



Regulations concerning admissions, studies and exams at the University Centre in Svalbard AS (Academic Regulations for UNIS)

Norwegian regulation

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CHAPTER I – GENERAL PROVISIONS

Section 1 Scope

The Study Regulations for UNIS apply to all admissions, studies, and examinations at the University Centre in Svalbard AS (UNIS).

Studies and examinations at UNIS are part of study programs from accredited Norwegian or international higher education institutions.

Section 2 Terminology

<i>Examination</i>	Formal testing of the students' knowledge and skills, including continuous assessments and/or assessments at the end of a course.
<i>Extraordinary examination</i>	An examination that UNIS in special circumstances may hold for students who cannot wait until the next regular examination, and who do not meet the requirements for a re-scheduled examination or a re-sit examination.
<i>Course</i>	A study unit that is taught and gives credits.
<i>Course description</i>	Sets out the scope of the course, the expected learning outcomes, content, learning activities, compulsory learning activities, pre-requisites, assessment forms, grading rules, examination aids and reading list.
<i>Guest student</i>	A student in a bachelor, master or PhD programme at an institution of higher education who does part of their thesis and/or fieldwork at UNIS. This is regulated in a separate contract.
<i>Re-sit examination</i>	An examination that can be arranged for students who have taken an ordinary examination and received a "fail" grade.
<i>Quota</i>	Qualified students from the Norwegian universities and UNIS guest master students and guest PhD students may be assigned allocated spaces in UNIS courses. The number of quota spaces per course for each university is revised every three years.
<i>Compulsory learning activity</i>	Teaching activities such as field work, laboratory work, exercises, reports, compulsory teaching activities etc.that do not form a basis for the course grade but that must be approved in order for the student to be permitted to sit the examination.
<i>Admission</i>	An individual decision that gives a student the right to take a course at UNIS.

<i>Semester</i>	UNIS has two semesters: autumn and spring. The date of the examination determines which semester the course is part of. Autumn semester: 1 July – 31 December Spring semester: 1 January – 30 June
<i>Examiner</i>	Anyone who participates in the assessment of the students' performance in examinations, assignments, or other assessments, cf. section 11-7 of the University and University Colleges Act.
<i>Guidelines for examiners</i>	A written explanation of the academic foundation by which the examination shall be assessed. The guidelines for examiners must contain a description of the elements that must be included in the answer paper, and the elements that the assessment must particularly emphasize given the syllabus, the learning outcome descriptions and learning activities. The guideline for examiners shall be available to the students after the grading is completed.
<i>Student</i>	A person who has been admitted to a course at UNIS or has a valid guest student contract.
<i>Credits</i>	Credits describe the scope of the course and the expected workload for the students. The credits correspond to the European ECTS system (European Credit Transfer System). One year of full-time study corresponds to 60 credits.
<i>Admission to a course</i>	Rights associated with being admitted as a student to a course at UNIS. The admission period is defined as the course period. Guest students also have the rights associated with admission in accordance with the time period indicated in their guest student Contract.
<i>Re-scheduled examination</i>	Examination held for students who were ill or who had other valid reasons for being absent from the last ordinary examination.

Section 3 University and University Colleges Act

The UNIS Academic Regulations are based on the University and University Colleges Act and associated regulations.

Section 4 Overarching responsibilities and delegation

The Board has the overarching responsibility for all decisions made pursuant to the Academic Regulations.

The Board may delegate the right to make decisions (authority) within the scope of the Academic Regulations to the Managing Director. The Board cannot delegate authority pursuant to the Academic Regulations if it is stipulated that the Board itself must make the decision.

The Managing Director may further delegate the authority delegated by the Board to the Head of the Department of Academic Affairs. The Managing Director cannot delegate authority pursuant to the Academic Regulations when the Regulations stipulate that the Managing Director must make the decision themselves.

The Board may always make decisions under the Academic Regulations, even if the authority pursuant to the Regulations has been placed with the Managing Director or the Head of the Department of Academic Affairs. The Managing Director may always make decisions under the Academic Regulations even if the authority under the Regulations has been placed with the Head of the Department of Academic Affairs.

CHAPTER II – STUDIES

Section 5 The student and applicant's obligation to familiarize themselves with the rules governing studies at UNIS

Any student or applicant for studies at UNIS is required to familiarise themselves with the applicable rules governing admissions, studies and examinations at UNIS, and the specific rules applicable to each education offered and course the student is admitted to.

Teaching and other activities in the field include strict safety requirements that the student is required to know and comply with.

UNIS shall ensure that the rules are available on its website. Information published on UNIS' website is deemed to have been provided to each student.

Section 6 Teaching

Teaching at UNIS is conducted in English.

Lectures at UNIS are public. The Managing Director may decide that certain lectures are only for UNIS students or specific groups of students, in accordance with the Universities and Colleges Act § 2-4.

UNIS shall, as far as possible and reasonable, accommodate students with special needs. Such accommodations must not reduce academic requirements or compromise necessary safety standards.

Guest students who are on leave from their home university will have corresponding leave from their study rights at UNIS and may resume their studies when the leave ends.

Section 7 Fixed Course Periods

Fixed course periods are determined by the Managing Director.

Section 8 Quality Assurance and Study Environment

UNIS strives for high quality in both its study offerings and overall study environment and conducts continuous quality assurance of individual courses and the study environment. UNIS shall, together with student organizations, facilitate a good learning environment and student welfare, cf. Universities and Colleges Act § 10-1.

Section 9 Expulsion and Exclusion

Applicants who use forged documents or documents issued by fraudulent institutions will not have their application processed. Use of such documents will be reported to the police. Admission based on forged documents may lead to annulment of exams and exclusion, as well as annulment of the admission decision.

A student who acts in a manner described in Universities and Colleges Act section 12-4 to 12-8, including violations of safety instructions for fieldwork and excursions or procedures for handling weapons, may be expelled from specific areas at UNIS for up to one year. Furthermore, the student may be excluded from studies and lose the right to sit for exams at other institutions under the Universities and Colleges Act for up to one year.

The Board itself makes decisions pursuant to section 12-4, 12-5, 12-6, and 12-8. Such decisions are individual administrative decisions and may be appealed by the student under the rules of the Public Administration Act.

Chapter III – Admission

Section 10 Basis for Admission to Courses at UNIS

Applicants must be admitted to a bachelor's, master's, or Ph.D. program at an accredited Norwegian or international higher education institution, cf. section 1, and meet the specific prerequisites for the course.

If the applicant does not meet the admission requirements at the time of application, they must be able to demonstrate that the requirements will be met by the start of the course.

Section 11 Responsibilities and Implementation of Admissions

The Managing Director is responsible for admissions to studies at UNIS. Admissions are carried out and decided by the Head of the Academic Affairs Department.

Section 12 Quotas

Admissions at UNIS are partly based on the allocation of quotas according to the current quota agreement with the Norwegian partner universities.

Section 13 Ranking of Qualified Applicants to Bachelor Courses

UNIS is required to maintain a balance between Norwegian and international students. Qualified applicants are divided into two groups:

- a. Norwegian citizens and/or students admitted to a study program at an accredited Norwegian higher education institution.
- b. International students admitted to a study program at an accredited international higher education institution.

Qualified applicants to bachelor courses are ranked as follows:

1. For one-semester bachelor courses, applicants for courses that may be combined and that together amount to 30 credits in one scientific department will be prioritised.
2. Applicants with a quota place, cf. section 12.
3. Course-specific priorities, if specified in the course description.
4. The grade average for the courses that admission to the course in question is based on. If multiple courses may provide the basis for admission, the courses that most benefit the applicant will be used to calculate the grade average. To calculate the grade average, the grades are converted as follows:
 - a. Letter grades are converted to numerical values: A=5, B=4, C=3, D=2, E=1, F=0.
 - b. The grade "Pass" is converted to 3.5.
 - c. Each numerical value is multiplied by the course's ECTS credits.
 - d. The sum of these products is divided by the total number of ECTS credits.
 - e. The result is rounded to one decimal place.
5. In case of equal ranking among international applicants (group b), priority is given to those with an agreement with a Norwegian partner university or from international universities with which UNIS has a cooperation agreement.
6. If still equal, priority is given to the applicant with the highest total number of ECTS credits.
7. If the ranking remains equal, the final ranking will be determined by a draw.

Section 14 Ranking of Qualified Applicants to master's and PhD Courses

UNIS is required to maintain a balance between Norwegian and international students. Qualified applicants are divided into two groups:

- a. Norwegian citizens and/or students admitted to a study program at an accredited Norwegian higher education institution.
- b. International students admitted to a study program at an accredited international higher education institution.

Qualified applicants to master's and PhD courses are ranked in the following order:

For master's courses, applicants to courses are ranked as follow:

1. For master's courses, applicants for courses that can be combined and together amount to 30 credits within a department will be given priority.
2. Applicants with a quota place, cf. section 12.
3. Course-specific priorities, if specified in the course description.
4. The average grade from the 90 credits with the best grades, unless otherwise specified in the course description. To calculate the grade average, the grades are converted as follows:
 - a. Letter grades are converted to numerical values: A=5, B=4, C=3, D=2, E=1, F=0.
 - b. The grade "Pass" is converted to 3.5.
 - c. Each numerical value is multiplied by the course's ECTS credits.
 - d. The sum of these products is divided by the total number of ECTS credits.
 - e. The result is rounded to one decimal place.
5. In case of equal ranking among international applicants (group b), priority is given to those with an agreement with a Norwegian partner university or from international universities with which UNIS has a cooperation agreement.
6. If still equal, priority is given to the applicant with the highest total number of ECTS credits.
7. If still equal, final ranking is determined by drawing lots.

Section 15 Application Deadlines

Autumn semester: March 1

Spring semester: October 1

If there are not enough qualified applicants to fill a course, UNIS may extend the application deadline. The new deadline is set by the Managing Director.

Section 16 Exemption from the Application Deadline

The Head of the Academic Affairs Department may grant exemptions from the application deadline in the following cases:

- Illness on the application deadline date
- Death in the immediate family shortly before the deadline
- Other special circumstances

The above circumstances must be documented by a medical certificate or other documentation, which must be sent to the Department of Academic Affairs at the latest one week after the application deadline. If it is not possible to submit the documentation within one week of the application deadline, the student must notify the Department of Academic Affairs about this within the deadline.

Section 17 Application and Documentation

Applications to UNIS courses must be submitted via UNIS Søknadsweb. All required documentation must be uploaded by the application deadline for the application to be processed.

For documents issued in languages other than Scandinavian or English, an official translation into Norwegian or English is required.

Applicants must be able to participate in teaching and other activities necessary for student safety. Applicants must inform UNIS of any issues that may affect their ability to comply with the current safety requirements for studies at UNIS and the specific course. The applicable safety regulations are available on UNIS's website.

Section 18 Course Cancellation

If a course does not have enough qualified applicants, or in other circumstances, the Managing Director may cancel the course.

Section 19 Appeals Regarding Admission

Rejections of admission and other individual decisions related to admission may be appealed. The appeal deadline is three weeks from the date the decision is communicated to the applicant.

Appeals must be sent to UNIS via the Academic Affairs Department. If UNIS upholds its decision, the appeal will be forwarded to the Appeals Committee at UiT – The Arctic University of Norway for a final decision.

Chapter IV – Examination

Section 20 Right to Sit for Examination

Students who meet the following requirements have the right to sit for exams:

- a. are admitted to the relevant course and have paid the semester fee, or
- b. meet the admission requirements and other conditions for taking the exam in the relevant course.

Additionally, the student must:

- c. have participated in and received approval for any mandatory activities as specified in the course description.

The number of examinations attempts under section 39 also applies to students taking exams without being admitted to the course.

Section 21 Forms of Assessment

At UNIS, the following forms of assessment may be used individually or in combination:

- Written examination under supervision
- Oral examination
- Home examination
- Reports from fieldwork, laboratory work, etc.
- Posters
- Individual oral presentations
- Group oral presentations
- Individual written assignments
- Group written assignments
- Practical exams

Other forms of assessment may also be used if academically justified. The form of assessment must be specified in the course description.

Section 22 Digital Examinations

Students must use their own laptops during examination. Necessary software will be made available to students well in advance. Students are responsible for installing the required software before the exam.

Section 23 Withdrawal Before Examination

A course should normally be completed in the semester in which the student attends teaching. The deadline to withdraw from an examination is 10 working days before the earliest of:

- a. the date of the final exam, or
- b. the submission date of the first part of the exam.

This is not considered an examination attempt. If a student has not appeared for an examination and has not withdrawn by the deadline, this shall be registered as a “failure to attend the examination”. This is deemed to be an examination attempt in accordance with section 39.

To withdraw before the examination, students must contact the Department of Academic Affairs.

Section 24 Special adaptations for examinations

If a student has a decision about special adaptations at their home institution, this decision also applies to examinations at UNIS.

The Department of Academic Affairs must have received the application for special adaptations of an examination, as well as the decision about special adaptations from the student’s home institution, at the latest three weeks before the relevant examination. The student is responsible for submitting the relevant documentation to UNIS.

Students who are breastfeeding can be granted extra time, up to 1 hour, for their examination corresponding to the time it takes to breastfeed. Documentation from a doctor/public health nurse must be presented at least three weeks before the date of the examination.

Students whose special needs have arisen suddenly shall to the degree possible receive the best possible adaptations for their examination. An application with adequate documentation must be submitted to the Department of Academic Affairs as soon as the situation requiring adaptations has arisen.

Section 25 Examination Language

Examinations take place in English and examination question papers are in English. The course coordinator determines whether the examination answer must be in English or whether it may also be in Norwegian, Swedish or Danish. These options shall be identified in the course

description.

Section 26 Permitted Aids

The course description must specify which aids are permitted during each exam. A general dictionary from English to the student's native language is always permitted.

Section 27 Grading System

The following grading systems are used:

- a. Pass/Fail, or
- b. A graded scale with five levels from A to E for passing grades and F for failing. The letter grades are defined as follows:

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

When Pass/Fail is used, it is a separate grading system and not connected to the letter grade scale.

Section 28 Weighting and Final Grade

The calculation of the final grade in a course is done in accordance with the predetermined weight for each part of an examination / form of assessment. The weight must be stipulated in the course description as a fraction or percentage of the overall grade.

The overall grade is calculated as follow:

- Each letter grade is replaced with its numerical equivalent: A=5; B=4; C=3; D=2; E=1.
- For each form of assessment, the numerical equivalent is multiplied by the weight of the relevant form of assessment as stipulated by the course description, and all of the products are added together.
- The sum is rounded up or down to the nearest whole number, using the regular rules for rounding.
- The overall grade is expressed by the letter equivalent of the number this calculation produced.

Section 29 Multiple Assessment Methods

In courses with multiple assessment methods where grades contribute to the final grade, all components must be passed for the course to be considered passed.

Section 30 Grading

Course examinations must be graded by at least two examiners, one of whom must be external, cf. section 31. The Managing Director may make exceptions for certain types of continuous assessments / examinations for which this may be difficult in practice. In courses with multiple forms of assessment, there must be at least two examiners for the part of an examination / form of assessment that counts the most according to the course description.

Assessment records must be kept for all examinations, including for reassessments of examination grades. All examiners must sign the assessment records.

Grades must be announced within 15 working days after the exam, unless special circumstances require more time, cf. the Universities and University Colleges Act section 11-7, fourth paragraph. The board decides on such extensions through temporary regulations.

Section 31 External Examiner and Qualification Requirements

The Managing Director appoints external examiners based on proposals from academic departments, cf. the Universities and University Colleges Act section 11-7. Appointments are for three-year periods.

The external examiner cannot be employed at UNIS during the appointment period. In general, the external examiner must have academic competence that at a minimum qualifies them to be hired as an Assistant Professor at a university/university college or other research institution. A PhD or equivalent is required to act as an examiner in courses that are part of the training component of a PhD programme. In special circumstances, the external examiner may qualify to act as an examiner for bachelor's, master's and PhD courses within a specific area on the basis of their professional experience.

Section 32 Announcement of Grades

Grades are announced digitally. The lists of results are sent to the Norwegian higher education institution where the student is registered, which is responsible for making the results available to the student.

When grades are announced, information must be provided about the right to re-sit the exam, the right to take the same exam again, the right to request an explanation of the grade, the right to appeal the grade, and the right to appeal formal errors in the exam.

Deadlines for explanations and appeals, the starting point for deadline calculation, where to request explanations, and to whom appeals should be addressed must also be stated.

Section 33 Interrupted Examination

Students who are present to sit an examination but who do not submit an answer paper, must fill in and submit a withdrawal form before leaving the premises. An interrupted examination counts as an examination attempt, cf. section 39. A passed part of an examination will be valid, cf. section 39-4.

Candidates who submit a blank answer paper, or whose answer paper is obviously not an attempt to provide an academic response, are also deemed to have interrupted their examination.

A student who has submitted an answer paper cannot withdraw from grading. A student also cannot withdraw from grading if an oral examination has commenced.

Section 34 Acute Illness other special reasons for being absent from an examination

If a student cannot sit an examination due to acute illness or other special circumstances, the student is granted a right to a re-scheduled examination, cf. section 36, if a medical certificate/documentation has been submitted to the Department of Academic Affairs within two business days after the first examination date covered by the medical certificate /documentation.

A student who becomes ill during an examination must submit a withdrawal form, see a doctor immediately and submit a medical certificate within two business days after the examination. If it is not possible to obtain a medical certificate within two business days of the first examination covered by the certificate, the student must inform the Department of Academic Affairs of this by the deadline. The medical certificate must identify the time period during which the illness prevents the student from taking the examination.

For forms of assessment that last multiple days (for instance, reports, essays, take-home examinations, etc.), extra examination days may in special circumstances be granted if the student documents unforeseen problems such as medical issues, a death in the immediate family, or other emergencies that have arisen during the examination period. If a legitimate absence means that a submission deadline must be extended, the setting of the new deadline is based on a discretionary assessment. Students who are nevertheless unable to complete the examinations within the extended deadline are given the right to a re-scheduled examination pursuant to section 36.

A legitimate absence pursuant to this section does not count as an examination attempt, cf. section 39.

Section 35 Absence in Group Examination

A student who participates in a group examination and is absent pursuant to section 34 shall be deemed to have not participated in the examination. If the group originally had four or fewer members, a new submission deadline or examination date shall be set for the remaining group members. If the group had five or more members, the group examination shall be completed for the remaining members in accordance with the stipulated rules for scope, submission deadlines and examination dates.

If the circumstances described in the first subsection significantly alter the group work, the lecturer or the individual students in the group may demand that a new examination question paper be set. If an agreement cannot be reached, the Managing Director shall themselves provide the final determination of the issue. If the group is not given a new examination question paper, the group may be given a reasonable extension to complete the examination.

If more than one student in the group is absent, a case-by-case assessment must be made of whether the examination should be completed for the remaining group members. The decision must consider the contribution or expected contribution of the absent group members and the remaining group members' opportunity to complete the examination. In such an event, the second subsection applies.

Section 36 The right to sit a re-scheduled examination

Students who do not complete an examination or parts of an examination and who meet the requirements in section 34 may sit a re-scheduled examination. The reasons for the absence must be documented as described in section 34.

The students must themselves sign up for a re-scheduled examination by contacting the Department of Academic Affairs. The deadline for signing up is three weeks after the regular examination.

Students who for special reasons related to pregnancy, birth or the care of a child cannot sit the regular examination may also apply to sit a re-scheduled examination. The circumstances must be documented by a medical certificate, birth certificate or other relevant documentation.

The re-scheduled examination shall be held as soon as possible, and before the next ordinary examination in the course. The assessment form for the re-scheduled examination shall be the same as for the regular examination.

Approved compulsory activities, as well as grades for parts of an examination that are included in the calculation of the final grade in the course, will be valid for a re-scheduled examination.

If a student fails to attend the re-scheduled examination or interrupts the examination, permission will not be granted to re-schedule the examination again. Permission to re-sit the examination will not be granted if a student fails the re-scheduled examination.

Section 37 Right to re-sit an examination

A re-sit examination is only held for students who failed the last ordinary examination

held in the course. Students who are deemed to have withdrawn from the examination pursuant to section 33 are not entitled to re-sit the examination. The students must themselves sign up to re-sit the examination by contacting the Department of Academic Affairs. The deadline for signing up is three weeks after the announcement of the grades from the regular examination.

The re-sit examination will be held as soon as possible, and before the next ordinary examination in the course. The form of assessment in the re-sit examination shall be the same as for the regular examination.

Approved compulsory activities, as well as grades for parts of an examination that are included in the calculation of the final grade in the course, will be valid for a re-sit examination.

A re-scheduled examination is not held for students who miss a re-sit examination due to illness or other absences. It is not possible to take a re-sit examination in order to improve the grade from an examination the student already passed.

Section 38 Right to sit an extraordinary examination

The application to sit an extraordinary examination must be submitted to the Department of Academic Affairs.

No re-scheduled examination or re-sit examination is provided following a special examination.

Section 39 Right to sit the same examination

It is possible to sit the same examination at UNIS three times. If a student has passed the examination more than once, the best grade applies.

Students who want to sit an examination again must sign up to do so by contacting the Department of Academic Affairs. The deadline for signing up is three weeks before the date of the examination.

Approved compulsory activities are valid for a period that corresponds to a total of three ordinary examinations.

The parts of an examination that are directly linked to a laboratory or fieldwork component of the course and for which the grade is included in the calculation of the final grade for the course are valid for a period corresponding to three ordinary examinations held in the course in question. Other parts of an examination, such as literature reports on a chosen or given theme, must be completed again.

Section 40 Annulment of Examination

The Appeals Committee at UiT – The Arctic University of Norway may decide to annul an exam and impose exclusion in cases of cheating or attempted cheating, in accordance with the Universities and Colleges Act section 12-4.

Section 41 Cheating

Cheating or attempted cheating during an exam or test includes, but is not limited to:

- a. Having unauthorized aids available during the exam
- b. Presenting someone else's work as your own
- c. Citing sources or otherwise using sources in written work without adequate references
- d. Submitting an exam answer that has previously been submitted at UNIS or another higher education institution
- e. Unauthorized collaboration between candidates or groups
- f. Acting in violation of exam regulations or in any other unfair way that may provide an advantage during the exam

Cheating or attempted cheating in compulsory assignments that involve an element of assessment by UNIS follows the same rules as cheating during examination.

The provisions on cheating in examinations also apply to exams in the coursework component of a Ph.D. program.

Students who have cheated or attempted to cheat on an examination through gross negligence or intent may have their exam annulled, be suspended from the university center, and lose the right to sit for exams at all institutions governed by the Universities and University Colleges Act for up to one year. For Ph.D. students employed by the university center, special rules apply; see Section 13-1, second paragraph, and Section 13-2 of the Universities and University Colleges Act.

Annulment of an exam due to cheating or attempted cheating counts as an exam attempt.

Section 42 Appeals regarding procedural errors in connection with examinations

Pursuant to section 11-9 of the University and University Colleges Act, anyone who has taken an examination may appeal procedural errors. The appeal must be submitted to the Department of Academic Affairs within three weeks of the date when the candidate became or should have become aware of the circumstance on which the appeal is based.

The appeal will first be processed by the Department of Academic Affairs at UNIS. If UNIS rejects the appeal, the appeal will be submitted to the appeals committee at UiT The Arctic University of Norway for a final decision.

Section 43 Section Grade appeal – right to an explanation

The student is entitled to an explanation of the grading of their performance. At oral examinations or assessments of practical skills, a request for such an explanation must be made immediately on notification of the grade. For other assessments, the request for an explanation must be made within one week of the announcement of the grade. Requests for an explanation must be submitted to the Department of Academic Affairs, which obtains the explanation from the examiner.

The explanation must normally be provided within two weeks of the student requesting it. The explanation shall set out the general principles that form the basis for the assessment and for the assessment of the student's performance. UNIS, represented by the Head of the Department of Academic Affairs, determines whether the examiner shall provide the explanation orally or in writing.

The guidelines for examiners must be available to students after the grades have been decided.

In an appeal, the student's answer paper is presented to a new examination committee that makes a new assessment of the entire examination. The new examination committee shall undertake an entirely new grading, and shall therefore have no information about the grade, the explanation for the grade or the student's reasons for the appeal. The new grade may be to the appellant's benefit or detriment or may remain unchanged. The grade given in a new grading cannot be appealed.

If the result of the re-grading varies from the original grading by two or more grades, UNIS must conduct another grading before the final grade is determined.

For examinations that consist of multiple parts, appeals cannot be made until the final grade for the course has been announced. In an appeal, all parts of the examination will be re-graded.

No appeal may be made of assessments of oral examinations or other forms of assessment that cannot be reviewed.

Appeals of grades for group assessments will only apply to those group members who appeal.

The deadline for appeals is three weeks after the grades are announced. If a request has been made for an explanation of the grade, time starts to run when the student receives the explanation.

Section 44 What Counts as an Examination Attempt

The following are considered examination attempts:

- a. The student has passed the exam.
- b. The student has not passed the exam.
- c. The student withdraws after the deadline, cf. section 23, or withdraws during the exam.
- d. The student fails to submit the exam within the given deadline.
- e. The student does not attend the exam.
- f. The student's exam is annulled due to cheating or attempted cheating.

CHAPTER V – OTHER GENERAL PROVISIONS

Section 45 Disqualification of UNIS Board members for the appeal body

A UNIS Board member who is the representative of the university whose appeal committee also functions as UNIS' appeal body, cannot sit on this university's appeal committee.

The Board member is themselves responsible for notifying the Head of the Department of Academic Affairs about such an affiliation with the relevant appeal committee. The final decision that the Board member cannot sit on the appeal committee is made by the Board itself.

Section 46 Exceptions to the Right of Access to Examination Documents

Pursuant to section 26(1) of the Public Administration Act, the Head of the Department of Academic Affairs may postpone or deny the right to access examination documents and other documents. For oral examinations, the Head of the Department of Academic Affairs may make exemptions from the right to access documents when there are compelling reasons for doing so.

Section 47 Supplementary Guidelines

The Managing Director may set more detailed provisions, rules and guidelines for this regulation.

Section 48 Commencement

This regulation comes into force on 27 September 2019.