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Regulations governing the study programmes at the Norwegian Academy of Music

Legal basis: Adopted by the Board of the Norwegian Academy of Music on 16 December 2005 pursuant to the Act of 1 April 2005 No. 15 relating to universities and university colleges, Sections 3-3, 3-4, 3-5, 3-6, 3-7, 3-8, 3-9, 3-10, 4-5 and 4-8.

Amendments: Amended in the Regulations of 5 June 2009 No. 976.

Chapter 1: General provisions

§ 1. *Scope of the regulations*

1. These regulations pertain to the study programmes at the Norwegian Academy of Music (NMH). They do not pertain to the doctoral programmes, continuing education courses or the Talent Development Programme at the Academy.
2. The regulations contain provisions for admission to and organisation of the study programmes, examinations, requirements for conferral of degrees, and provisions concerning the rights and obligations of students and the Academy. The regulations are designed to ensure that students are able to satisfactorily complete their studies at the Academy.
3. In the case of study programmes that have a stipulated national curriculum pursuant to the Act relating to universities and university colleges, Section 3-2 (2) with provisions for examinations or tests that deviate from these regulations, the provisions of the national curriculum shall apply.

§ 2. Definitions

<i>course component</i>	The smallest element of a subject or study programme. A course component is a part of a course.
<i>examination</i>	Written, practical and/or oral examination or other assessment of a student's knowledge and skills that serves as the basis for awarding the mark to be entered on the diploma or that is included in the basis for calculating the mark to be entered on the diploma.
<i>course</i>	The smallest credit-conferring element of a subject or study programme.
<i>course group</i>	A set of courses and/or a course combination from one or more subjects that is defined as a cohesive academic unit in the programme description.
<i>course combination</i>	Several courses for which a single overall mark may be awarded.
<i>subject</i>	A set of courses that are related and that are part of the same subject area.
<i>subject curriculum</i>	A plan describing the content and organisation of the study programmes that are regulated by a national curriculum.
<i>re-examination</i>	An examination held for students who have not passed the ordinary examination.
<i>test</i>	A variety of tests are used for internal assessments of coursework, and these are adapted by the teachers in the various courses. The term "test" is also used to refer to an assessment of whether various course requirements have been met. The test results are not to be entered on the diploma, but students may be required to pass such tests in order to sit for an examination.
<i>national curriculum</i>	A national plan stipulated by the ministry that describes the learning objectives, academic components, structure and implementation of profession-oriented studies.
<i>student</i>	A person granted admission to one of the Academy's study programmes on the basis of general admission requirements and other requirements set forth in the programme description/national curriculum and who has paid the semester fee to the Foundation for Student Life in Oslo (SiO) and registered as a student for the semester concerned in accordance with relevant provisions.
<i>programme description</i>	A plan describing the learning objectives, academic components, structure and implementation of a study programme. The term "programme description" is also used by the Academy to refer to a document that contains both the national curriculum and the subject curriculum.
<i>credits</i>	A measure of the scope of an individual course or study programme. One year's worth of a normal academic work load for a full-time student is equal to 60 credits.
<i>study programme</i>	A course of study to which a student is admitted and has received the right of study.
<i>Area of specialisation</i>	A specialisation in a subject within a study programme.

admission to a course of study Rights in connection with admission to a study programme, such as the right to receive organised supervision, small group instruction and feedback on assignments. These rights are conferred after the student receives and accepts the institution's offer of admission to a study programme.

0 Amended in the Regulations of 5 June 2009 No. 976 (effective 1 August 2009).

Chapter II: Admission

§ 3. Admission quotas and application deadlines

1. Admissions to all study programmes at the Academy may be restricted on the basis of capacity and resources, cf. the Act relating to universities and university colleges, Section 3-7 (5). The Academic Affairs Committee at the Academy establishes annual admission quotas for the individual study programmes and instruments. The committee chair has the authority to adjust the admission quotas should this become necessary during admission processing.
2. Students are normally admitted to the Academy's regular study programmes on the basis of established admission requirements. Exchange students may also be admitted to the Academy's regular study programmes. The Academic Affairs Committee may decide that some of the places in a study programme may be given to single subject students, cf. Section 10, in order to pursue an individualised set of courses and on the basis of individualised admission requirements. Places for these students may normally not be used for the purpose of preparing for formal studies.
3. Students are normally admitted once per year, and studies commence at the start of the autumn semester. Unless otherwise stipulated, the application deadlines are 15 December for admission to the bachelor's and master's degree programmes and 15 April for admission to other courses of study.

0 Amended in the Regulations of 5 June 2009 No. 976 (effective 1 August 2009).

§ 4. Admission requirements, etc.

1. General admission requirements

- a) To be eligible for admission to the Academy, a person must hold a qualification for entrance to higher education as stipulated by the Ministry of Education and Research in the Regulations of 31 January 2007 No. 173 governing admission to higher education. The person must also have passed tests in music-related knowledge and skills and/or fulfilled other requirements set for the specific study programme.
- b) An applicant may be exempted from holding a qualification for entrance to higher education for admission to the bachelor's degree programmes in Music Performance, Composition and Church Music, as well as to the Individual Programme, pursuant to Section 3-6 of the Regulations governing admission to higher education. For applicants younger than 19 years of age during the year admission is granted, this requirement will be waived for admission to regular studies only if the applicant has exceptionally good qualifications in music.
- c) In cases when Norwegian students are exempted from holding a qualification for

entrance to higher education, they must nonetheless have successfully completed a minimum of the following subjects in upper-secondary school:

- Norwegian: 393 hours
- English: 140 hours
- Mathematics: 224 hours
- Natural science: 140 hours
- Social science: 84 hours
- History: 140 hours

The total number of hours (60-minute units) is listed for each subject. Students must have passed all subjects with a mark of 2 or higher. The supplementary provisions in Section 2-1 (2)-(4) of the Regulations governing admission to higher education also apply.

- d) In cases when international applicants are exempted from holding a qualification for entrance to higher education, they must nonetheless document that they hold corresponding minimum qualifications.
- e) Applicants will be deemed to have fulfilled the requirement regarding proficiency in Norwegian language as stipulated in the Regulations governing admission to higher education if they have a corresponding level of proficiency in another Scandinavian language.
- f) Applicants from non-Scandinavian countries may be exempted from the language proficiency requirement if they are seeking admission to the bachelor's degree programmes in Performance, Composition, Church Music or Music Composition, or to the Individual Programme, or if they are young musicians or single subject students. However, applicants to these programmes must be able to document that they have sufficient Norwegian language skills to follow the instruction provided.
- g) Applicants to study programmes that use English as the language of instruction need not fulfil the requirement regarding Norwegian language proficiency, but they must document their proficiency in English in accordance with the rules stipulated in the admission requirements for the specific study programme.
- h) The Academic Affairs Committee is responsible for taking decisions regarding the requirement to hold a qualification for entrance to higher education in cases when there is doubt as to whether the minimum requirements have been fulfilled.

2. Admission on the basis of prior learning and work experience

When an applicant seeks admission on the basis of prior learning and work experience, cf. the Act relating to universities and university colleges, Section 3-6 (2) and the Regulations governing admission to higher education, Section 3-1, the assessment of the prior learning and work experience will be made as follows:

- a) For admission to the bachelor's degree programme in Music Performance, Church Music or Composition, the applicant's competency will be assessed on the basis of standard admission tests as described for the specific study programme.
- b) For admission to the bachelor's degree programme in Music Education, applicants must complete the standard admission tests for the study programme, and must in addition complete a written test based on a selected text as a means of assessing their ability to understand a text and formulate a written response. This test is given subsequent to the other admission tests as described for the study programme.

- c) For admission to the Individual Programme and any other studies, the need for additional written tests will be assessed on an individual basis.

3. *Exemption from the general admission requirements*

Applicants under the age of 25 may be exempted from the minimum requirements stated in numbered paragraph 1 of this section provided they can document that it has not been possible to fulfil some of these requirements, cf. Section 3-2 of the Regulations governing admission to higher education, as a result of long-term illness, disability or the like. The Academic Affairs Committee is responsible for taking decisions relating to exemption.

4. *Conditional admission*

- a) Applicants who have not fulfilled the general admission requirements at the time of admission may be granted conditional admission up until the commencement of studies, provided they have documented that they will complete the necessary examinations before studies begin.
- b) Applicants to the bachelor's degree programmes who have not fulfilled the general admission requirements by the commencement of studies may be granted an extended conditional admission only if they fulfil the requirements stipulated in Section 5-1 of the Regulations governing admission to higher education.
- c) Applicants to postgraduate studies may apply to the Academic Affairs Committee to receive extended conditional admission if this is warranted by special circumstances.

5. *Admission requirements for individual study programmes*

- a) Special admission requirements for the individual study programmes are stipulated in the programme descriptions.
- b) To be eligible for admission to the second level (third and fourth years) of a bachelor's degree programme, the student must:
 - have successfully completed the first level (first and second years) of the programme or have corresponding educational qualifications;
 - have fulfilled the other admission requirements as stipulated in the programme description.
- c) To be eligible for admission to the master's degree programme, the student must:
 - have fulfilled the requirements stipulated in the Regulations of 1 December 2005 No. 1392 governing the requirements for the master's degree;
 - Have fulfilled the other admission requirements stipulated in the programme description for the master's degree programme.
- d) If there is doubt as to whether a student has fulfilled the requirements, the Academic Affairs Committee is responsible for decisions regarding the acceptance of other educational qualifications as the basis for admission to the second level (third and fourth years) of the bachelor's degree programme or to the master's degree programme.
- e) Special admission requirements for the individual study programmes consist of admission tests, cf. Section 5.

6. *Ranking of applicants*

Applicants are ranked on the basis of the results of the admission tests and/or in relation to other criteria established for the individual study programme. The general admission requirements described in numbered paragraphs 1 and 5 of this section are minimum

requirements. Consequently, the usual system of admission points calculated on the basis of marks from upper-secondary school and the like will not be used when ranking applicants.

7. Restrictions on the right to admission

- a) Applicants who have already completed a master's degree in Music Performance at the Academy are not eligible for admission to another master's degree in Music Performance. The same restriction applies for admission to the various specialisations within the master's degree programme.
- b) Applicants who are admitted to a study programme at the Academy and withdraw from the programme twice in two consecutive years may not apply for admission in the subsequent year. The Academic Affairs Committee may waive this provision.

0 Amended in the Regulations of 5 June 2009 No. 976 (effective 1 August 2009).

§ 5. Admission tests

1. The purpose of admission tests is to determine whether the applicants have the background knowledge and skills needed to complete the study programme to which they are seeking admission and to rank the qualified applicants. The content of the admission tests is decided by the Academic Affairs Committee on the basis of the requirements for qualifications set forth in the programme descriptions.
2. When admission tests are held, the applicants' qualifications are assessed by an admissions panel. The Academic Affairs Committee establishes the supplementary provisions on the composition, tasks and work methods of the admissions panels.
3. Admission tests are held during a scheduled period in the semester prior to the academic year to which the applicant is seeking admission. The scheduled test periods are announced in the annual student information material. Admission tests may also be scheduled outside of the established test periods.
4. For practical reasons, places in a study programme cannot be held aside during the regular admission period. Applicants who are sick may be called in to an admission test at a later time if there are places available in the relevant study programme or instrument following the regular admission process. Applicants who are sick on the day of the test and who wish to apply to take the test at a later time must submit a written application along with a doctor's certificate no later than three days following the admission test.
5. Single subject students must document that they have the academic background for the courses they wish to pursue and must therefore take the same admission tests as the applicants to regular study programmes, cf. numbered paragraph 1 of this section. The requirements for the main instrument are usually the same as for admission to regular study programmes. In the application assessment process, persons with an academic music background (education and professional practice) who wish to pursue continuing or further education courses are to be considered eligible for admission even if they do not fulfil all the formal admission requirements. In each case, an assessment should be made of whether the applicant's actual academic and professional background is appropriate and adequate for the planned studies.

0 Amended in the Regulations of 5 June 2009 No. 976 (effective 1 August 2009).

§ 6. Complaints in connection with admission decisions

In connection with admission decisions, it is only possible to submit a complaint against procedural errors.

Chapter III: Rights conferred by admission

§ 7. Admission rights and study progress requirements

1. Admission to the Academy confers certain rights to the study programme or the individual courses to which the student is accepted. Students are entitled to participate in the courses specified in the individual education plan in accordance with the study progress requirements approved by the Academy. As a general rule, admission rights apply from 1 August for the autumn semester and 1 January for the spring semester.
2. Admission rights to the study programme to which the student has been accepted are terminated when:
 - the student fulfils the requirements for conferral of the diploma for the completed study programme;
 - the student himself/herself confirms that he/she is withdrawing from the study programme prior to completion;
 - the student is stripped of his/her study privileges.
3. Students who are delayed in their studies more than two years in relation to normal study progress due to failed examinations and tests and/or leaves of absence, including sick leave, lose their admission rights. For the bachelor's degree programmes, the provisions under each department apply.

Students must suspend their studies if they have not received approval for their compulsory activities and/or have not passed the examinations in three or more compulsory courses by the end of the first academic year. They may resume their study programme when they pass the examination(s), provided they do so within the two-year time period in accordance with numbered paragraph 3, first subparagraph, of this section.

For the bachelor's degree programme, students must pass all the examinations for the first level (first and second years) of study before they may begin on the second level (third and fourth years) of study. Students who have not passed an examination at the end of the second year of study may submit an application to the Academic Affairs Committee for permission to begin the third year of study. As a general rule, this provision does not apply to the examination in the main instrument/main area of specialisation. If students do not pass the re-examination during the third academic year, the study programme must be suspended. Students may resume their study programme when they pass the examination, provided they do so within the two-year time period in accordance with numbered paragraph 3, first subparagraph, of this section.

The Academic Affairs Committee may, on application, waive these provisions.

4. Students who are admitted to a study programme and who maintain normal study progress have the right to expect that the programme's academic objectives, level and structures will not be changed during the time when they have admission rights to the programme. Students must accept, however, that changes may be made to the programme's courses and structure, provided this does not prevent students from completing their programme on time.

5. Students who are admitted to a study programme or individual courses at the Academy have the right to register for examinations in other courses if they fulfil the requirements for this. Students also have the right to attend courses outside of the study programme if access to the courses is not restricted.

§ 8. Registration

Students who have admission rights to the Academy, including students auditing courses, cf. Section 10, are required to register and pay the semester fee at the Academy each semester by the deadline set by the Director. Registration gives access to the resources offered by the Academy so that students are able to complete their courses in the semester concerned. When registering, students must confirm the information in their individual education plan for the current semester with regard to:

- the courses that the student will attend;
- the courses in which the student will sit for examinations;
- any other activities in which the student will be participating;
- other information that may be revised and is significant for the study progress in the student's study programme.

0 Amended in the regulations of 5 June 2009 No. 976 (effective 1 August 2009).

§ 9. Leave from studies

1. Leave from studies may be granted in connection with pregnancy and birth, illness or other serious personal reasons that make it necessary to interrupt a study programme for an extended period of time. Such leave is granted for a minimum of one semester and a maximum of one academic year or two consecutive semesters. The deadline for applying for leave is 1 May for leave during the autumn semester and 1 November for leave during the spring semester. The application deadlines may be waived when this is warranted by special circumstances.
2. Leave may be granted in connection with compulsory military service. Leave for this reason is given only between the second and third years of study of the bachelor's degree programme. The deadline for applying for such leave is 1 May.
3. Leave may also be granted for serious personal or academic reasons. Such leave is normally given only for an entire academic year, calculated from the start of the autumn semester, and is not given before the student has commenced a study programme or between the first and second academic years of a bachelor's degree programme. The deadline for applying for leave is 1 May.
4. Students who are granted leave must give written notification that they intend to resume their studies. The deadline for giving such notification is set when leave is granted. Students are expected to maintain their academic and instrumental level during the leave period. Before students resume their studies at the Academy, they must take a performance test. If they do not pass this test, they may lose their admission rights, cf. Section 7, numbered paragraph 2. It will be determined whether a student is required to take a performance test at the time the leave is granted.
5. Applications for leave in accordance with numbered paragraphs 1 and 2 of this section will be processed by the administration. Applications for leave in accordance with

numbered paragraph 3 of this section will be decided by the Academic Affairs Committee.

6. In case of changes to the programme description/subject curriculum – for students who have taken leave and within two years from when the changes took effect – the study programme will be based on the previous rules if it may be reasonably assumed that the new requirements will delay the study progress of a student who began studies under the previous rules.
7. Students who must suspend their studies after the first or second academic years because they have not completed some of their courses (cf. Section 7, numbered paragraph 3) will be registered as being on leave but with the right to attend courses when this is the student's only opportunity to pass examinations in the relevant courses.
8. Students who have been granted leave in accordance with numbered paragraphs 1, 2 or 3 of this section normally do not have access to the Academy's premises/practice rooms.

0 Amended in the Regulations of 5 June 2009 No. 976 (effective 1 August 2009).

§ 10. *Single subject student*

1. Students who have been admitted and granted rights to one or more specific subjects, not a complete study programme. These students must register each semester, cf. Section 8, and as a general rule must have an individual education plan, cf. Section 16.
2. Single subject students will receive a description of their special rights and obligations. This description may include:
 - The courses that the student is entitled to attend.
 - The courses that the student is required to attend.
 - Any restrictions on the types of instruction the student may receive with regard to supervision, assessments, feedback on assignments, performance at concerts, etc.
 - The examinations that the student may take.
 - The length and scope of the courses.
 - In what way completion of the courses will be documented by the Academy.
3. Students are normally admitted for a one-year course. Exemptions from this may be granted based on the following general guidelines:
 - Students who are carrying out a special programme as part of continuing and further education may be admitted for up to two years at a time.
 - Students admitted to one or more specific subjects may apply to continue their studies for one year at a time.

0 Amended in the Regulations of 5 June 2009 No. 976 (effective 1 August 2009).

§ 11. *Students without admission rights – external candidates*

Persons not admitted as students have the right to sit for an examination in a course pursuant to the Act relating to universities and university colleges, Section 3-10, and to Section 21 of these regulations.

Chapter IV: Organisation of the study programmes

§ 12. *Study programmes*

The Board of the Academy is responsible for establishing and terminating study programmes.

§ 13. *Programme descriptions*

1. The Academic Affairs Committee establishes the programme descriptions for all the study programmes offered at the Academy.
2. The programme description is to set out:
 - The learning objectives and academic content of the study programme.
 - Any required or recommended prerequisites.
 - The scope of the study programme and whether the study programme is normally to be carried out on a full-time or part-time basis.
 - Description of each course encompassed by the study programme, including a description of the objectives, content, work methods, organisation and form of assessment.
 - The total number of credits for each course.
 - Any required or recommended prerequisites for each course.
 - Provisions regarding any compulsory activities, practical training and the like.
 - Specification of the courses that are compulsory and those that are elective within a given academic framework and/or are elective in all cases within the study programme.
 - The rules for examinations, tests and form of assessment, including the assessments that will appear on the diploma or will be calculated as part of the basis for a mark that will appear on the diploma, and guidelines for a re-examination.
 - Any reference material/technical aids allowed at the final examination.
 - Other provisions of significance for the implementation and quality assurance of the study programme.
 - Transitional rules in the event of changes in the programme description.
3. Programme descriptions at the master's degree level are to establish supplementary provision for the independent project, including the scope, form of assessment, and work that may/must be carried out individually or in a group.

0 Amended in the Regulations of 5 June 2009 No. 976 (effective 1 August 2009)

§ 14. *The academic year*

1. The academic year consists of 40 weeks, and is normally divided into two semesters. As a general rule, the autumn semester lasts 19 weeks and the spring semester lasts 21 weeks. An examination period is held at the end of each semester. Details regarding the academic year are decided by the Academic Affairs Committee.
2. The Academic Affairs Committee may allow the organisation of a study programme to deviate from that described in numbered paragraph 1 of this section.

0 Amended in the Regulations of 5 June 2009 No. 976 (effective 1 August 2009).

§ 15. *Teaching – delegation pursuant to the Act relating to universities and university colleges, Section 3-8 (2)*

A lecture is defined as a teaching activity that does not require active participation on the part of the student. Other teaching activities are generally not open to the public. The decision to restrict access to lectures, cf. the Act relating to universities and university colleges, Section 3-8 (2), and to allow access to other teaching activities by students other than those admitted to the study programme is made by the Academic Affairs Committee.

0 Amended in the Regulations of 5 June 2009 No. 976 (effective 1 August 2009).

§ 16. *Individual education plan*

During the first semester, the Academy will agree on an individual education plan with the student. The individual education plan must describe the content and study progress requirements for the student's study programme and must be structured so that the student is able to complete the study programme within the prescribed length of study.

0 Amended in the Regulations of 5 June 2009 No. 976 (effective 1 August 2009)

Chapter V: Exemption, reduction of credits and acceptance of other educational qualifications

§ 17. *Exemption from courses*

The Academic Affairs Committee takes decisions on applications from students seeking exemption from examinations or tests pursuant to the Act relating to universities and university colleges, Section 3-5.

0 Amended in the Regulations of 5 June 2009 No. 976 (effective 1 August 2009).

§ 18. *Reduction of credits*

Students who sit for examinations in courses whose content wholly or partially overlap each other and are on the same academic level will have their overall total of credits reduced for the courses concerned. The credits will be reduced for the course(s) that result in the most favourable mark for the student. The Academic Affairs Committee takes decisions on cases regarding a reduction of credits.

§ 19. *Acceptance of other educational qualifications*

The Academic Affairs Committee takes decisions on applications from individuals who are seeking acceptance of other higher education qualifications as academically equivalent to the education offered at the Academy, cf. Act relating to universities and university colleges, Section 3-4, third and fourth paragraphs.

Chapter VI: Examination/final assessment

0 Chapter heading amended in the Regulations of 5 June 2009 No. 976 (effective 1 August 2009)

§ 20. *Forms of examination*

An examination or test may be implemented in the form of:

- a written examination/test which the student sits for at the Academy or takes home to complete;
- an oral examination/test;
- a performance or other practical examination/test;
- completion of compulsory practical training;
- portfolio assessment of a compilation of the student's written coursework;
- compulsory attendance at lectures and other teaching activities;
- completed assignments, project work, practical training reports, seminar work, reports or other documentation;
- a combination of the above.

An examination or test may be completed individually or in a group. The type(s) of examinations and tests to be used in the individual course is stated in the programme description/subject curriculum.

§ 21. *Right to register for examinations*

1. Students admitted to a study programme at the Academy have the right to register for the examinations under the programme at an earlier point in time than that defined as normal study progress, provided they fulfil all the requirements for registration for an examination in the course concerned.
2. Others who are not admitted as a student at the Academy, or those who are admitted to another study programme at the Academy but who fulfil the general admission requirements and any other special admission requirements for the study programme as well as other requirements for registration to the course concerned, may register for the examination. It is up to the Academic Affairs Committee to decide whether the person has fulfilled the general and any special admission requirements. Students who are not admitted as a student to the Academy must pay a fee that covers the Academy's costs of conducting the examination.
3. The individual programme description/subject curriculum may stipulate that students must fulfil special coursework requirements, pass specific examinations or tests, or complete and receive approval for/pass compulsory classroom instruction and practical training before they sit for the examination in the specific course.

0 Amended in the Regulations of 5 June 2009 No. 976 (effective 1 August 2009).

§ 22. *Registration for examinations*

1. The individual student is responsible for registering for examinations.
2. Students who have an individual education plan, cf. Section 16, are automatically registered for examinations in accordance with the study progress requirements set out in the individual education plan.

3. Students who are admitted to a study programme but do not have an individual education plan, cf. Section 16, are automatically registered for the examinations in compulsory courses in accordance with the normal study progress requirements set out in the programme description.
4. Students auditing courses, cf. Section 10, and exchange students will be registered for examinations in accordance with the individual agreement made with the student.
5. Students who have the right to postpone an examination, cf. Section 26, numbered paragraph 1, must register themselves for the relevant examination. The deadline for registration in this case is 30 June for examinations held at the start of the autumn semester and 20 December for examinations held at the start of the spring semester.
6. Students who wish to re-take an examination in accordance with Section 26, numbered paragraph 2, must register themselves for this examination by 30 June for examinations held at the start of the autumn semester and 20 December for examinations held at the start of the spring semester, or no later than seven days following the announcement of the examination results, cf. Section 38, if the results have not been announced by 30 June/20 December.
7. Students who wish to re-take an examination in accordance with Section 26, numbered paragraph 3, must register themselves for this examination. The deadline for registration in this case is 15 September for examinations held in the autumn semester and 1 February for examinations held in the spring semester.
8. Students who wish to sit for an examination in accordance with Section 21, numbered paragraph 2, and students who wish to improve their mark must register for the examination by 15 September for examinations held in the autumn semester and 1 February for examinations held in the spring semester.

The Director of the Academy may, on application, waive the registration deadline if this is warranted by special circumstances.

0 Amended in the Regulations of 5 June 2009 No. 976 (effective 1 August 2009).

§ 23. *Absence from and postponement of examinations*

1. Absence from examinations

- a) Students are not permitted to withdraw from examinations, compulsory practical studies, practical training periods, practical work, assignments or tests that last for a consecutive period of more than two weeks without a valid reason. A valid reason may be absence due to illness documented with a doctor's certificate, cf. Section 32, or other documented absence of a serious nature, such as an accident, serious illness or death in the student's family. The Academy must be notified of the absence immediately.
- b) In cases where there is some uncertainty, the Academic Affairs Committee decides whether the reason for the absence is valid.
- c) Absence from examinations, compulsory practical studies, practical training periods, practical work or exercises submitted after the deadline without a valid reason will be registered as "not present". "Not present" is counted as an examination attempt.

2. Extension of submission deadline for the master's thesis

- a) In case of illness documented with a doctor's certificate, the deadline for submission of the master's thesis may be extended for up to two semesters. Students who cannot submit the master's thesis by the deadline for another serious reason may apply for an extension of the deadline for up to three months. The application for extension must be submitted at least six weeks prior to the thesis submission deadline.
- b) In cases where there is some uncertainty, the Academic Affairs Committee decides whether to approve a request for extension of the thesis submission deadline.

0 Amended in the Regulations of 5 June 2009 No. 976 (effective 1 August 2009).

§ 24. *Right to re-take an examination or test more than once*

1. Students may not sit for the same examination or test at the Academy more than three times. Students who do not pass compulsory examinations or tests after three attempts must terminate their studies. The Academic Affairs Committee may, on application, waive this provision when this is warranted by special circumstances.
2. Students who do not pass an examination are normally not entitled to participate in course instruction a second time, but they may, on application to the Academic Affairs Committee, be granted the right to do so. This does not apply to courses in which assessment is based on compulsory classroom attendance or compulsory practical training, cf. Section 20, and in which students are permitted to participate in the course one additional time. Students who do not pass on the second attempt must terminate their studies. The Academic Affairs Committee may, on application, allow a student to attend classroom instruction in a course for a third time if this is warranted by special circumstances.
3. When a student re-takes an examination, the best of the marks will be registered.

0 Amended in the Regulations of 5 June 2009 No. 976 (effective 1 August 2009).

§ 25. *Right to continue in a study programme following a failed examination*

The right to continue in a study programme following a failed examination is regulated by Section 7, numbered paragraph 3. This right may also be regulated by special requirements for the individual study programme as stipulated in the programme description or subject curriculum.

0 Amended in the Regulations of 5 June 2009 No. 976 (effective 1 August 2009).

§ 26. *Postponed examination – re-examination*

1. Students who cannot sit for an examination at the scheduled time due to a valid absence, cf. Section 23, numbered paragraph 1, have the right to sit for the examination at a later time, normally no later than during the second week of the subsequent semester.
2. For students who have failed a regular examination and need a passing mark as a prerequisite for continued participation in the study programme, a re-examination will be given, usually no later than during the second week of the subsequent semester, so that the student may maintain normal study progress.
3. For students who have failed a regular examination and do not need a passing mark as a prerequisite for continued participation in the study programme, a re-examination may be

held at a time convenient for the Academy.

4. Students who have a valid absence or who fail a postponed and/or re-examination, where this results in a suspension of study progress, do not have the right to require that an additionally postponed or re-examination be held.
5. Students who have the right to sit for a postponed or re-examination must register themselves for this examination in accordance with the provisions in Section 22.
6. A postponed examination arranged in accordance with numbered paragraph 1 of this section and a re-examination arranged in accordance with numbered paragraph 2 and/or numbered paragraph 3 of this section may be held at the same time. If a postponed or re-examination is given, this may also be open to other students who wish to improve their marks.

0 Amended in the Regulations of 5 June 2009 No. 976 (effective 1 August 2009).

§ 27. *Examinations in accordance with previous rules*

1. In the event that a study programme is discontinued or changes are made in a programme description, subject curriculum or syllabus, students may sit for examinations in accordance with the previous rules for a period of two years after the scheme has been discontinued or changed. If the change applies only to examinations, students may sit for examinations in accordance with the previous rules only if they began their studies before the new programme description or subject curriculum took effect.
2. Examination candidates who are not admitted as students at the Academy, cf. Section 21, numbered paragraph 2, must sit for the examination in accordance with the rules applicable at the time of the examination.

0 Amended in the Regulations of 5 June 2009 No. 976 (effective 1 August 2009).

§ 28. *Implementation of examinations*

1. An examination normally consists of testing on an individual basis to ensure that the student's knowledge and skills are examined and assessed in an impartial and academically sound manner.
2. Any group examinations or tests must be organised in a manner which ensures that each student's knowledge and skills can also be assessed on an individual basis. The programme description/subject curriculum stipulates which types of examination or tests are to be used in the assessment and how these are to be implemented, evaluated or assessed.
3. Oral and performance/practical examinations are to be open to the public, cf. Act relating to universities and university colleges, Section 3-9 (3). The Academic Affairs Committee may decide to close an examination to the public out of consideration for the implementation of the examination, should circumstances warrant this. Should particularly weighty reasons so indicate, an oral or performance/practical examination may in particular cases be closed to the public at the request of the examination candidate concerned. The Academic Affairs Committee is responsible for taking decisions on the closing of examinations.
4. For take-home examinations, the answer paper must be submitted to the examination coordinator by the established deadline. Students whose semester address is located more than 60 km from the Academy may send their answer paper by regular mail. In this case,

the student must have documentation from the post office that it was mailed by the submission deadline. The answer paper must be submitted in the stipulated number of copies. Students must ensure that they have a copy for themselves. The answer paper must not state the student's name and instead must bear the candidate number issued prior to or at submission of the answer paper. This normally does not apply to project assignments.

5. Norwegian is the language used for examinations and tests, although Danish and Swedish may be used to answer examination and test questions. In special cases, the Academic Affairs Committee may decide to allow an examination to be given and/or answered in another language. The Academic Affairs Committee may allow individual study programmes or courses to be conducted in English, and in these cases English will be used for examinations and tests.

0 Amended in the Regulations of 5 June 2009 No. 976 (effective 1 August 2009).

§ 29. *Special arrangements during examinations*

1. Students who need special arrangements for the practical aspects of sitting for an examination due to medical or other reasons stated in this paragraph may, on application, be granted permission for this. Special arrangements may also be approved in connection with take-home examinations. A written application for such arrangements must be submitted at least 30 days prior to the examination and must be documented with a certificate from an expert party. The certificate must contain a thorough explanation for why there is a need for special arrangements in the examination situation and what arrangements are recommended. If the need for special arrangements first becomes apparent after the deadline expires, the application deadline may be waived. If the need for special arrangements will encompass the duration of the entire study programme, special arrangements may be sought for the entire period.
2. The length of time allowed to answer a written examination given at the Academy may be extended up to 25 per cent (a maximum of one hour) when the need for this is documented. The length of time for a take-home examination may be extended up to 48 hours, including Saturday, Sundays and official holidays.
3. The use of a PC or secretarial assistance for a written examination given at the Academy may be approved when the need for this is documented and it is possible to accommodate this from a practical standpoint.
4. Students with dyslexia and other reading and writing difficulties may, if they so choose, submit a certificate confirming their condition with their answer paper.
5. Alternative forms of examination may be approved for students who cannot sit for regular examinations due to a long-term disability.
6. In special cases, other arrangements may be approved, on application, provided these are academically sound and possible to implement from a practical standpoint.
7. Applications for special arrangements as described in paragraphs 2, 3 and 4 of this section are decided by the administration, while other applications are decided by the Academic Affairs Committee.

0 Amended in the Regulations of 5 June 2009 No. 976 (effective 1 August 2009).

§ 30. *Reference materials/technical aids during examinations*

The reference materials and technical aids that may be used during a specific examination will be announced in advance and will also be evident from the examination question paper. Use of reference materials and technical aids that are not approved will be regarded as cheating or an attempt to cheat, cf. Section 34.

0 Amended in the Regulations of 5 June 2009 No. 976 (effective 1 August 2009).

§ 31. *Arrival at examinations*

1. Students who arrive for an examination after it has begun may be allowed to sit for the examination with special permission from the head examiner. Such permission will not be given if more than 30 minutes have passed since the examination began or if any students have already left the examination room.
2. Students who arrive for an examination must be able to identify themselves by presenting a valid student card with proof of semester registration and must sign for the receipt of their candidate number. Only the candidate number must appear on the written examination answer paper.

0 Amended in the Regulations of 5 June 2009 No. 976 (effective 1 August 2009).

§ 32. *Illness in connection with examinations*

1. Students who cannot sit for an examination due to illness must mail or deliver a doctor's certificate to the Academy no more than 48 hours after the first examination for which the doctor's certificate applies.
2. Students who become sick during an examination must notify the head examiner, see a doctor immediately and deliver a doctor's certificate no more than 48 hours after the examination was interrupted.
3. Students who are not able to complete a take-home examination due to illness or who become sick during the take-home examination must mail or deliver a doctor's certificate to the Academy no more than 48 hours after the submission deadline has passed. The same applies to project assignments, practical studies and other written or practical work with specified deadlines for completion or submission.
4. In all cases, the doctor's certificate must state the time period for which the sick leave is valid.
5. If it is not possible to obtain a doctor's certificate by the deadline, the student must notify the Academy of this by the deadline in order to agree on a new and final deadline for submitting the certificate.
6. Verification of illness gives the student the right to a postponed examination in accordance with Section 26. Alternatively, in cases involving a take-home examination or a similar test with a stipulated examination period of more than two weeks, the submission deadline may be extended up to two days. Applications for an extended deadline must include the doctor's certificate as an attachment and must be delivered to the Academy immediately following the period of sick leave and no later than one day prior to the submission deadline.

0 Amended in the Regulations of 5 June 2009 No. 976 (effective 1 August 2009).

§ 33. *Other extraordinary reasons for absence*

1. Students who cannot sit for an examination or complete an examination they have begun due to other extraordinary reasons must notify the administration or head examiner of this immediately. The student must provide a written explanation and documentation of the extraordinary reason by the same deadlines that apply for illness.
2. Alternatively, in cases involving take-home examinations, the deadline may be extended in accordance with Section 32, numbered paragraph 6.
3. The Academic Affairs Committee is responsible for deciding whether a student's absence is valid in accordance with this section or whether the student is considered to have failed the examination, cf. Section 35, numbered paragraph 5.

0 Amended in the Regulations of 5 June 2009 No. 976 (effective 1 August 2009).

§ 34. *Cheating*

1. Students who are suspected of cheating or attempting to cheat during an examination will be informed immediately that they will be reported. This also applies to students who may be providing assistance to others. The student may then choose whether to continue or discontinue the test.
2. Plagiarism on a take-home examination or test will be regarded as cheating or an attempt to cheat. This also applies if the examination answer paper reflects a lack of independent work, i.e. because the answer is very similar to another or other answers or because it is clear that the answer was written by someone other than the student.
3. The consequences for the student of cheating or attempting to cheat are described in Sections 4-7 and 4-8, third paragraph, of the Act relating to universities and university colleges.

0 Amended in the Regulations of 5 June 2009 No. 976 (effective 1 August 2009).

§ 35. *Assessment – system of marks*

1. The following system of marks is to be used:
 - Marks on a scale of A to F, where A is the highest mark and E is the lowest passing mark. F is a failing mark.
 - Pass or fail.Approved or not approved is used to indicate whether students have completed compulsory classroom instruction, introductory courses and the like in situations when their academic level is not being assessed.
2. The individual programme description or subject curriculum states which system of marks system is to be used.
3. The individual programme description or subject curriculum stipulates the rules for calculating the final mark on an examination that consists of several parts. Students must pass all parts of an examination in order to pass the entire examination.
4. Students who submit a blank answer paper or who withdraw during the examination without a valid reason will receive a failing mark.
5. Students who are absent from an examination or who withdraw after the deadline without a valid reason will receive the notation “not present”, which counts as one examination

attempt. The same applies to students who do not submit reports, assignments, homework and the like by the established deadlines.

0 Amended in the Regulations of 5 June 2009 No. 976 (effective 1 August 2009).

§ 36. Examiners

1. Examiners are appointed by the Academic Affairs Committee.
2. At least two examiners must be used to assess oral, written and performance/practical examinations, as well as project assignments, portfolio examinations and other types of written examinations. For assessment of oral or performance/practical examinations, one of the examiners will normally be the student's teacher in the subject concerned.

An examination committee comprised of three examiners, of which at least one is external, will be used to assess students' independent projects at the postgraduate level. The student's teacher or supervisor in the subject concerned will normally serve as the internal examiner for such examinations.

3. External examiners must not have an employment relationship with the Academy during the academic year concerned and normally should not have any other, close professional affiliation with the Academy in the same course or instrument. As a general rule, external examiners are not to be used for more than three consecutive years.
4. In cases when a new assessment is conducted in accordance with Section 39 or Section 40, at least one of the examiners must be external.

In cases when an assessment is conducted of a new oral or performance/practical examination, at least one of the examiners must not have taken part in the previous assessment of the student in the course concerned.

5. The examination results must be available no later than three weeks following the examination unless special circumstances make it necessary to use more time. The exception to this provision is written independent projects at the postgraduate level, for which the examination results must be available no more than six weeks following submission of the project.

0 Amended in the Regulations of 5 June 2009 No. 976 (effective 1 August 2009).

§ 37. Examination committee

1. One of the internal examiners is to serve as the committee chair and has the main responsibility for practical matters in connection with the examination, such as filling in the assessment form and preparing any written statement by the examination committee, cf. numbered paragraph 5 of this section. The committee chair is also responsible for informing the other committee members of these regulations as well as other rules and provisions, and for ensuring that the necessary documents are available during the examination.
2. The teacher in the subject concerned normally serves as the examiner for oral examinations. The other committee members also may ask the student questions during the examination.
3. The teacher in the subject concerned is required to be present at the examination during the first hour after the examination is distributed to the students. After this time, he or she

must be available throughout the entire examination or during scheduled supervisory hours.

4. The committee as a whole is responsible vis-à-vis the Academy for ensuring that the assessment is conducted in accordance with the applicable statutes, regulations, provisions, programme description and other guidelines. The marks are considered to be the unified view of the committee, and the committee as a whole is responsible in the event of any complaint procedures, cf. Sections 39 and 40.
5. An external examiner may, on his/her own accord or at the Academy's request, prepare a written assessment of various aspects of the examination.

0 Amended in the Regulations of 5 June 2009 No. 976 (effective 1 August 2009).

§ 38. *Announcement of examination results*

Examination results are normally announced immediately after the marks have been awarded. The students themselves are responsible for staying apprised of their own examination results.

§ 39. *Explanation of and appeal against a mark*

1. Students have the right to receive an explanation of the assessment made of their performance on an examination. For oral and performance/practical examinations, a request for an explanation must be submitted immediately after the mark has been announced. For other types of examinations, a request must be made no later than one week after the student learned of the mark, but not more than three weeks after the mark was announced.
2. Explanations will normally be given within two weeks after the student requests them. They must state the general principles on which the assessment was based and explain the assessment of the student's performance. Explanations may be given orally or in writing at the examiner's discretion. If in connection with the request for an explanation the examiners find cause to change the mark awarded, this must be stated in the written explanation. The examiners may only change a mark in favour of the student.
3. Students may submit a written appeal against a mark awarded for their performance on an examination within three weeks following the announcement of the examination results. A new assessment will then be conducted by new examiners, and the mark may be changed either in favour or disfavour of the appellant. If the request for an explanation of a mark awarded or an appeal against a procedural error regards the question-setting, the examination procedure or the assessment procedure, the time limit for an appeal is calculated from the date when the student receives the explanation or when the appeal is finally ruled on. Appeals against the assessment of oral examinations, performance/practical examinations, practical training or other types of examinations that owing to their nature cannot be reviewed may not be lodged unless they involve a procedural error, cf. Section 40.
4. Students who submit an appeal against a mark or procedural error after receiving the diploma must attach the diploma to the letter of appeal in order for the appeal to be reviewed.
5. Supplementary provisions regarding deadlines and appeal procedures are stipulated in the Act relating to universities and university colleges, Section 5-3, and in the Public

Administration Act, Chapter VI.

0 Amended in the Regulations of 5 June 2009 No. 976 (effective 1 August 2009).

§ 40. *Complaints against procedural errors in connection with examinations*

Pursuant to provisions of the Public Administration Act and the Act relating to universities and university colleges, Section 5-2, students who have taken an examination may complain of procedural errors within three weeks of the date when they became or should have become aware of the circumstance on which the complaint is based.

Chapter VII: Degrees and diplomas

§ 41. *Degrees*

The Academy confers a bachelor's degree comprised of 180 or 240 credits, and a master's degree comprised of 120 credits. The bachelor's degree of 180 credits is a freely combined/non-programme degree. Students must complete at least 60 credits of a degree at the Academy in order to receive a diploma from the Academy.

§ 42. *Bachelor's degree*

1. In order to receive a bachelor's degree from the Academy, students who are admitted to the Academy's undergraduate studies must pass all the courses stipulated in the programme description, including elective courses of a specified number of credits, which in total comprise at least 240 credits. Of these, 80 credits must be earned in an area of specialisation. The individual programme descriptions set forth the requirements for the area of specialisation.
2. In order to receive a non-programme bachelor's degree in freely composed subjects, the student must pass courses which in total comprise at least 180 credits. The 180 credits must consist of an area of specialisation of at least 80 credits as well as a course group of at least 30 credits.

0 Amended in the Regulations of 5 June 2009 No. 976 (effective 1 August 2009).

§ 43. *Master's degree*

In order to receive a master's degree from the Academy, students must fulfil the requirements stipulated in the Regulations governing the requirements for the master's degree issued by the ministry. Students must also pass all the courses stipulated in the programme description. The master's degree programme must include an independent project of a written and/or artistic nature that provides evidence of the student's independent comprehension, reflection and maturity. The independent project is to consist of a minimum of 30 credits and a maximum of 60 credits.

0 Amended in the Regulations of 5 June 2009 No. 976 (effective 1 August 2009).

§ 44. (Repealed on 1 August 2009, cf. Regulations of 5 June 2009 No. 976).

§ 45. *Diplomas*

1. A diploma is issued when a student completes a degree or study programme. The diploma is to state the semester and year in which the degree/study programme was completed, and is issued only once.
2. The Academy confers the following bachelor's degrees of 240 credits:

<i>Completed study programme</i>	<i>Degree title</i>
Bachelor's programme in music performance	Bachelor of Music Performance
Bachelor's programme in composition	Bachelor of Composition
Bachelor's programme in church music	Bachelor of Church Music
Bachelor's programme in music teacher education	Bachelor of Music Education
The Individual Programme	Bachelor of < area of specialisation of at least 80 credits >, cf. Section 42

The title of the study programme completed will also appear on the diploma. For undergraduate studies in music performance, the area of specialisation will also appear on the diploma.

3. The Academy may award the Bachelor in Freely Composed Subjects after individual assessment for studies comprising 180 credits, of which 60 credits have been achieved at the Academy
4. The Academy confers the following master's degrees:

<i>Completed study programme</i>	<i>Degree title</i>
Advanced studies in music performance	Master of Music Performance
Advanced studies in composition	Master of Composition
Master's degree programme in conducting	Master of Conducting
Master's degree programme in music theory	Master of Music Theory
Master's degree programme in church music	Master of Church Music
Master's degree programme in music therapy	Master of Music Therapy
Master's degree programme in music education	Master of Music Education
Master's degree programme in music performance	Master of Music Performance

The title of the study programme completed will also appear on the diploma. For advanced studies in conducting and the master's degree programme in music performance, the area of specialisation will also appear on the diploma.

5. Diplomas are issued in Norwegian. A Diploma Supplement provides a description in English of the study programme completed by the student and of the Norwegian educational system.

6. Academic transcripts are attached to the diploma. Students may also receive a certified transcript of passing marks. The transcript is to contain the marks for the course, the semester and year that the marks were awarded, the title of the courses and the number of credits of each course.

0 Amended in the Regulations of 5 June 2009 No. 976 (effective 1 August 2009).

Chapter VIII: Expulsion and exclusion

§ 46. *Expulsion and exclusion – delegation pursuant to the Act relating to universities and university colleges, Section 4-8 (1)*

1. The Director may give a student who repeatedly behaves in a manner which seriously disturbs the work of fellow students or other activities at the Academy a written warning that a recommendation for expulsion will be submitted to the Academy's appeals committee if the student continues such behaviour.
2. The Director may give a student written warning that a recommendation for exclusion from the study programme will be submitted to the Academy's appeals committee if the student does not respect a decision regarding expulsion.

0 Amended in the Regulations of 5 June 2009 No. 976 (effective 1 August 2009).

Chapter IX: Supplementary provisions and entry into force

§ 47. *Supplementary provisions*

The Academic Affairs Committee may issue supplementary provisions to these regulations.

§ 48. *Entry into force*

These regulations entered into force as from 1 January 2006.

- The regulations of 24 June 2003 No. 949 governing studies at the Norwegian Academy of Music, which were approved by the Academy's Board, were repealed as from the same date.