EXAMINATION REGULATIONS AT THE NORWEGIAN UNIVERSITY OF SCIENCE AND TECHNOLOGY (NTNU)

Adopted by the Board of NTNU on 7 December 2005 in accordance with the Act of 1 April 2005 relating to Universities and University Colleges, subsections 3-3, 3-4, 3-5, 3-9, 3-10 and 5-3. Revised by the Board on 24 January 2006.

Chapter 1 Scope, Purpose and Definitions

1 Scope and Purpose

1. The regulations are valid for all studies at the Norwegian University of Science and Technology (NTNU).

2. The regulations contain rules about the organization of studies, examinations and assessment, requirements for the award of degrees, and regulations concerning the rights and obligations of the University and students at NTNU. The regulations are to ensure that studies and examinations at NTNU are carried out properly

2 Definitions

Final examination	A type of assessment that normally follows at the end of the semester under conditions that can be controlled. The final examination generally is the concluding assessment of the student in a course or a group of courses.
Course	The smallest unit in which the student can receive an assessment and course grade. The extent of the course is measured in credits. The course involves activities that form the basis for assessment. The activities may be compulsory.
Subject	A collection of courses in one group in a curriculum.
Main profile	Courses in a curriculum which are defined as belonging to the same discipline which can supplement each other and build on foundation course level in a programme of study. In case a Master's degree is based on a completed Bachelor's degree, the main profile contains the academic qualifications required for admission to the Master's degree.
final grade	The grade given after a course or group of courses. It is based on the assessments that count during that course. The weighting of the grades in assessments during the course is stated in the course description.
Credits	Measure of the study workload. The normal workload in one academic year is 60 credits.
Programme of study	A group of courses that forms one academic entity that students can apply for admission to, receive the right to study, and leads to a degree.
Field of study	A specialization within a programme of study, which is described in the curriculum for that programme of study.
Assessment	The evaluations a student receives on the basis of his/her performance in a course, or a group of courses and that lead to a grade.
One-year programme	A structured group of courses totalling 60 credits and having separate admission.

These regulations refer to the Act relating to Universities and University Colleges of 1 April 2005, no. 15.

Chapter 2 Admission and individual education plan

3 Admission

The valid admission regulations are the relevant regulations adopted by the Ministry of Education and Research and NTNU's own admission regulations.

4 Admission to study and progress in studies

1. Admission involves the right to take the courses in the programme of study, a one-year programme or separate courses which the student has gained admission to. Admission provides the opportunity to take the courses specified in the individual education plan or in accordance with the progress in studies approved by the Faculty. Admission to study is valid from the day NTNU receives confirmation of the student's acceptance of his/her admission.
2. The right to take the programme of study which the student has been admitted to ceases when

   - the student fulfils the criteria allowing him/her to receive a certificate after completing the programme of study

   - the student has completed the one-year programme

   - the student's progress in studies is insufficient, according to the definition given in Section 4, subsection 3

   - the student himself/herself confirms that he/she has withdrawn from the programme of study before it is completed

   - the student has not paid the semester fee by the stipulated deadline, see Section 6.
3. In programmes of study that are divided into year courses/ years, a student cannot take the next year if he/she has an outstanding deficit of more than 22.5 credits from the two previous years. Students who want to take the 4th year cannot have any unfinished courses from the 1st year. Students who want to take the 5th year cannot have any unfinished courses from the 1st and 2nd years, and students who want to take the 6th year cannot have any unfinished courses from the 1st, 2nd, and 3rd years.

   The student loses the right to study a programme of study if he/she has an outstanding deficit of more than 22.5 credits. No student is permitted to use more than 2 academic years to take the same year in a programme of study. The time spent in each year should be adjusted according to any leave that has been granted, and any possible reductions in the study progress (part-time studies) that have been approved in the individual education plan, ref. Sections 5, 7, and 8.

   It is to be evident from the curriculum whether the programme of study is divided into years, ref. Section 14, subsection 1.

   Students that apply for re-admission to the same programme of study will, if applicable, be given recognition of previous studies in the year the student is admitted to. The same is true when there is great degree of similarity between a programme of study a student has applied for admission to and another programme of study a student has or had been admitted to. Exemption to this regulation can be made when more than three years have elapsed since the student was admitted to the other programme of study.
4. The Faculty is to decide whether the right to study should be terminated in accordance with the above regulations. The Faculty may grant exemptions from the regulations in Section 4, subsection 3 in cases of illness, serious family problems, when the main part of the studies has

already been completed, extraordinary conditions related to the subject (taking the next year) or other reasons found to warrant special treatment. Where the Board of NTNU has established an inter-Faculty board for a group of programmes of study, the latter board is authorized to reach decisions in cases related to exemptions.

5. A student who is not covered the regulations in Section 4, subsection 3 has admission withdrawn if he/she has not earned any credits during one academic year in the programme of study or one-year programme that the student is admitted to. This does not apply if the student has registered for and been present at one or more examinations and when it is agreed in the individual education plan that the student is not to earn any credits. The Faculty is to decide in matters of withdrawal of admission.
6. A student who has gained admission to a programme of study and has had normal progress (without adjustment for leave or reduced progress in studies), is not to be affected by changes in the disciplinary objectives, level and structure of the programme while completing his/her work on the programme. The student nevertheless has to accept that there may be changes in the courses and the structure of the programme of study that will not cause a delay in his/her progress.
7. A student who has gained admission to a programme of study, one-year programme or individual courses at NTNU, has the right to follow other courses he/she is qualified to take and receive assessment of his/her performance in these courses. The student also has the right to follow lectures in courses outside the programme of study or one-year programme if there are no restrictions on the admission to the courses. The student maintains these rights also after having completed the programme of study.

5 Individual education plan

The Faculty together with students who have gained admission to study for 60 credits or more are to agree on an individual education plan before the end of the first semester. The individual education plan can be amended in agreement with the Faculty. The individual education plan is a mutual agreement between the student and NTNU concerning the duties and responsibilities of each party for progress in studies as well as the duties and responsibilities of each student towards his/her fellow students. The individual education plan gives the content and progress of the planned studies, cf. Section 6, subsection 2.

6 Registration

1. Students who have been admitted to NTNU have to register and pay the semester fee at NTNU each semester by the deadline set by the Rector. The deadline is given in the curriculum and on NTNU's Internet pages. Students who do not pay the semester fee by the stipulated deadline will have their admission withdrawn in accordance with the regulations relating to Student Welfare Organizations of 12 February 2001, Section 10. The Faculty is to decide in matters of withdrawal of admission due to non-payment of the semester fee.
2. For students who have agreed to an individual education plan, this registration is to determine and confirm the information in the plan for the current semester concerning

   - which courses the student will attend

   - which courses the student is to be given assessment in

   - other possible activities determined in the programme of study which the student follows

   - other information where adjustments are possible and which is relevant for the student's progress in his/her studies.

3. Students who are not obliged to agree on an individual education plan or who have not yet entered into an individual education plan also have the duty to register. This registration is to indicate which courses the student will attend and receive assessment in.
4. The registration gives access to the resources offered by NTNU in order to enable the student to complete his/her courses that semester.

7 Leave of absence

1. The Faculty is to handle applications for leave of absence. Such leave from study is primarily given for one academic year. For shorter periods, leave can be given until the end on the semester. A student must have completed more than 30 credits in the courses included in the programme of study in order to apply for leave of absence without stating a reason.
2. The Faculty may accept an application for leave for more than one academic year if there are special circumstances or pressing reasons, such as illness, extensive demands for child-care etc., military service or civilian service.
3. The student must accept that there may be changes in the programme of study during a period when he/she has a leave of absence.

8 Part-time studies

Studies at NTNU may be taken on a part-time basis following agreement with the Faculty. The percentage of the nominal progress in studies is to be included in the individual education plan.

9 Students without the right to study

1. Those who have not been granted admission have the right to receive assessment in a course in accordance with the Act relating to Universities and University Colleges, Section 3-10. The Faculty decides whether the requirements for registration have been fulfilled and may specify further regulations concerning assessment in the absence of normal admission.
2. The Rector may decide upon a special deadline for registration for this type of assessment. The Rector can also decide that those who have not been admitted as students should pay an examination fee in order to cover the extra cost of carrying out such assessments.

10 Teaching – delegation of authority in accordance with the Act relating to Universities and University Colleges Section 3-8

1. The Faculty has the authority to reserve certain lectures just for the students of the University or specified groups of students if the nature of the lectures makes this necessary, cf. the Act relating to Universities and University Colleges Section 3-8, subsection 2.
2. The Faculty has the authority to allow people who are not following normal courses to attend lectures and participate in exercises whenever there is sufficient space.

11 Suspension, exclusion – delegation of authority in accordance with the Act relating to Universities and University Colleges Section 4-8, subsection 1

1. In cases where a student behaves in a way that seriously disturbs the work of fellow students or the general activities of the University, the Faculty has the authority to give a written warning stating that if such behaviour is continued a recommendation concerning suspension will be presented to the Board. In cases that are not specifically related to an individual Faculty, this authority rests with the Rector.

2. The Faculty has the authority to give a written warning to a student that an exclusion recommendation will be presented to the Board unless the suspension decision made by the Board is respected. In cases that are not specifically related to an individual Faculty, this authority rests with the Rector.

3. Complaints about decisions involving a written warning should be sent to the Appeals Committee at NTNU.

Chapter 3 Organization of studies

12 The academic year

1. The academic year consists of 40 weeks and is divided into two semesters. The autumn semester extends over 19 weeks and finishes before the end of the year. The spring semester lasts 21 weeks.
2. The Board of NTNU may approve that a programme of study at NTNU deviates from the ordinary structure described in Section12, subsection 1 if the duration of the programme is more than 40 weeks and has teaching and/or studies which can be pursued independently of the other studies at NTNU.

13 Programmes of study

1. Programmes of study at NTNU are organized according to the following models, they can

   - lead to a Bachelor's degree which subsequently forms the basis for a Master's degree.

   - be an integrated study which leads to a Master's degree or a professional degree

   - lead to a Master's degree which is based on a completed Bachelor's degree or equivalent education.

   The Board establishes and terminates each programme of study at NTNU. When the Board creates a new programme of study, it should simultaneously decide which Faculty is to administer the programme.

2. Each programme of study has a main profile, which gives disciplinary specialization of at least 80 credits. All programmes of study involving 5-year integrated Master's degrees should also satisfy the requirements of the Bachelor's degree.
3. Each programme of studies consists of different courses. The courses offered should each be of 7.5 credits or a multiple of that. The courses given in the programme of study are either compulsory or optional. The Faculty establishes new courses and terminates old ones. When the Board at NTNU has created an inter-Faculty board for a group of programmes of study, this authority is vested in this board. The Board at NTNU is to approve the establishment of courses where it is assumed that this will increase the basic disbursement in the State appropriation model.
4. All programmes of study leading to a lower degree as well as integrated programmes of study leading to a higher degree or a professional degree are to contain three introductory courses:

   - Ex. phil. of 7.5 credits that is to be common for all students. Ex. phil. should ideally be a first semester course but this is not compulsory if there are academic grounds to do otherwise.

   - Ex. fac. of 7.5 credits is specific for the relevant Faculty. It should be part of the main profile is and is to be taken in the first year.

   - Perspective course of 7.5 credits that is to represent a different field of study from that included in the student's programme of study.

13a One-year programmes

The Rector is to establish and terminate each one-year programme at NTNU following a recommendation from the Education Committee. The rector is also to decide which Faculty is to administer each one-year programme.

14 Curriculum and course description

Each programme of study is to be described in a curriculum. The Faculty administering the programme of study is to approve the curriculum. Where an inter-Faculty board has been established by NTNU to cover a group of programmes of study, this board is responsible for compiling the curriculum. The curriculum should contain information about possible admission requirements and ranking regulations for the programme of study. The curriculum should stipulate:

- the learning outcomes and professional objectives of the programme of study
- any required previous knowledge for the programme of study
- which Faculty is to administer the programme of study
- which courses are included in the programme of study
- the scope of the programme of study in terms of credits
- what course combination meets the required main profile
- the structure of the programme of study, whether the programme of study has been divided into years, the fields of study, which are the common courses, which are compulsory and optional courses, and the sequence of the courses
- the possibilities for student exchanges abroad
- other issues which affect the implementation and quality assurance
- transitional arrangements as a result of changes in the curriculum.

All courses are to be presented in a course description. Each Faculty is to provide a description of its own subject areas. Each course description should include:

learning outcomes

the qualifications necessary to gain admission to the course

the content of the course

teaching methods

how many credits the course is worth

the extent of the education

possible compulsory education

which activities are included, their extent and which of them are compulsory, for instance courses in methodology, exercises, work experience, field courses, excursions, laboratory work, group exercises, semester papers and other written exercises, artistic performances

the requirements for receiving assessment

activities that will be subject to on-going assessment and which of them will count in the course grade

the organization of a possible final examination (how often, when in the semester, date and similar information)

what examination support material can be used

the form of assessment and grading scale for the assessments during the course

the weighting of assessments during the course that are to count in the course grade

15 Recognition of external studies/practical experience

1. The Faculty is to handle applications concerning recognition of external studies or practical experience in accordance with the Act relating to Universities and University Colleges Sections 3-4 and 3-5. A condition is that the external education has been approved as education at university or university college level.

2. The Faculty is to handle applications concerning the approval of an equivalent degree or education in accordance with the Act relating to Universities and University Colleges Section 3-4 subsection 3.

16 Exemption from assessment

1. The Faculty is to grant exemption from the final examination, test or other assessment in cases where the student can document that similar assessment has already been done by NTNU or another institution. The Faculty may also grant exemption on basis of other recognized examinations, tests or other kinds of assessment, or on basis of documented practical experience, in accordance with the Act relating to Universities and University Colleges Section 3-5. When processing such applications for exemption, the Faculty should take both a student's previous education into account, as well as the assessment in terms of level, scope and content.

2. The student is to send such an application to the Faculty that administers the programme of study in which he/she has the right to study.

17 Reduction of credits

If a student receives assessment in courses where the content wholly or partially overlaps, the total of credits for these courses should be reduced accordingly. The Faculty decides the extent of the reduction in each separate case. If some of the courses to which the student has gained admission to are compulsory, the reduction should take place in the optional courses. The reduction should be done in a way that provides the student with the best grade that has been awarded. The basis for the reduction should be evident from the transcript or certificate.

Chapter 4 Degrees

18 Awarding degrees

The Faculties award degrees with their respective titles in accordance with their delegated responsibility from the Board when the latter approves a new programme of studies.

19 Bachelor's degree

1. The Faculty awards the Bachelor's degree on basis of a completed programme of study or a free selection of courses in cases where the student has completed a total of 180 credits. The 180 credits should include:

- a main profile of at least 80 credits, where the curriculum defines the requirements of the main profile

- introductory courses of 22.5 credits, ref. Section 13 subsection 4.

2. If the Bachelor's degree is not based on an established programme of study, the Faculty that awards the degree is to cover the area where the major part of the disciplinary content belongs. If the student has a degree where more than one major parts are is included, the student can decide which of the relevant faculties should award the degree.

20 Master's degree

1. In order to gain admission to a Master's programme which is based on a lower degree, the student must

- have been awarded a Bachelor's degree or its equivalent

- have received a passing degree in courses corresponding to 80 credits in the subject area of the relevant Master's degree, as specified in the curriculum for the relevant Master's programme

- have fulfilled the other requirements for admission, as specified in the curriculum for the Master's programme.

When admission to a Master's programme is based on experience, the second point is not valid. Instead, at least 2 years of relevant professional experience is demanded.

2. In order to receive a Master's degree, the student must

- either satisfy the admission criteria of the Master's programme and in addition have passes in relevant studies corresponding to 120 credits, where the curriculum allows 30 credits to be replaced by relevant practical experience

- or have completed a course of studies corresponding to 300 credits, where the requirements of the Bachelor's degree are included.

3. In the Master's programme described in Section 20, subsection 2, a Master's thesis corresponding to at least 30 credits, but no more than 60 credits, should be included.

4. In order to receive a Master's degree corresponding to less than 90 credits, the specified requirements relevant for such a degree programme must have been met.

21 Candidata/candidatus medicinae

In a programme of studies leading to the degree candidata/candidatus medicinae, introductory courses as defined in Section 13 subsection 4 are included. The degree is based on a coherent course of study corresponding to 360 credits. The Faculty of Medicine will decide the content of the programme of study as well as additional criteria for awarding the degree.

22 Candidata/candidatus psychologiae

In a programme of studies leading to the degree candidata/candidatus psychologiae, introductory courses as defined in Section 13 subsection 4 are included. The degree is based on a study of 60 credits and a subsequent, coherent professional study corresponding to 300 credits. The Faculty of Social Sciences and Technology Management will decide the content of the programme of study as well as additional criteria for awarding the degree.

Chapter 5 Assessment

23 Assessment

1. In all courses or groups of courses included in a programme of study, the possibility for assessment and subsequent grading of the knowledge and skills of the students should be available each academic year. The assessment should be given as a final evaluation, or possibly an evaluation based on different types of on-going assessments described in the curriculum.

2. In order to receive assessment, the student must have registered that same semester, and also meet the academic requirements for assessment given in the course description.

3. A student who has handed in a paper in an assessment cannot prevent the assessment from being done. The student cannot block an assessment if the examination began with an oral test.

24 Examination periods
Final examinations take place at the end of each semester. The Rector decides the time of the examination periods. The dates are given in the curriculum. The Rector may decide to organize the examinations outside the regular examination periods, if practical considerations related to the courses or other things make this necessary.

25 Final examination
The course description states whether the course is to be concluded with a final examination and what requirements the student has to satisfy in order to sit the final examination. A grade is always awarded at the final examination.

26 Instructions at final examination
The Rector can issue general instructions for

- students who are allowed to sit a final examination

- invigilators

- the presence of teaching staff during a written final examination.

These instructions are found in the curriculum.

27 Legitimate leave of absence at final examination
1. If a student is unable to sit a final examination due to illness or other pressing reasons, an application for approved absence has to be submitted to the Division of Student and Academic Affairs. The application, which has to be submitted at the latest one week after the first final examination to which the absence applies, has to contain information about which final examinations the application concerns. Documentation should be included in the application. The period of absence is to be indicated on the medical certificate.

2. A student who is taken ill during a final examination should notify the principal invigilator in the examination hall or the external examiner/internal examiner at oral examinations. The student subsequently has to see a doctor quickly and submit a medical certificate, as stated in the regulations in Section 27 subsection 1.

28 Re-sit examination
1. In a course where the final examination is to be held only once in the academic year, a re-sit examination is to be arranged before the next normal examination. Students with an approved absence may take the re-sit examination. This also applies to students who have not passed the initial examination.

2. Students must register for the re-sit examination within the deadline stated by the Faculty or in the supplementary regulations.

3. The Faculty can in agreement with the Rector decide to organize the re-sit examination during the same period as the normal examination, in the next examination period or at a later time outside the examination period. For certain programmes of study, the time of the re-sit examination will be a standard arrangement that can be stated in the supplementary regulations.

4. During a re-sit examination, the quality of the assessment should correspond to the one given at the normal final examination. Alternative forms of assessment at re-sit examination should be stated in the course description.

29 Approved absence from other types of assessment than final examination

The Faculty should, if practically possible, ensure that students with approved absence from other types of assessment than in the final examination can be assessed during the semester and before any possible final examination in the course.

30 Re-examination

1. A student who has failed to pass the examination in a course has the right to repeat the examination and receive a new assessment. The course description or the supplementary regulations determine what areas have to be repeated after a student has failed to pass an examination.

2. The student has the right to complete a second period of practical work experience if he/she failed to pass the first period of practical work experience.

3. If the student has passed an examination, he/she has the right to repeat that examination once in one course every academic year in order to improve the grade. In this case, the best grade will count. In cases where the grade is based on a number of partial assessments, all the different components have to be repeated.

31 New assessment of Master's thesis

A student may submit a new or revised Master's thesis once in cases where the thesis has not been awarded a passing grade. If the thesis has been given a passing grade, there is no opportunity for a new assessment in the same programme of study.

32 Syllabus at new assessment/re-sit examinations

In case of new assessment and re-sit examinations, the syllabus of the course at the time of the new assessment or the re-sit examination is to be valid. In cases of changes in the national framework plans, the Ministry may decide upon special arrangements. If there are significant changes in the syllabus, there is to be a possibility to be assessed according to the former syllabus for at least one year, but no more than two years after the introduction of the changes.

33 Adjusted forms of assessment

1. In order to give all students approximately the same working conditions when receiving assessment, students with particular requirements that have been sufficiently documented may apply for an adjusted form of assessment. Such an assessment does not imply any reduction in the general degree requirements.

2. The adjusted forms of assessment may be practically oriented in order to allow the use of special aids or extended time. In particular cases, types of assessment that differ from the normal one may also be accepted.

3. If the requirements of the student are permanent, the use of special aids may be allowed throughout his/her studies.

4. An application, including documentation, should be sent to the Division of Student and Academic Affairs before the registration deadline. The application is to be decided by the Rector. Applications for different forms of assessment from the one given in the course description are to be decided by the Rector in consultation with the Faculty.

5. Students with sudden acute requirements should as far as possible be given the same rights with regard to assessment as described above. An application containing sufficient documentation should be sent to the Division of Student and Academic Affairs as soon as possible after the acute situation has arisen.

34 Form of language/language by written assessment

1. Arrangements with regard to the form of language used in examination papers are given in Regulations concerning forms of language in examination papers of 7 July 1987. The regulations are in accordance with the Act of 11 April 1980 no. 5 concerning the use of Forms of Language in the Public Services.

2. Examination papers written in Norwegian should contain a version in the other form of the Norwegian language (*bokmål* and *nynorsk*). The exception is examination papers in the subject Norwegian. In case all the students prefer the same form of language, the examination papers may only be written in this form. The students choose their form of language as they register for an examination.

3. If the lectures are given in a non-Scandinavian language, the examination paper should also include a version in the language that has been used in the lectures. Applications requesting the examination paper to be in a language different from Norwegian or that used in teaching are to be decided by the Faculty.

4. If a significant portion of the curriculum of the course is written in a language that is different from the one used in lectures, the Faculty may decide that the examination paper should contain a version in this language as well.

35 Oral examinations behind closed doors

At the request of the student, the Faculty may decide against making an oral examination public in cases where there are pressing reasons, ref. the Act relating to Universities and University Colleges Section 3-9, subsection 3. The Faculty should ensure that the assessment in these cases also satisfies the normal academic level in the programme of study.

36 Academic misconduct or an examination offence/attempted academic misconduct or an examination offence

1. In cases of academic misconduct or an examination offence/attempted academic misconduct or an examination offence, the University Appeals Committee may cancel the assessment in accordance with the Act relating to Universities and University Colleges Section 4-7. The same applies to the recognition of courses, credits or education, as well as exemption from assessment.

2. In accordance with the Act relating to Universities and University Colleges Section 4-8, subsection 3, the University Appeals Committee may expel a student who has behaved contrary to the regulations for up to one year. The student may also lose his/her right to sit for examinations within institutions affected by the ruling for up to one year.

3. More detailed information about reactions to academic misconduct or an examination offence is given in Guidelines for reactions to academic misconduct or examination offences/attempts at academic misconduct or examination offences at NTNU of 30 May 2001.

Chapter 6 Determination of grades

37 Examiners

1. The Faculty appoints the examiners, ref. the Act relating to Universities and University Colleges Section 3-9, subsection 2. For inter-faculty courses such as “Experts in Team” that are not administered by one faculty, the rector is to appoint the external examiner(s). If there is an appeal, the Faculty is to appoint the external examiner(s). The examiners are appointed for 3 years at a time.

2. At least two examiners are to be present at oral examinations and assessment of vocational training or other activities of a type that cannot be subsequently checked. At least two examiners, of whom at least one should be external, should be present at the assessment of Master’s theses, ref. the Act relating to Universities and University Colleges Section 3-9, subsection 2.

3. The Faculty determines the guidelines regarding external participation at the assessment, whether general or a specific programme of study. This could be done by external participation in each separate assessment or through an external evaluation of the assessment procedures.

38 Deadlines for determination of grades

In accordance with the Act relating to Universities and University Colleges Section 3-9, subsection 4, the deadline for determination of grades is 3 weeks following the examination, unless special reasons make it necessary to use more time. When special reasons occur, a new deadline should be announced. The deadline for assessment of the Master's thesis is 3 months after the thesis has been handed in.

Chapter 7 Grades

39 Grading scales

Assessment is given on basis of grading, either through a scale ranging from A to F or on the basis of Passed/Not Passed. Grade A is the highest pass grade, while Grade E is the lowest pass grade. The grading scale is based on the following descriptions and general qualitative descriptions:

symbol	description	General, qualitative description of valuation criteria
A	Excellent	An excellent performance, clearly outstanding. The candidate demonstrates excellent judgement and a high degree of independent thinking.
B	Very good	A very good performance. The candidate demonstrates sound judgement and a very good degree of independent thinking.
C	Good	A good performance in most areas. The candidate demonstrates a reasonable degree of judgement and independent thinking in the most important areas.
D	Satisfactory	A satisfactory performance, but with significant shortcomings. The candidate demonstrates a limited degree of judgement and independent thinking.
E	Sufficient	A performance that meets the minimum criteria, but no more. The candidate demonstrates a very limited degree of judgement and independent thinking.
F	Fail	A performance that does not meet the minimum academic criteria. The candidate demonstrates an absence of both judgement and independent thinking.

Formatert: Norsk (bokmål)

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Passed/Not Passed is used where assessment is not required.

The Faculty is to provide descriptions of the assessment criteria that are specific for each subject.

40 Grade Point Average

The Grade Point Average can be estimated as long as letter grades have been given for at least 75% of the credits. When estimating the Grade Point Average, all grades in each separate course should be included. The Grade Point Average is determined as follows:

1. Each letter grade is replaced by its equivalent number, A=5, B=4, C=3, D=2, E=1.
2. The numerical equivalent is multiplied by the number of credits in the course, and the separate sums of credits and numerical equivalents are added up for all courses that are included.

3. This total is subsequently divided by the total number of credits included in all the courses.
4. The quotient is calculated to one decimal place.
5. The Grade Point Average is the letter degree which represents the equivalent of the full number of the quotient after the normal rounding-up rule has been applied.

41 Final grade

1. Whether or not a final grade is to be given is decided by supplementary regulations.

2. The final grade means the overall grade for the entire programme of study at the award of degree. The grade is a weighted average based on the letter grades in the courses included in the degree. In order to get a final grade the student must have a pass mark in courses at NTNU corresponding to at least 120 credits, and at least 75% of these must have been given a letter grade. The method for calculating the final grade is the same as that described for the Grade Point Average in Section 40.

42 Explanations and appeals

1. Cases involving the explanation of grades and complaints about them are to be handled in accordance with the Act relating to Universities and University Colleges Section 5-3. Requests for an explanation of grades and complaints should be forwarded to the Faculty. If written guidelines for determining grades have been issued, these are to be made available for students after the grade has been decided, ref. the Act relating to Universities and University Colleges Section 5-3, subsection 3.

2. If there is a new assessment of a grade, at least two new examiners, including at least one external, are to be involved, ref. the Act relating to Universities and University Colleges Section 3-9, subsection 5. The new examiners should not have any information about the initial grade, the explanation for it or the basis of the student's complaint.

3. When on-going assessment is used, the student cannot lodge a complaint until he/she has received the grade in the relevant course or group of courses. Although the student cannot lodge a complaint following each separate assessment, he/she has the right to an explanation of the grading for each separate assessment.

4. Complaints against procedural errors can be submitted in accordance with the Act relating to Universities and University Colleges Section 5-2. The complaint is to be sent to the Faculty. In accordance with Section 5-2 of the Act relating to Universities and University Colleges, complaints can only be made about on-going assessments which will be included in the certificate or that count as part of the final grade.

5. Complaints about the grading of group work, where a common grade is given, all participating students must agree and sign the complaint. The same applies to complaints about procedural errors in these cases.

Chapter 8 Certificates and transcripts

43 Certificates

1. Certificates are issued after the completion of a degree or an educational programme. A certificate is normally issued only once for the same degree/education. The certificate is to contain information about the programme of study the degree is based on. The certificate should show the semester and year the degree/educational programme was completed. The final grade (if applicable) is to be given on the certificate. Diploma supplements form a part of the certificate. A transcript of grades showing the courses the student has passed should be attached to the certificate.

2. In order to receive a certificate for a completed degree at NTNU, at least 60 credits have to been taken at NTNU. Of the 60 credits, at least 30 must belong to the main educational profile. With regard to a higher degree, the Master's thesis must be part of the 60 credits.

44 Transcript

Upon request, students are to receive a transcript confirming their passing grades. The transcript should show the grades given in each course, the year and semester in which the grades were obtained, as well as the title and number of credits for the courses.

Chapter 9 Supplementary regulations and implementation

45 Supplementary regulations

The Faculty has the authority to add supplementary regulations to these regulations. With inter-Faculty programmes of study, the supplementary regulations are to be accepted by all faculties involved. When an inter-Faculty board has been established by the Board of NTNU for a group of programmes of study, the supplementary regulations should be decided by the inter-Faculty board.

46 Implementation

These regulations are to come into force immediately.