



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

Issued by Stig Teneold, Vice Rector for Academic Affairs, on 13. September 2024.

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

Introduction

The Regulations for Full-time Study Programmes at the Norwegian School of Economics were adopted by the Board on 18 June 2024 and entered into force on 1 August 2024. Section 1-2 of the Regulations authorises the Vice Rector for Academic Affairs to issue supplementary provisions within the framework of the regulations.

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

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

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

Chapter 1 – General provisions

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

Chapter 2 – Admission

2.1 Number of places

2.2 Admission to the study programmes

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

Admission requirements:

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

Ranking of applicants:

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

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

Admission of external applicants to the master's degree programmes, general information

- All relevant information about admission is published on the website. The information published on 1 November applies to the subsequent admission round.
- First degree and academic requirements are set out in the programme description in force at all times for each study programme.
- Applications must be submitted in the applicable application portal with the required documentation. The application deadlines and documentation requirements are set out on the website.
- The applicant is responsible for ensuring that the documents that are uploaded are unaltered and authentic. Applicants who upload false documents will be reported to the police. NHH reserves the right to contact institutions, companies, organisations and government agencies to obtain explanations and/or verification of uploaded documents.
- Replies to applications are published in the application portal. The rules for the award of places are set out on the website.

Special rules for admission to the Master's Programme in Economics and Business Administration (MSc EBA Norwegian admission track) and the Master's Programme in Auditing and Accounting (MSc AA two-year course of study)

- Norwegian and English language skills corresponding to the Norwegian and English requirements for achieving the Higher Education Entrance Qualification, are required.
- Applicants who have taken a bachelor's degree abroad must document valid GMAT or GRE test results with a score equivalent to or higher than the minimum requirement.

- Qualified applicants are ranked on the basis of their average grade. The ranking rules are set out in detail on the website.
- Applications from applicants who have earned fewer than 120 Norwegian credits with letter grades up to and including the autumn semester before the start of the programme will be rejected. Provided that the applicant's progress of study corresponds to the nominal progress for the study programme in question, an exemption can be made from the minimum requirement.
- Applications from applicants whose primary basis for admission is a grade system other than ECTS will be assessed individually.

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

The following requirements must be met, in addition to the applicant's educational background and academic requirements described in the programme description:

- An average grade equivalent to a B on the ECTS grade scale.
- Valid GMAT or GRE test results equivalent to or higher than the minimum requirement.
- Valid English test result (TOEFL, IELTS Academic or PTE Academic) with a score equivalent to or higher than the minimum requirement.
- Digital interview with satisfactory result.
- Documentation of available funds equivalent to the Norwegian Directorate of Immigration's subsistence requirement.

Special rules on admission to the Master's Programme in Auditing and Accounting (MSc AA one-year course of study)

- Norwegian and English language skills corresponding to the Norwegian and English requirements for achieving the Higher Education Entrance Qualification, are required.
- Applicants who have taken a master's degree abroad must document valid GMAT or GRE test results with a score equivalent to or higher than the minimum requirement.
- Qualified applicants are ranked on the basis of their average grade, in addition to any points awarded for practical experience. The ranking rules are set out in detail on the website.
- Applications from applicants who have earned fewer than 75 Norwegian credits with letter grades up to and including the autumn semester before the start of the programme will be rejected. Provided that the applicant's progress of study corresponds to the nominal progress for the study programme in question, an exemption can be made from the minimum requirement.
- Applications from applicants whose primary basis for admission is a grade system other than ECTS will be assessed individually.

2.3 Right to direct transfer to master's degree programmes

- Applications for internal transfer to a master's degree programme or an interruption of studies between the bachelor's and master's degree must be submitted via the application portal. Any changes in the order of priority of applications must be made within the stipulated deadline.
- If a student wishes to apply for a transfer with one course remaining, he/she must apply separately for this within the stipulated deadline in addition to an application for an internal transfer.

- Bachelor's students who are admitted to exchange programmes or other international programmes at master's degree level must meet the requirement for a completed bachelor's degree and apply for transfer to the master's degree programme within the stipulated deadline in order to avail themselves of the offer of admission.
- A student who is granted interruption of studies does not have the right to study at NHH. The student must notify of his/her return within two years in order to retain the right to internal transfer.
- Students who are granted interruption of studies are not entitled to apply for admission to double degrees, Innovation School or master's degree exchange programmes.
- Students who have been granted a transfer with one course remaining must pass this course at the first available opportunity after starting the master's programme. In the event of a conflict between the remaining course and courses the student wishes to take at master's degree level, the bachelor's course must be given priority.
- As soon as the student has been awarded a pass grade for the remaining course, the bachelor's degree will be registered as completed and the course cannot be retaken.

2.4 Right to study

2.5 Follow-up of progress

2.6 Additional period of completion

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

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

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

The last point should be understood as follows:

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

2.7 Automatic loss of right to study

2.8 Loss of right to study

2.9 Post-study right

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

2.10 Admission to individual courses

- Applications for admission to individual courses must be submitted via the application portal within the stipulated deadline, and the right to undergo assessment in individual courses is granted for one semester at a time.

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

3.1 Programme descriptions and course descriptions

3.2 Individual education plans

3.3 Recognition

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

- The student must submit one application for each NHH course for which he or she seeks recognition. Several external courses can be combined in one and the same application if this is necessary to meet the content requirement.
- Recognition is not granted for several NHH courses based on the same external course.
- Recognition is not granted for courses that were included in the student's basis for admission.
- Courses that are no longer offered (status 'discontinued') will not be considered for recognition. It is the NHH course's status at the time of application that forms the basis for this assessment.

Recognition of pre-approved courses taken on exchange

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

- Section 3-3 fourth paragraph does not apply to recognised courses on exchanges under the auspices of NHH.

3.4 Leaves of absence

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

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

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

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

Chapter 4 – Assessment (exams) and course approval

4.0 General information

Learning platform: Canvas

Exam system: WISEflow

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

- Candidates are responsible for keeping informed about the time and place of exams. Information about the exam venue will be made available in Studentweb one week before the exam date at the latest.
- Candidates must be present in the exam venue at least 30 minutes before the exam starts. Candidates who arrive after the exam has started may be allowed to take the exam if no candidates have left the exam venue. The Office of Student and Academic Affairs will decide this.
- In the case of digital exams, candidates must be logged in to the countdown page in WISEflow 15 minutes before the exam starts.
- Valid photo ID or a valid student card must be on the student’s desk during the entire exam.
- Candidates must find a free desk in the designated area or zone. Candidates must only bring food, drink and permitted support material to their desks. Coats, rucksacks, bags, notes etc. must be placed in the designated area. Mobile phones, watches and other electronic equipment must be stowed away. If the exam is to be taken digitally, one laptop computer, if applicable with a wired mouse and keyboard, is permitted.
- A list of permitted support material shall be included on the front page of the exam question paper.

- Candidates are not allowed to leave the exam venue until one hour after the exam questions are handed out. Candidates who have been granted adaptation of the exam are exempt from this provision.
- After the exam paper has been handed out, candidates are only allowed to leave the exam venue with the permission of, and accompanied by, an invigilator.
- Candidates are only allowed to use approved paper distributed in the exam venue.
- Communication between candidates is not permitted.
- Peace and quiet must be maintained in the exam venue so as not to disturb anyone. Candidates are not allowed to communicate in the exam venue after the end of the exam.
- Candidates can use all the time allotted to work on the exam questions. Candidates are not allowed to write on the answer paper after the deadline for submission has expired.
- In the case of exams on paper, candidates have an additional 15 minutes to get the answer paper ready for submission. Two copies of the answer paper shall be submitted.
- Each candidate is responsible for ensuring that their answer paper is complete upon submission, and that it is submitted in the correct manner.

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

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

Answer papers shall consist of the individual or group's own assessments and analyses. Conversations with fellow students or other groups are nonetheless permitted.

- Special provisions for group-based work:
 - The permitted size of the group shall be stated in the course description.
 - In connection with group work, all members are responsible for the whole answer paper. Everyone who puts their name/candidate number on an answer paper must have participated in the group work and made an appropriate contribution to the preparation of the answer paper.

Permitted support material

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

General information about support material

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

Especially about written support material

If written support material is permitted during an assessment, this must be clearly stated in the course description. Both the support material and the category it belongs to must be stated there.

Written support material used in an assessment must be marked with the candidate's name.

NHH divides written support material into three different categories based on the degree of permitted processing:

- I -no processing (for example dictionaries)
- II -processing in accordance with established regulations
- III -all written support material and all processing permitted

Category I

In this category, no type of input or processing is permitted. The copy must be as "clean" as it was acquired.

This category includes, for example, dictionaries.

Electronic dictionaries are not permitted.

Category II

This category typically includes collections of laws, as well as special editions of laws and regulations, where processing is permitted as stipulated here:

- References to other permitted support material
- References to published court decisions
- Candidates are allowed to underline words or parts of sentences, and to use highlighters in multiple colours. Horizontal and vertical lines in the margin are permitted. Marking individual letters in the text to form words is not permitted.
- Errors in references in permitted support material may be corrected using correction fluid. Removing printed text from support material is not permitted.
- Indexing (tabs etc.) is permitted. Such tabs may only indicate the name or abbreviation of the act, the year, number or chapter headings exactly as they appear on the page that is indexed. Names of mathematical formulas are also permitted.

References should be given as follows:

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

Electronic devices do NOT fall into this category.

Category III

In this category, all written support material and all processing of these are permitted.

Electronic devices do NOT fall into this category.

Calculator

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

- If calculators are permitted, all calculators that CANNOT be used for wireless communication are permitted.

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

- Memory cards are not permitted and must be removed from the calculator before the start of the exam.
- Calculator user manuals are not permitted as support material.

4.1 Principles for assessment

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

4.2 Prerequisite knowledge and course approval

4.3 Deadlines for submission

4.4 Assessment forms, assessment arrangements and grade scales

- Exam questions are in Norwegian for courses taught in a Scandinavian language, and in English for courses taught in English, unless otherwise specified in the course description.
- Exam questions can be answered in Norwegian, English or a Scandinavian language unless otherwise specified in the course description.
- Assessment can take place individually or in groups. This will be specified in the course description.
- Verifiable assessment forms:
 - Written school exam: Written assessment held in premises designated by the institution, under the supervision of persons appointed by the institution. The assessment can be digital or on paper.
 - Home exam: Assignment to be completed during a stipulated time period, between the time it is distributed until the specified submission deadline.
 - Written work (semester papers, case work, project assignments, essays, master's thesis etc.) subject to a specified submission deadline.
- Non-verifiable assessment forms
 - Oral exams, presentations, participation: These are either used as independent assessment forms, as independently weighted parts of an assessment subject to grading, or as an adjusting oral test.
- Other assessment forms
 - Portfolio assessment: Assessment of work submitted throughout the course period, to be included in a portfolio.

- The Vice Rector for Academic Affairs decides whether letter grades or pass/fail shall be used for assessments.

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

The following qualitative descriptions apply to the grading system:

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

Grades are announced via Studentweb.

4.5 Assessment semester

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

4.6 Registration, deadline for withdrawal and applications for adaptation

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

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

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

Special adaptation of exams

- Students with functional impairments who have difficulties sitting exams can apply for special adaptation of exams to compensate for the disadvantages of their functional impairments.
- Both temporary and chronic conditions can constitute grounds for such adaptation.
- Special adaptation will be granted for all written school exams and individual home exams lasting 12 hours or less.
- Documentation must be issued by a doctor or other expert (for example speech therapist, psychologist etc.). The documentation must specify the measures required for the student to be assessed on equal terms. It must be signed and stamped by a doctor or expert and be dated in the same semester as the application is submitted. Speech therapist reports are exempt from the date rule.
- If the period of validity of the medical certificate is not specified by a doctor or other expert, special adaptation will be granted for one semester only.
- If a diagnosis is made or the condition deteriorates after the deadline, and this results in a need for special adaptation, the student must apply for acute adaptation as soon as possible. In such cases, the date on the documentation must be recent.
- Examples of adaptation include:
 - Extra time for exams, rest periods outside the exam venue, or time for breastfeeding
 - 10 minutes for each hour of the exam, maximum one hour in total.
 - A separate or smaller exam room
 - Use of a computer or other technical aids
 - Writing on paper on a digital exam
 - Writing assistance or other practical assistance
 - Larger font on the question paper
 - Audio file or reading assistance
 - Alternative assessment forms
- Students applying for forms of adaptation that are not listed above must specify what they need in their application. If the form of adaptation has not been offered before, the Office of Student and Academic Affairs will consider whether it is reasonable and practically possible.
- New forms of adaptation or very comprehensive measures cannot be granted if the application is received after the ordinary deadline.

- Students who are granted adaptation because of a chronic functional impairment must submit a new application when transferring to the master's degree programme. If the chronic condition was documented in the original application, the student does not have to submit documentation again.
- When extensive adaptation measures have been granted, for example a separate room and/or reading/writing assistance, the student must contact the Office of Student and Academic Affairs as soon as possible if he or she will be absent from the exam.
- Students with dyscalculia, dyslexia or other reading and writing difficulties may, on request, have confirmation of their diagnosis enclosed with their answer paper.
- Seasonal allergies in the spring semester are exempt from the deadline for application.
 - An application on the grounds of seasonal allergy will be considered as an application for acute adaptation.
 - The medical certificate must be dated no more than one week before the first exam, and the application must be submitted two working days before the exam at the latest.
 - Unless otherwise specified in the documentation, hay fever will constitute grounds for adaptation in the form of rest periods outside the exam venue.
- Students who are going on exchanges and need adaptation of tuition and/or assessment are responsible for notifying the host institution of such needs themselves. They must comply with the host institution's guidelines, deadlines and offers of adaptation.

4.7 Non-attendance and termination of assessment

Termination of assessment

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

4.8 Number of attempts

4.9 Special deadlines for announcing grades

Chapter 5 – Cheating

5.1 Cheating

- Unlawful collaboration in connection with assignments is not permitted. An assignment shall be the individual candidate or group's independent work.

- Only publicly available information can be used as sources. This means books, articles or other material available to the public from libraries, public archives or online. All sources must be stated, and the rules for source referencing must be complied with. Guidelines for references are available from the library portal: <http://sokogskriv.no>.

5.2 Criterion of liability and sanctions

Chapter 6 – Requirements for degrees

6.1 Requirement for institutional affiliation

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

6.3 The master’s thesis – the independent work

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

Chapter 7 – Diplomas and transcripts of grades

7.1 Diplomas

BSc Programme in Economics and Business Administration

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

MSc Programme in Economics and Business Administration

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

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

7.2 Transcripts of grades

Chapter 8 – Concluding provisions

8.1 Entry into force

Change log:

Date	Comment	Who
13 Sept. 2024	Issued	Stig Tenold