

Regulations governing admission, study programmes and examinations at the Norwegian School of Sport Sciences (NSSS)

The document which follows is a translation of a legally binding document originally written in Norwegian. If a dispute arises as to the interpretation of this document, the Norwegian version takes precedent.

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Regulations governing admission, study programmes and examinations at the Norwegian School of Sport Sciences (NSSS)

Legal authority: Adopted by the Board of the Norwegian School of Sport Sciences on 26 May 2005 pursuant to the Act of 1 April 2005 No. 15 relating to universities and university colleges, Sections 3-3, 3-4, 3-5, 3-6, 3-7, 3-8, 3-9, 3-10, 3-11, 4-2, 4-5, 4-7, 4-9, 5-2 and 5-3.

Amendments: Amended on 8 November 2005 and 4 April 2006. (The amendments have not been published in the Norwegian Legal Gazette.) Amended in the Regulations of 19 June 2007 No. 1084, 6 November 2008 No. 1588, and 24 September 2009 No. 1516, and 2 March 2010 No. 707

Chapter 1: General provisions

§ 1. Scope of the regulations

1. These Regulations pertain to all the study programmes at the Norwegian School of Sport Sciences (NSSS), except for those at the PhD level.

2. The Regulations establish the provisions on admission to the study programmes, the organisation of study programmes, examinations, rules for the awarding of marks and degrees, and the students' and NSSS' rights and obligations.
3. In the case of study programmes that have a stipulated national curriculum pursuant to the Act relating to universities and university colleges, Section 3-2 (2) with provisions that deviate from these regulations, the provisions of the national curriculum shall apply.

§ 2. Definitions

<i>Credits</i>	Measure of the scope of the study programme: 60 credits equals one year of full-time studies.
<i>Study programme</i>	Studies comprised of a set of courses. A study programme may consist of 30-180 credits.
<i>Programme description</i>	A plan describing the structure of a study programme and the relationship between the individual courses that comprise the study programme.
<i>Course</i>	The smallest element of a study programme. The scope of all courses is measured in terms of credits.
<i>Course plan</i>	A plan describing the objectives, organisation, study methods, forms of assessment, recommended literature and syllabus for a specific course.
<i>Area of specialisation</i>	90 credits in the second and third academic years of the Bachelor's programme comprise an academic specialisation. The courses to be included in the area of specialisation are identified in the programme description for the study programme concerned.
<i>Examination/assessment</i>	Formal testing of the students' knowledge and skills during and/or at the conclusion of a course.
<i>Postponed examination</i>	For students who had a valid absence from an ordinary examination and for students who did not pass the ordinary examination.

0 Amended in the Regulations of 6 November 2008 No. 1588.

Chapter II: Admission

§ 3. Admission capacity

The Board is responsible for establishing the admissions capacity for the individual study programmes.

§ 4. General admission requirements

To be eligible for admission to the Norwegian School of Sport Sciences, applicants must hold the Higher Education Entrance Qualification or the equivalent, as stipulated by the Norwegian Ministry of Education and Research in the Regulations governing admission to universities and university colleges. For

applicants to study programmes whose language of instruction is not Norwegian, the requirement of proficiency in the Norwegian language does not apply.

0 Amended in the Regulations of 6 November 2008 No. 1588.

§ 5. Admission requirements for the individual study programmes

1. Admission requirements for the three-year Bachelor's programme in sport science and the first academic year (basic year) in sport science: satisfactory results on the admission test.
2. Admission requirements for the second academic year of the Bachelor's programme in sport science: completion of and satisfactory results for the basic year in sport science at NSSS or the equivalent.
3. Admission requirements for the third academic year of the Bachelor's programme in sport science: completion of and satisfactory results for the basic year in sport science as well as the second academic year of the study programme to which admission is being sought or the equivalent.
4. Admission requirements for the one-year programme in educational theory and practice: three years of higher education, including a basic year in sport science.
5. Admission requirements for other lower-level study programmes: these are specified in the individual programme descriptions for the respective study programmes.
6. Admission requirements for pre-defined part-time study programme: these are specified in the individual programme descriptions for the respective part-time study programmes.
7. Admission requirements for the Master's programme: applicants must have fulfilled the requirements as stipulated in the Regulations of 1 December 2005 No.1392 governing the requirements for the Master's degree. The admission requirements must include a minimum of 120 credits in sport science subjects, of which 60 credits must be in an area of specialisation or equivalent. The average mark in the area of specialisation must be a C (or 2.7) or better.

0 Amended in the Regulations of 6 November 2008 No. 1588.

§ 6. Rules for ranking applicants to the individual study programmes

When the number of qualified applicants exceeds the available places in a study programme, the applicants will be ranked according to the following rules:

1. Applicants to the three-year Bachelor's programme in sport science will be ranked on the basis of the provisions in the regulations governing admission to universities and university colleges.
2. Applicants to the second academic year of the Bachelor's programme in sport science will be ranked on the basis of their marks from the first academic year of the Bachelor's programme or the equivalent. Students with the highest marks will be granted admission. If applicants are equally well qualified, the oldest applicant will be ranked first.
3. Applicants to the third academic year of the Bachelor's programme in sport science will be ranked on the basis of their marks from the first and second academic year of the study programme or the equivalent. Students with the

highest marks will be granted admission. If applicants are equally well qualified, the oldest applicant will be ranked first.

4. Applicants to the one-year programme in educational theory and practice will be ranked according to the following groups in the order of priority shown below:

Group 1: Applicants holding a Bachelor's degree with an area of specialisation in coaching or outdoor education including specified courses in activity and pedagogy.

Group 2: Applicants holding a Bachelor's degree with an area of specialisation including specified courses in activities and pedagogy.

Group 3: Other qualified applicants, ranked according to the number of credits earned in sport science subjects (maximum 180 credits).

Within each of these groups, the applicants will be ranked according to their overall mark in the basis for admission, cf. Section 5, No. 4 of these Regulations.

5. Applicants to other lower-level study programmes will be ranked on the basis of the rules stipulated in the programme description for the study programme concerned.
6. Applicants to part-time study programmes will be ranked on the basis of the rules stipulated in the programme description for the study programme concerned.
7. Applicants to the Master's programme will be ranked on the basis of the marks from their area of specialisation or equivalent. Students with the highest number of points will be granted admission. If applicants have equal qualifications, the oldest applicant will be ranked first.

Group 1: Applicants with 90 credits in the area of specialisation.

Group 2: Applicants with 60 credits in the area of specialisation.

Applicants in Group 1 will be ranked higher than applicants in Group 2.

8. Applicants who do not have scaled marks from a Norwegian institution of higher education will be ranked by the admissions committee on the basis of a discretionary assessment of the level of the applicant's academic performance.

0 Amended in the Regulations of 6 November 2008 No. 1588.

§ 7. Quotas

Students granted admission under the quota schemes must fulfil the general and special admission requirements. NSSS employs the following quotas:

1. Sport quota: Up to 10 per cent of the places in the Bachelor's programme in sport science and the first year of study (basic year) in sport science may be allocated to applicants nominated by the Norwegian Confederation of Sports. Up to four places in the second and third years of the Bachelor's programme in sport science and one place in the Master's programme in sport science may be allocated in the same manner.
2. Up to five places in the second year of the Bachelor's programme may be offered to applicants who qualify for the study programme on a different basis.

§ 8. Admissions committee

The Board is responsible for appointing the admissions committee that grants admission to study programmes for both lower and higher level degrees. The Board also establishes the mandate for the admissions committee.

§ 9. Application deadlines

1. For study programmes with admission organised via the Norwegian Universities and Colleges Admission Service (NUCAS), the established national application deadlines shall apply.
2. Application deadlines for the rest of the study programmes are determined by the Academic Affairs Committee, and are announced simultaneously as the publishing of the study programme.

0 Amended in the Regulations of 19 June 2007 No. 1084 (effective 1 August 2007).

§ 10. Police certificate of good conduct

For some study programmes, students are required to provide a police certificate of good conduct, cf. the Act relating to universities and university colleges, Section 4-9, or a health certificate. When the applicant is granted admission to a study programme that requires a police certificate and/or health certificate, NSSS will notify the applicant of this requirement and the deadline for submitting the certificate(s) in the letter of admission.

0 Amended in the Regulations of 6 November 2008 No. 1588.

§ 11. Reservation of a place in a study programme

Applicants granted admission to the Norwegian School of Sport Sciences may reserve their place in a study programme until the following academic year due to pregnancy, compulsory military/civilian service or another weighty reason. A place will be reserved for applicants who are granted approval of their application to postpone commencement of studies until the next ordinary start date for the programme concerned.

§ 12. Admission to individual courses

1. Persons not granted admission to NSSS' study programmes may attend lectures and sit for examinations in courses with available capacity as course students. These students must fulfil the admission requirements to the study programme of which the course is a part and have the required previous knowledge prescribed for the course. Course students are required to pay the semester fee in order to attend lectures and sit for examinations. The application deadline for courses commencing in the autumn semester is 1 August, and for the spring semester the deadline is 1 December. The applicants are ranked according to the date when NSSS received a complete application.
2. Admission as a course student confers the right to attend lectures and sit for examinations in the same semester. These students are permitted only to take individual courses at NSSS, not an entire study programme, and they have the right to attend courses comprising a maximum of 30 credits per academic year.

3. Course students are subject to the same assessment forms and schemes that apply to ordinary students in the course, and they may not sit for an examination under the rules of a previous scheme. These students are subject to the same requirements that apply to ordinary students regarding attendance, participation in group work and the like.

0 Amended in the Regulations of 6 November 2008 No 1588, and 24 September 2009 No. 1516.

§ 13. Applications and documentation

Applications for admission must be submitted using the standard application form. All documents that serve as the basis for admission must accompany the application form or be forwarded to NSSS by the stipulated deadline. The documents submitted must be certified copies of the originals.

Chapter III: Programme descriptions

§ 14. Content of programme and course descriptions

1. The education offered at NSSS is organised into study programmes consisting of various courses. All study programmes are required to have a programme description. The programme description must include the following components:
 - The objectives, scope, content, organisation, study methods, examination scheme, and forms of testing and assessment for the study programme/academic area.
 - Any required previous knowledge or recommended knowledge for the study programme or subject area.
 - The courses that are taught and for which examinations may be taken.
 - An academic description of the courses comprising the study programme.
 - The set of courses that fulfils the requirement for the area of specialisation.
 - Any rules regarding the prioritised order of the courses in the study programme.
 - Any special requirements for sitting for an examination, such as approved participation in laboratory exercises, compulsory written assignments, oral presentations, subject-related excursions, field courses or other theoretical or practical exercises.
 - Other provisions of significance for the implementation and quality assurance of the study programme.
2. The courses must comprise a minimum of five credits, and as a general rule consist of 5, 10 or 15 credits. Five-credit courses will normally not encompass an entire semester. All courses must have a course description stating the course's title and code, objectives, organisation and study methods, assessment scheme and syllabus.

0 Amended in the Regulations of 6 November 2008 No. 1588.

§ 15. Approval of programme and course descriptions

It is the responsibility of the academic departments to prepare the programme and course descriptions. The Board approves the programme description when a new study programme is established. The Academic Affairs Committee approves course descriptions and amendments to the programme and course descriptions, provided the amendments do not substantially change the objectives, content or resource framework of the course or study programme.

Chapter IV: Admission rights, leave of absence, individual education plans and academic semesters

§ 16. Admission rights and study progress

1. Admission to a study programme confers the right to participate in the study programme and the courses which comprise it. Students who do not satisfy conditions that may be set in connection with the study programme by the commencement of studies will have their admission terminated.
2. A student's admission rights terminate when:
 - a. The student has completed the study programme, or
 - b. NSSS receives notification from the student that he/she is withdrawing from the study programme prior to completion of studies, or
 - c. The student has exhausted the stipulated number of examination attempts in a course that is compulsory for the study programme to which the student has been admitted, or
 - d. The student has his/her admission rights revoked.
3. Students in lower-level study programmes whose individual education plan does not allow for reduced study progress lose their admission rights if their study progress is:
 - 30 credits or less after the first academic year;
 - 60 credits or less after the second academic year;
 - 90 credits or less after the third academic year;
 - 120 credits or less after the fourth academic year.

In addition, students must have passed all courses from the first year of the Bachelor's programme (1BA) prior to beginning the third year of the programme (3BA).

These provisions do not apply to study programmes defined as part-time studies.

4. Students in the Master's programme whose individual education plan does not allow for reduced study progress lose their admission rights if their study progress is:
 - 30 credits or less after the first academic year;
 - 60 credits or less after the second academic year.
 - 120 credits or less after three years
5. Students with disabilities, students with especially demanding care-giving duties, top-level athletes, pregnant women and those on leave to care for a child or other family member, have the right to an individual education plan that allows for

reduced study progress. In these cases, Section 16 No. 3 and No. 4 of these Regulations do not apply.

0 Amended in the Regulations of 19 June 2007 No. 1084 (effective 1 August 2007).

§ 17. Leave of absence

Students may apply to take a leave of absence from a study programme due to pregnancy, compulsory military or civilian service, or another weighty reason. As a general rule, leave of absence is granted for one year only.

§ 18. Individual education plan, supervision contract and semester registration

1. Students who are admitted to study programmes consisting of 60 credits or more must have an individual education plan for their studies in the form of a contract entered into between the student and NSSS. The individual education plan must stipulate the rights and obligations of both parties, and must be signed during the student's first semester of studies. If the individual education plan deviates substantially from the programme description, the department with academic responsibility for the study programme must be given the opportunity to provide input before the plan is drawn up.
2. Students who are admitted to a two-year Master's programme must enter into a supervision contract during their first academic year. The supervision contract is intended to regulate the scope and duration of the supervision. The contract is signed between the student and the academic department to which the student has been admitted.
3. To be eligible adaption during the study programme, students must meet their obligations as set forth in the individual education plan and comply with the terms of the supervision contract for the Master's programme.
4. Students must pay the semester fee and confirm their individual education plan each semester in order to retain their admission rights.
5. Students who are exempted from paying the semester fee due to exchange schemes and the like must confirm their individual education plan in the same manner as other students.
6. The Academic Affairs Committee is responsible for setting deadlines; cf. Section 18, No. 4 and No. 6; Section 24, No. 3 and No. 4; and Section 26, No. 2.

0 Amended in the Regulations of 6 November 2008 No. 1588.

§ 19. Academic year

The autumn semester lasts 19 weeks, from about 10 August to about 20 December. The spring semester lasts 21 weeks, from about 3 January to about 15 June. The Easter break is from and including the Monday following Palm Sunday up to and including the Tuesday after Easter Sunday.

0 Amended in the Regulations of 6 November 2008 No. 1588.

Chapter V: Exemption, recognition of qualifications, and reduction of credits

§ 20. Recognition of degrees, vocational training, courses, etc. from institutions encompassed by the Act relating to universities and university colleges

The academic departments are responsible for recognising degrees, vocational training, subjects or courses from institutions encompassed by the Act relating to universities and university colleges.

§ 21. Recognition of degrees and educational qualifications from institutions not encompassed by the Act relating to universities and university colleges

The academic departments are responsible for recognising degrees and educational qualifications from institutions abroad and from Norwegian institutions not encompassed by the Act relating to universities and university colleges as being on a par with the degrees, vocational training or other study programmes offered at NSSS.

§ 22. Reduction of credits

Students who sit for examinations in courses whose academic content wholly or partially overlap each other will have their overall total of credits reduced for the courses concerned. The academic department responsible for the course takes the decision regarding such a reduction.

Chapter VI: Examinations

§ 23. Conduct of examinations

Examinations are intended to promote learning, ensure quality and safeguard the legal rights of the students. The students' knowledge and skills are to be tested in an impartial and academically sound manner. The programme or course description/plan must state clearly which examinations and assessments the students must undergo during the course and the manner in which marks will be awarded, including how the various tests will be weighted in relation to each other, etc. The students' knowledge and skills are to be tested in each course. This may involve a final examination, assessments during the course or another method in accordance with the programme description. In exceptional cases it may be decided that specific courses will not employ a form of assessment, but students must then be required to attend lectures and participate in course activities as specified in the programme description.

§ 24. Examination requirements

1. To be eligible to register for examinations, students must have fulfilled NSSS' general admission requirements as well as any admission requirements stipulated in the programme or course description.
2. In case there are any particular coursework requirements, such as approved mandatory assignments, mandatory attendance or practical training, that must be met in order to sit for an examination, these must be stipulated in the course or programme description.

3. To be eligible to sit for an examination, the student must be registered as a student and register for the examination by the deadline set by NSSS.
4. To be eligible to sit for an examination, the student must have paid the semester fee by the established deadline.

§ 25. External candidates

1. Persons without admission rights to a study programme or course but who are eligible to sit for an examination pursuant to the Act relating to universities and university colleges must satisfy the requirements for sitting for examinations in accordance with Section 3-10 of the Act.
2. When registering for an examination, external candidates must pay a fee that covers the semester fee as well as the extra expenses incurred by NSSS in arranging the examination for the candidate.
3. External candidates must give written notification by the established deadline to the Department of Academic Administration to register for an examination.

§ 26. Registering for an examination

Students must register by the established deadlines for examinations for each semester via the individual education plan. Students who plan to sit for a postponed examination must register using the electronic form on the website. The deadline for registering for a postponed examination is normally two weeks prior to the examination.

0 Amended in the Regulations of 6 November 2008 No. 1588.

§ 27. Withdrawal from an examination

Students who wish to withdraw from an examination for which they have registered must do so no later than one month prior to the commencement of the first assessment. If the student withdraws less than one month prior to the examination, this will be counted as an examination attempt. The deadline for withdrawing from an examination also applies to take-home examinations. In these cases, students must withdraw no later than one month before the assignment is announced.

0 Amended in the Regulations of 6 November 2008 No. 1588.

§ 28. Forms of examination and assessment

Possible forms of examination and assessment include invigilated, written examinations, oral examinations, written take-home examinations, practical examinations, evaluation of practical skills, laboratory exercises, project work, practical training, master's theses, doctoral dissertation, trial lectures or presentations or a combination of these. Examinations may be individual or group based.

§ 29. Special examination arrangements

1. Students with a permanent need for special examination arrangements must submit an application for this no later than 15 September for the upcoming

academic year. Students who experience a sudden need for a special examination arrangement must submit an application for this as soon as possible after the need arises. A special examination arrangement may be granted to students who can document special needs, pregnancy with a documented need for rest, nursing mothers, etc.

2. Students whose native language is not Norwegian may apply to NSSS for additional time to complete examinations. Additional time on examinations is normally granted only during the student's first academic year in Norway.
3. Students whose native language is not Norwegian may apply to NSSS for permission to take and answer examinations in English. Such applications must be submitted no later than 15 September for the upcoming academic year. It is not possible to take examinations/submit assignments in English for the 1-year programme in educational theory and practice (PPU) or the subject teacher programme in sport and physical education.

§ 30. Number of examination attempts

1. The master's thesis and research project in the third academic year of the Bachelor's programme that have been assessed previously may be revised and resubmitted for a new assessment once only. Master's degree students may not submit a revised thesis before one semester has passed since the initial assessment.
2. For examinations other than those mentioned in No.1 above, students have the right to sit for an examination in the same course a maximum of three times. In exceptional cases, the Academic Affairs Committee may exempt a student from this provision. It will be counted as one examination attempt if a student fails to appear for an examination and does not have a valid reason for the absence. It is not counted as an examination attempt if a student has a valid reason for being absent from an examination.

§ 31. Postponed examinations and re-scheduled examinations

1. Students who did not pass or who had a valid absence from an ordinary examination have the right to sit for a postponed examination. An absence is considered valid when the student has a documented illness or another pressing, documented reason for being absent. Documentation of the absence must be submitted to the Study Department no later than two days after the examination began. The Study Department is responsible for deciding whether a student's absence is considered valid.
2. Postponed examinations from the autumn semester are normally held the last week of February. Postponed examinations from the spring semester are normally held the last week of August.
3. Students who want to improve a mark may re-take the examination the next time it is held under ordinary circumstances.

0 Amended in the Regulations of 6 November 2008 No. 1588.

§ 32. Examinations according to previous schemes

1. For examinations below the Master's degree level, the syllabus and the form of examination stipulated for the examination concerned shall apply. The exception to this provision is a postponed examination, which is based on the same syllabus and form of examination as the previous ordinary examination. If an examination/course is discontinued, students have the right for up to one year to sit for the examination based on the syllabus and examination scheme that applied at the time of the ordinary examination.
2. For examinations at the Master's degree level, students may sit for an examination based on the previous syllabus and form of examination for up to one year after the new syllabus and new scheme have been introduced. If an examination/course is discontinued, students have the right for up to two years to sit for the examination based on the syllabus and examination scheme that applied at the time of the ordinary examination.

§ 33. Exemption from examinations

Students may be exempted from an examination, test or mandatory lectures when they can document that they have passed a comparable examination/test at NSSS or a similar institution. Such an exemption may also be granted on the basis of another relevant examination/test at a comparable level. Applications for exemption must be submitted to NSSS and will be assessed by the person responsible for the course or study programme. The deadline for applying for exemption from courses is 15 September. Applications must include copies of the student's diploma or transcript of records and the programme/course description or similar documentation, including the syllabus for the examination/test on which the application is based.

§ 34. Examination results

1. The Academic Affairs Committee is responsible for appointing external examiners, based on a recommendation from the academic department, for a period of four years. As a general rule, external examiners are not to be appointed for two consecutive periods, except for examiners for the master's thesis. External examiners may not be employees of NSSS or have taught courses or supervised students at NSSS during the current academic year. The heads of the academic departments are responsible for appointing internal examiners for assessments and examinations connected with the respective departments. The appointments apply to both ordinary and postponed examinations.
2. External examiners must hold at least one of the following qualifications:
 - Be employed at the assistant professor level or higher at a university, university college or other research institution, or have documented academic expertise at a comparable level;
 - Have experience as an examiner in the academic subject at a university or university college;
 - Have an exceptionally high level of expertise in the academic subject gained from professional practice.
3. External examiners may participate in assessments by performing the following

tasks:

- Assess all or some of the students' performance in a course;
- Check and approve examination question paper and principles for the awarding of marks in a course;
- Assess the decision of internal examiners regarding marks;
- Assess course and programme descriptions, teaching plans and/or assessment schemes used in a course or programme.

The Academic Affairs Committee is responsible for deciding which courses will use external examiners and what tasks the external examiners will perform vis-à-vis the individual assessments. External examiners must participate in the assessment of the students' performance (either all or some of the students) at least every fourth year for each course.

4. Two examiners, out of which one must be external, must be used when assessing the student's performance in the following cases. When the students' performance is being assessed, one of the two examiners must be external.
 - In the research projects or similar tasks during the third academic year of the Bachelor's programme
 - For the review of appeals against marks and the assessment of the master's thesis; cf. Section 3-9 of the Act relating to universities and university colleges.
5. If an external examiner is used at the examination, a joint decision on the marks will be taken by the internal and external examiners. If the examinations committee cannot agree on a mark, the external examiner will take the final decision.
6. Examination results must be made available within three weeks following the examination. The Board is responsible for extending the deadline if it is not possible to find a qualified examiner by the deadline.
7. An assessment of a master's thesis must be made available within two months after it has been submitted.
8. The Board may establish additional guidelines in connection with examiners and examination results.

§ 35. System of marks

1. Examinations will be awarded one of two types of marks: pass/fail or a graded mark on a scale of A to F, where A is the highest mark, E is the lowest passing mark and F is a failing mark. The letter marks are described below:

Mark	Designation	General, qualitative description of assessment criteria
A	Excellent	An excellent performance, clearly outstanding. The candidate demonstrates excellent judgement and a high degree of independent thinking.
B	Very good	A very good performance. The candidate

		demonstrates sound judgement and a very good degree of independent thinking.
C	Good	A good performance in most areas. The candidate demonstrates a reasonable degree of judgement and independent thinking in the most important areas
D	Satisfactory	A satisfactory performance, but with significant shortcomings. The candidate demonstrates a limited degree of judgement and independent thinking.
E	Sufficient	A performance that meets the minimum criteria, but no more. The candidate demonstrates a very limited degree of judgement and independent thinking.
F	Fail	A performance that does not meet the minimum academic criteria. The candidate demonstrates an absence of both judgement and independent thinking.

2. If a student passes an examination more than once, the highest mark shall apply.
3. When a final mark is determined on the basis of examinations divided into several parts, the student must pass all parts before a final mark can be awarded.
4. Letter marks are given numerical values which are used to calculate an overall mark, to rank applicants for admission, etc. The numerical values are as follows: A-5, B-4, C-3, D-2, E-1. The average values are calculated to one decimal point and rounded up to the closest whole number.

§ 36. Explanation of and appeal against a mark

1. Students have the right to receive an explanation of the marks they have been awarded. For oral and practical examinations, a request for an explanation must be submitted immediately after the mark has been announced. For other types of examinations, a request must be made no later than one week after the student learned of the mark, but not more than three weeks after the mark was announced. Explanations will normally be given within two weeks after the student requests them. The explanation must state the general principles on which the assessment was based and explain the assessment of the student's performance.
2. The examinations committee is responsible for deciding whether an explanation will be given orally or in writing.
3. If written guidelines for assessment have been issued, these must be made available to the students after the marks have been awarded.
4. Students may submit a written appeal against a mark within three weeks following the announcement of the examination results or within three weeks after an explanation is given. If the student has requested an explanation or submitted a complaint against a procedural error in an examination, the time limit for the appeal pursuant to this paragraph is calculated from the time when the student has received the explanation or when the appeal is finally ruled on.

5. When a student submits an appeal against a mark, the examination will be assessed by two new examiners, one of whom must be external. A mark may be changed either in favour or disfavour of the appellant. If the final mark has been awarded on the basis of both written and oral examinations and the appeal against a mark on the written part of the examination is decided in favour of the appellant, a new oral examination will be held so that the new final mark may be determined.
6. Appeals cannot be lodged against the assessment of oral examinations, practical examinations or other types of examinations that owing to their nature cannot be reviewed.

§ 37. Complaints against procedural errors in connection with examinations

1. Students who have taken an examination may complain of procedural errors within three weeks of the date when they became or should have become aware of the circumstance on which the complaint is based. If a student has requested an explanation of a mark or submitted an appeal against a mark, the time limit for the appeal pursuant to this paragraph is calculated from the time when the student has received the explanation or when the appeal is finally ruled on. The Board's appeals committee is responsible for taking the final decision regarding complaints and appeals.
2. Should the Board's appeals committee find that an error has been made which could have affected the performance of one or more students or the assessment of their performance, the error may be corrected by making a new assessment or arranging a new examination.

§ 38. Cheating

Students who are suspected of cheating or attempting to cheat during an examination will be informed immediately that they will be reported. This also applies to students who may be providing assistance to others. The student may then choose whether to continue or discontinue the exam. Plagiarism on a take-home examination will be regarded as cheating or an attempt to cheat. This may consist of copying or paraphrasing material from scientific literature without proper citation, copying another student's work or representing another person's work as one's own. The Board may stipulate additional guidelines for procedures relating to cheating or an attempt to cheat. The consequences for students who cheat or attempt to cheat are laid down in Sections 4-7 and 4-8 of the Act relating to universities and university colleges. Students must submit a signed declaration on cheating when they hand in take-home examinations.

0 Amended in the Regulations of 6 November 2008 No. 1588.

§ 39. Annulment of examinations or other forms of assessment

The appeals committee may annul examinations or other forms of assessment or recognition of courses under the conditions described in Section 4-7 of the Act relating to universities and university colleges.

Chapter VII: Degrees, diplomas and educational transcripts

§ 40. Degrees

1. The Norwegian School of Sport Sciences confers a Bachelor's degree consisting of 180 credits and the Master's degree consisting of 60 credits and 120 credits.
2. The degrees are conferred by the Rector.

§ 41. Requirements for the content and composition of the Bachelor's degree

1. In order to receive a Bachelor's degree, the student must pass courses which in total comprise at least 180 credits. The 180 credits must consist of sport science subjects of at least 120 credits, of which an area of specialisation comprises at least 60 credits.
2. In order to receive a diploma, the student must earn at least 60 credits from courses taken at NSSS.

§ 42. Requirements for the content and composition of the Master's degree

1. In order to receive a Master's degree consisting of 60 credits, the student must pass the courses specified in the programme description for the study programme on Adapted Physical Activity. The scope of the independent project is stipulated in the programme description.
2. In order to receive the Master's degree consisting of 120 credits, the student must fulfil the requirements laid down in the Regulations of 1 December 2005 No. 1392 governing the requirements for the Master's degree. The student must also pass the courses specified in the programme description concerned. The scope of the independent project is stipulated in the programme description. Supervision of the independent project is compulsory. In order to receive a diploma, the student must earn at least 60 credits from courses taken at NSSS.

§ 43. Supplementary designation for degrees

1. For students who have not taken an area of specialisation, the designation "Bachelor of Sport Science" will appear on the diploma.
2. For students who have taken an area of specialisation, the designation "Bachelor of Sport Science with a specialisation in (name of area)" will appear on the diploma.
3. For the Master's degree consisting of 120 credits, the designation "Master of Sport Science" or "Master of Sports Physiotherapy" will appear on the diploma. The title of the independent project will appear as well. The courses that comprise the degree are listed on the transcript of records.
4. For the Master's degree consisting of 60 credits, the designation "Master of Adapted Physical Activity" will appear on the diploma.

0 Amended in the Regulations of 6 November 2008 No. 1588.

§ 44. Educational transcripts

Students who have completed and passed one or more courses are entitled to receive a transcript of records. The transcript of records provides the course code, title and scope, the mark awarded, as well as the year and semester the mark was earned.

§ 45. Other provisions

1. Diplomas are issued in Norwegian for study programmes in which the language of instruction is Norwegian. For study programmes whose language of instruction is English, diplomas are issued in English. A Diploma Supplement provides a description in English of the study programme completed by the student and of the Norwegian educational system.
2. Only one diploma is issued for a conferred degree.
3. The University College Director of NSSS is responsible for determining the form of the diploma, educational transcripts and Diploma Supplement.