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## ***Regulations for admission, studies and examinations at The Norwegian School of Leadership and Theology***

Legal basis: Determined by the board of the Norwegian School of Leadership and Theology 23 . September 2019 on the basis of the Act Relating to Universities and University Colleges of 1<sup>st</sup> April 2005, No. 15 (University and University Colleges Act).

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## Chapter 1: General regulations and practical information

### 1.1 Who the regulations apply to

These regulations apply to all study programs (taught in Norwegian and English) at the Norwegian School of Leadership and Theology (HLT).

### 1.2 Disclosure and duty of inquiry

Every student at HLT is required to familiarize themselves with the current regulations regarding studies and exams at HLT. Furthermore, students are required to familiarize themselves with study plans, course descriptions, examination plans, examination procedures, rules regarding cheating and the consequences of cheating and the necessary prerequisites for taking exams. Regulations, plans, procedures and other important information is available on HLTs website and digital learning platform.

Students are required to familiarize themselves with HLT's digital systems, and to inform HLT of any changes in name, address, e-mail and telephone number. Name changes must be documented.

### 1.3 Study - and semester fees

Each semester, students must pay all student fees within the applicable deadlines. Students who fail to do so will lose their right to study at HLT. It is possible for students to withdraw from their studies during the semester (see chapter 3.4.1), however school fees are non-refundable.

#### **1.4 Presentation of documents**

HLT can require successful applicants to present their original diplomas and certificates for verification. Counterfeiting is a crime according to paragraphs §361 and §362 of the Norwegian Penal Code (straffeloven) and will be reported to the police. The same rules apply to applicants abroad.

## **Chapter 2: Admissions**

### **2.1 Admissions**

Normally, HLT admits students to both the fall and spring semesters. Admissions are administered locally by HLT's student administrative department in accordance with guidelines for university colleges.

### **2.2 Admissions capacity and competition rules**

The principal determines how many students may be admitted based on available capacity and, in the event of competition, the ranking rules for study places. Emphasis is placed on objective criteria.

### **2.3 General admission requirements**

Admission for studies at HLT requires that the applicant meets the general entrance requirements or equivalent, determined by The Regulations for Admission to Higher Education 6<sup>th</sup> January 2017, No. 13 (Forskrift om opptak til høyere utdanning)

The academic dean determines supplementary provisions for assessing validation of prior learning.

### **2.4 Foreign applicants for English language education programs**

The requirements for Norwegian knowledge do not apply to applicants who are admitted to English-language education programs or to students who take part in European exchange programs. Language proficiency must be documented according to NOKUTs GSU- list.

### **2.5 Application deadline**

Application deadlines are published together with information about the study programs on offer. If an applicant is due to complete an education/examination required for admission after the application deadline, he/she must still apply within the deadline. The applicant must then attach a confirmation letter from the school/institution about the scheduled exam and the diploma/certificate must be forwarded as soon as possible.

### **2.6 Application form**

Applications for admission are made online via HLT's website. Applications must include scanned copies of original diplomas and certificates documenting the general entrance requirements or the requirements for validation of prior learning.

### **2.7 Offer of study place**

All applicants will receive a written reply about the outcome of their application. Successful applicants will be given a deadline within which they must confirm their acceptance of the study place and pay the study- and semester fees.

Students who are not present at the commencement of the study program may lose their study place.

## **2.8 Incorporation of prior education and exemption**

Students can apply to have relevant prior education recognized and incorporated as part of their study program at HLT. This must be from an accredited university or college. Applications must include certified copies of transcripts and/ or certificates, and course descriptions where applicable.

Students can also apply for exemptions from subjects/courses based on other documented relevant education. This applies, for example, to foreign higher education and vocational education.

A maximum of 120 credits / ECTS can be incorporated into a bachelor's degree.

## **2.9 Complaints**

Complaints about the outcome of an application for admission or incorporation of prior education must be submitted to HLT within 3 weeks of receiving the decision. Complaints are handled by HLT 's appeals panel.

# **Chapter 3: Teaching and curriculum**

## **3.1 Teaching**

The academic year normally runs for 10 months, and a full academic year normally equates to 60 credits.

## **3.2 Individual education plan**

All students admitted to studies with a minimum of 15 credits per semester will receive an individualized education plan. The education plan will contain an overview of the study program's academic composition and the planned study duration.

At the beginning of each semester, the student must approve his / her education plan.

## **3.3 Deadline for completion of study program and courses**

The deadline for completing a study program is three years beyond the normal study duration. The deadline for completing a course is one and a half years beyond the normal study duration.

Study breaks/periods of leave which are due to maternity leave or documented serious illness may warrant an extension to the completion deadline. Students must apply for this.

If the student wishes to complete their studies, but is no longer within the completion deadline, the student must apply for new admission. HLT is not obliged in such cases to offer the exact courses that were part of the student's original education plan.

## **3.4 Cancellation, study breaks and leave**

### *3.4.1 Withdrawal from studies and cancellation of studies*

Students who actively wish to withdraw from their studies must do so in writing, and HLT must confirm receipt of the notification in writing. If a student has gone beyond the completion deadline (education interruption), the student will no longer be able to continue their studies.

HLT reserves the right to cancel a student's study place if the student has passed less than 50% of the planned credits in their education plan one year after admission, or thereafter over a period of at least one year.

Students who have withdrawn from their studies, or who have had their study place cancelled will be registered as having ceased their studies and will be free from any further payment obligations. Study/semester fees which have already been paid are non-refundable.

Students who have withdrawn from their studies or who are beyond the completion deadline, will need to apply again if they wish to study at HLT in the future. HLT will then assess whether previously completed exams can be recognized in the new education plan, based on current regulations.

### *3.4.2 Leave of absence*

Students can apply for a leave of absence for a maximum of one year during their studies.

Students who become parents during their studies, are entitled to a period of leave according to the Act Relating to Universities and University colleges § 4 - 5. HLT will ensure that students who are on maternity leave, can resume their studies as soon as possible after the period of leave has ended.

Applications for leave must be made in writing to HLT 's administration. The student will not be charged tuition/semester fees during the period of leave. During the period of leave, students will still be registered as a HLT student and are entitled to resume their studies at the same level on their return from leave.

Students seeking leave, must be aware of the following:

- Changes can be made to courses and study plans during the student's period of leave, for example, changes may be made to curriculum literature, course requirements and examination forms. This may result in adaptation issues upon the students return from leave.
- Students on leave are responsible for keeping updated with regards to changes to deadlines, regulations relating to courses/study plans and course selection where applicable.
- Students who wish to take examinations during the period of leave must apply for this and upon approval registered within the applicable deadlines.
- Before resuming studies, students must contact the student counsellor as soon as possible to obtain a revised education plan.

## **Chapter 4: Examinations and diplomas**

### **4.1 General information about examinations**

The term examination refers to an evaluation which is assessed and given a grade. The grade is either directly stated on the formal transcript/diploma for the studies or forms part of the final grade calculation which is then stated on the formal transcript/diploma.

In each course, students' knowledge and skills are tested according to the objectives of the course plan. The syllabus/literature list is a tool through which the student can acquire the competencies described in the course description. There are grading guidelines for all examinations.

HLT ensures that students' knowledge and skills are tested and assessed in an impartial and professional way.

A distinction is made between an ordinary examination and a makeup examination (see section 4.5). All students who meet the requirements described in section 4.2 are automatically registered for the ordinary exam.

## 4.2 Eligibility for examination

Students are eligible to take examinations providing the following conditions are met:

- student is registered for the examination before the registration deadline
- student has completed less than three examination attempts in the applicable course
- all study, semester and exam fees are fully paid
- the attendance requirement has been met (see chapter 5)

## 4.3 Examination Forms

A course may have one or more examinations, and there are different examination forms. The examination form and weighting of different examinations is described in the course description. The most common examination forms are:

- Written school exam
- Oral examination
- Submission of an assignment - individually or as a group
- 72-hour home exam
- Reflection note/report
- Multiple Choice Quiz
- Dissertation

The framework for examinations is as described in the course plan. The Academic Dean can give further guidelines.

## 4.4 Grading system, transcripts and diplomas

- Grades are determined as either letter grades from A-F, or as " Pass / Fail ". A represents the best passing grade and E the worst , whilst F is a failing grade. Letter grades correspond to numerical values: A = 5; B = 4; C = 3; D = 2; E = 1. The numerical values are used for calculating total grades and for ranking applicants.
- Students can see their grades online via HLT 's student administration system. The student's formal transcript/diploma can be viewed via [www.vitnemalsportalen.no](http://www.vitnemalsportalen.no). Students requiring a certified transcript can contact HLT's administration.
- Students who have not completed their study program can be issued a transcript for the individual exams or tests passed. A diploma is only issued when all exams are completed and passed.
- If a student has had grades recognized by HLT from an external education (see section 2.8.), these will be stated on the diploma.
- Diplomas are issued together with a diploma supplement which gives a detailed description of the candidate's education, and of the higher education system in Norway.

## 4.5 Makeup examination

A makeup examination is an examination the student takes if he/she has not passed or completed a previous examination or which the student takes to improve their grade.

Students are entitled to a maximum of three examination attempts in the same course. An examination attempt is deemed to have been completed even if the student does not submit the task or attend the examination, provided that the student was registered to the exam and has not documented grounds for valid absence (see section 4.9).

If a student has used up all three examination attempts in any one course, the entire course must be repeated before a new exam can be taken. A student will normally only be granted permission to repeat a whole course once.

#### **4.6 Registration and withdrawal from examinations**

##### *Studies taught in English*

Students are automatically registered for ordinary exams and if necessary, for the 1st and 2nd makeup exams. Due to the specific examination arrangements for studies in English, students may not withdraw from examinations, however valid absence can be granted for an exam in the event of sickness or other compelling reasons (see section 4.9).

##### *Studies taught in Norwegian*

Students are automatically registered for the ordinary exam and if necessary, for the 1st makeup exam. This does not, however, apply if the student previously withdrew from the examination. Students who withdraw from an examination must register himself/herself for a new examination in accordance with the relevant registration deadlines.

Students have the right to withdraw from an examination they are registered for when notice is given at least 1 month before the exam or submission date. This applies to both the ordinary exam and the 1st makeup exam. However, the examination must be completed within the completion deadline (see section 3.3). If a student fails to withdraw from an examination within the withdrawal deadline, one examination attempt will be registered in the relevant course, regardless of whether the student submits/attends the examination or not.

#### **4.7 Off campus examination**

Students can apply to take an examination off-campus at an approved public institution if their travel time from home to HLT exceeds 3 hours. The off-campus exam will be managed according to current examination regulations and instructions. This applies to both ordinary and makeup exams.

#### **4.8 Special examination arrangements**

Under certain circumstances, HLT is able to make special examination arrangements for students who apply for this. Such exceptions can be on the grounds of a disability, a specific learning disability (such as dyslexia or dyspraxia) or an ongoing or short-term medical condition. A medical certificate or a statement must be provided.

The purpose of special arrangements is to compensate for the disadvantage the student's disability or condition brings, and at the same time ensure that students, to the greatest possible extent, are tested on equal terms. The special arrangement shall not be so comprehensive that it will entail any advantages when compared to other students. The examiner will be informed if an examination has been conducted with special adaptations.

Examples of special examination arrangements include:

- An extension to the duration of the exam.
- Use of additional tools, for example a laptop supplied with an English spelling and grammar program.
- Examiners disregard writing and spelling mistakes for students with dyslexia.
- The exam assignment can be read out loud to the student at the beginning of a school exam.
- The normal examination form can be waived. For example, the student takes an oral exam instead of a written exam or vice versa, or a student takes a 3-day take-home exam instead of a school exam.

Application forms are available through the HLT website. Students must apply with applicable deadlines.

#### **4.9 Illness and valid absence**

Sickness certified by a doctor, the birth of a child, or a death in the close family are usually the only reasons for being granted a valid absence from and postponement of an examination after the withdrawal deadline. Only in exceptional cases will other reasons be approved. Applications for approval of valid absence should be made in writing to the exam administration.

Any medical certificate, birth certificate or other form of documentation for valid absence must be dated no later than 3 working days after the examination date and received by HLTs administration no later than 7 working days, unless this is not possible or there are reasonable grounds for an exception.

The same rules apply to a student who becomes ill during an examination under supervision and is unable to complete it. The student must notify the examination supervisor, and later send in the relevant application and documentation to the exam administration.

If the examination is a written assignment submitted from home, then students who have grounds for valid absence can also apply for an extended submission deadline rather than a postponement. This will compensate for the number of days of absence but is limited to a maximum of 3 weeks for a bachelor's thesis, 7 days for other written assignments, and 36 hours for a 72-hour home exam. Candidates who are granted an extension must expect subsequent delays in grading.

#### **4.10 Examination fee**

The exam fee for the ordinary exam is normally included in the study fees.

There are additional fees for makeup exams unless registration for the makeup examination is due to certified sickness or other valid absence from the previous examination.

#### **4.11 Cheating**

Cheating is a violation of examination regulations, and which can improperly result in a better assessment of the candidate's results.

HLT views cheating/attempted cheating very seriously. It is considered as a violation of academic integrity, and a breach of trust between the student and HLT as an institution. HLT handles cases of cheating and attempted cheating in accordance with the "Act relating to universities and university colleges" § 4-7 and § 4-8. There are strict sanctions for cheating, out of consideration for fellow students, future employers and HLT's reputation as an academic institution.

Cheating can have serious consequences for students. If the appeals committee finds a student guilty of cheating and/or attempted cheating, this can lead to the following forms of penalty:

- Annulment of examinations or tests, or annulment of recognition of courses (§ 4-7).
- Exclusion from the institution and loss of eligibility to take further examinations at the institution and other institutions pursuant to the Act (§ 4-8) for up to one year.

#### **4.12 Grade explanation**

Students have the right to receive an explanation for his/her grades. For oral/practical exams, an explanation will be given immediately after the grade has been communicated. For written exams, the student must request the explanation within 2 weeks after the grade was made known to the student. Procedures for requesting a grade explanation are outlined on HLTs website.

The student will normally receive a grade explanation within 2 weeks of his/her request. The explanation will include the general principles which form the basis for the grade assessment, and for the assessment of the candidate's performance.

#### **4.13 Grade appeal**

If, after receiving a grade explanation, the student is still not satisfied with the grade, then a grade appeal can be submitted (complaint). This must be done in writing within 3 weeks after receiving the grade explanation. For a group examination, each student has an individual right to make a grade appeal. Procedures for requesting a grade appeal are outlined on HLTs website.

The examination paper will be reassessed by two new examiners, of whom at least one is an external examiner. The examiners will not be informed of the original grade, the grade explanation, or the student's reason for the appeal. A grade appeal can result in both a favourable and unfavourable result. The new grade will be final and cannot be appealed (§ 5-3 (6) of the University and University Colleges Act).

If the result of a grade appeal differs by two or more grades from the original grade, HLT will conduct a further assessment before the final grade is determined (cf. § 5-3 of the Higher Education Act).

Certain assessments such as an oral examination cannot by nature be reassessed after the assessment has taken place. It is not therefore possible to make a grade appeal for these types of examinations.

#### **4.14 Complaints about formal errors in the examination process**

Students who have taken an exam or test may make a complaint about formal errors in the examination process within 3 weeks of the date he/she was made aware of the error. Complaints should be made in writing to HLTs administration. Following investigation, a decision will be taken by HLT 's Appeals Panel.

If it is confirmed that an error was made, and if that error could have consequences for the performance or assessment of one or more other candidate, all grades will be revoked. The error can either be corrected by a new examiner assessing the submitted work, or through holding a new exam which will be assessed by new examiners.

## **Chapter 5: Attendance**

### **5.1 Attendance**

Participation in HLT classes is mandatory. Participation in lectures, discussions and learning processes is an important part of HLT's pedagogical program and part of how students develop skills and knowledge. In some courses, participation in groups or seminars is essential and absence can only be approved by application with special grounds.

Participation in classes and activities is registered via the school's learning platform. Students are responsible for registering their own attendance and for holding an overview of any absence. Teachers regularly check attendance lists.

### **5.2 Rules for absence from teaching**

A student must not be absent for more than 25% of the total number of classes in each course unless they have approved valid absence. This does not apply to students who have an approved reduced study plan. These students must have 100 % attendance according to their plan as well as submitting an additional assignment. If a student's absence exceeds the maximum allowed, the student will lose examination rights in that course.

Absence due to illness or other extenuating circumstances can be approved as valid absence following application. (see 4.9). Even with some approved absence, the total amount of absence must not exceed 50% of the number of classes in each course.

In exceptional circumstances, HLT can require that students submit additional assignments or participate in additional classes to compensate for a lack of absence. In such cases, the agreement will be made in writing.

Students who have not met the attendance requirements for a course will lose examination rights in that course.

## Chapter 6: Implementation

### 6.1 Entry into force

This regulation comes into force on 01.10.2019. On the same date, the regulation dated 09.09.2013 is repealed.

### 6.2 Current laws and regulations

- Act relating to universities and university colleges  
[Act relating to universities and university colleges](#)
- The Penal Code  
[The Penal Code](#)
- Regulations for admission to higher education  
[Forskrift om opptak til høgare utdanning \(only available in Norwegian\)](#)