

Regulations for admission, studies and examinations at MF Norwegian School of Theology, Religion and Society (MF)

This document is a translation of a legally binding document originally written in Norwegian ([Lovdata](#)). If a dispute arises as to the interpretation of this document, the Norwegian version takes precedence.

Chapter Overview

Chapter 1. Scope of application	2
Chapter 2. Admissions	2
Chapter 3. Degrees	8
Chapter 4. Content of the programme	9
Chapter 5. Right to study and leave of absence	11
Chapter 6. Conditions for being able to take the exam	14
Chapter 7. Practical training in professional education	16
Chapter 8. Forms of examination. Grading system	17
Chapter 9. Organization of exams. Withdrawal from exams.....	19
Chapter 10. Censorship and cheating.....	21
Chapter 11. Diplomas and documentation of results	23
Chapter 12. Final provisions	24

Chapter 1. Scope of application

§ 1-1. Scope of application

(1) The Regulations apply to admission, studies and examinations at MF Norwegian School of Theology, Religion and Society (MF).

(2) Regulations No. 13 of 6 January 2017 on higher education [apply to admission to undergraduate education](#). Basic education means education that is normally based on upper secondary education, and that does not build on or have other higher education as part of the admission requirements.

(3) The regulations also apply to the training component of the PhD programmes, insofar as this is not in conflict with Chapter 13 of the Universities and University Colleges Act and [Regulations No. 645 of 5 June 2012 for the degree of Philosophiae Doctor \(PhD\) at MF Norwegian School of Theology, Religion and Society](#).

(4) If the regulations should be in conflict with national framework plans, the provisions of the national framework plan apply.

Chapter 2. Admissions

§ 2-1. Admission quota

The board sets the annual quota for admission for each study programme.

§ 2-2. Requirements for admission to master's programmes of 120 credits

(1) Admission to a master's programme of 120 credits requires a completed bachelor's degree or equivalent education as mentioned in § 2-6, second paragraph, of the Regulations relating to Universities and University Colleges.

(2) To be admitted, a specialisation in a course or course group of at least 80 credits within a subject area that is relevant to the master's degree is required. Alternatively, the applicant must have a comprehensive vocational or profession-oriented education of at least 120 credits within the subject area of the master's degree.

(3) The individual programme description may require a weighted grade point average of C or better from all or part of the courses that are the basis for admission. Other minimum academic requirements may also be set for admission to the individual study programme.

§ 2-3. Requirements for admission to an experience-based master's programme of 90 or 120 credits

(1) Admission to an experience-based master's programme of 90 or 120 credits requires a completed bachelor's degree or equivalent education as mentioned in § 2-7, second paragraph, of the

Regulations relating to Universities and University Colleges. In addition, a minimum of 2 years of relevant work experience is required. MF determines what constitutes relevant work experience.

(2) The individual programme description may stipulate other minimum academic requirements for admission to the study programme.

§ 2-4. Requirements for Admission to Practical Theological Education (PRATEOL)

For admission to practical theological education, one of the following grounds is required:

- a. Senior cand.theol. degree without practical training
- b. The requirements set by the Church of Norway in the Service Scheme with qualification requirements for parish priests.

§ 2-5. Requirements for admission to practical pedagogical education (PPU)

For admission to practical pedagogical education (PPU), § 6 of the Regulations of 4 July 2025 no. 1771 on the Framework Plan for Practical Pedagogical Education applies. The programme description stipulates a requirement for one or more teaching subjects of 60 credits to be included in the basis for admission.

§ 2-6. Requirements for admission upon recognition after the first year of study in multi-year professional education

In the case of recognition admission after the first year of study to multi-year professional education, the admission requirements set out in the Regulations No. 13 of 6 January 2017 on admission to higher education apply. The applicant's education that is to provide grounds for exemption must be approved pursuant to §§ 9-1, 9-2, 9-3 or 9-5 of the Universities and University Colleges Act.

§ 2-7. Requirements for admission to other study programmes

(1) Admission requirements for undergraduate education at bachelor's level follow from Regulations No. 13 of 6 January 2017 on admission to higher education. For bachelor's degree programmes that are based on undergraduate education, additional requirements for admission may be stipulated in the individual course description or programme description. For decentralised education and part-time education, §§ 4-11 of the Regulations relating to Admission to Higher Education applies.

(2) For admission to individual courses, the general requirements for admission to the programme to which the course belongs apply. In addition, the individual course description may require prior knowledge in order to be able to choose the course. For courses that do not belong to a study programme, separate admission requirements are stipulated in the course description. MF decides which courses are offered as individual courses.

§ 2-8. Requirements for subsistence for applicants with citizenship from countries outside the EU/EEA and Switzerland

Applicants who have citizenship from countries outside the EU/EEA and Switzerland at the end of the application deadline must document that they have sufficient finances for residence in Norway; cf. § 58 of the Immigration Act, in order to be admitted. The documentation must be a financing certificate or similar.

§ 2-9. Language requirements for applicants with foreign education from countries outside the Nordic region

(1) Applicants with education from countries outside the Nordic countries must document that they meet the requirements for Norwegian and English language skills stipulated in Regulations No. 13 of 6 January 2017 on admission to higher education.

(2) For admission to studies at master's level, the individual programme description may stipulate higher requirements for English proficiency than those set out in the first subsection.

§ 2-10. Calculation of grade point average

(1) The grades in all courses that meet the requirement for academic specialisation shall normally be used as a basis for calculating grade point averages.

(2) Courses with a graded grading scale shall be used as a basis for calculating the grade point average if these constitute at least 2/3 of the basis that qualifies for admission.

(3) If less than 2/3 of the admission basis consists of a graded grading scale, the average grade is calculated individually. The same applies if at least 1/3 of the admission basis consists of courses from foreign education.

(4) If the applicant fulfils the admission requirements in several ways, the basis for which the highest grade point average is given shall be used as a basis for the calculation.

(5) For courses assessed with Norwegian letter grades, the following numerical values shall be used when calculating the average grade: A = 5, B = 4, C = 3, D = 2 and E = 1. Each letter grade is replaced with the corresponding numerical value. The relevant numerical value is then multiplied by the course's credits. The products resulting from this calculation are summed up. The sum is divided by the total number of credits included in the calculation basis. The calculated result is rounded according to ordinary rounding rules and is given to two decimal places.

§ 2-11. Ranking of applicants

(1) If there are more qualified applicants than the number of study places, the applicants shall be ranked according to the highest score from the education included in the admission basis. Additional points may be awarded for other higher education. Where there is a requirement for professional practice, additional points may also be awarded for relevant professional practice.

(2) In exceptional cases, separate ranking criteria may be stipulated in the individual course or programme description for qualified applicants.

(3) If an applicant has several ranking bases, the point calculation that gives the highest ranking shall be used.

(4) In the event of a tie, it shall first be considered whether it is possible to admit everyone with the same score. The applicants are then ranked by lot.

(5) Qualified applicants with a basis for admission that cannot be scored are ranked in relation to applicants calculated on the basis of an individual discretionary assessment. To be offered admission, equivalent skills and knowledge are required with applicants who are offered admission according to ranking on the basis of point calculation.

(6) When all qualified applicants who have applied within the ordinary deadline have received an offer of a study place, the studies may be advertised again with vacant study places. Eligible applicants may be offered admission without regard to ranking.

§ 2-12. *Ranking of applicants for practical pedagogical education (PPU)*

(1) When ranking, the grades in the courses where MF offers subject didactics shall be used as a basis for calculating the score.

(2) In the event of a tie in points pursuant to the first subsection, applicants are ranked according to the degree obtained, so that the PhD degree is ranked above the master's degree, and the master's degree is ranked above the bachelor's degree.

(3) If there are applicants who are equal according to the ranking above, admission is decided by lot.

§ 2-13. *Deadline for determining admission requirements*

The admission requirements must be available no later than when the study programme is announced.

§ 2-14. *Organization of the recording*

The rector is responsible for admission to programmes at MF, with the exception of admissions that take place through the Norwegian Universities and Colleges Admissions Service.

§ 2-15. *Admissions committees*

Study programmes that have local admissions may have an admissions committee. The committee is appointed by the rector and processes applications where there is doubt as to whether the applicant is qualified, or about how the ranking of applicants should be made.

§ 2-16. *Application deadlines*

For studies where admission is organised through the Norwegian Universities and Colleges Admission Service, the stipulated national application deadlines apply. For other studies, the Rector sets the application deadlines.

§ 2-17. *Application processing and documentation*

(1) The applicant must submit an application for admission in the prescribed manner and within the stipulated deadline.

(2) All information relevant to the application must be documented before the application deadline. The applicant is obliged to stay informed about what documentation is necessary for the application to be processed.

§ 2-18. *Documentation control*

The student may be required to present the original version of the documents on which the admission is based. If the documents are not submitted within the deadline set for this, the student's Application may be rejected and the decision on admission revoked.

§ 2-19. *Conditional offer*

(1) MF may make a conditional offer of a study place to applicants who complete qualifying education in the semester of application. It is a prerequisite for admission that the applicant documents that the admission requirements have been met by a specified deadline.

(2) MF does not normally provide conditional offers to applicants with citizenship from countries outside the EU/EEA and Switzerland or applicants who do not meet the relevant language requirements for Norwegian and/or English.

§ 2-20. *Conditional admission*

(1) MF may grant conditional admission to master's programmes and postgraduate studies at higher degree level to applicants who lack up to 20 credits if there are circumstances beyond the applicant's control that have contributed to the examination included in the admission requirements not being taken or graded.

(2) It is a prerequisite for conditional admission that missing examinations have been taken and passed within a specified deadline. If required, the applicant must also have a weighted grade point average of C or better.

(3) MF does not normally grant conditional admission to applicants who do not meet the language requirements for Norwegian and/or English, or who do not meet the requirements for academic specialization in accordance with the admission requirements.

(4) MF does not grant conditional admission to applicants for individual courses or to applicants who are assessed on the basis of prior learning.

(5) Students who take examinations in courses within studies to which they have been granted conditional admission are not given credit in credits until the conditions for admission are met.

§ 2-21. *Reservation of study place*

(1) Applicants who have accepted studies with a scope of at least 60 credits may be granted a place to study in the event of compulsory service pursuant to § 17 of the Defence Act, in connection with the birth and care of a child, or when there are other special reasons.

(2) Rejection of a residence permit for studies (study permit) is normally not accepted as a basis for reserving a study place.

(3) As a general rule, a study place can be reserved for one year, or until the next ordinary admission to the programme. The right of reservation lapses if the study programme in question is discontinued.

(4) The application must be justified and sent to MF by 1 August in the autumn semester and 2 January in the spring semester. Relevant documentation must be attached to the application.

(5) Applicants who have been granted a reserved place must reapply for admission within the application deadline in the year or semester for which they have been reserved.

(6) For the reservation of a study place allocated through the Norwegian Universities and Colleges Admission Service, the Norwegian Universities and Colleges Admissions Service's provisions apply to this.

(7) Information that cannot be documented by the application deadline must be documented in accordance with the stipulated deadlines.

(8) The applicant must state in the application what documentation, if any, will be sent afterwards.

§ 2-22. *Exemption provisions*

(1) Students who are considered for admission through scholarship schemes may be admitted to study programmes without regard to application deadlines and ranking regulations.

(2) The board may deviate from the provisions of this chapter when entering into a cooperation agreement on a joint degree, unless otherwise provided for in national legislation.

Chapter 3. Degrees

§ 3-1. *Degrees*

- (1) MF may award degrees in accordance with Appendix 1 to the Regulations on Universities and University Colleges.
- (2) §§ 2-5 to 2-9 and § 2-11 of the Regulations relating to the Universities and University Colleges apply to the degree requirements. In addition, §§ 3-2 to 3-5 of these regulations apply.
- (3) § 11-12, second paragraph, of the Universities and University Colleges Act and § 2-16 of the Regulations relating to Universities and University Colleges apply to requirements for affiliation with MF.
- (4) § 2-17 of the Regulations on Universities and University Colleges applies to claims for the award of several degrees on partly the same basis.

§ 3-2. *Bachelorgrad*

- (1) The Bachelor's degree is awarded for three-year programmes with a scope of 180 credits, in one of the following courses of study:
- a. A study programme with a scope of 180 credits, with a specialisation of at least 80 credits within a subject area, which, according to the programme description, gives a bachelor's degree
 - b. A freely composed bachelor's degree with a scope of 180 credits, with a specialization unit of at least 80 credits within one of MF's subject areas
- (2) The bachelor's degree must include the courses examen philosophicum (10 credits) and examen facultatum (10 credits). Exceptions may be made in the individual programme descriptions from the requirement for examen facultatum. No exceptions can be made from the requirement for examen facultatum for the freely composed bachelor's degree.
- (3) The specialisation unit must contain at least 30 credits at specialisation level (2000 level or higher).
- (4) A freely composed bachelor's degree must also include 40 credits (supporting subjects) in a subject area that is different from the specialisation in the 80 group.
- (5) The specialisation unit may include a bachelor's thesis or other independent work with a scope of up to 30 credits. The topic must be within the subject area of the specialization.
- (6) The individual programme description contains more detailed requirements for the composition and content of the bachelor's degree.

§ 3-3. Master's degree

(1) The degree master is awarded for

- a. Master's degree with a scope of 120 credits
- b. experience-based master's degree with a scope of 90 or 120 credits
- c. integrated master's degree with a scope of 300 credits

(2) The individual programme description contains more detailed requirements for the composition and content of the master's degree.

§ 3-4. The degree *candidata/candidatus theologiae (cand.theol.)*

(1) The degree *candidata/candidatus theologiae (cand.theol.)* shall include courses with a scope of 360 credits covering all the main disciplines of theology.

(2) Examen philosophicum (10 credits) and examen facultatum (10 credits) shall be included in the basis for the degree.

(3) The programme description specifies more detailed requirements for the composition and content of the *cand.theol.* degree.

§ 3-5. Joint degrees

For joint degrees at master's level, at least 30 of the credits included in the basis for the degree are generally required to have been completed at MF.

Chapter 4. Content of the programme

§ 4-1. Study plan

(1) All study programmes and study programmes with a scope of at least 30 credits that consist of several courses must have a programme description that describes the academic content and learning outcomes of the study programme. The programme description must describe the admission requirements and structure. Information must be provided about any opportunities for part-time studies abroad. More detailed requirements for the content of the programme description are set out in the System for Quality of Education at MF Norwegian School of Theology, Religion and Society (MF).

(2) The content of the programme description must be predictable and ensure that students who follow the nominal study progression are not delayed as a result of changes. To ensure this, transitional arrangements must be prepared for students who have started their studies before the relevant changes in the programme description have entered into force, if necessary.

§ 4-2. Course description

All courses must have a course description that describes the academic content and learning outcomes of the course. It must be stated whether the course is offered at bachelor's, master's or PhD level. The course description must provide information about the learning methods, language of instruction, compulsory activities, forms of assessment and grading that are used. MF must inform about any entry requirements as well as credit reductions in the event of overlap between courses. More detailed requirements for the content of the course description are set out in the System for Quality of Education at MF Norwegian School of Theology, Religion and Society (MF).

§ 4-3. Course name and level classification

All courses must have codes that consist of letters and numbers. The letters indicate the subject area, and the first number in the number code indicates the academic level of the course. Letter and number codes for introductory and specialization courses at bachelor's and master's level, respectively, are stated in the System for Quality of Education at MF Norwegian School of Theology, Religion and Society (MF).

§ 4-4. Quality assurance of the study programme

For accreditation and quality assurance of the study programme, the System for Quality of Education at MF Norwegian School of Theology, Religion and Society (MF) applies.

§ 4-5. Education plan

(1) Students who have been admitted to studies with a scope of 60 credits or more must have an individual education plan. The education plan must be designed in accordance with the structure of the study plan and set up so that the student is able to complete the planned study within the nominal time. MF may decide that students on studies with a scope of less than 60 credits must also have an education plan. [§ 11-3 of the Universities and University Colleges Act](#) applies to the more detailed content of the education plan.

(2) The education plan must be confirmed by the student each semester to be valid.

(3) The education plan can be changed by agreement between MF and the student.

§ 4-6. Professional recognition

(1) Chapter 9 of the Universities and University Colleges Act [applies to academic recognition of external education and competence](#). The student can apply for academic recognition of education taken at MF, according to the same rules.

(2) The diploma must state whether academic recognition has been given for external examinations and courses.

§ 4-7. *Part-time studies abroad*

- (1) The student may apply to complete parts of the education abroad at MF's partner institutions as part of his/her bachelor's or master's degree.
- (2) The student must meet the following minimum requirements for part-time study abroad:
- a. Students at bachelor's level must normally have passed at least 60 credits at MF. Students at master's level must normally have passed at least 30 credits at MF.
 - b. The student must meet the admission requirements at the receiving institution.
 - c. The student must meet any other conditions for exchange stipulated in the student's study plan at MF.
 - d. The student must not be subject to a special suitability assessment.
- (3) The Rector may stipulate additional conditions for nomination as well as criteria for ranking when the number of applicants exceeds the number of places.
- (4) During part-time studies at one of MF's partner institutions that are taken as part of the education at MF, the student still has the right to study at MF. The student must register for the semester and pay tuition fees to MF.

§ 4-8. *Pre-approval for exchange abroad*

- (1) Before leaving, the student shall have an assessment of whether the part-time studies at the partner institution abroad can be approved as part of the student's education at MF. Final approval is given when the study abroad has been completed, and the pre-approved courses or practical training have been passed.
- (2) The student must immediately inform MF if there are changes in the study programme offered at the foreign institution that have consequences for the student's education plan. Any changes to the education plan must be approved by MF.

§ 4-9. *Laptop*

All students must have their own laptop for use in teaching and examinations, cf. § 9-5 (3) of these regulations. The requirement is based on §4-7 of the Universities and University Colleges Act. Equipment requirements for the laptop are determined by MF.

Chapter 5. Right to study and leave of absence

§ 5-1. *Study*

A study place is allocated through a decision on admission to the programme in question. In order to retain the study place and establish the right to study, the applicant must accept an offer of a study place, register for the semester and pay tuition fees in the first semester of the programme within set deadlines.

§ 5-2. Year of study

The academic year normally starts in the autumn semester and has teaching terms in the autumn and spring semesters. The scope and length of the academic year are set out in [§ 11-2 of the Universities and University Colleges Act](#).

§ 5-3. Requirements for study progression

(1) In order to retain the right to study, the student must each academic year have a study progression that amounts to at least half of the nominal progression for the programme.

(2) MF may, upon application, grant an exemption from the first paragraph if there are special reasons for doing so.

§ 5-4. Right to study period

(1) For degree studies, MF may extend the period of study up to two years beyond the nominal length of study.

(2) For one-year studies and part-time studies of at least one year's duration that are not degree studies, MF may extend the study entitlement period up to one year beyond the nominal length of study.

(3) The time limit pursuant to the first and second subsections does not include leave of absence or temporary exclusion pursuant to Chapter 12 of the Universities and University Colleges Act. Semesters with short-term leave of absence where the student has taken an exam in accordance with his or her education plan may still be included in the calculation of the right to study period.

(4) MF may, upon application, extend the period of study up to one year beyond the time specified in the first and second subsections, if there are special reasons for doing so.

(5) MF does not normally grant an extension of the right to study for studies of a shorter duration than one year.

§ 5-5. Right to leave of absence from studies

(1) Students are entitled to leave of absence when they are in service pursuant to § 17 of the Defence Act, when they hold office in student political or elected bodies, and when there are other special reasons, cf. § 10-7 of the Universities and University Colleges Act. When assessing the length of the leave, the consequences of the interruption for the student's education plan must be taken into account.

(2) Students who have children during their studies are entitled to leave of absence pursuant to § 10-6, second paragraph, of the Universities and University Colleges Act.

(3) Students may also apply for leave of absence from their studies without documented reason for up to one year.

The student should then

- have completed a minimum of 30 credits in the last academic year.
- have completed a minimum of 60 credits since the last leave of absence

(4) The right to leave of absence pursuant to the third paragraph does not apply to students who are writing a bachelor's or master's thesis and who are receiving supervision.

(5) The application for leave of absence must be sent to the Division of Academic Affairs by 1 September in the autumn semester and 1 February in the spring semester. In the case of an application pursuant to the first and second subsections, relevant documentation shall be attached. MF may grant exemptions from the application deadline for applications pursuant to the first and second paragraphs if the need for leave has arisen after the expiry of the deadline, or if there are other special reasons for deviating from it.

(6) Students who have been granted leave of absence still have the right to study and the right to take examinations at MF. It is a prerequisite that the conditions for taking the exam in accordance with the relevant course descriptions and the relevant programme description are met. Furthermore, during the leave period, the student must be registered for the semester and have paid tuition fees within the deadlines that apply to this.

(7) MF shall make arrangements for the student to be able to resume his or her studies at the same level as before the leave of absence after the end of the leave. The student's education plan must be adapted to the current study plan at the time the studies resume. For students on leave pursuant to the second subsection, the right to resume their studies in cf. § 10-6, second paragraph, of the Universities and University Colleges Act.

§ 5-6. *Facilitation of the study situation*

(1) §§ 10-5 and 10-6, first paragraph, of the Universities and University Colleges Act apply to the right to adaptation.

(2) A student who needs to adapt their study situation due to special needs must submit a written application to MF within the deadline for semester registration in the semester in question. The need must be documented with a certificate from a doctor or other competent agency. The certificate must contain a more detailed description of the need for adaptation.

(3) An exemption from the application deadline pursuant to the second subsection may be granted if the need for adaptation has arisen after the expiry of the deadline, or if there are other special reasons for deviating from it.

4) Applications for special arrangements must be sent to MF each semester. Exceptions to this may be made in the decision on special arrangements if the need for special arrangements is permanent.

§ 5-7. *Termination of the right to study*

The right to study ceases when the student confirms in writing that he or she has withdrawn from the programme, when the studies have been completed, or in the event of loss of the right to study pursuant to § 5-8. Students who have completed their studies within the nominal length of

study may nevertheless apply for an extended right to study for up to one year in order to improve their grades. Applications for extended right to study must be submitted within set deadlines. It is a prerequisite for the right to extended right to study that the programme in question is still offered.

§ 5-8. *Loss of right to study*

- (1) MF may make a decision on the loss of the right to study for the programme when the student
 - a. has not registered for the semester within the set deadline,
 - b. has not paid tuition fees within the stipulated deadline,
 - c. fails to submit original documentation on which the recording is based, if requested by MF,
 - d. does not meet the conditions for conditional admission,
 - e. has exhausted their practice attempts in accordance with § 7-2,
 - f. does not meet the requirements for study progression in accordance with § 5-3 or
 - g. has exhausted the period for right to study in accordance with § 5-4
- (2) The student must be notified and given the opportunity to comment within the stipulated deadline before a decision is made on loss of the right to study.
- (3) Decisions pursuant to the first subsection (e), (f) and (g) made after the deadline for semester registration normally apply with effect from and including the following semester.

Chapter 6. Conditions for being able to take the exam

§ 6-1. *Semester registration. Payment of tuition fees*

In order to take the exam, the student must be registered for the semester and have paid tuition fees within the deadlines and in the manner stipulated. The tuition fee includes the semester fee to the Student Welfare Organisation SiO.

§ 6-2. *Compulsory assignments*

- (1) If there are requirements for compulsory activities in a course, these must be completed and approved before the student can take the exam.
- (2) There is no right of appeal against the academic assessment of non-approved compulsory activities. Generally, the student will lose the right to take an examination in courses where the student has not had compulsory activities approved.
- (3) A student who does not have a compulsory activity approved is generally entitled to one new attempt within the same semester. This does not apply to compulsory activities that require attendance or participation that are offered only once. § 7-2 applies to practical training courses.
- (4) If a deadline has been set for the submission of compulsory written coursework, and the students do not submit by the first submission deadline, this is considered "not approved", which counts as one attempt according to the third paragraph.

(5) Approved compulsory activities in a course can normally be transferred two years into the future, unless changes have been made to the course description or teaching plan that have consequences for the requirement for compulsory activities.

(6) If changes are made to the requirement for compulsory activities in a course, the course coordinator may grant permission for previously approved activities to be transferred within the deadline in the fifth subsection.

§ 6-3. Number of attempts at the exam

(1) For courses except master's theses, the student may take an examination in the same subject up to three times. Courses at MF that have approximately the same academic content is considered "same course" when calculating the number of attempts.

(2) Upon application, the student may be granted a fourth examination attempt if special circumstances apply. A fourth attempt at the exam cannot be granted if the student has passed the course.

(3) Students with a master's thesis that has been assessed as F or "failed" may submit a new or revised thesis for assessment once. Master's theses with a scope of 30 credits or less cannot be submitted until three months have passed after the date of grading. Master's theses with a scope of more than 30 credits cannot be submitted until six months have passed after grading. MF can make exceptions from these minimum periods on the recommendation of the supervisor.

(4) Students who have had a master's thesis assessed with a passing grade may not submit a new or revised assignment for assessment.

(5) Students who are registered for an examination in a course and do not withdraw their registration before the announced withdrawal deadline use an examination attempt. The same applies to those whose examination results are annulled pursuant to Chapter 12 of the Universities and University Colleges Act. In the event of valid absence from examinations, § 9-2 applies.

(6) The number of attempts follows the student and not the right to study.

§ 6-4. Entry requirements and academic progression

It is a condition for being able to register for the examination that the student fulfils any entry requirements and requirements for academic progression that follow from the course description and/or programme description. Restrictions may be placed on access to teaching activities if the student does not meet the entry requirements. This is defined in the course description.

§ 6-5. External candidates

(1) Persons who meet the admission requirements and other conditions for taking an examination, but who have not been granted ordinary admission, may apply for admission to take examinations in courses as external candidates.

(2) External candidates must pay tuition fees pursuant to § 6-1 within the payment deadline that applies to students, and in accordance with further instructions, register for examinations in courses within the deadline for semester registration.

(3) External candidates are not allowed to take examinations in courses that have compulsory activities. This does not apply to those who have previously had their activities approved as a student.

(4) Persons who have previously used up their examination attempts in a course pursuant to § 6-3 may not take the examination in the course as an external candidate.

(5) Students who are excluded or deprived of the right to take examinations at MF pursuant to Chapter 12 of the Universities and University Colleges Act are not permitted to take the examination as an external candidate during the period of exclusion.

(6) For external candidates, Chapters 8 to 10 and § 11-2 apply.

Chapter 7. Practical training in professional education

§ 7-1. *Organisation and assessment of practical training*

(1) The requirement for attendance must be stated in the course description and as a general rule cannot be waived.

(2) For programmes where the implementation of practical training is subject to academic assessment, students have the right to guidance and feedback on how they are performing in relation to the learning objectives for the practical training period.

(3) If, during the practical training period, doubt arises as to whether the student will be able to have the practical training approved, he/she shall be summoned to a meeting with the supervisor and the practical training manager as early as possible. The student must receive a written account of what they do not master, and what criteria must be met in order to have the practical training period approved. The report must be sent to the student in advance of the meeting.

(4) After completion of the practical training, the student and the practical training supervisor write a report from the practical training period, which is signed by both parties. In the report, the practice supervisor must give his or her assessment of whether the practice should be approved.

(5) In programmes with practical training courses, the rector appoints a practical training committee. If, after the practical training period, there is doubt as to whether the student should have the practical training approved, the matter is brought before the programme's practical training committee, which decides the question.

(6) In programmes that have regulations relating to national framework plans, provisions on structure and content set out in the framework plan also apply.

§ 7-2. Number of attempts for practical training examinations

(1) Students who do not have the compulsory practical training approved and thus do not pass the practical training course, will get a second practical training attempt. For students who are going to retake the practical training, the other conditions for being able to take the examination as set out in Chapter 6 apply.

7-3. Practice committee

The Rector appoints practice committees for all programmes with practical training courses in their professional education. The programmes' practice committee may, upon application, grant dispensation for a third attempt at practical training examination if, following an overall assessment, there are special reasons for this.

Chapter 8. Forms of examination. Grading system

§ 8-1. Types of examination

Forms of examination refer to the different ways in which examinations can be carried out. The forms of examination can be used separately or in combination. The forms of examination at MF are described in the [Supplementary regulations for examinations at MF](#).

§ 8-2. Specific information about oral exams

The oral exam can count as a stated part of the final grade or be adjusting. In the event of failure to attend the adjusting oral examination without a valid reason for absence, the overall result shall be assessed as failed.

§ 8-3. Specific information about portfolio assessment

(1) Portfolio assessment is a form of examination where the final grade is determined on the basis of one or more student projects carried out during or towards the end of the semester the course is offered. The student works together form the basis for the grading. The individual course description contains more information about which works are included in the portfolio assessment.

(2) Portfolio assessment may be carried out as the sole form of assessment or as a partial assessment in combination with other partial assessments.

(3) Written examinations under supervision or forms of assessment that cannot be verified may not be included as part of the portfolio assessment. Adjusting orally can be included in the assessment when the final grade is to be set in the course.

§ 8-4. Grading system. Weighting of grades, etc.

(1) The grading of the examination shall be pass or fail, or a graded scale with five points from A to E for pass and F for fail.

(2) Grades A to F are awarded according to the following general, not subject-specific descriptions:

<i>Symbol</i>	<i>Designation</i>	<i>General, non-subject-specific description of assessment criteria</i>
A	Excellent	Outstanding performance that clearly stands out. The candidate demonstrates very good judgement and a high degree of independence.
B	Very good	Very good performance. The candidate shows very good judgement and independence.
C	Good	Consistently good performance is satisfactory in most areas. The candidate demonstrates good judgement and independence in the most important areas.
D	Pretty good	Acceptable performance with some significant shortcomings. The candidate demonstrates a certain degree of judgement and independence.
E	Sufficient	The performance satisfies the minimum requirements, but also no more. The candidate shows little judgement and independence.
F	Failed	The performance does not meet the minimum academic requirements. The candidate shows both a lack of judgement and independence.

(3) All partial examinations in the same course shall have the same grade expression.

(4) When the results of several partial examinations are included in an overall grade, the grade is determined on the basis of the following conversion scale: A=5, B=4, C=3, D=2, E=1. Ordinary rounding rules are used. The weight of the various partial exams is stipulated in the course description.

(5) In courses where the final grade is based on grades from several partial examinations, each individual partial examination must normally be passed in order to achieve an overall passing grade in the course. Grades in partial exams can be transferred three years in the future, provided that the exam form in the course has not changed.

(6) Compulsory assignments are assessed as approved/not approved and do not count in credits.

(7) If a student has passed the same examination more than once, the best grade applies.

(8) [Supplementary regulations for examinations at MF](#) provide general provisions on the composition and weighting of various partial examinations.

Chapter 9. Organization of exams. Withdrawal from exams

§ 9-1. Ordinary exam

(1) The ordinary examination is carried out in the semester specified in the course description. Normally, only one ordinary exam is arranged for each time a course is offered.

(2) An overview of examination dates for ordinary examinations shall normally be available at the start of the semester.

§ 9-2. Absence from exams

(1) An acute illness that prevents the student from starting or completing the examination is considered to be a valid absence. MF can also approve other circumstances such as valid absence if these prevent the student from starting or completing the exam. MF may require that the matter be documented and set a deadline for the submission of documentation.

(2) Valid absence from an examination does not count as an examination attempt pursuant to § 6-3.

§ 9-3. Postponed submission deadline for exams without invigilation

In the case of exams that are conducted without supervision, up to 48 hours of postponement of the submission may be granted if the student can document within the stipulated deadline that the delay is due to acute illness that prevents the student from submitting the exam answer on time. MF may also approve other circumstances as valid grounds for postponement if these prevent the student from submitting within the deadline. The requirement for documentation applies correspondingly. In special cases, the student may be given a longer deadline for submission.

§ 9-4. New and postponed exams

(1) Students who have a valid absence from the ordinary examination are entitled to a re-sit examination in the course in the same semester as the ordinary examination was held.

(2) Students who have not passed the last ordinary examination have the right to take a new examination in the course, which is arranged together with a re-sit examination. The same applies to students who discontinue a written school exam or a home exam without submitting the exam paper.

(3) MF shall offer resit and postponed examinations within a reasonable time after the ordinary examination has been held.

(4) Students who are to take resit or re-sit examinations must register for courses within the deadlines and in the manner stipulated.

§ 9-5. Digital exam

(1) MF normally holds exams using a digital exam platform. The student is responsible for familiarizing themselves with how this is used.

(2) In the case of a written digital examination with invigilation, the student is required to bring his or her own digital equipment, including a laptop, cf. § 4-9. The student's computer must meet the system requirements that apply to the exam platform, in order to be able to carry out written digital exams with supervision.

(3) In order to be able to take the examination, it is a prerequisite that the student has prepared a computer or other digital equipment before the examination starts.

(4) The student is responsible for submitting the correct version of the exam answer, including all attachments in the digital examination platform.

§ 9-6. Exams after the course has been removed from the study programme

(1) When a course is removed from the study programme, MF is obliged to hold an examination in the semester in which the course would normally be offered next time. In order to take the exam, the student must meet the conditions for taking the exam in the course.

(2) For students who are on leave or who are on valid absence when the examination is arranged pursuant to the first subsection, the examination shall be held an additional time.

(3) MF stipulates the time for examinations for courses that have been removed from the study programme.

§ 9-7. Language at the exam

(1) In courses offered in Norwegian, MF must use Norwegian in the examination questions. The choice of Bokmål or Nynorsk is subject to § 11-5 of the Universities and University Colleges Act and § 5-1 of the Regulations relating to Universities and University Colleges.

(2) For courses offered in English, English shall be used in the examination questions.

(3) In courses offered in Norwegian, the student must normally use Norwegian, Swedish or Danish in the examination paper.

(4) In courses offered in English, the student shall normally use English in the examination paper.

(5) The student has the right to submit bachelor's and master's theses in Norwegian, Swedish or Danish. The study plan states whether it is elective to submit in English.

§ 9-8. Permitted examination materials and equipment for written school examinations and conditions in the examination room

- (1) The student is responsible for bringing any permitted support materials to the exam unless MF has stated that the institution makes the support materials available. The student is also responsible for familiarizing themselves with how the aids work.
- (2) Examination support materials used during the examination may be subject to control before, during and after the examination. The student is obliged to make all aids available for inspection.
- (3) The Rector shall lay down further provisions on the conditions for examinations in the [Supplementary Regulations for Examinations at MF](#).

§ 9-9. Withdrawal from exams

Students who wish to withdraw from the exam for which they are registered must do so within the announced deadlines for this. If the withdrawal deadline is not met, § 6-3 fourth paragraph applies.

§ 9-10. Interruptions during exams

In case of interruptions during exams, [the Supplementary Regulations for Examinations at MF](#) apply.

Chapter 10. Assessment and examination offences

§ 10-1. Requirements for examiners and examiner schemes

- (1) The examiner must have at least one of the following qualifications:
 - a. be employed as a lecturer or at a higher level at a university college, university or other research institution
 - b. have documented scientific competence in the relevant subject area that qualifies for employment as a lecturer, or at a higher level at a university college, university or other research institution
 - c. in particular be qualified within the course through relevant professional practice
- (2) Requirements for examiner arrangements for examinations are set out in §§ 11-6, first paragraph, and 11-7, first and second paragraphs, of the Universities and University Colleges Act.
- (3) If two examiners do not agree on the assessment of an examination answer, a third internal or external examiner shall be appointed to determine the grade.
- (4) Further rules for examiners and examiner schemes are set out in the [Supplementary Regulations for Examinations at MF Norwegian School of Theology, Religion and Society \(MF\)](#).

§ 10-2. External evaluation of the examination and assessment scheme

External evaluation of the examination form and assessment shall be carried out within all studies and study programmes in accordance with the System for Education Quality Work at MF Norwegian School of Theology, Religion and Society (MF).

§ 10-3. Grading for submitted exam paper and started oral exam

- (1) A candidate who has submitted a written examination answer may not evade grading.
- (2) A candidate for an oral examination may not evade grading after the examination has begun, unless the candidate withdraws from the examination due to circumstances that are considered to be valid absence from the examination pursuant to § 9-2, first paragraph.

§ 10-4. Deadline for grading and announcement of grades

- (1) For master's theses and larger written assignments of at least 30 credits, the grade must be available no later than 30 working days after the examination date, unless special reasons make it necessary to spend more time. In addition, the requirements for grading deadlines in § 11-7, fourth paragraph, of the Universities and University Colleges Act apply.
- (2) In the case of an oral examination, the grade shall generally be announced orally to the student on the same day as it was held.
- (3) The deadline for grading for examinations and grading for examinations is announced in Studentweb. The student is responsible for familiarizing themselves with the grading decision.

§ 10-5. Use of student work

MF can carry out plagiarism checks of submitted papers and other student work. MF can also save the answers and use them in connection with future plagiarism checks.

§ 10-6. Right to an explanation and appeal in connection with an examination

The right to an explanation for grading and appeals against formal errors and grades at examinations is governed by the Universities and University Colleges Act §§ 11-8 to 11-10.

§ 10-7. Examination offences and attempted cheating

- (1) The following may constitute cheating or attempted cheating if it is likely to give an unfair advantage:
 - a. to act in violation of the applicable rules for the specific exam
 - b. using or having illegal support materials available during the exam

- c. presenting someone else's work or work generated by artificial intelligence, as their own without sufficient source citation or citation
- d. submit work of a practical or artistic nature that is made by someone other than the student(s) themselves
- e. submit an answer that has been prepared by someone other than the student(s)
- f. Irregular collaboration between students or groups
- g. fabricating or falsifying data
- h. unlawfully gaining access to the exam paper before the exam starts;
- i. to reuse their own previously submitted work that has paid off in the form of credits, without having informed about this

(2) In the event of unlawful re-use of one's own previous work pursuant to subsection (i), the strictest sanction is annulment.

(3) Other conditions for and consequences of cheating are set out in § 12-4 of the Universities and University Colleges Act.

(4) § 12-9 of the Universities and University Colleges Act applies to the right to reimbursement of expenses for a lawyer in cases concerning cheating.

(5) When suspicion arises of cheating or attempted cheating in connection with a written school examination under supervision, the candidate shall be made aware of this. The student shall be given the right to complete the exam.

Chapter 11. Diplomas and documentation of results

§ 11-1. *Diplomas*

(1) A diploma is issued for a degree. The diploma is issued in the language of instruction that applies to the study programme in question. The diploma supplement, which in accordance with § 11-12, fourth paragraph, of the Universities and University Colleges Act must be issued at the same time as the diploma, is issued in English.

(2) Diplomas for a degree obtained are generally issued in digital form.

(3) A paper diploma is normally issued only once for the same education.

(4) In the event of loss of a paper-based diploma, a duplicate may be issued upon application. This is marked as a duplicate. MF may set a fee for the issuance of duplicate diplomas.

(5) Other requirements for diplomas and documentation of results are set out in § 11-12 of the Universities and University Colleges Act.

§ 11-2. *Transcript*

Students who have passed one or more courses can obtain a transcript of grades from MF on request. The transcript shows the course code, the name of the course, the number of credits, results and the year and semester the course was completed.

Chapter 12. Final provisions

§ 12-1. *Entry into force*

The regulations enter into force on 01.08.2026. At the same time, the Regulations of 2 November 2005 no. 1367 on admission, studies and examinations at MF Norwegian School of Theology, Religion and Society are repealed.