

# **Regulations for executive study programmes – NHH Executive (NHHE) – at NHH Norwegian School of Economics**

Adopted by the Board of the Norwegian School of Economics on 29 April 2021 under the legal authority of the Act of 1 April 2005 No 15 relating to Universities and University Colleges Sections 3-3, 3-5, 3-6, 3-7, 3-9, 3-10, 3-11, 4-2, 4-5 and 8-2.

**This English translation is for information purposes only. For all legal purposes, the original document in Norwegian as published in Norsk Lovtidend – Lovdata is the authoritative version.**

This document relates to the Norwegian grading system and structure of education.

## **Chapter 1– Scope and definitions**

### **Section 1-1. Scope of application**

The provisions of these regulations apply to credit-bearing Executive study programmes at the Norwegian School of Economics (NHH) – NHH Executive (NHHE) and assessment in connection with these programmes.

Credit-bearing programmes at NHHE include:

- a) Executive MBA (experience-based master's degree programme)
- b) Executive master's degree programmes (experience-based master's degree programmes)
- c) Other Executive education programmes that do not confer a degree

The study programmes covered by these regulations are organised as part-time programmes and are funded through fees or contract research.

### **Section 1-2. Definitions**

In these Regulations, the following definitions apply:

- a) *Executive education* confers new formal qualifications at university and university college level and is credit-bearing.
- b) A *study programme* is a course of study comprising courses/modules which has a defined content and overall learning outcomes pursuant to the programme description, and which leads to a degree.
- c) A *module* is a unit of 15–60 credits that can be included in a study programme or offered as an independent course of study subject to separate admission.
- d) A *course* is the smallest credit-bearing unit and can be included in a study programme or a module, or be offered as an independent course of study subject to separate admission.
- e) A *module/course description* is a plan for a module/course that describes the scope and level, admission requirements, learning outcomes, academic content, learning activities, coursework

requirements and forms of assessment. A module/course description can be included in one or more programme descriptions.

- f) A *programme description* is a plan for a study programme that describes the scope and level, admission requirements, overall learning outcomes, academic content, learning activities, coursework requirements and forms of assessment.
- g) *Assessment* is an evaluation of the student's achieved learning outcomes. The form of assessment can vary in content and structure.

### **Section 1-3. Supplementary provisions**

The Director of NHHE may adopt supplementary provisions within the framework of these Regulations.

### **Section 1-4. The academic year**

The nominal workload for a full-time study programme is 30 credits per semester in accordance with the European ECTS system. The nominal workload for Executive programmes is usually less than 30 credits per semester.

### **Section 1-5. Right of appeal**

Pursuant to the Act relating to Universities and University Colleges Sections 5-2 and 5-3, students have a right to appeal against formal errors in connection with assessment and grading. Pursuant to the Public Administration Act Section 28, students may also have a right to appeal against individual decisions made by NHHE, cf. the Act relating to Universities and University Colleges Section 7-6 second paragraph.

### **Section 1-6. Appeals board**

NHH has established an appeals board pursuant to the Act relating to Universities and University Colleges Section 5-1. The Board has adopted regulations for the Appeals Board that specify its duties.

### **Section 1-7. Laptop computers**

Students at NHHE must have access to their own laptop computer in connection with teaching and assessment. Requirements apply in relation to equipment and software, and students are themselves responsible for downloading the software necessary to complete a course of study and present themselves for assessment.

## **Chapter 2 – Admission and right to study**

## **Section 2-1. Admission to studies at NHHE**

Admission to experience-based programmes at master's degree level takes place in accordance with the Regulations concerning Requirements for the Master's Degrees (Regulations No 1392 of 1 December 2005), and is administered locally.

Specification of the admission criteria, including requirements relating to the scope of work experience and other guidelines, is regulated by the programme description or module/course description for the individual course of study.

Reference is also made to the *Guidelines for the assessment of prior learning and work experience for executive study programmes*.

## **Section 2-2. Right to study**

The right to study applies to the study programme or course/module to which the student has been admitted, and includes:

- a) the right and obligation to participate in teaching in accordance with the programme description or module/course description for the individual course of study
- b) the right to supervision in accordance with the programme description or module/course description
- c) the right to be assessed in accordance with the programme description or the module/course description
- d) the right to access the learning platform and other digital services provided by NHHE, and access to the library

In order to retain this right throughout the course of study, the student must complete the semester registration every semester and pay the semester fee to the student welfare organisation in the semester(s) the assessment is carried out.

The right to study applies for the nominal length of the course of study. The right to study can be extended if weighty reasons are provided.

## **Section 2-3. Automatic loss of right to study**

The right to study ceases when the student:

- a) has achieved the qualifications provided by the course of study
- b) gives notice that they wish to terminate the course of study by the deadlines stipulated in the study contract they have entered into

## **Section 2-4. Loss of right to study**

The student may lose their right to study if they:

- a) fail to pay the tuition fee

- b) fail to complete the semester registration and pay the semester fee, cf. Section 2-2
- c) have used all their assessment attempts, cf. Section 4-6
- d) in connection with verification, fail to present the original documents forming the basis for admission or the issuing of diplomas
- e) are expelled due to cheating, attempted cheating or involvement in cheating

Decisions on loss of the right to study under letters a) to d) are made by NHHE. Decisions on loss of the right to study under letter e) are made by the *Appeals Board* on the recommendation of NHHE.

### **Chapter 3 – Programme descriptions, individual education plans, exemptions and leaves of absence**

#### **Section 3-1. Programme description and module/course description**

Pursuant to the Act relating to Universities and University Colleges Section 3-3, it is the Board that adopts new programme descriptions. The Board may delegate this authority. The Rector of NHH may adopt changes to existing programme descriptions.

All study programmes shall be described in a programme description. All modules and courses shall be described in a module/course description.

#### **Section 3-2. Education plan**

Pursuant to the Act relating to Universities and University Colleges Section 4-2, NHHE and students admitted to courses with a scope of 60 credits or more shall draw up an individual education plan. The plan shall be devised so that the student can complete the planned study programme within the nominal length of study in accordance with the applicable programme description.

#### **Section 3-3. Exemption and recognition**

Students with a right to study can apply for recognition of courses they have taken previously, cf. the Act relating to Universities and University Colleges Section 3-5 e. The application must be submitted to NHHE. The course of study the application concerns must have at least the same scope measured in credits, be at least on the same level (bachelor/master) and have the same content/learning outcomes (breadth/depth) as the course of study for which an exemption is applied.

It is a condition for being awarded a degree that the student has taken at least 60 credits that form the basis for the degree at NHHE, cf. the *Regulations relating to Recognition of Higher Education* (Regulations No 2221 of 21 December 2018).

#### **Section 3-4. Leaves of absence**

Students who have children during their studies are granted parental leave in connection with the pregnancy and for care of the child pursuant to the Act relating to Universities and University Colleges Section 4-5.

## **Chapter 4 – Assessment**

### **Section 4-1. Principles for assessment**

Pursuant to the Act relating to Universities and University Colleges Section 3-9, NHHE is obliged to ensure that candidates' knowledge and skills are tested and assessed in an impartial and academically sound manner.

Only students with a valid right to study are entitled to undergo assessment.

### **Section 4-2. Conditions for assessment**

Any conditions for assessment will be described in the programme description or module/course description.

### **Section 4-3. Forms of assessment, grades and deadlines**

The form of assessment is described in the programme description or module/course description.

Assessment takes place in accordance with the syllabus, requirements for prerequisite knowledge, and the form of assessment stipulated for the programme/module/course at the time of assessment.

Assessment used in a programme/module/course may consist of one form of assessment or a combination of several forms. If a combination of several forms of assessment is used, the weighting of the different parts must also be specified.

Pursuant to the Act relating to Universities and University Colleges Section 3-9, the grades pass/fail or a grade scale with grades from A to E for pass and F for fail shall be used in connection with exams, tests, the evaluation of assignments or other form of assessment. Students are obliged to familiarise themselves with and meet the deadlines for written assignments that form part of courses of study at NHHE. The deadlines stipulated for an assessment are absolute. It is not possible to supplement or replace a submitted assignment after the deadline for submission.

### **4-4. Registration and applications for adaptation**

Students affiliated to NHHE are automatically registered for assessment in the semester they are registered as participants in a programme. If participants wish to re-schedule assessment for a subsequent semester, they must register for assessment themselves.

Students who need special adaptation in connection with assessments due to a disability must submit an application no later than four weeks before the assessment. If the need for adaptation arises after the deadline, the application must be submitted as soon as possible. The reason must be documented in the application.

#### **Section 4-5. Non-attendance and termination of assessment**

A student registered for assessment who fails to attend at the stipulated time will be registered as 'did not attend'. Non-attendance will count as one attempt pursuant to Section 4-6.

A student who does not attend the assessment due to illness or other circumstances beyond their control (force majeure) must, on the first working day after the interrupted assessment at the latest, submit documentation to that effect to avoid having to pay the fee for a new assessment.

The student can present themselves for a new or re-scheduled assessment the next time the course/module is held.

A new assessment must be taken within two years of the nominal time of the assessment.

A paper submitted by a student cannot be exempt from grading.

#### **Section 4-6. Number of attempts**

On the condition that assessment is carried out, a student has two attempts to undergo assessment in a course in a study programme.

In special cases, NHHE may grant a student who has used all their attempts pursuant to the first paragraph, without having passed, one more chance to undergo assessment.

A master's thesis in a study programme may only be submitted once. The student(s) can only be given an opportunity to submit a reworked thesis for assessment if they are awarded a fail grade.

#### **Section 4-7. Special deadlines for announcing grades**

The Act relating to Universities and University Colleges Section 3-9 fourth paragraph authorises the Board of NHH to make an exception from the ordinary three-week deadline for announcing grades in three types of cases. This applies to

- a) individual exams through a decision by the Board
- b) a general time-limited exception set out in temporary regulations

c) exceptions for dissertations and similar large written works stipulated in regulations.

The Act relating to Universities and University Colleges Section 3-9 fourth paragraph sets out a special deadline for announcing grades of six weeks for master's theses, dissertations or similar written works with a scope of at least 10 credits.

## **Chapter 5 – Cheating**

### **Section 5-1. Cheating**

Cheating is a serious breach of trust in relation to NHHE, fellow students and society in general. NHHE therefore responds strongly to all forms of cheating in connection with courses of study at NHHE.

The following are examples of cheating:

- a) using or being in the possession of non-permitted support material during assessment
- b) presenting other people's work as one's own
- c) presenting one's own previous work as something new (self-plagiarism)
- d) quoting sources or in other ways using sources in written work without properly stating the source
- e) gaining access to assessment by cheating in a test or similar activity that is a condition for undergoing assessment
- f) being granted approval, on false grounds, for participation in compulsory teaching activities or other compulsory activities
- g) unlawful cooperation between students or groups of candidates
- h) manipulating a paper after it has been submitted
- i) dishonest acts or circumstances aimed at giving a student an unfair advantage in connection with meeting conditions for assessment
- j) acts that in other ways may prevent the student's knowledge and skills from being tested and assessed in an impartial and academically sound manner (cf. Section 4-1).

Attempts at and involvement in cheating can be sanctioned in the same way as cheating.

### **Section 5-2. Criterion of liability and sanctions**

The criterion of liability and sanctions imposed in the event of cheating follow from the Act relating to Universities and University Colleges Sections 4-7 (annulment) and 4-8 (exclusion).

## **Chapter 6 – Diplomas and transcripts of grades**

### **Section 6-1. Diplomas**

Diplomas for degrees are issued when the student meets the requirements for qualification. Diplomas are issued only once. If a diploma is lost, NHH can issue a copy of the diploma on application.

### **Section 6-2. Transcripts of grades**

A student who has taken credits at NHHE may ask for a transcript of grades containing an overview of all courses passed at NHHE.

Modules/courses passed after the requirements for a grade are met will only be documented by a transcript of grades.

## **Chapter 7 – Concluding provisions**

### **Section 7-1. Entry into force:**

These Regulations enter into force on 1 August 2021.

As of that date, Regulations No 901 of 13 June 2018 for Executive Study Programmes at NHH Norwegian School of Economics will be repealed.