



Supplementary provisions to the Regulations for Full-time Study Programmes at the Norwegian School of Economics

Issued by Linda Nøstbakken, Vice Rector for Academic Affairs, on 14 November 2018, with subsequent amendments, most recently by Malin Arve, Vice Rector for Academic Affairs on 16 November 2020.

This English translation is for information purposes only. For all legal purposes, the original document in Norwegian as published at nhh.no is the authoritative version.

Introduction

The Regulations for Full-time Study Programmes at the Norwegian School of Economics were adopted by the Board on 13 June 2018 and entered into force on 1 August 2018. Section 1-2 of the Regulations authorises the Vice Rector for Academic Affairs to issue supplementary provisions within the framework of the regulations.

The aim of these supplementary provisions is to contribute to predictability, equal treatment and efficient case processing.

To make it easy to find the supplementary provisions pertaining to a given section, this document is structured in the same way as the regulations. For each section of the regulations, there is a corresponding sub-section in this document. In Chapter 4 – Assessment, however, a new sub-section (4.0 General information) has been included for which there is no corresponding section in the regulations.

Where no supplementary provisions have been issued, only the sub-chapter number and heading will be listed.

The supplementary provisions that applied when the new regulations entered into force continue to apply unless they are in conflict with the new regulations. They will apply until new supplementary provision are issued in this document.

Chapter 1 – General provisions

1.1 Scope

- 1.2 **Supplementary provisions**
- 1.3 **The academic year**
- 1.4 **Right of appeal**
- 1.5 **Appeals board**
- 1.6 **Adaptation**
- 1.7 **Laptop computers**

Chapter 2 – Admission

Section 2.1 Number of places

2.2 Admission to the study programmes

Admission to the five-year combined bachelor and master programme in economics and business administration based on prior learning and work experience

Admission requirements:

- Norwegian and English: Applicants must document Norwegian and English language skills corresponding to the requirement that applies at all times for achieving the Higher Education Entrance Qualification.
- Mathematics: Applicants must meet the special admission requirement, MATRS (Mathematics R1 or Mathematics S1 and S2).
- Practical experience: Applicants must document at least five years' relevant full-time work experience.

Ranking of applicants:

Applicants who qualify for admission based on prior learning and work experience are ranked on the basis of an individual discretionary assessment. The following is emphasised, in order of priority:

1. Documented knowledge and qualifications, including knowledge of Norwegian, English and mathematics
2. The scope and relevance of practical experience
3. Motivation for applying for the study programme

Admission to the Master's Programme in Economics and Business Administration (MSc EBA) – Norwegian admission track

Application:

- External applicants are admitted to the master's degree programme in economics and business administration every autumn.
- Only applicants with a Norwegian-language bachelor's degree taken in Norway can apply for admission through the Norwegian admission track.
- Applications must be submitted electronically within the stipulated deadlines.

Admission requirements:

- Completed bachelor's degree or equivalent.
- Academic requirements: Applicants must meet the academic requirements corresponding to a bachelor's degree in economics and business administration, cf. *Plan for the three-year*

bachelor's degree programme in economics and business administration, adopted by UHR Economics and Administration (replaces the National Council for Economic Administrative Education (NRØA)).

- Norwegian and English language skills corresponding to the requirement that applies at all times for achieving the Higher Education Entrance Qualification.

Documentation requirements:

- The documentation that must accompany the application is specified on the website at all times.
- The applicant is responsible for ensuring that the documents that are uploaded are unaltered and authentic.

Applicants who upload false documents will be reported to the police. NHH reserves the right to contact institutions, companies, organisations and government agencies to obtain explanations and/or verification of uploaded documents.

Ranking of applicants:

- Qualified applicants are ranked on the basis of the average grade awarded for Norwegian credits, maximum 180, and always including results achieved for courses/programmes included in the academic requirements.
- Results achieved during exchange stays are not included in the average grade.
- Results achieved in the spring semester before the start of the programme are not included in the average grade.
- Applications from applicants who have earned fewer than 120 Norwegian credits with letter grades by the autumn semester before the start of the programme will be rejected. Provided that the applicant's progress of study corresponds to the nominal progress for the study programme in question, an exemption can be made from the requirement for 120 Norwegian credits with letter grades.
- Applications from applicants whose results are graded in another way than the Norwegian letter grade system will be considered on an individual basis. In such cases, no score will be calculated for the applicant, but the application will be considered to be at a certain level in relation to other applications.

Offers of admission:

- All communication between applicants and the Section for Admissions during the admission period takes place via email. Applicants are obliged to use a functioning email address and to check their email regularly. It is the applicant's responsibility to read and follow up all emails from the Section for Admission from admission starts until the start of the programme.
- Decisions on applications are published in the application portal and distributed by email on a date specified on the website. Applicants have one week to register their reply to the offer in the application portal. Applicants who are offered a place on their first choice of programme will not receive other offers of admission. All applicants who qualify for admission but are ranked too low will be offered a place on a waiting list. The applicant must accept a place on the waiting list within the deadline in order to participate in any supplementary admission rounds.

- For all applicants who complete the bachelor's degree that is part of the admission requirement and/or take exams in courses that help to meet the academic requirement in the spring semester before the start of the programme, the offer of admission will be conditional. The conditions for admission must be met during the spring semester before the start of the programme and must be documented within the stipulated deadline.

Admission to the Master's Programme in Economics and Business Administration (MSc EBA) – international admission track

Application:

- Applicants are admitted to the master's degree programme in economics and business administration every autumn.
- Only applicants with an English-language bachelor's degree taken in Norway or a bachelor's degree from abroad can apply for admission through the international admission track.
- Applications must be submitted electronically within the stipulated deadlines.

Admission requirements:

- Completed degree corresponding to a Norwegian bachelor's degree, cf. NOKUT's rules and guidelines.
- Academic requirements:
 - The degree must confer an equivalent of 90 credits in the field of economics/business administration.
 - Methodological subjects can be included in, but must not make up the bulk of the 90 credits (i.e. maximum 45 credits).
 - At least 30 of the 90 credits must be in business economics subjects.
 - Incoming double degree students from established partner institutions will be subject to a special assessment (are exempt from the academic requirement).
- Average grade equivalent to a B on the ECTS grade scale.
- Completed GMAT or GRE test with a score at least equivalent to the minimum requirement for the test, unless the applicant is exempt from the GMAT/GRE requirement; see the exemption requirements on the website. Test result requirements:
 - GMAT: Total score of at least 600
 - GRE: Total score of at least 152 for the quantitative part of the test
 - The test results must be less than five years old at the time of application.
- Passed English language test (TOEFL, IELTS Academic or PTE Academic) with a score at least equivalent to the minimum requirement for the test, unless the applicant is exempt from the requirement for an English language test; see the exemption requirements on the website. Test result requirements:
 - TOEFL: Total score of at least 90 for the internet-based test, at least 575 for the written test or at least 233 for the computer-based test.
 - IELTS Academic: Overall band score of at least 6.5.
 - PTE Academic: Minimum score of 62.
 - The test results must be less than two years old at the time of application.
- Completed digital interview
- Sufficient funds to finance the stay
 - Students from outside the EU/EEA or from Switzerland must document that they have enough money to live on in Norway.

- The UDI requires such documentation from students who apply for a residence permit in Norway. The UDI decides the amount.

Documentation requirements:

- The documentation that must accompany the application is specified on the website at all times.
- The applicant is responsible for ensuring that the documents that are uploaded are unaltered and authentic. Applicants who upload false documents will be reported to the police. NHH reserves the right to contact institutions, companies, organisations and government agencies to obtain explanations and/or verification of uploaded documents.

Offers of admission:

- Qualified applicants will receive an offer of admission as soon as their application has been decided. The applicant must reply to the offer within the stipulated deadline.
- Applicant who are not qualified will receive a rejection as soon as their application has been decided.
- Cases where there is doubt will be subject to a joint assessment at the end of the case processing period, and will be considered in light of NHH's target figure for international admissions to the master's degree programme.
- Some applicants may be given a conditional offer of admission. The conditions for admission must be met within the stipulated deadline, or the offer will lapse.
- All communication between applicants and the Section for Admissions during the admission period takes place via email. Applicants are obliged to use a functioning email address and to check their email regularly. It is the applicant's responsibility to read and follow up all emails from the Section for Admission from admission starts until the start of the programme.

Admission to the Master's Programme in Auditing and Accounting (Msc AA) – two-year course of study

Application:

- External applicants are admitted to the master's degree programme in auditing and accounting (two-year course of study) every autumn.
- Applications must be submitted electronically within the stipulated deadlines.
- Three groups of applicants qualify for admission to the two-year MSc AA programme:
 - *Group 1:* Applicants with a bachelor's degree in economics and administration (BSc EBA) or a four-year degree in business economics (*siviløkonom*)
 - *Group 2:* Applicants with a bachelor's degree in auditing and accounting (BSc AA)
 - *Group 3:* Other bachelor's degree, including degrees taken abroad

Admission requirements:

- General requirement:
 - All applicants must document Norwegian and English language skills corresponding to the requirement that applies at all times for achieving the Higher Education Entrance Qualification.
- Special requirements:
 - *Group 1:* Applicants with a BSc EBA or a four-year business economics degree

- Must document that they have completed the degree
- *Group 2:* Applicants with a BSc AA
 - Must document that they have completed the degree
 - Must have passed the auditor exam (at least C on each of the four exams)
- *Group 3:* Other bachelor's degree, including degrees taken abroad
 - Must document that they have completed the degree
 - The degree must meet the following academic requirements:
 - Methodology subjects: 20 credits
 - Economics: 15 credits
 - Business economics analysis: 30 credits
 - Administration subjects: 25 credits
- Applicants with a degree taken abroad must have completed the GMAT or GRE test with a score at least equivalent to the minimum requirement for the test, unless the applicant is exempt from the GMAT/GRE requirement; see the exemption requirements on the website. Test result requirements:
 - GMAT: Total score of at least 600
 - GRE: Total score of at least 152 for the quantitative part of the test
 - The test results must be less than five years old at the time of application.

Ranking of applicants:

- Qualified applicants are ranked on the basis of the average grade awarded for Norwegian credits, maximum 180, and always including results achieved for courses/programmes included in the academic requirements.
- Results achieved during exchange stays are not included in the average grade.
- Results achieved in the spring semester before the start of the programme are not included in the average grade.
- Applications from applicants who have earned fewer than 120 Norwegian credits with letter grades by the autumn semester before the start of the programme will be rejected. Provided that the applicant's progress of study corresponds to the nominal progress for the study programme in question, an exemption can be made from the requirement for 120 Norwegian credits with letter grades.
- Applications from applicants whose results are graded in another way than the Norwegian letter grade system will be considered on an individual basis. In such cases, no score will be calculated for the applicant, but the application will be considered to be at a certain level in relation to other applications.

Documentation requirements:

- The documentation that must accompany the application is specified on the website at all times.
- The applicant is responsible for ensuring that the documents that are uploaded are unaltered and authentic. Applicants who upload false documents will be reported to the police. NHH reserves the right to contact institutions, companies, organisations and government agencies to obtain explanations and/or verification of uploaded documents.

Offers of admission:

- All communication between applicants and the Section for Admissions during the admission period takes place via email. Applicants are obliged to use a functioning email address and to check their email regularly. It is the applicant's responsibility to read and follow up all emails from the Section for Admission from admission starts until the start of the programme.
- Decisions on applications are published in the application portal and distributed by email on a date specified on the website. Applicants have one week to register their reply to the offer in the application portal. Applicants who are offered a place on their first choice of programme will not receive other offers of admission. All applicants who qualify for admission but are ranked too low will be offered a place on a waiting list. The applicant must accept a place on the waiting list within the deadline in order to participate in any supplementary admission rounds.
- For all applicants who complete the degree that is part of the admission requirement and/or take exams in courses that help to meet the academic requirement in the spring semester before the start of the programme, the offer of admission will be conditional. The conditions for admission must be met during the spring semester before the start of the programme and must be documented within the stipulated deadline.

Admission to the Master's Programme in Auditing and Accounting (Msc AA) – one-year course of study

Application:

- External applicants are admitted to the master's degree programme in auditing and accounting (one-year course of study) every autumn.
- Applications must be submitted electronically within the stipulated deadlines.
- Three groups of applicants qualify for admission to the one-year MSc AA programme:
 - *Group 1:* Applicants with a master's degree in economics and business administration (MSc EBA), who have been awarded the additional title *siviløkonom* or equivalent
 - *Group 2:* Applicants with a foreign master's degree in the field of economics/business administration
 - *Group 3:* Applicants with a master's degree in law
- Applicants can apply for up to two alternatives in order of priority:
 - MSc in Auditing and Accounting, Oslo
 - MSc in Auditing and Accounting, Bergen

The applicants can change the order of priority between the alternatives until the deadline for application.

Admission requirements:

- General requirement:
 - All applicants must document Norwegian and English language skills corresponding to the requirement that applies at all times for achieving the Higher Education Entrance Qualification.
- Special requirements:
 - *Group 1:* MSc AA with the additional title *siviløkonom*

- Must document a completed master's degree with a grade of C or better for at least 60 credits. The master's thesis must confer at least 30 credits and shall be included in the 60 credits.
- *Group 2: Foreign master's degree in economics/business administration*
 - Must document a completed master's degree in the field of economics/business administration with an equivalent of C or better for at least 60 credits. The master's thesis must confer at least 30 credits and shall be included in the 60 credits.
 - Must document a completed bachelor's degree with an equivalent of 90 credits in the field of economics/business administration. Methodological subjects can be included in, but must not make up the majority of the 90 credits. 30 of the 90 credits must be in administration subjects.
 - Applicants with a degree taken abroad must have completed the GMAT or GRE test with a score at least equivalent to the minimum requirement for the test, unless the applicant is exempt from the GMAT/GRE requirement; see the exemption requirements on the website. Test result requirements:
 - GMAT: Total score of at least 600
 - GRE: Total score of at least 152 for the quantitative part of the test
 - The test results must be less than five years old at the time of application.
- *Group 3: Master's degree in law*
 - Must document a completed master's degree in law with a grade of C or better for at least 60 credits. The 60 credits shall include the master's thesis, and courses corresponding to the NHH courses MRR416 Foretaksrett (Company law) and MRR418 Skatte- og avgiftsrett (Tax law).
 - Must document bachelor-level prior knowledge of business economics with a scope of 15 credits. The courses must correspond to the NHH courses BED2 Financial Accounting and BED3 Capital Budgeting and Finance.

Ranking of applicants:

- Qualified applicants will be ranked on the basis of their average grade, in addition to any points awarded for practical experience.
- The applicant's average grade is calculated in the following way:
 - *Group 1: MSc AA with the additional title siviløkonom*
 - The average grade for applicants with more than 120 Norwegian credits with letter grades at master's degree level, earned by the autumn semester before the start of the programme at the latest, will be calculated based on the applicant's best 120 credits.
 - The average grade for applicants with between 75 and 120 Norwegian credits with letter grades at master's degree level, earned by the autumn semester before the start of the programme at the latest, will be calculated based on all the applicant's credits.
 - Applications from applicants who have earned fewer than 75 Norwegian credits with letter grades by the autumn semester before the start of the programme will be rejected. Provided that the applicant's progress of study corresponds to

the nominal progress for the study programme in question, an exemption can be made from the requirement for 75 Norwegian credits with letter grades.

- Results achieved in the spring semester before the start of the programme are not included in the average grade.
- *Group 2:* Foreign master's degree in economics/business administration
 - Applicants whose basis for admission can be converted into points are ranked in the same way as applicants in group 1.
 - Applications from applicants whose basis for admission cannot be converted into points in the ordinary manner will be considered on an individual basis based on grades and, if applicable, practical experience of auditing.
- *Group 3:* Master's degree in law
 - The average grade is calculated based on the results achieved up to and including the autumn semester before the start of the programme.
 - Results achieved in the spring semester before the start of the programme are not included in the average grade.
- Points awarded for practical experience will be calculated as follows:
 - The applicant must have been employed in a full-time position as part of an auditing team.
 - The auditing practice must be based on standards published by the International Assurance and Auditing Standards Board in order to confer points.
 - 1 year of documented auditing practice confers 0.2 additional points
 - 2 years of documented auditing practice confer 0.4 additional points
 - No points are awarded for auditing practice exceeding two years.

Documentation requirements:

- The documentation that must accompany the application is specified on the website at all times.
- The applicant is responsible for ensuring that the documents that are uploaded are unaltered and authentic. Applicants who upload false documents will be reported to the police. NHH reserves the right to contact institutions, companies, organisations and government agencies to obtain explanations and/or verification of uploaded documents.

Offers of admission:

- All communication between applicants and the Section for Admissions during the admission period takes place via email. Applicants are obliged to use a functioning email address and to check their email regularly. It is the applicant's responsibility to read and follow up all emails from the Section for Admission from admission starts until the start of the programme.
- Decisions on applications are published in the application portal and distributed by email on a date specified on the website. Applicants have one week to register their reply to the offer in the application portal. Applicants who are offered a place on their first choice of programme will not receive other offers of admission. All applicants who qualify for admission but are ranked too low will be offered a place on a waiting list. The applicant must accept a place on the waiting list within the deadline in order to participate in any supplementary admission rounds.
- Applicants who complete their master's degree in the spring semester before the start of the programme will receive a conditional offer of admission. The conditions for admission must be met during the spring semester before the start of the programme and must be documented within the stipulated deadline.

Internal admission to courses with a limited number of places

The number of places on a course can only be limited based on educational and/or practical considerations.

- A student can be offered a place on a maximum of two such courses per semester.

Application:

- Only students who have been admitted to the study programme in question can apply for admission to courses with a limited number of places.
- In some cases, priority may be given to specific groups. In such case, this will be stated on the website, and it is the applicant's responsibility to state in the application that he or she belongs to such a group.
- Students who wish to take courses with a limited number of places must apply for admission via the application portal within the stipulated deadlines.

Ranking of applicants for master's degree courses with a limited number of places:

- Places on master's degree courses with a limited number of places are awarded based on how many credits the students have taken in the major specialisation(s) the course is included in.
- If several students have the same number of credits in their major specialisation, the places will be awarded based on the total number of credits taken at master's degree level at NHH.
- If there are too many students with an equal number of credits in relation to the number of places on the course, places on the course will be awarded by drawing lots between students with an equal number of credits.

Ranking of applicants for bachelor's degree courses with a limited number of places:

- Places on bachelor's degree courses with a limited number of places will be divided between ordinary bachelor's students and bachelor exchange students at NHH.
- The places will be divided equally between the two groups.
- If there are not enough students in one of the groups to fill the places, they will go to students from the other group. If the number of applicants exceeds the number of places, the following shall apply:
 - Ordinary bachelor's students: Students are ranked based on the number of credits taken at bachelor's degree level at NHH.
 - Exchange students at NHH: drawing of lots between the students.

Offer of admission:

- Decisions on applications are published in the application portal and distributed by email on a date specified on the website. In addition, applicants on the waiting list may receive an offer of admission up until the time of the first lecture.
- It is the students' responsibility to monitor their email for information about offers throughout this period.

Compulsory attendance and registration for courses with a limited number of places:

- Students who receive an offer of a place on a course with a limited number of places must attend the first lecture in order to keep their place on the course.
- Applicants on the waiting list may also be asked to attend the first lecture, and must, in such case, attend in order to keep their place on the waiting list.
- Valid absence from the first lecture is only granted in exceptional cases, and only by the Section for Admissions. Absence requests must be sent by email to opptak@nhh.no as soon as possible after the need arises. The reasons for absence must be documented.
- The Section for Admissions registers the students for teaching and assessment on courses with a limited number of places after the first lecture.

2.3 Right to direct transfer to master's degree programmes

Applications for transfer to master's degree programme or interruption of studies between the bachelor's and master's degree:

- Applications for internal transfer to a master's degree programme or an interruption of studies between the bachelor's and master's degree must be submitted via the application portal within the stipulated deadlines.
- The following three alternatives are available in the autumn semester:
 - application for internal transfer to the master's degree programme in economics and business administration
 - application for internal transfer to the master's degree programme in auditing and accounting
 - application for interruption of studies
- The following two alternatives are available in the spring semester:
 - application for internal transfer to the master's degree programme in economics and business administration
 - application for interruption of studies
- Students can change the order of priority of their applications within the stipulated deadline.
- The condition for having the application approved is a completed and passed bachelor's degree.
- Bachelor's students who are admitted to exchange programmes or other international programmes at master's degree level must meet the requirement for a completed bachelor's degree and apply for transfer to the master's degree programme within the stipulated deadline in order to avail themselves of the offer of admission.

Rules for interruption of studies:

- A student who has been granted interruption of studies does not have the right to study at NHH.
- Interruption can be granted for up to two years.
- The student can return before two years have passed if he or she so wishes.

- The student must notify of his/her return within two years in order to retain the right to internal transfer.
- The student gives notification of his/her return by applying for internal transfer to one of the master's degree programmes within the deadline for application.
- Students who are granted interruption of studies are not entitled to apply for admission to double degrees, Innovation School or master's degree exchange programmes.

Application for transfer to a master's degree programme with one course (7.5 credits) remaining at the bachelor's degree level:

- Applications for transfer with one course remaining must be submitted by email to opptak@nhh.no.
- The application must be submitted as soon as possible, and no later than one week after the circumstances that are the reason for the application arose.
- If the reason for the application is a fail grade, the application must be submitted within a week of the grades becoming available. Students who wish to appeal a fail grade must apply for transfer with one course remaining within the deadline in parallel with submission of the appeal.

Rules for students granted transfer with one course remaining:

- The student cannot postpone the remaining course, but must pass the course at the first attempt after having started the master's degree. NHH will not adjust the schedule or exam plan to accommodate this. In the event of a conflict between the remaining course and courses the student wishes to take at master's degree level, the bachelor's course must be given priority.
- As soon as the student has been awarded a pass grade for the remaining course, the bachelor's degree will be registered as completed and the course cannot be retaken.

2.4 Right to study

2.5 Follow-up of progress

2.6 Additional period of completion

Students who have not completed the degree programme within the nominal length of study set out in the programme description will be granted an additional period of completion. The student will then focus on completing the degree and the right of study is therefore somewhat limited.

Pursuant to Section 2-6 second paragraph, during the additional period of completion the student will:

- Have the opportunity to retake previously passed courses if they have any attempts left, cf. Section 4-8
- Not have the opportunity to change their most recently adopted individual education plan over and above what is required to complete their degree

The last point should be understood as follows:

- A student who has been granted an additional period of completion and who lacks more than 30 credits to complete their degree, can during one semester take up to the number of credits lacking to complete their degree.
- A student who has been granted an additional period of completion and who lacks 30 credits or less to complete their degree, can nevertheless take up to 30 credits during one semester (full workload, cf. Section 1-3).

2.7 Individual adaptation of course of study (individual education plan)

Section 2-7 *Individual adaptation of course of study (individual education plan)* must be seen in conjunction with Section 3-4 *Leaves of absence*. Individual adaptation of a course of study (individual education plan) pursuant to Section 2-7 is meant as an alternative to leaves of absence pursuant to Section 3-4 for students who will have the capacity to take credits. During the period of absence, only students on parental leave pursuant to Section 3-4 first paragraph, cf. the Act relating to Universities and University Colleges Section 4-5, are entitled to take credits.

It is important to specify that the provision does not apply to all students, and that even students who meet the conditions are not entitled to individual adaptation under this provision.

‘Particularly demanding offices in student associations’ means offices that, over time, entail almost full-time activity.

Students who believe that they meet the conditions must contact the student adviser, who will explain the system and what it entails. The Office of Student and Academic Affairs at the Section for Exams decides these cases, while the student adviser is responsible for all contact with the student.

Before a student can submit an application for individual adaptation, the student must have taken at least 30 credits at NHH (not including any external education for which recognition has been granted). This is because we need to know about the student’s work capacity when stipulating an individual education plan.

The individual education plan cannot cover more than eight semesters of the study programme. If the plan is entered into while the student has an ordinary right to study pursuant to Section 2-4, the plan must specify when the student will start on the additional period of completion. If the plan is entered into while the student is undergoing an additional period of completion pursuant to Section 2-6, the plan must specify when this period expires. This must be determined based on the number of courses the student is expected to complete during the agreement period.

An agreement on individual adaptation of a course of study (individual education plan) is a binding agreement, and breach of the agreement can lead to loss of the right to study pursuant to Section 2-9 first paragraph letter d.

2.8 Automatic loss of right to study

2.9 Loss of right to study

2.10 Post-study right

- The student must pay the semester fee.
- The following applies to the post-study right for MSc AA candidates pursuant to Section 2-10 first paragraph:
 - The post-study right only confers a right to retake the exam in courses where the student has not achieved the grade required to become a state authorised public accountant.
 - The post-study right is only offered at the campus in Bergen.
 - The applicant must submit an application for a post study-right to the Section for Admissions within the stipulated deadlines.
 - The post-study right is granted for one semester at a time.

2.11 Admission to individual courses

- Applications for admission to individual courses must be submitted via the application portal within the stipulated deadlines.
- A list of available courses will be published on the website before the deadline for application expires.
- The right to undergo assessment in individual courses is granted for one semester at a time.
- In order to be granted admission to individual courses, the applicant must have remaining attempts left in the course.
- Students taking individual courses must pay the semester fee.
- The result achieved will be stated on the transcript of grades, cf. Sections 7-1 and 7-2.

Chapter 3 – Programme descriptions, individual education plans, recognition and leaves of absence

3.1 Programme descriptions and course descriptions

Work is under way on templates for both programme descriptions and course descriptions, as well as an annual schedule for changes to programme descriptions, the course portfolio and course descriptions.

3.2 Individual education plans

3.3 Recognition

Recognition of courses taken at other educational institutions for which pre-approval has not been granted by NHH

- The student must submit one application for each NHH course for which he or she seeks recognition.

- Several external courses can be combined in one and the same application if this is necessary to meet the content requirement. It is not possible to add more external courses to the application after the deadline for application has expired. In such cases, a new application must be submitted by the next application deadline.
- It is not possible to apply for recognition for several NHH courses based on the same external course.
- It is not possible to be granted recognition for courses that were included in the student's basis for admission.
- It is not a requirement that teaching or assessment is provided in the NHH course for which recognition is sought in the semester in which the application is submitted. Courses that are no longer offered (status 'discontinued') will not be considered for recognition. It is the NHH course's status at the time of application that will form the basis for this assessment.
- If the deadline for withdrawing from the exam expires before the student has received a decision on the application for recognition, the Office of Student and Academic Affairs may postpone the deadline for the student until the application has been decided. The student is responsible for requesting that he/she be withdrawn from the course as soon as he/she becomes aware that recognition has been granted.

Recognition of pre-approved courses taken on exchange

- Students who are going on an exchange under the auspices of NHH must apply for advance recognition for courses they are planning to take during the exchange stay (pre-approval).
- Courses taken on exchange shall not overlap with courses the student has taken or will take at NHH.
- Exchange courses are recognised based on the pre-approval and a transcript of grades from the host institution.
- Section 3-3 fourth paragraph does not apply to recognised courses on exchanges under the auspices of NHH.

3.4 Leaves of absence

Students are entitled to parental leave pursuant to the University and University Colleges Act Section 4-5, cf. Section 3-4 first paragraph of the Regulations. In addition, leave of absence may be granted in cases mentioned in Section 3-4 second paragraph.

Section 3-4 *Leaves of absence* must be seen in conjunction with Section 2-7 *Individual adaptation of course of study (individual education plan)* because only students on parental leave pursuant to Section 3-4 first paragraph are entitled to take credits during the period of absence. Students who meet the conditions for leave of absence pursuant to the second paragraph must apply for individual adaptation of the course of study (individual education plan) pursuant to Section 2-7.

'Particularly demanding offices in student associations' means offices that, over time, entail almost full-time activity. Applications from students who apply under other parts of the provision will be subject to an individual assessment.

Students granted leave of absence due to pregnancy, illness or offices in student associations can pay the semester fee.

Applications for leave of absence received after the end of the teaching period will not be granted, but the student will be granted valid absence from the assessment.

Chapter 4 – Assessment (exams) and course approval

4.0 General information

Learning platform: Canvas

Exam system: WISEflow

Practical execution of supervised assessment (see Section 4.4 concerning forms of assessment)

- Candidates are responsible for keeping informed about the time and place of exams. Information about the exam venue will be made available in Studentweb one week before the exam date at the latest.
- Candidates must be present in the exam venue at least 30 minutes before the exam starts. Candidates who arrive after the exam has started may be allowed to take the exam if no candidates have left the exam venue. The Office of Student and Academic Affairs will decide this.
- In the case of digital exams, candidates must be logged in to the countdown page in WISEflow 15 minutes before the exam starts.
- Valid photo ID or a valid student card must be on the student's desk during the entire exam.
- Candidates must find a free desk in the designated area or zone. Candidates must only bring food, drink and permitted support material to their desks. Coats, rucksacks, bags, notes etc. must be placed in the designated area. Mobile phones, watches and other electronic equipment must be stowed away. If the exam is to be taken digitally, one laptop computer, if applicable with a wired mouse and keyboard, is permitted.
- A list of permitted support material shall be included on the front page of the exam question paper.
- Candidates are not allowed to leave the exam venue until one hour after the exam questions are handed out. Candidates who have been granted adaptation of the exam are exempt from this provision.
- After submitting the exam paper, candidates are only allowed to leave the exam venue with the permission of, and accompanied by, an invigilator.
- Candidates are only allowed to use approved paper distributed in the exam venue.
- Communication between candidates is not permitted.
- Peace and quiet must be maintained in the exam venue so as not to disturb anyone. Candidates are not allowed to communicate in the exam venue after the end of the exam.
- Candidates can use all the time allotted to work on the exam questions. Candidates are not allowed to write on the answer paper after the deadline for submission has expired.

- In the case of exams on paper, candidates have an additional 15 minutes to get the answer paper ready for submission. Two copies of the answer paper shall be submitted.
- Each candidate is responsible for ensuring that their answer paper is complete upon submission, and that it is submitted in the correct manner.

Practical execution of unsupervised assessment (see Section 4.4 concerning forms of assessment)

- The duration of home exams is stated in the course description.
- For home exams and other written work (semester papers, case work, project assignments, essays, master's theses etc.) carried out during the teaching period, the duration will be specified by the lecturer during lectures or on the course's learning platform.
- The date and time for issuing home exam questions are specified in Studentweb. For other written work (semester papers, case work, project assignments, essays, master's theses etc.) carried out during the teaching period, the assignment will be distributed in connection with lectures and/or through the learning platform/exam system, at a time specified by the lecturer.
- Home exams and other written work (semester papers, case work, project assignments, essays, master's theses etc.) that form part of the assessment shall be submitted through the exam system, unless otherwise specified. Unless otherwise specified, the standard deadline for submission is by 14.00 on the date specified in Studentweb.
- Candidate numbers are made available in Studentweb approximately one week before the deadline for submission. The candidate number shall be entered on the front page of the answer paper on submission.
- The answer paper shall be paginated, and the total number of pages shall be entered on the first page.
- Candidates are responsible for ensuring that work submitted is correct and complete. Answer papers shall be submitted as PDF files unless otherwise specified.
- The length recommended by the academic department should be complied with.
- All sources shall be listed in a separate reference list accompanying the work.
- Cooperation between individuals or groups is not permitted on home exams, and material produced by one individual or group shall not be disclosed to other individuals or groups. Answer papers shall consist of the individual or group's own assessments and analyses. Conversations with fellow students or other groups are nonetheless permitted.
- Special provisions for group-based work:
 - The permitted size of the group shall be stated in the course description.
 - In connection with group work, all members are responsible for the whole answer paper. Everyone who puts their name/candidate number on an answer paper must have participated in the group work and made an appropriate contribution to the preparation of the answer paper.

Permitted support material

Permitted support material for supervised assessments shall be stated in the course description.

General information about support material

- Support material will be subject to inspection before the exam.
- Candidates who arrive after the exam has started must hand over their support material for inspection upon arrival at the exam venue.
- Prohibited support material or support material that is not in accordance with the applicable rules will be confiscated and will not be returned to the candidate until after the end of the exam. No other support material will be made available to the candidate to replace the confiscated material. Other sanctions may also be imposed.
- Permitted support material must be bound. Copies are not permitted, unless otherwise specified in the list of permitted support material for individual courses. The support material must not contain any loose sheets.
- Candidate may not borrow support material from other candidates during the exam.
- Candidates must bring their own laptop computer (PC or MAC) and charger to digital school exams. Hybrid computers (e.g. Surface) may only be used with a full version of Windows (not RT). Tablet computers are not permitted. Wireless equipment is not permitted during the exam.

Dictionaries

- Electronic dictionaries are not permitted.
- Financial, economic and legal dictionaries are not permitted.
- Separate rules may apply to exams in language and law subjects – see the course description.
- One bilingual dictionary may be used unless otherwise specified in the course description.
- Dictionaries with references are not permitted.

References

- Permitted support material, except dictionaries, may include:
 - References to other permitted support material
 - References to published court decisions
 - Candidates are allowed to underline words or parts of sentences, and to use highlighters in multiple colours. Horizontal and vertical lines in the margin are permitted. Marking individual letters in the text to form words is not permitted.
 - Errors in references in permitted support material may be corrected using correction fluid. Removing printed text from support material is not permitted.
 - Indexing (tabs etc.) is permitted. Such tabs may only indicate the name or abbreviation of the act, the year, number or chapter headings exactly as they appear on the page that is indexed. Names of mathematical formulas are also permitted.
- References should be given as follows:
 - References to acts and regulations may only contain the title and/or date (number, if applicable), chapter, section and/or subsection, sentence, number or letter. Including several sources in the same reference, for example multiple subsections, is permitted.

- References to published court decisions shall follow the following format: RG or RT (year)-(page) or in the form published in Lovdata.
- Common abbreviations (such as sktl., asl. etc.) are permitted. A reference may, for example, be written as follows: strl.ikrl.§25, opph. v.l. 25/2-72 nr.3.
- References can only be introduced with the following words: repealed (opph.), amended (endr.), see (jf./jfr.), confer (cfr./kfr.) or compare (sml.).
- The individual subsections of a section and sentences in subsections may be numbered in consecutive order.

Calculators

The course description will specify whether calculators are permitted during the exam.

The calculator's memory must be cleared before the exam, and the candidate must be able to demonstrate that the memory is empty. If the candidate is unable to do so, the calculator cannot be used during the exam.

- Memory cards are not permitted and must be removed from the calculator before the start of the exam.
- Calculator user manuals are not permitted as support material.
- Bachelor-level courses:
 - If calculators are permitted, the following models can be used as support material during exams:
 - Casio fx-CG10/20/50
 - Casio fx 9750/9860
 - Casio cfx 9850/9950
 - Texas Instruments 83/84
- Master-level courses:
 - If calculators are permitted, all calculators, except calculators that can be used for wireless communication, are permitted.

4.1 Principles for assessment

NHH assumes that it is possible for students to come for assessment at NHH's premises. Assessments are only carried out in courses offered at NHH, for NHH students with a right to study, in the designated exam venue.

4.2 Prerequisite knowledge and course approval

4.3 Deadlines for submission

4.4 Assessment forms, assessment arrangements and grade scales

- Exam questions are in Norwegian for courses taught in a Scandinavian language, and in English for courses taught in English, unless otherwise specified in the course description.
- Exam questions can be answered in Norwegian, English or a Scandinavian language unless otherwise specified in the course description.

- Assessment can take place individually or in groups. This will be specified in the course description.
- Verifiable assessment forms:
 - Written school exam: Written assessment held in premises designated by the institution, under the supervision of persons appointed by the institution. The assessment can be digital or on paper.
 - Home exam: Assignment to be completed during a stipulated time period, between the time it is distributed until the specified submission deadline.
 - Written work (semester papers, case work, project assignments, essays, master's thesis etc.) subject to a specified submission deadline.
- Non-verifiable assessment forms
 - Oral exams, presentations, participation: These are either used as independent assessment forms, as independently weighted parts of an assessment subject to grading, or as an adjusting oral test.
- Other assessment forms
 - Portfolio assessment: Assessment of work submitted throughout the course period, to be included in a portfolio.
- The Vice Rector for Academic Affairs decides whether letter grades or pass/fail shall be used for assessments.

If the assessment form consists of more than one part, all parts must be passed before the course is deemed to have been passed. Where all parts result in a letter grade, candidates will normally be awarded an overall grade for the course. Parts of courses will not appear on the transcript of grades until the whole course has been passed.

The following qualitative descriptions apply to the grading system:

<i>Symbol</i>	<i>Description</i>	<i>General, qualitative description of valuation criteria</i>
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 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.
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Grades are announced via Studentweb.

4.5 Assessment semester

- Written school exams are held every semester in the bachelor's degree programme in economics and business administration.
- For the master's degree programme, the assessment is held in the same semester that the course is taught.

4.6 Registration, deadline for withdrawal and applications for adaptation

Students register for assessment via Studentweb or, in exceptional cases, by submitting a written application within the deadline.

The deadline for withdrawal is three weeks, calculated as follows:

- Home exam as the only assessment form: three weeks before the submission date
- Other written work as the only assessment form: three weeks before the submission date
- Written school exam as the only assessment form: three weeks before the date of the exam
- For courses that comprise more than one assessment form or where continuous assessment is used, the deadline for withdrawal is three weeks before the first date of submission of the first work included in the assessment. The same date applies if it has been decided that the student can choose which work will form the basis for the grade.
- If the first part of assessment in a course starts sooner than three weeks after the deadline for registration, the earliest deadline for withdrawal will be 1 September for the autumn semester and 1 February for the spring semester.

Special adaptation of exams

- Students with functional impairments who have difficulties sitting exams can apply for special adaptation of exams to compensate for the disadvantages of their functional impairments.
- Both temporary and chronic conditions can constitute grounds for such adaptation.
- Special adaptation will be granted for all written school exams and individual home exams lasting 12 hours or less.
- Documentation must be issued by a doctor or other expert (for example speech therapist, psychologist etc.). The documentation must specify the measures required for the student to be assessed on equal terms. It must be signed and stamped by a doctor or expert and be dated in the same semester as the application is submitted. Speech therapist reports are exempt from the date rule.
- If the period of validity of the medical certificate is not specified by a doctor or other expert, special adaptation will be granted for one semester only.

- If a diagnosis is made or the condition deteriorates after the deadline, and this results in a need for special adaptation, the student must apply for acute adaptation as soon as possible. In such cases, the date on the documentation must be recent.
- Examples of adaptation include:
 - Extra time for exams, rest periods outside the exam venue, or time for breastfeeding
 - 10 minutes for each hour of the exam, maximum one hour in total.
 - A separate or smaller exam room
 - Use of a computer or other technical aids
 - Writing on paper on a digital exam
 - Writing assistance or other practical assistance
 - Larger font on the question paper
 - Audio file or reading assistance
 - Alternative assessment forms
- Students applying for forms of adaptation that are not listed above must specify what they need in their application. If the form of adaptation has not been offered before, the Office of Student and Academic Affairs will consider whether it is reasonable and practically possible.
- New forms of adaptation or very comprehensive measures cannot be granted if the application is received after the ordinary deadline.
- Students who are granted adaptation because of a chronic functional impairment must submit a new application when transferring to the master's degree programme. If the chronic condition was documented in the original application, the student does not have to submit documentation again.
- When extensive adaptation measures have been granted, for example a separate room and/or reading/writing assistance, the student must contact the Office of Student and Academic Affairs as soon as possible if he or she will be absent from the exam.
- Students with dyscalculia, dyslexia or other reading and writing difficulties may, on request, have confirmation of their diagnosis enclosed with their answer paper.
- Seasonal allergies in the spring semester are exempt from the deadline for application.
 - An application on the grounds of seasonal allergy will be considered as an application for acute adaptation.
 - The medical certificate must be dated no more than one week before the first exam, and the application must be submitted two working days before the exam at the latest.
 - Unless otherwise specified in the documentation, hay fever will constitute grounds for adaptation in the form of rest periods outside the exam venue.
- Students who are going on exchanges and need adaptation of tuition and/or assessment are responsible for notifying the host institution of such needs themselves. They must comply with the host institution's guidelines, deadlines and offers of adaptation.

4.7 Non-attendance and termination of assessment

Termination of assessment

- It is not possible for candidates to withdraw and leave the exam venue until one hour after the exam has started.

- Candidates who wish to terminate a written exam after the assessment has started must contact an invigilator for assistance and fill in the form ‘Withdrawal during exam’.
- The attempt will be registered as ‘withdrawal during exam’, and the answer paper will not be graded.
- If the termination is due to acute illness, the candidate can document this by presenting a medical certificate on the first working day after the assessment at the latest. The termination will then be deemed to constitute valid absence from assessment, and will not count as an attempt.

4.8 Number of attempts

4.9 Special deadlines for announcing grades

Chapter 5 – Cheating

5.1 Cheating

- Unlawful collaboration in connection with assignments is not permitted. An assignment shall be the individual candidate or group’s independent work.
- Only publicly available information can be used as sources. This means books, articles or other material available to the public from libraries, public archives or online. All sources must be stated, and the rules for source referencing must be complied with. Guidelines for references are available from the library portal: <http://sokogskriv.no>.

5.2 Criterion of liability and sanctions

Chapter 6 – Requirements for degrees

6.1 Requirement for institutional affiliation

6.2 Requirement for new education – Bachelor and Master of Economics and Business Administration

6.3 The master’s thesis – the independent work

6.4 *Siviløkonom* – additional designation to Master of Economics and Business Administration

Chapter 7 – Diplomas and transcripts of grades

7.1 Diplomas

BSc Programme in Economics and Business Administration

- The degree will be registered as completed in the diploma registry (‘Vitnemålsportalen’) when a student registers transfer to the master’s degree programme, registers interruption of studies, or if the right to study expires and the student has earned 180 credits in the right combination of courses. Diplomas can be issued on paper upon written application.

MSc Programme in Economics and Business Administration

- The diploma for the master's degree programme will be issued when the student has earned 120 credits with the right combination of courses, and the deadline for appealing has expired for all grades.

Transitional arrangement: Diplomas for bachelor's and master's degree students starting the programme up to and including autumn 2017 may be withheld until the expiry of the period during which the student has a right to take the programme. The student must give written notification of this before 1 September/1 February.

7.2 Transcripts of grades

Chapter 8 – Concluding provisions

8.1 Entry into force

8.2 Transitional arrangement

Applications received before the date of entry into force (1 August 2018) will be considered pursuant to the regulations in force at the time of application unless it will be advantageous for the applicant to have his/her application considered pursuant to the new regulations.

Change log:

Date	Comment	Who
16 Nov. 2020	Revised Section 2.2 – Admission to the study programmes	Malin Arve
19 Aug. 2020	New section 2.6 - Additional period of completion	Malin Arve
7 Oct. 2019	Revised Section 2.2 – Admission to the study programmes	Linda Nøstbakken
16 Aug. 2019	Revised Section 4 – Calculators	Linda Nøstbakken
31 Jan 2019	New section 2.7 and revised section 3.4	Linda Nøstbakken
14 Nov. 2018	Issued	Linda Nøstbakken