisite for being granted permission for such an exception is that the examination is held at another public institution that provides examination observers, and that the examination is held at a time determined by HLT.

The student must apply for this at least one month before the time and date of the examination. The specific form for a decentralized examination can be found on *Fronter*.

The student must personally cover any extra costs related to such an examination. Specific guidelines for decentralized examinations can be found on *Fronter's* "Community Room".

## **3.3. Terms and Conditions for Taking an Examination**

The student is able to take an examination if the following conditions are met:

1. Is registered as having signed up for the examination within the registration deadline.
2. Has completed fewer than 3 (three) examination attempts for a particular course.
3. Has paid the study fees (semester fees) and any required examination fees.
4. Has had sufficient course attendance in compliance to the study plan.

## **3.4. Examinations under Special Terms**

Under certain situations and in accordance with an approved application, the school can defer normal examination ordinances. Such exceptions can be on the grounds of physical disability, sickness, dyslexia, etc., that requires another type of examination be given to the student in

order to give him or her a better chance to present his or her knowledge, independent thinking and competence on a course subject. Such exceptions require a medical report, health certificate or another type of explanation. The examiner is to be informed if an examination has been completed under extraordinary circumstances. The completion of an examination under special conditions normally assumes that:

- The length of the examination is extended by two hours, upon submission of the relevant application.
- Computer / laptop supplied with an English spelling and grammar program can be utilized after submission of the relevant application.
- The examiners will disregard writing and spelling mistakes for those with dyslexia.
- The assignment text can be read to the person with dyslexia.
- The normal examination form can be waived. Under such exceptions, the following conditions may be allowed:
  - Taking an oral examination instead of a written examination – or vice versa.
  - Taking an alternative written home examination to be completed within tree days.

### **3.5. Permitted tools for a school examination**

Bibles (free from notes / marks / comments), synopses, Bible dictionaries, and spelling dictionaries for contemporary languages are all considered permissible examination tools.

Certain courses may have special rules regarding the use of examination tools.

### **3.6. Required Reading**

All examinations are based on an up-to-date reading list presented in an up-to-date course description.

### **3.7. Grading System, Transcripts and Diplomas**

- A. Course grades are represented by a letter or by pass/fail. Letter grades are from A to F, where A is the best passing grade and E is the worst, while F represents a failing grade. Letter grades are given number values, so that A = 5; B = 4; C = 3; D = 2; E = 1. Number values are used for calculating file grades and for systematically evaluating and classifying school applicants.
- B. Diplomas are issued when all examinations are successfully completed.
- C. If a student's prior education has been approved and applied toward the student's education at HLT (see pt. 2.10.), this will be shown on the student's diploma.
- D. The student can personally access and print out his or her transcripts from the examination module found in *Self Service (Solar Venus)*. However, this copy will not be notarized. Notarized copies of transcripts are available through the school administration.
- E. Students who have not completed a study program can receive a transcript for the examinations or tests that have been successfully completed.
- F. At the issuance of a diploma upon the completion of a degree, a Diploma Supplement will automatically be included with the diploma that presents a more detailed description of the student's education.

### **3.8. Retake Examinations**

Students take a retake examination when he or she did not pass an earlier examination, or failed to register for an examination within the required deadline. Students in HLT's English program are not allowed to withdraw from ordinary examinations.

A student can make a maximum of 3 (three) attempts at passing an examination for the same course. An examination attempt is also considered expended when the student fails to hand in or to meet up for the written or oral examination, as long as the student is still registered for the specific examination and has yet to withdraw from the examination within the deadline, and has no documented legitimate absences (truancy), such as in the case of sickness, at the time of the examination (see pt. 3.10.).

When a student has expended all three examination attempts for the same course, the entire course must be retaken before a new examination is offered. A student can normally retake a course only one time.

### **3.9. Registration and withdrawal from examinations**

Norwegian BA students are automatically registered for regular examinations and, if necessary, for the first make-up examination in accordance with the study program. Students are not automatically registered for examinations if the student has withdrawn from an examination (regardless if it is a regular or the first make-up examination). Students must register themselves by the registration deadline. If it is necessary with a second make-up examination, or if one wishes to improve one's grades, it is the student's responsibility to register. In the English BA, all students are automatically registered for regular examinations, as well as the first and second make-up examinations. They do not have the possibility of cancelling their registration.

The registration deadline for examinations that do not offer automatic student registration is usually 31 August for the fall semester, and 31 January for the spring semester. Students are not allowed to withdraw from these examinations.

Examination dates and submission deadlines for each course are available on *Fronter* at the beginning of the study program for each semester.

In the Norwegian BA program, students have the possibility of withdrawing from one or more examinations that they were automatically registered for; however, this must be done within one month of the date of the examination or assignment submission. This applies to both ordinary examinations and for the first retake examination. Remember the course completion deadline (see pt. 2.13.).

If a student does not withdraw from an examination within the deadline, one (1) examination attempt will be applied to the particular course, irrespective of whether the student takes the examination or not.

### **3.10. Sickness**

Sickness with a medical statement is normally the only grounds for an approved postponement of an examination or withdrawal deadline. A medical statement must be presented. Only under exceptional circumstances will other grounds be approved; however, a postponement must be applied for. If a student becomes ill during an examination and is thus unable to complete the examination, the student must notify the examination immediately. A medical statement must be obtained by the student afterward in order to have the examination postponed. A postponed examination means that a student will be automatically registered for a new ordinary examination, which will be held at the same time as the first examination retake.

Should the student suffer sickness or have another compelling reason for being absent in relation to the submission of a written assignment, it may be possible to apply for a few extra days that equal the number of days of sick leave or absence, but limited to 50% of the total time allotted for the assignment, seven days for a Life Essay, and three weeks for a term paper. See further details under the various types of examinations and assignments above.

A medical form or other type of documentation for legitimate absence must be dated no later than three (3) workdays after the examination, and must be delivered to HLT's administration within seven (7) days after the date of the examination or assignment submission date, unless it is impossible or extremely difficult to do so.

### **3.11. Examination Fees**

Examination fees for ordinary examinations are normally included in the study fees.

Retake examinations come with their own examination fee. For more information on prices see our website ([www.hlt.no](http://www.hlt.no)). No examination fee will be charged when a retake examination is due to a sickness that can be confirmed by a medical report or due to other special circumstances (such as a funeral).

### **3.12. Cheating**

Possession of examination tools that are in violation of the above regulations or what is allowed in the course description will be seen as an attempt at cheating. If a student is in possession of unauthorized examination tools after the examination questions have been handed out, it will be treated as cheating.

For a home examination, copying or recopying texts without giving appropriate references (plagiarism) will be considered cheating or an attempt at cheating. This also applies when answers are characterized with a lack of independence in the work, such as when an answer appears to be extremely similar to another answer or another's answer, or when it is obvious that the answer was written by someone other than the student.

These regulations apply for all types of written assignments.

HLT treats all attempts at cheating in relation to the Norwegian Laws for Universities and Colleges, § 4-7 and § 4-8. Attempts at cheating can lead to the annulment of the examination results and exclusion from the institution for one to two semesters.

### **3.13. Appeals Process for Examination Results**

A request to know the grounds for an examination grade must be presented within two weeks after the results have been made known to the student. This must be done in written form and delivered to the school's administration.

The reasons for the examination results will be requested from the instructor and/or examiners, and will be made available to the student within 10 working days excluding holidays. If the student is not satisfied with the explanation, he or she may submit an appeal against the examiners' decision. This must be done within three weeks after an explanation is given. The academic dean will then name a new external examiner. Under normal circumstances, a deadline of three weeks is given to the new examiner to give a new assessment (holidays not inclusive).

An examination assessment is always made through the cooperation of two persons. If the disputed assessment was done by the academic instructor alone, a new assessment will be done by the academic instructor in cooperation with an internal or external examiner.

The appeals process does not apply to an assessment made for an oral examination or other type of examination that, due to the nature of the test, cannot be reassessed. In these instances

the student may only submit an appeal on a mistake made during the assessment process. The appeal must be submitted in written form immediately to the school administration, which will redirect the appeal to the academic dean, who in turn will examine the case with the academic instructor / examiner and in cooperation with the student, in order to evaluate whether or not a mistake had been made that had negative consequences for the examination results. Under these circumstances an assessment may be overturned, and a new examination will be held for the student.

A complaint against a grade or an individual decision on both a written and oral examination can be appealed to the Consultation Committee [Samråd]. An appeal against a decision in the Consultation Committee can be made to the school's appointed appeals board, which is the student's final opportunity for an appeal. If the Consultation Committee or the appeals board agrees that there are grounds for an appeal, the earlier decision will be overturned and it will be advised that a new assessment be made based on the amended terms of assessment.

## **Chapter 4. Regulations on Absences**

### **4.1 Rules for Absences from Class Lectures:**

- A. Participation in lectures is obligatory at HLT. Participation in lectures, discussions and other academic processes are an important aspect of the school's pedagogical program and a link in making the students into quality leaders.
- B. Maximum absences from lectures cannot exceed 25% of the lectures given for each course.
- C. Maximum absences includes both approved and unapproved absences. Sick leave that is documented with a medical statement and other types of absences that are individually evaluated and approved by the school's leadership, are exceptions. Extended periods of sick leave must be presented to and evaluated by the Principal.

Planned absences due to work, seminars held outside of HLT, social situations and the like must be applied for ahead of time to the Principal with a notice of the planned absence given to the teachers of the affected courses.

- D. In a number of courses, student participation is an essential part of the class. Absences from these classes can only be approved after having been applied for.
- E. If absences exceed the allowed maximum, the student will receive a failing grade for the class and will not be permitted to hand in further assignments or to take the final examination.
- F. Under special circumstance the school – upon written application by the student – can assign extra assignments or other measures to compensate for the student's absences.

### **4.2 Control Ordinances**

- A. The student bears the responsibility for the control of his or her own school absences.
- B. A class journal is kept for all classes held at HLT. The class journal is kept in the school's administrative office.
- C. Academic instructors are responsible for the regular control of absences through the use of the class journal, and may enforce mandatory class attendance for students who are nearing the maximum number of absences.

## **Chapter 5. Implementation**

### **5.1 Commencement**

This Regulation enters into force from 09 September 2013.

#### ***Appendix: Relevant Laws and Policies***

*Norwegian Law for Universities and Colleges:*

[www.lovdatab.no/all/nl-20050401-015.html](http://www.lovdatab.no/all/nl-20050401-015.html)

*Penal Code:*

<http://www.lovdatab.no/all/tl-19020522-010-022.htm>

*Regulations for admission to higher education*

<https://lovdatab.no/dokument/SF/forskrift/2007-01-31-173>