

# REGULATIONS ON ADMISSION, PROGRAMMES AND FINAL EXAMS AT

## Norges grønne fagskole – Veia

Established by the Vocational College Board at Norges grønne fagskole-Veia December 8<sup>th</sup>, 2017 pursuant to Act of June 20<sup>th</sup> 2003 no. 56 on vocational training. Last modified June 8<sup>th</sup> 2018, entered into force July 1<sup>st</sup> 2018 and January 1<sup>st</sup> 2019.

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## Chapter 1: General conditions

### **§ 1-1 Ambit**

- (1) The regulations concern admission, programmes and exam at Norges grønne fagskole – Veia
- (2) The regulations apply
  - Applicants to programmes at Norges grønne fagskole – Veia
  - People who have admission and status as students at Norges grønne fagskole
  - Veia

### **§ 1-2 Definitions**

**Subject:** Collection of topics which constitutes the least entity on the grading scale in any education. The subject is measured in credit points.

**Vocational college points:** Measure of workload on any study. 60 vocational college points are equivalent to one-year full-time study.

**Learning outcome:** Description of knowledge, skills and general competence achieved by the student after completed subject or education.

**Censorship:** Final assessment of the student's knowledge, skills and general competence.

**Study plan:** An overall plan describing the content and structure of the education, expected learning outcome, learning- and assessment methods and mandatory work requirements.

**Work requirements:** Work which in accordance to study plan must be approved for the student to be assessed in the subject. All work requirements must be approved prior to the exams.

## Chapter 2: Admission

Established pursuant to § 4 Law on Vocational Education.

### **§ 2.1 Formal admission criteria**

Completed and passed upper secondary education, apprentice/ Diploma / Craft certificate in current subject area cf. study plan for each vocational study programme.

### **§ 2-2 Admission based on professional competence**

If applicant does not meet with formal admission requirement for vocational education and is above the age of 23 years, it is possible to apply for admission based on professional competence cf. Norges grønne fagskole – Veia's guidelines. These are stated on Veia's homepage.

Admission based on professional competence implies all competence acquired through formal, non-formal or informal learning. Admission based on professional competence will be assessed in accordance with the formal admission requirement.

- (1) The applicant must be above the age of 23 years to be assessed based on professional competence. Professional practice must be relevant to the applied study programme and can be achieved by work- or community life, voluntary sector, education, courses or other. Relevant education may constitute up to two of these all together five years.
- (2) If needed, an admission test may be executed for admission to vocational studies. Reference is made to the relevant study plan for more information on admission and assessment.
- (3) Applicants who seek admission based on professional competence, will upon inquiry, be guided through this process.
- (4) Applicants possessing education from countries outside Norway may apply admission based on professional competence.
- (5) Admission to the vocational college based on professional competence is conducted by Norges grønne fagskole – Veia.

### ***§ 2-3 Conditional admission***

Applicants may apply for a study programme prior to required diploma/craft certificate for the programme in question is issued. These applicants are admitted provided valid documentation of education is presented after hand.

When the applicant presents valid documentation on passed education, he/she is formally admitted.

The applicant retains a seat for three weeks from exam results are published, to have ample time to present the results from passed exam. In cases where Veia doesn't receive documentation on passed exam within the time limit, the seat will be passed on to the next applicant on the reservation list.

### ***§ 2-4 Rating and quotation***

Criteria for ranking by formal admission requirements:

1. Applicants with relevant practice of at least 6 months, surpass applicants without.
2. Applicants equated by pt.1 are ranked by grade.

Ranking of applicants based on professional competence:

1. Applicants with the longest and relevant practice surpass others.

### ***§ 2-5 Application***

- (1) Applications to programmes at Norges grønne fagskole – Veia are made through the application web within deadline. For more information, see Veia's homepage. The application web is open after deadline and continuous recording is made for applicants who meet the criteria until start of the programme.
- (2) Decisions on admission to all programmes at the vocational college are made by the Board or whom it authorizes.

- (3) Applications concerning admission on vocational programmes are received and registered by the study administration at Veia. Digital confirmation of received application is automatically sent to the applicant within one week of receiving the application.
- (4) Applicants receive answer to their application within 2 weeks after deadline of application. Applications received after deadline are processed consecutively and reply can be expected immediately after the process is completed.
- (5) Applicants who are permitted access to programmes at Norges grønne fagskole – Veia may apply for leave of absence from study if there is a weighty reason for this. Students granted leave of absence hold their place until the next ordinary start of the same programme.
- (6) Decisions concerning admission are to be considered a single decision and may be appealed. See Chapter 4 Appeal procedure.

### **§ 2-6 Exemptions and entry**

- (1) A student may apply for exemption of subjects when documentation of prior completed and passed subjects of an equivalent or higher level can be presented. Exemptions and entry must be applied for using proper form addressed to the study administration three weeks into start of study at the latest.  
Approved documentation of scope and content of the applied study programme cf. proper form, must be attached.
- (2) If a student has completed parts of a programme at another place of study, he/she may apply for entry at Veia's vocational programmes. The education must meet the academic criteria of the subjects in question.
- (3) The basic assessment of exemption and entry is the learning outcome descriptions of the programme or the relevant subject and study points, or other assessment of scope, level and work load. The learning outcome description must be related to the competence for which the application is made.
- (4) Students who can document relevant professional experience may be given exemption based on prior learning assessment concerning the learning outcomes descriptions of the programme in question.
- (5) Decisions on exemptions and entry are made by the Board or whom it authorizes.
- (6) Decisions concerning exemptions and entry is to be considered as a single decision and may be appealed. See Chapter 4 Appeal procedure.

### **§ 2-7 Assessment of suitability**

- (1) The vocational college will assess if the student of the programme in question is suited for the profession. The assessment will take place throughout the programme.
- (2) The diploma for completed and passed education presupposes that the student is suited for the profession.
- (3) In cases where a student is considered not suited for the profession, he/she may be excluded from vocational education as a result of this. This decision can only be made

by the local complaints committee. In matters concerning suitability or exclusion, the student has the right to pronounce himself.

- (4) Decisions concerning the student not suited for the programme may be appealed to the National Appeals Board for Vocational Education. See Chapter 4 Appeal procedure.

## Chapter 3: Final assessment, exam, censorship

Established pursuant to § 6, §7 and § 8 Law on Vocational Education.

### **§ 3-1 Assessment of the exam**

1. The Vocational College Board ensures that the student's knowledge, skills and general competence are tested and assessed in an impartial and properly manner. The assessment shall ensure the academic level of the relevant education. There will be an external evaluation of the assessment.
2. The Vocational college Board or whom it authorizes, appoints censor at exams, tests, assessments of assignments or other work when the result is included on the diploma or is part of grade of the education.
3. Censorship will be presented within three weeks unless specific reasons make it necessary to extend this time limit. The Board may make exemptions concerning single exams and may decide on a longer dead line if impossible to obtain qualified censors to conduct censorship within three weeks.
4. At least one censor will be external in assessment of the final exam.
5. In cases of new censorship, one or several censors will be appointed by the Vocational college Board or whom it authorizes. See Chapter 4 Appeal procedure.

### **§ 3-2 Exams and assessment**

Norges grønne fagskole – Veia may use following ways of assessment and exams, separately or in combination, as described in each separate study plan; supervised written exam, oral exam, portfolio examination, written home examination, skill tests, laboratory exercises, project work, practice or oral presentations.

### **§ 3-3 Grading system**

When assessing work requirement and exams at Norges grønne fagskole – Veia, following terms are used; passed/not passed, or grades where A-E is passed, and F is not passed. Lowest grad for passed exam is E.

Symbol	Term	General, non-subject description of assessment criteria
A	Excellent	Excellent presentation, clearly outstanding. The candidate demonstrates excellent assessment skills and a high degree of autonomy.
B	Very Good	Very good presentation. The candidate shows a certain degree of autonomy.
C	Good	Good presentation that is satisfactory in most areas. The candidate shows good judgment and autonomy in the most important areas.

D	Satisfactory	A satisfactory presentation with some essential lacking areas. The candidate shows a certain degree of good judgment and autonomy.
E	Sufficient	The presentation meets the minimum requirements. The candidate shows judgment and autonomy to a certain degree.
F	Fail	Failed presentation that does not meet the minimum academic requirements. The candidate shows both an absence of both ability and autonomy.

### **§ 3-4 Assessment of subject**

- (1) In each subject an assessment is made of the student's learning outcome. This is an overall assessment of knowledge, skills and competence in general achieved by the student in the relevant subject.  
The basis and criteria of assessment is described in each study plan.
- (2) The final assessment of the student's achievement in the subject is made by the subject's teacher.
- (3) In cases where a student fails to pass a subject, the subject must be conducted again. This will take place in accordance with the subject's implementation rate.
- (4) If a student interrupts a practice period without documented reason, it will be regarded as not passed.
- (5) In cases where the practice period is not passed, the student is entitled to a facilitated period one (1) more time. If the same practice period is regarded as not passed a second time, the place of study is lost.
- (6) All final assessment in a subject may be appealed. The appeal is addressed to the study administration and the Board, or whom it authorizes. See Chapter 4 Appeal procedure.

### **§ 3-5 Conditions for attending exam**

- (1) A student may attend exam if the assessments in all subjects in relevant study have been passed.
- (2) Students who are admitted to a study are automatically registered for exam.
- (3) In order to be admitted for exam, the student must have paid tuition fee within dead line.

**§ 3-6 Number of attempts at exam.**

- (1) A student has the right to three attempts at the same exam. If a student fails to attend exam without documented reason, it is considered as one attempt.

**§ 3-7 Absence and withdrawal from examinations**

- (1) A student who fails to turn up for examination due to illness or other reason, must notify the college immediately.
- (2) It is considered as legal absence if illness or other important reason of absence is documented. Documentation of absence must be handed school within four workdays after exam has commenced.
- (3) Students who need to withdraw from an exam they are registered for, must do so minimum one month prior to examination date. It is regarded as attempt on exam if withdrawal is made less than a month before the examination date.  
Pull dead line applies for all types of exams at the vocational college.

**§ 3-8 Postponed exam and exam of improvement**

- (1) In cases where a student fails to pass an exam or has submitted documented leave of absence at a regular exam, it is possible to sit the exam again the next time it is conducted, free of charge. If the student doesn't make use of this opportunity, an exam fee will be charged at an eventual new examination.
- (2) If a student wish to improve an exam grade, it is possible by applying for the next examination period. An examination fee must be paid prior to the examination.  
Exam of improvement can only be conducted once and presupposes up to three attempts. Grade of the last attempt on exam of improvement will be applicable.
- (3) If a student wish to sign up for a new exam, it must be done three weeks prior at the latest.

**§ 3-9 Facilitated examination**

- (1) Students who are entitled to a facilitated exam must apply three weeks prior at the latest. Students in acute need of a special examination arrangement must apply as soon as the situation occurs.
- (2) Special examination arrangement applies for students with disabilities.
- (3) The application must provide documentation from expert body in addition to a description of special needs during the examination.
- (4) Students with dyslexia or other reading/writing issues, or students with other first languages than Norwegian, may on request attach an anonymous attestation to the examination paper to confirm this.
- (5) Facilitated examination must meet the same professional requirements as the ordinary examination.

- (6) It is the Vocational College Board or whom it authorizes which makes decisions concerning facilitated examination. The decision is a single decision and may be appealed. See Chapter 4 Appeal procedure.

### **§ 3-10 Censorship**

- (1) The Vocational College Board or whom it authorizes is responsible for the appointment of censors concerning assignments which is part of a grade on the diploma.
- (2) To make sure impartiality, professional relevance and suitability of the assessment, there will be two censors, where one is external, to assess the competence of the student at time of exam.
- (3) The censorship of the exam is conducted by the external and internal censor in cooperation. If there is dissensus concerning the grade, external censor decides the outcome.
- (4) Censorship will be presented within three weeks after submitted exam.
- (5) External censor must possess relevant formal background in field of study.
- (6) Decision on censorship may be appealed. See Chapter 4 Appeal procedure.

## Chapter 4: Appeal procedure

Established pursuant to § 13 Law on Vocational Education.

Appeals are addressed to the body which has made the decision and must be sent to the student administration at the vocational college. The first instance of appeal may repeal or alter decision to the benefit of the complainant.

In cases where the appeal is not complied, the appeal will automatically pass on to the Appeals Body. This is a second body than the one which made the initial decision. The decision from the second body is final. In a case of appeal there will always be given justification for the decision, cf. Section 24, second paragraph.

### **§ 4-1 Appeals procedure and appeals body**

- (1) National Board of Appeal process appeals on single decisions cf. §9 *Cancellation of examination*, §10 *Exclusion and expulsion*, §11 *Assessment of suitability* and §12 *Requirements of police attestation* according to Law on Vocational College Education.
- (2) The Vocational school Board appoints a local appeal board.
- (3) The Local Appeals Body at Norges grønne fagskole – Veia process other appeals on individual decisions pursuant to this regulation.
- (4) The Local Appeals Body consists of five members each with personal deputies. Reference is made to the guideline for the Local Appeals Body, which can be found on the college's website. The leader and personal deputy must fulfill the statutory requirements of the high court judge.  
The leader and its deputy member must not be employed at the vocational college. Two of the members must be students.
- (5) The Appeals Body constitutes a quorum when the leader or its personal deputy and two other members of the Board are present.
- (6) Single decisions made by the National and Local Appeals Body cannot be appealed.

- (7) Apart from student representatives and their deputies who are appointed for one year, members of the Appeals Body are appointed for four years at the time.

#### **§ 4-2 Appeals on admission, exemption, entry and facilitated exam**

- (1) Decisions on admission, exemption, entry and facilitated exam are single decisions and may be appealed to the Local Appeals Body which makes final decision in each case.
- (2) Appeals must be submitted in writing to the study administration at the vocational school within 3 weeks after the decision has reached the relevant party.

#### **§ 4-3 Appeals concerning formal errors at examination**

- (1) Students who have sat an exam or by other work been graded, may appeal formal errors within three weeks after the student is familiar with the circumstances which are the basis of the appeal. The appeal must be submitted in writing to the study administration at the vocational college.
- (2) The censorship must be repealed if formal errors have been committed that may have influenced the student's performance or the assessment of this. New censorship is made if the error can be corrected by a new censorship of the submitted work. If this is not the case, a new exam will be conducted with a new censor. Grade given by new censorship may be appealed in accordance with the provisions of Law on Vocational Education §8.
- (3) In cases where a justification of a grade or an appeal about the grade has been submitted, the appeal deadline runs from the student has received the justification, or the final decision of the appeal is published.
- (4) The vocational college or the Appeal Body may decide on a second censorship, or a new examination if formal errors have been made that may have influenced on one or several students' performance or the assessment of this.
- (5) The Local Appeal Body is the appellate authority for decisions pursuant to this paragraph.

#### **§ 4-4 Entitlement to justification and appeal of exam censorship**

- (1) The student is entitled to justification of the grade. At oral exams or grading of practical skills, demands of justification must be submitted immediately after the grade has been announced.

If the grade has been published electronically and the student require justification accordingly, the demand of justification must be submitted within a week from the grade has been announced. In other ways of announcement of the grade, demands of justification must be made within a week from the grade was announced, yet less than three weeks from the date of announcement.

- (2) Justification must be responded within two weeks after the student's request. In cases where this is impossible, the student must be made aware and get information on when this can be expected.  
The justification must contain the general principles that are the basis for the evaluation and of the student's achievement. The justification may be given orally or in

writing.

- (3) If written guidelines have been given for the assessment, these shall be available to the students after the grade is determined.
- (4) A student may in writing appeal the grade within three weeks after it has been announced. A new censorship will then be conducted. In cases concerning new censorship, the censors will not be made aware of the present grade, the original justification for this or the student's grounds of appeal.  
If there is a claim for justification or an appeal concerning formal errors, the deadline for appeals pursuant to this section will be valid from the student has received the justification or the final decision of the appeal is available.
- (5) Changes can be done both favorable and unfavorable to appellant. If the final grade is made based on both written and oral test and the grade is altered after new censorship of the written part of the exam, new oral examination is conducted concerning determination of the grade.
- (6) Assessment of oral- and practical examinations which, by their nature, cannot be verified, are exempted appeals.
- (7) Grading by new censorship cannot by this section be appealed.
- (8) Reference is made to Law on Vocational Education §8.

#### **§ 4-5 Right to appeal censorship of work requirements**

- (1) In cases of appeal on work requirements, the Vocational College Board or whom it authorized appoints a new professional for assessment of the work requirement. The assessment of the new professional is final and cannot be appealed.
- (2) In cases where an appeal on a work requirement is not completed within the date of exam, the student can attend exam. A prerequisite for having the examination assessed, is that the appeal on the work requirement is granted.

## Chapter 5: Cancellation of exam, exclusion and expulsion

Established pursuant to § 9 and § 10 Law on Vocational Education.

#### **§ 5-1 Cancellation of exam etc.**

- (1) The Vocational College Board or whom it authorizes may cancel the result of an exam, test or other work assessed by grade if a student has been granted access by using a fake diploma, other false documents or other forms of dishonest conduct.  
The same applies concerning the approval of a subject in which a student on a correspondingly unfair basis has been allowed to participate. The Board may cancel the result of an exam, test etc. or the approval of a subject if a student intentionally cheated or willfully attempted to cheat in connection with examinations, tests etc. or during the execution of the subject.
- (2) The Board may cancel exemptions or adaptation of education and competencies that a student has obtained by using false certificate, false documents or other forms of dishonest conduct.
- (3) Decisions concerning annulment under the first and second paragraphs may be appealed by the student to the National Appeal Board for Vocational Education.

- (4) The admission to annulment is not obsolete.
- (5) In cases where a decision on annulment is made, any diplomas or transcripts of grades must be returned to the vocational school. A final decision on annulment after the first or second paragraph in the Enforcement Act, Ch. 13, constitutes grounds for enforcement.

### **§ 5-2 Cheating and plagiarism**

- (1) It is considered as attempt on cheating if a student willfully acts in violation to regulations and guidelines for examination and assessment.
- (2) Cheating may be:
  - a) Use of means other than what is allowed during examination
  - b) Publish work of others as their own.
  - c) Cite sources without attribution.
- (3) If suspicion of cheating or attempts of this arises during examination, the student will immediately be made aware that it will be reported. This also applies for students who seek to assist. The student may consequently choose to sit or cancel the exam.

### **§ 5-3 Exclusion and expulsion**

- (1) A student may be expelled from college up to a year, if he/she despite written warning by the vocational college continuously acts in a disruptive manner to other students or the school in general. This warrants a resolution from the Local Appeals Board. If the student despite written warning from the college doesn't comply with a decision on expulsion, the Local Appeals Board may decide to exclude the student from education up to one year.
- (2) If a student has caused danger to life or health or has acted grossly immoral to someone the student has met during tuition or practice, The Local Appeals Board may decide on exclusion up to three years.
- (3) In cases where a student has used a fake diploma, other false documents or other forms of dishonest conduct as stated in §9 first and second paragraphs or has cheated or attempted cheating as stated in §9 first paragraph, third punctuation mark, The Local Appeals Board may decide on exclusion from all education at the vocational college. The right to attend examination is deprived up to one year. The same applies for a student who has deliberately contributed.
- (4) The student has the right to pronounce himself prior to decisions are made in cases of expulsion and exclusion. The decision may be appealed to the National Board of Appeals.

## **Chapter 6: Documentation**

Established pursuant to § 5 Law on Vocational Education and § 2 Regulations of Vocational Education.

### **§ 6-1 Diploma**

- (1) The vocational college issues diploma after completed and passed vocational

education.

- (2) In cases where a student has not completed the vocational education, he/she may request a transcript that shows passed exams and tests and other assessments the student has received.
- (3) The diploma must include the subjects included in the education and it will state the scope of study points, subject area, specialization, examination grade and title.
- (4) The diploma describes the subjects and overall learning outcomes according to NKR (Norwegian Qualifications Framework).  
Distinction is made between vocational school 1, at level 5 for programmes with normed length up to one year and vocational school 2 level 5 for programmes with normed length of two years.
- (5) One diploma is issued per candidate. In special cases where it can be documented that the diploma is lost, a new diploma may be issued. Each page is stamped "DUPLICATE". If the candidate improves grades included in the diploma, this is documented through a grade transcript.

### **§ 6-2 Affiliation requirements for issuing of diplomas**

For a vocational college to be able to issue diplomas or other documentation for completed education, at least 30 of the credit points that are to be included in the calculation basis must be completed at the vocational school.

Usually it is the last vocational college that the student attended before completing the education programme, which is responsible for issuing the diploma. In the case of admission between vocational colleges, special arrangements shall be agreed between the relevant vocational colleges prior to the issue of the diploma.

## Chapter 7: Entry into force and termination

- (1) This regulation will enter into force as of December 8<sup>th</sup> 2017
- (2) At the same date, the regulations for vocational college students at Norges grønne fagskole – Vea, are repealed.
- (3) This regulation is revised by the Vocational College Board at Norges grønne fagskole-Vea February 22<sup>th</sup> 2019