

Regulations relating to Studies at Queen Maud University College of Early Childhood Education (QMUC)

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Legal basis: Established by the Board of Queen Maud University College of Early Childhood Education on 28 April 2015 pursuant to the Act of 1 April 2005 no. 15 relating to Universities and University Colleges § 3-6, § 3-7 and § 4-9, Regulations of 1 December 2005 no. 1392 concerning Requirements for Master's Degrees § 2, § 3 and § 5 and Regulations of 31 January 2007 no. 173 concerning Admission to Higher Education § 1-1.

Additional legal basis: Regulations of 6 January 2017 no. 13 concerning Admission to Higher Education § 1-1.

Amendments: Amended by regulations of 8 February 2017 no. 243, 4 June 2019 no. 860 (entered into force 1 July 2019).

Chapter 1 – General provisions

§ 1-1. Definitions

Coursework requirement – Compulsory assignment or other requirement, which must be submitted or fulfilled according to further rules, for the student to be permitted to take an examination.

Part of an examination – One out of two or more examinations that constitute an overall assessment in a course.

Examination – An assessment of the student's knowledge, skills and competence. The result of the assessment shall be included on the diploma or transcript of records, or be calculated into a grade on the diploma or transcript of records.

Course – The smallest unit that gives credits.

Candidate – A person that takes an examination.

New/postponed examination – Examination that is arranged for students who failed the regular examination or had legitimate absence from the regular examination.

Regular examination – Examination that is arranged after the teaching in the course or part of the course is completed.

Rector – Refers to the person who at any given time holds the position as the Rector. In cases where it is not specified that the Rector himself or herself must exercise authority, the authority may be delegated by the Rector.

Programme description – A description of a study programme, regardless of whether the study programme consists of one or more courses and whether the study programme is regulated by national curriculum regulations or not. Programme descriptions are revised annually.

Credits – Measure of the scope of a study programme, in which a full academic year is equivalent to 60 ECTS credits.

Study programme – A study consisting of one or more courses, with defined content according to the programme description, that leads to a final assessment, degree or vocational education.

Admission to a course or specific programme of study – Rights related to being admitted as a student to a study programme and having status as student. The right to take part in all teaching, supervision, practical training etc. of the studies that the student is admitted to.

Individual education plan – Plan for carrying out a study programme entered into by the university college and the individual student.

Assessment – Feedback that is given a student on his or her performance in a course, that leads to a grade.

§ 1-2. Relation to other laws and regulations

- (1) If these Regulations come into conflict with the provisions of the national curriculum regulations in force, the national curriculum regulations take precedence over these Regulations.
- (2) If these Regulations come into conflict with the provisions of the Act relating to Universities and University Colleges, the Act takes precedence over these Regulations.

Chapter 2 – Admission

§ 2-1. Application deadline

- (1) For application to studies that the Norwegian Universities and Colleges Admission Service organises the admission to, national deadlines are set by the Ministry. The Rector sets deadlines for admission to studies with local admission.
- (2) For application to studies with local admission, the university college may make a new announcement with a new application deadline if there are few qualified applicants after the

application deadline has expired. The new application deadline shall be set by the Rector. In case of new announcement, all qualified applicants who applied within the regular application deadline shall be offered admission.

- (3) All diplomas, certificates and other relevant documentation must accompany the application to studies with local admission. A separate deadline is set for forwarding documentation of education that is to be completed during the current semester.

§ 2-2. Admission and ranking of applicants to bachelor's studies

For admission and ranking of applicants to bachelor's studies, regulations set by the Ministry shall apply.

§ 2-3. Admission to workplace-based Early Childhood Teacher Education

- (1) For admission to workplace-based Early Childhood Teacher Education, regulations for admission to bachelor's studies set by the Ministry shall apply.
- (2) The applicant must have a minimum of 2 years of work experience as assistant, skilled worker or Child Care and Youth Worker in ECEC institution, and be employed in such position at the time of the application. 2 years of work experience means either
 - a. full-time for 2 years, or
 - b. part-time which in sum corresponds to 2 years of full-time, or
 - c. a combination of full-time and part-time which in sum corresponds to 2 years of full-time
- (3) Application for admission to workplace-based Early Childhood Teacher Education must be sent to the Head Teacher of the ECEC institution where the applicant is employed. The Head Teacher sends the application to QMUC. If there is more than one applicant from the same ECEC institution, the Head Teacher must submit a ranking/priority list. A binding agreement between applicant and employer must accompany the application.
- (4) The Rector sets the application deadlines for each academic year.

§ 2-4. Admission to master's studies

- (1) For admission and ranking of applicants to master's studies, regulations set by the Ministry shall apply.
- (2) For admission to a master's programme that builds on a lower degree, the applicant must have:
 - a. completed a bachelor's degree or similar, and
 - b. passed a minimum of 80 ECTS credits within the subject area of the master's degree in question, specified in the programme description for the master's programme, and
 - c. met other admission requirements stated in the programme description for the master's programme. If there are more qualified applicants than number of places, the applicants are ranked as described in § 2-7
- (3) For admission to master's programmes that QMUC offers in collaboration with other institutions, the programme description gives information about which institution to be responsible for the admission. The admission is carried out according to criteria for admission at this institution.
- (4) For admission to master's programmes, the Board may set quotas for qualified applicants. A quota is a fixed number of places or a fixed share of the number of places in the admission, reserved for applicants who fulfil further requirements.
- (5) If quotas are applied, the criteria for belonging to the quotas and the size of the quota(s) shall be communicated to the applicants. If not all the places in a quota are filled up, the rest of the places are transferred to applicants who do not fulfil the criterion for the quota.

§ 2-5. Admission to further education courses at bachelor's level

- (1) For admission to further education courses that are subject to national curriculum regulations, the admission requirements stated in the national curriculum regulations shall apply.
- (2) For admission to further education courses that are not subject to national curriculum regulations, Higher Education Entrance Qualification is required. In addition, specific entrance requirements for the further education course in question may be stated in the programme description.
- (3) If there are more qualified applicants than number of places, the applicants are ranked as described in § 2-7.

§ 2-6. Admission to further education courses at master's level

- (1) For admission to further education courses that are subject to national curriculum regulations, the admission requirements stated in the national curriculum regulations shall apply.
- (2) For admission to further education courses that are not subject to national curriculum regulations, completed bachelor's degree or similar is required, with a minimum of 80 ECTS credits within the subject area of the further education course in question. In addition, specific entrance requirements for the further education course in question may be stated in the programme description.
- (3) If there are more qualified applicants than number of places, the applicants are ranked as described in § 2-7.

§ 2-7. Criteria for ranking of applicants for local admission to master's studies and further education courses at master's level

- (1) If there are more qualified applicants than number of places, the applicants are ranked according to the following criteria:
 - a. Applicants with bachelor's degree or other education equivalent to 180 ECTS credits that is recognized as basis for admission are ranked on basis of a weighted average of all the examinations included in this education. In cases of similar number of points, the amount of relevant work experience after completing the admission criteria is included in the calculation.
 - b. For applicants with relevant higher education that includes more than 180 ECTS credits, the ranking is based on a weighted average of examinations in the degree as a whole. In cases of similar number of points, the amount of relevant work experience after completing the admission criteria is included in the calculation.
 - c. If applicants must document education in addition to the bachelor's degree, in cases where both the bachelor's degree and additional education in total make the applicant qualified for the study, both the bachelor's degree and additional education are considered in the ranking.
 - d. Applicants who do not have the possibility to improve the grades of their bachelor's education may submit documentation of other relevant higher education in order to improve their average grade. The programme description gives information about which educations that are relevant in this matter. Other relevant education will be included in the basis for admission and can therefore not be subject to recognition in the new study.
 - e. Qualified applicants who cannot be considered on the basis of points must be ranked in relation to applicants who are considered on the basis of points, by individual,

discretionary consideration. In order to be offered admission, such applicants must have equal skills and knowledge as applicants who are offered admission after having been ranked on the basis of points.

- (2) Weighted average refers to the average of all the grades on the diploma weighted in relation to the number of credits of each course. The following table shall apply to conversion of grades:

Points	5	4	3	2	1
Grade	A	B	C	D	E
Grade	1.0–2.2	2.3–2.5	2.6–2.7	2.8–3.0	3.1–4.0
Grade	S	Mtf/Mg	Tf/G	Ng	Lg

§ 2-7a. Criteria for ranking of applicants for local admission to further education courses at bachelor's level

- (1) This applies to studies without a framework plan stating criteria for ranking. If there are more qualified applicants than number of places, the applicants are ranked according to the following criteria:
- For studies with Higher Education Entrance Qualification as admission requirement, grade point average and additional points are calculated according to the rules in the Regulations concerning Admission to Higher Education.
 - Qualified applicants who cannot be considered on the basis of points, cf. these Regulations, and applicants who have been granted Accreditation of Prior Experiential Learning as part of their basis for admission, shall be ranked on the basis of an overall and discretionary consideration of whether the applicant has equal qualifications compared to applicants who are offered admission after having been ranked on the basis of points.

In cases of similar number of points, the ranking of the applicants is decided by drawing lots.

§ 2-8. Prior learning and work experience

- (1) Applicants who are 25 years old or older in the year of admission and who do not have Higher Education Entrance Qualification, may be given admission to a specific study programme if they, based on prior learning and work experience, have the necessary qualifications for this study programme.
- Five years of work experience and/or education of which at least three of the years must be relevant for the study that the applicant applies for admission to. Relevant work experience in this matter is work in ECEC institution, after-school programme, assistant in Primary School and Lower Secondary School, or similar. Work in the health, care, social or education sectors may also be considered as relevant if the applicant can document that he or she has worked with children. Education in Child Care and Youth Work is relevant in this matter. General Subjects / Specialisation in General Studies is always considered as relevant.
 - Applicants must have sufficient knowledge of Norwegian or other Nordic language. Minimum 113 annual hours of Norwegian from Upper Secondary School or similar from earlier reforms. The subject must be passed with the grade 2 or better.

- c. Applicants with first language from a non-Nordic country must document Norwegian and English in accordance with the Regulations concerning Admission to Higher Education § 2-2.
- (2) Students who are admitted based on prior learning and work experience may be given limited admission.

§ 2-9. Reserved place on a programme of study

- (1) The allocated place may, upon application, be reserved for up to 2 years if there are weighty reasons for this. The applicant must accept the place before he or she may apply for reservation of the place.
- (2) The application is considered by the Rector. The application must be sent not later than 3 weeks after having been offered the place.
- (3) The need for reservation of the place must be documented within the given deadlines.

§ 2-10. Conditional offer of admission

- (1) The university college may, upon application, give conditional offer of admission in cases where the applicant lacks part or parts of the admission criteria.
- (2) The condition for such an offer is that the circumstances are beyond the applicant's control, and that the lacking examination or examinations must be documented as completed and passed during the 1st semester.
- (3) For studies with specific grades required for admission, the applicant must fulfil these requirements after he or she has taken the examination.
- (4) If an applicant who is given conditional offer of admission does not meet the admission criteria within the 1st semester, he or she will lose the place in the study programme and the admission.

§ 2-11. Transfer

- (1) One may apply for transfer from a study programme at another higher education institution to an equivalent study programme at QMUC. The application shall be registered in the application portal within the given deadlines of the local admission of transfer students.
- (2) Transfer beyond the Norwegian Universities and Colleges Admission Service or local admission may occur when the 1st year of study at another bachelor's education is completed, at the earliest. The transfer will then apply from the first subsequent autumn semester.
- (3) The applicant must be registered as an active student or have valid leave of absence from another higher education institution at the time of application.
- (4) There must be places available in the study programme and the year in the academic progression that the student applies for transfer to.
- (5) The applicant shall be qualified for admission to the next year, which he or she applies for transfer to.
- (6) Transfer applicants may not demand individual adaption of the study caused by lack of correspondence between how the study is organised at the institution they apply from, and the current organisation of the study at QMUC.

§ 2-12. Withdrawal of a study programme

A study offer that is not comprised by the Norwegian Universities and Colleges Admission Service may be withdrawn even though there are qualified applicants, if there is not a sufficient number of applicants or if the academic or economic resources to give a satisfactory offer are insufficient. In

cases of withdrawal of studies, this must be decided by the Board itself or the Rector himself or herself.

§ 2-13. Applicants with background outside of the Nordic countries

Applicants with educational background from countries outside of the Nordic countries must fulfil language requirements according to the Regulations concerning Admission to Higher Education § 2-2.

§ 2-14.

One may apply for admission to single courses. Applications are considered consecutively by criteria as described in the programme description in question. Admission to single courses grants rights only to the given course, including permission to take examinations.

Chapter 3 – Studies

§ 3-1. Admission to a course or specific programme of study

- (1) Admission to a programme of study or course grants rights in correspondence with programme description or course description.
- (2) Admission is attained when the student has accepted a place in the programme of study or course, confirmed the individual education plan and paid a fixed fee within the given deadlines.
- (3) The Rector may grant students the right to participate in teaching and to take examination in courses that are not part of the study programme the student is admitted to.
- (4) Students who have completed a study programme are permitted to take examinations in order to improve grades within one year after the study has been completed. The access presupposes that examination in the course is still arranged.

§ 3-2. Termination of admission to a course or specific programme of study

- (1) The admission is terminated when
 - a. the student has completed the study and has been issued a diploma or other document that confirms that the study has been successfully completed
 - b. the student himself or herself confirms that he or she withdraws from the study
 - c. twice the nominal length of the study has passed, regardless of whether the student has successfully completed the study or not
- (2) When calculating the duration of the admission according to point c, the following shall not be included:
 - a. leave of absence cf. § 3-6
 - b. suspension

§ 3-3. Loss of admission to a course or specific programme of study

The admission may be declined in cases where:

- a. the student has not paid the semester fee or other required fees, according to a fixed deadline
- b. the student has not confirmed the individual education plan, according to a fixed deadline
- c. the student has used all his or her attempts to take an examination in a course
- d. the student does not pass his or her second attempt in a practical training course

- e. the student neglects to submit original documentation or diploma when such is requested
- f. it is obvious that the student, due to other reasons, will not be able to complete the study

§ 3-4. Study progress

- (1) In studies that include practical training, the practical training in the academic year in question must be passed before the student may continue to the subsequent academic year.
- (2) The programme description may state requirements for a given study progress for the student to continue to the subsequent academic year.

§ 3-5. Individual education plan

- (1) All students shall enter into an agreement regarding the individual education plan. The student shall confirm the individual education plan every semester.
- (2) The individual education plan may be changed upon agreement between the student and the university college.
- (3) If a student cannot follow the defined progress of the study, he or she is obliged to contact the university college to change the individual education plan.

§ 3-6. Leave of absence

- (1) The Rector makes decisions regarding applications for leave of absence.
- (2) Applications for leave of absence in connection with childbirth or adoption are considered according to the rules of the Act relating to Universities and University Colleges that are in force at any given time.
- (3) Up to 1 year leave of absence may be granted upon application.
- (4) A student must have participated in the study before he or she may apply for leave of absence.
- (5) A student who wishes to take examination during the leave of absence must pay semester fee for the semester in question.
- (6) A student who has been granted leave of absence has the right to resume his or her studies at the level in the education corresponding to the level attained prior to the leave of absence, on condition that the education is still offered.

§ 3-7. Knowledge of guidelines, regulations and other

- (1) The student is obliged to make himself or herself familiar with the guidelines, regulations and handbook for practical training that are in force.
- (2) The student is obliged to pay attention to the learning platform and the relevant sources of information in order to stay updated during the study.

Chapter 4 – Degrees

§ 4-1. Bachelor's degree

The degree of bachelor is achieved based on completed bachelor's education equivalent to 180 ECTS credits according to the programme description.

§ 4-2. Master's degree

The degree of master is achieved based on completed master's education according to the programme description.

§ 4-3. Requirement of connection

At least 60 of the credits included in the basis for a degree must be completed at QMUC.

§ 4-4. Award of new degree

In cases of recognition of education that has previously been included in the basis for a degree or part of a degree, the student must in addition have completed a minimum of 90 new credits before a new degree may be awarded.

Chapter 5 – Examination

§ 5-1. Forms of examination

Multiple-choice examination – Individual. Examination with invigilation, consisting of questions with alternative answers.

Home examination – Individual or in a group. The examination questions are handed out at a given time and one must submit an assignment based on these questions within a given deadline.

Portfolio examination – Individual or in a group. One submits one or more portfolio items for assessment.

Oral examination – Individual or in a group. One answers examination question(s) orally to an examination committee. This may also be done digitally via e.g. video transmission. This form of examination is not verifiable.

Practical examination – Individual or in a group. An examination in which the candidate(s) are assessed based on a practical act like e.g. a performance. This form of examination is not verifiable.

Assignment – Individual or in a group. A text on a given topic, written during one or more semesters. The topic or question will normally be described in an assignment specification. This examination form includes, among other things, bachelor's thesis, master's thesis and project assignment.

Written school examination – Individual. One writes an answer paper with invigilation, on or outside of the university college's premises. This may also be done digitally.

§ 5-2. Permission to take an examination

(1) In order to be permitted to take an examination, the student must:

- a. be admitted to a course or specific programme of study, and
- b. have paid the relevant fees, and
- c. have registered for the examination within the given deadlines, and
- d. have passed the relevant coursework requirements, and
- e. have passed required prerequisite knowledge, if relevant

- (2) In cases of improvement of grades, the candidate registers for the parts of an examination or examinations in question. The candidate must pay a special examination fee before permission to resit the examination may be given.
- (3) In order to be permitted to take an adjusting oral examination, the student must have passed the last preceding written examination. This requirement also applies in cases of improvement of a grade.
- (4) Examination in a course shall be offered up to one year after it is no longer offered teaching in the course.

§ 5-3. Registration for and withdrawal from examination

- (1) The student himself or herself is responsible for registering for examination in accordance with the rules in force at any given time. As the student confirms the individual education plan on Studentweb, he or she is automatically registered for the examinations that are included in the individual education plan for the semester in question.
- (2) Deadline for withdrawal from examination is 2 weeks before the examination starts.

§ 5-4. Legitimate absence

- (1) Documented illness or other documented compelling reason for absence count as legitimate absence.
- (2) Documentation of legitimate absence must be received by QMUC not later than 3 working days after the examination started.
- (3) The student is registered with “failure to attend the examination” in the following cases:
 - a. the student does not attend the examination within the given deadlines
 - b. the student does not submit the answer paper within the given deadlines
 - c. the student does not submit the answer paper in accordance with the regulations for submission of examination that are in force

§ 5-5. New/postponed examination

The following students have the right to take a new/postponed examination:

- a. students who have legitimate absence from the first regular examination that he or she is permitted to take
- b. students who are given the grade “fail” at the first regular examination in the course
- c. students who, due to student exchange or part-time studies arranged by QMUC, have not been able to take the examination when the regular examination in the course was held
- d. students who, due to postponed practical training, have not been able to take the examination when the regular examination in the course was held
- e. provided that new/postponed examination must be held regardless, students who wish to improve a previous examination result

§ 5-6. Number of attempts

- (1) A student is permitted a maximum of three attempts to take an examination. This restriction also includes equivalent examinations when a course code of a course has been changed. The restriction also includes the result “failure to attend the examination”.
- (2) The number of attempts at the same examination follows the student also if he or she is given a new admission to a course or specific programme of study.

- (3) The Rector may, upon application, grant a fourth examination attempt in cases where the student can present arguments that makes it likely that he or she will pass the examination.

§ 5-7. New/postponed assignment

- (1) This provision only applies to examinations with the form of portfolio examination or assignment.
- (2) When regular examinations are held, all students shall submit in accordance with the conditions and questions that apply to this examination.
- (3) In cases where the result of the assessment of the regular examination is “fail”, the candidate may submit a revised answer paper. The right to submit a revised answer paper applies only to the subsequent new/postponed examination.
- (4) A new assessment of the master’s thesis or bachelor’s thesis is not permitted within the same programme of study in cases where the student previously has had his or her thesis assessed as “passed”.
- (5) Appeal about the grade for master’s theses that are assessed based on both written and oral examination may be presented within 3 weeks after the examination result is announced. In cases where the result is changed, a new oral examination is held in order to set the final grade.

§ 5-8. Language and form of Norwegian

- (1) Examination questions that are given in Norwegian shall be given in both forms of Norwegian. The exception is examination questions with the purpose of assessing the candidate’s knowledge of Norwegian.
- (2) Students may apply for submitting their answer paper in English. The application must be sent to the examination office within the application deadline for individual adaption.

§ 5-9. Examination support material

- (1) Permitted examination support material shall be defined in the course description in the programme description.
- (2) The candidate is obliged to orient himself or herself about which support materials that are permitted for each specific examination.
- (3) Use or possession of illegal support materials in connection with taking an examination is considered as cheating or attempt at cheating c.f. § 5-17.

§ 5-10. Location of the examination

- (1) The location of the examination is normally at the university college’s own premises or other suitable premises in Trondheim.
- (2) Students who will carry out parts of the study abroad and who wish to take examinations in QMUC’s courses must, as a main rule, do this while they are residing in Norway.
- (3) Students may, upon application, be granted to take examination at another university college or university. Contact information of the external educational institution shall be included in the application. The application deadline is the same as the deadline for individual adaption. The student must himself or herself cover any costs that the external educational institution claims. The student must pay a fee to QMUC for the additional costs of the examination arrangement.
- (4) Students at other educational institutions may apply for using QMUC as location for examination. If the application is accepted, the student must pay a fee per examination and allowance for invigilator.

§ 5-11. Individual adaption

- (1) The student may apply for individual adaption of examination by filling out a special form within the deadlines that apply at any given time. Exception of a deadline may be made only in those incidences where it can be documented that the need for individual adaption occurs after the deadline has passed.
- (2) The application must include documentation from an expert authority. The documentation should contain a description of the need for individual adaption.
- (3) The individual adaption shall not lead to a reduction of the academic requirements of the examination.

§ 5-12. Grades and grading system

- (1) The grading system consists of two grading scales. One scale with the grades pass and fail and a graded letter scale from A to E for pass and F for fail.
- (2) For the graded scale, the following qualitative descriptions shall apply:

Letter	Description	General, qualitative description of assessment criteria
A	Excellent	An excellent performance, clearly outstanding. The candidate demonstrates excellent judgement and a very high degree of independent thinking.
B	Very good	A very good performance. The candidate demonstrates sound judgement and a high degree of independent thinking.
C	Good	A good performance in most areas. The candidate demonstrates a reasonable degree of judgment 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.

§ 5-13. Examiners

- (1) The Rector appoints and approves examiners. External examiners are normally appointed for a period of 3 years.
- (2) There shall be at least two examiners in examinations that are of a non-verifiable nature.
- (3) In the assessment of the master's thesis minimum two examiners shall be involved, of whom minimum one shall be external.
- (4) In order to hold the position as external examiner, the person must, in addition to being academically qualified, fulfil the following criteria:
 - a. is not employed at the university college
 - b. has not been employed at QMUC during the academic year the examination in question belongs to
 - c. has not taught or supervised in the study programme in question during the academic year the examination in question belongs to

- (5) Examiner's guidelines or proposed solving of the examination questions shall be prepared in connection with assessment of all written examinations except multiple-choice examinations. The examiner's guidelines or proposed solving of the examination questions shall be available for the examiner before the assessment starts, and available for the students at the announcement of the grades.

§ 5-14. Announcement of grades

- (1) Deadline for announcement of grades is 15 working days after the examination date. Deadline for announcement of grades for master's thesis is 30 working days after the examination date.
- (2) The grades shall be available for the students not later than the first working day after the deadline for announcement of grades. The student himself or herself is responsible for seeking information about the announced grades.

§ 5-15. Explanation of grades

- (1) For examinations that are of a non-verifiable nature, request for explanation must be made immediately after the grade has been announced to the student. Deadline for requesting explanation of grades for other examinations is one week after the announcement of grades.
- (2) The explanation shall normally be given within 2 weeks after the student has requested it.

§ 5-16. Appeal

- (1) Appeal about formal errors must be sent to the examination office within 3 weeks after the appealed matter became known to the student.
- (2) Appeal about grades must be sent to the examination office within 3 weeks after the announcement of grades.
- (3) In cases of request for explanation, the deadline for appealing the grade runs from the point of time when the student has received the explanation.
- (4) Appeals are considered according to the rules of the Act relating to Universities and University Colleges that are in force at any given time.

§ 5-17. Cheating and attempt at cheating

- (1) Cheating and attempt at cheating are considered according to the rules of the Act relating to Universities and University Colleges that are in force at any given time.
- (2) Cheating is to act in violation of the guidelines for examination and compulsory coursework requirement, or in the course of study in general. Examples of such incidences are:
- use or have available other examination support materials than the ones permitted for a specific examination
 - plagiarism, presenting other's work as one's own
 - self-plagiarism, presenting one's own earlier work without reference
 - nonregulation collaboration between candidates or groups
 - unlawfully having gained access to examination
 - in other ways having acted in a way that can unlawfully give advantages in examination, coursework requirement or the course of study in general
- (3) The Rector initiates a case if there is suspicion of cheating or attempt at cheating.
- (4) The student is permitted to participate in the appeals committee to clarify his or her case when it is under regular consideration.

Chapter 6 – Practical training

§ 6-1. Number of attempts

- (1) A student may carry out the same practical training period maximum twice. This restriction includes equivalent practical training periods, also when a course code of a course has been changed.
- (2) The number of attempts at the same or equivalent practical training period follows the student also if he or she is given a new admission to a course or specific programme of study.
- (3) The Rector can, upon application, grant a third practical training period in cases where the student can present arguments that makes it likely that he or she will pass the practical training period.

§ 6-2. Practical training place on special grounds

- (1) Practical training place on special grounds may, upon application, be granted based on documented, weighty needs of:
 - a. Students who have children at the age of ECEC or primary school, and who are sole provider.
 - b. Students who, due to medical or other reasons, have the need for special placement in practical training. The need must be documented through medical certificate or documentation from other expert authority.
- (2) Practical training place on special grounds comprises only ECEC institutions that QMUC has regular agreement with.

§ 6-3. Assessment

- (1) The practical training period shall be assessed in writing as pass/fail according to expected learning outcome and assessment criteria for the academic year in question, and shall reflect the student's level and development. The grade is awarded based on qualified, professional discretion.
- (2) An individual midway assessment shall be made. The assessment shall be written and based on the learning outcome and the assessment criteria as they are concretised in the programme description.
- (3) If, during the practical training period, there is doubt as to whether the student will fulfil the stated assessment criteria, and if there is a risk that the student will not get his or her practical training period approved, the practical training teacher has the obligation to notify the practical training supervisor at the university college as soon as possible. The practical training supervisor assists the practical training teacher in the assessment, and the practical training teacher gives the student a written notice. In collaboration with the practical training supervisor, the practical training teacher initiates reinforced supervision in order to give the student an opportunity to improve the effort.
- (4) If the grade "fail" is proposed, a decision meeting will be summoned in which the Rector, practical training teacher, practical training supervisor, leader of practical training and Head Teacher, if relevant, participate. The student shall be given the opportunity to give a written statement before the meeting is held. If the proposed grade is "fail", the final decision regarding assessment will be made by the Rector.

- (5) A student may fail the practical training even if he or she has not received notice about this at the midway assessment.
- (6) If the student does not complete a practical training period, the result is registered as “fail”.
- (7) Deadline for withdrawal from the practical training period is 2 weeks before the practical training period.

§ 6-4. Absence

- (1) Requirement of compulsory attendance during the practical training period shall be stated in the programme description.
- (2) Exemptions from the requirement of compulsory attendance cannot be made.
- (3) When the practical training is interrupted due to documented illness for a longer period of time or other weighty reasons, the practical training period may be assessed as not valid attempt.

§ 6-5. New practical training period

Students who have failed their practical training have the right to get a new attempt. Normally, the student carries out the new practical training in the same period as the regular practical training is arranged for the next year group.

§ 6-6. Postponed practical training period

For students who have been granted postponed practical training, the practical training office makes individual agreements with the student.

§ 6-7. Appeal

Appeal about formal errors regarding the practical training period must be sent to the practical training office within 3 weeks after the appealed circumstances became known to the student.

Chapter 7 – Diploma and transcript of records

§ 7-1. Diploma

- (1) For a completed degree, a diploma is issued according to the rules of the Act relating to Universities and University Colleges that are in force. The diploma states the type of degree and which studies the student has completed. The diploma is issued in Norwegian.
- (2) In order to be issued a diploma from QMUC, a minimum of 60 ECTS credits must be completed at the university college. Up to 30 credits completed at universities or university colleges outside of Norway may be included in the minimum of 60 credits that must be completed at QMUC.
- (3) If the education is given in collaboration with other institutions, this shall be stated on the diploma.

§ 7-2. Transcript of records

Students who terminate their education without a completed degree, may on request get a transcript of records for the courses they have passed.

§ 7-3. Diploma Supplement

Diploma Supplement is a supplement to the diploma that gives a further description in English of the student's education, learning outcome and of the Norwegian higher education system. When a degree is completed, a Diploma Supplement shall also be issued.

§ 7-4. Duplicate

The diploma is issued only once. A duplicate of the diploma may be issued upon application and against a fee. The fee must be paid before the duplicate is issued.

Chapter 8 – Additional provisions

§ 8-1. Exemption

The Rector himself or herself makes decisions regarding applications for exemption from regulations.

§ 8-2. The university college's appeals committee

The appeals committee of the university college's Board makes decisions regarding:

- a. appeals about individual decisions in accordance with these Regulations, unless otherwise specified
- b. appeals about formal errors regarding practical training
- c. appeals about formal errors regarding examinations
- d. cases regarding suspicion of cheating or attempt at cheating
- e. cases regarding remarks on police certificate of good conduct

§ 8-3. Suitability

- (1) Suitability assessment is carried out according to the Regulations relating to Suitability Assessment in Higher Education that are in force at any given time.
- (2) Final decision regarding suitability shall be made by the university college's Board itself.

§ 8-4. Entry into force

These Regulations enter into force 1 August 2015.

§ 8-5. Repeal

At the same time as the Regulations enter into force, the Regulations of 30 November 2010 no. 1841 relating to Admission, Examination and Assessment of Practical Training at Queen Maud University College are repealed.