

Regulations for the Master's Programme at Bergen School of Architecture

This is an unofficial translation of the Norwegian version of the Regulation and is provided for information purposes only. Legal authenticity remains with the Norwegian version as published in Norsk Lovtidend. In the event of any inconsistency, the Norwegian version shall prevail.

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Legal authority: Adopted by the board of the Bergen School of Architecture foundation on 4 March 2019 pursuant to the Act of 1 April 2005 no. 15 on Universities and University Colleges Sections 3-3, 3-5, 3-11, 4-2, 4-7, 4-8, 5-1–5-3, Regulations of 1 December 2005 no. 1392 on Criteria for Master's Degrees, Section 2.

Also pursuant to: Regulation no. 13 of 6 January 2017 on Admission to Higher Education Sections 3-1, 4-4, 7-14, Regulations of 21 December 2018 no. 2221.

Chapter 1: General provisions

1-1 Objective and scope

- (1) The purpose of these regulations is to communicate the rules on admission to the programme of study and on the structure of the programme and exams in order to ensure satisfactory delivery of the programme.
- (2) The regulations govern the applicant's, the student's and the school's obligations and rights at Bergen School of Architecture.
- (3) The regulations apply to all students admitted to the master's programme at BAS.
- (4) The BAS board is responsible for ensuring that the programme of study is delivered in compliance with the law.

1-2 Definitions

(1) *Exams:* Exams provide a formal assessment of the candidate's proficiency. Exams at BAS are graded as Pass/Fail. At Foundation Level the students are formally assessed at the end of each year to qualify them for further study at BAS. At Advanced Level each semester course counts as an exam and is assessed with a Pass or Fail grade. The final semester, the diploma semester, concludes with an exam in an own-choice project. Passing the diploma exam qualifies the candidate for the title of Master in Architecture.

(2) *Modules / subject areas:* The BAS programme is organised into four main modules:

APP – Architecture, Planning and Design

TTA – Technology, Construction Engineering and Administration

DAV – “The Other World” – developing free expression, artistic subjects

KTF – Complementary theory / university courses

(3) *Review and evaluation:* All courses, regardless of level and duration, conclude in a joint review in which each student presents their project/work to the class, main teacher and any guest teachers and consultants in order to discuss and obtain

constructive feedback on their work in plenary. Intermediate reviews are also held on longer courses.

(4) *Recognition of prior learning*: Recognition of completed and passed subjects, topics, exams or tests based on documentation issued by other universities and university colleges offering accredited courses under the Universities and University Colleges Act.

(5) *Exemption*: Recognition of prior subjects, topics, exams, test, courses and similar based on documentation of prior experiential learning, overseas higher qualifications, qualifications obtained at other Norwegian institutions not offering accredited courses under the Universities and University Colleges Act etc.

(6) *New exam*: Exam organised for a student absent from the ordinary exam for legitimate reasons or due to a grade appeal.

(7) *Examiners*: External and internal experts who assess projects during exams.

(8) *Student*: Person who has been admitted to the BAS programme on the basis of the admission criteria and who has paid the tuition fee for the current semester.

(9) *Tuition fee*: BAS is a private school, and students must pay the school a tuition fee every semester. The tuition fee is set by the BAS board. Students who fail to pay the tuition fee are not entitled to attend BAS.

(10) *Study programme*: The BAS study programme is based on a five-year progression using a 3+2 years model generating a total of 300 ECTS credits. The first 3 years at BAS are referred to as Foundation Level. The last 2 years at BAS are referred to as Advanced Level / the master's.

(11) *ECTS credits*: Scope of work for the programme: 60 ECTS credits are equivalent to one year of full-time study.

(12) *Deferred exams/submissions*: Students may be granted a deferred submission/exam in the event of documented illness, other compelling reason for absence or supplementary work. Cases are considered individually, marking will take place at a later date.

1-3 The student's duty of inquiry and disclosure

All students are obliged to familiarise themselves with the prevailing regulations for the master's programme at Bergen School of Architecture. The students must also familiarise themselves with guidelines, programme descriptions, course descriptions, exam schedules, house rules and other information about the study programme.

1-4 Exclusion and expulsion

(1) Any student who despite a written warning from the rector (under authorisation by the board) repeatedly acts in a manner that causes severe disruption to their fellow students' work or to the running of the institution in general may be barred from specified parts of the institution for up to one year by the board or the institution's appeals committee. If, after receiving a written warning from the board, the student fails to respect such an exclusion, the board or the institution's appeals committee may expel the student for up to one year.

(2) Decisions on exclusions and expulsions are taken by the board subject to at least a two thirds majority. Decisions on such sanctions may be appealed by the student under the provisions of the Public Administration Act. Decisions on exclusions may be appealed to the special appeals body appointed by the ministry, cf. the Universities and University Colleges Act, Section 4-8 (4).

Chapter 2: Admission

2-1 Admissions procedure

(1) The board shall draw up an admissions procedure for each study programme.

(2) Bergen School of Architecture normally admits students for enrolment in the autumn semester.

(3) Bergen School of Architecture is not part of NUCAS. BAS conducts its own admissions procedure.

2-2 Ordinary admissions

(1) Up to 30 students are admitted to the master's programme in architecture every year.

(2) The application deadline for the BAS master's programme is 15 April. Applicants who will be completing their studies or sitting exams after the application deadline must also apply before the deadline. They should forward their diploma as soon as they receive it. The admissions committee is under no obligation to consider applications received after the deadline.

Ordinary applications are considered by a dedicated admissions committee comprising teachers and student representatives. The parties select their own candidates for the admissions committee.

(4) To be admitted to the master's programme at BAS, the applicant must hold general university and college admissions certification or in some other way be qualified in accordance with the Regulations of 6 January 2017 no. 13 on Admission to Higher Education, Sections 3-1, 4-4 (2), and they must have submitted a written application and completed an interview according to the rules set by the institution.

First-year applicants with qualifications from countries outside the Nordic region must also document that they have adequate knowledge of Norwegian and English.

- (5) Students are admitted after completing the BAS procedure:
 - a) application on a designated form by the deadline and
 - b) interview (for those invited by the school following a review of the applications received on the designated form).
- (6) Applicants are ranked in accordance with rules set by the institution in line with the criteria specified in the admissions procedure and based on a written application and interview, cf. the Regulations of 6 January 2017 no. 13, Section 7-14.
- (7) All applicants will receive a written reply to their application.
- (8) Applicants who are offered a place must return the signed student contract and pay part of the tuition fee by the date stated in the offer letter from BAS.
- (9) Deferred entry: applicants may not apply for deferred entry.

2-3 Admission to Advanced Level based on recognition of prior learning and exemptions

- (1) Subject to application, students who have completed at least a bachelor level qualification at another accredited educational institution with academic content equivalent to the academic requirements and contents of the Foundation Level programme may be offered a place on the BAS master's programme beginning directly at Advanced Level.
- (2) Applications for admission directly to Advanced Level must be submitted to BAS in writing by 15 April together with documentation of completed qualifications, a motivation letter and a portfolio. The application will be considered by a dedicated admissions committee comprising teachers and student representatives.
- (3) Students admitted directly to Advanced Level may only apply for additional recognition of prior learning or exemptions for one semester, equivalent to 30 ECTS credits.

2-4 Exchange students

BAS admits exchange students through bilateral agreements with individual institutions in Europe and the rest of the world.

The rector approves the exchange agreements between BAS and other universities and university colleges.

The number of exchange places is adjusted according to BAS capacity and the agreements entered into. Exchange students attend ordinary classes in semesters 1

and 2 but may not take the diploma exam. Incoming exchange students do not pay tuition fees to BAS.

2-5 Guest students

Students from institutions with which the school does not have an agreement may apply to enrol as guest students for 1–2 semesters. The students must pay the full tuition fee to BAS but may not take the diploma exam at the school.

2-6 Appeals

Any appeals against decisions on admission should be addressed to the BAS admissions committee in the first instance. If the decision is not overturned, the applicant may resubmit the appeal. The appeal will then be settled by the school's appeals committee.

Chapter 3: Programme description and delivery

3-1 Programme description

The programme description provides a framework for the master's programme and sets out the objectives and structures of the programme with descriptions of each module. When establishing a new study programme the board adopts a programme description which is then approved by NOKUT. The quality of education committee decides on changes to the programme description provided the amendments do not involve material changes to the objectives, contents and budget of the programme. The quality of education committee must consult with the teachers' council.

3-2 Semester schedule / course description

A semester schedule must be drawn up for each semester. At Foundation Level a semester schedule is created for each cohort, while at Advanced Level schedules / course descriptions are prepared for each course. The objectives and contents of the course descriptions must correspond with the criteria for the national and European qualifications framework.

3-3 Copyright

(1) Projects, diplomas or master's theses may not be used in competitions etc.

involving a public evaluation or other form of publication before they have been marked by BAS unless specified and approved in the assignment brief.

(2) The students retain the copyright to any intellectual property they create in accordance with the Copyright Act. According to the act, intellectual property constitutes a “[...] literary or artistic work of any kind which is an expression of original and individual creative intellectual input”. BAS reserves the right to use the students’ works for exhibitions and teaching purposes organised by the school. The student’s name must be credited. BAS may publish student papers or student works if the student has given their consent. BAS supervisors are not classed as co-authors of student works, but their name must be listed when diploma works are used in the public domain. BAS owns 50% of the student’s works/projects carried out at the school.

(3) The student is responsible for obtaining any relevant patent rights for their works. This also applies to collaborations.

(4) Collaborating partners may request that the student observe confidentiality in connection with student works. This duty of confidentiality must not preclude the examiners from assessing the work.

3-4 Matriculation

(1) Any student who has accepted their place by signing the student contract, paying the tuition fee and paying the semester fee to the student union shall be matriculated at Bergen School of Architecture. Matriculation gives the student access to tuition, supervision, library services, workshops and administrative services.

(2) The student is exmatriculated when:

- a) the student has completed their studies or
- b) BAS is notified that the student has relinquished their place or
- c) in the past year there has been no documented activity by the student in the form of paid tuition fees or applications for leave or
- d) the student has used all their available exam attempts, cf. Section 4-3 of these regulations, or
- e) the student is not paying their tuition fees or
- f) an active student has not generated ECTS credits in the past two years.

The board determines whether to exmatriculate the student. The decision may be appealed, cf. Section 5-1.

3-5 Education plan

All students admitted to a course generating 60 or more ECTS credits must be given an education plan, cf. the Universities and University Colleges Act Section 4-2. The education plan is a mutual agreement between the student and BAS concerning both parties’ obligations and rights in relation to the student’s programme of study as well as the student’s obligations and responsibilities towards their fellow students.

The education plan describes the content and progression of the student's planned programme of study.

3-6 Leave of absence

Students may apply for leave of absence from their programme of study for one or more semesters. The application must have been received by the administration by the stipulated deadline in order to exempt the student from having to pay the tuition fee.

3-7 Academic year

The academic year is divided into two parts: The autumn semester lasts from mid-August to around 20 December. The spring semester lasts from early January to early June. The diploma semester lasts until 30 June.

3-8 Programme delivery

The Master in Architecture is organised into two levels. Foundation Level covers Years 1–3 and comprises courses in a natural progression. All courses at Foundation Level are mandatory.

Advanced Level covers Years 4–5, and the student is free to choose from the semester courses offered by BAS. The student must pass 3 courses before they can commence the diploma semester. The student carries out an own-choice project in the diploma semester.

3-9 Recognition of prior learning and exemptions

- (1) Under Section 3-5 of the Universities and University Colleges Act, BAS students with a documented qualification from another accredited educational institution should have their qualification recognised if the qualification meets the same academic criteria and covers the same content as the course or courses for which the student is applying for recognition.
- (2) Under Section 3-5 (2) of the Universities and University Colleges Act, students may be granted an exemption from one or more courses at BAS. For an application for an exemption to be approved, the applicant's prior experiential learning or educational qualifications must be deemed to be equivalent to the stipulated learning outcomes of the course they are applying for an exemption from. Exemptions on the basis of courses taken as part of an exchange are generally only possible at Advanced Level. It is a precondition that the student has been paying their tuition fee to BAS during the exchange.

- (3) To obtain the qualification Master in Architecture, the candidate must have accrued at least 90 ECTS credits at BAS.

3-10 Individual adaptation

Students with particular needs may apply for individual adaptation. The application with a medical review/certificate should be addressed to the administration.

Chapter 4: Exams

4-1 Exams and exam formats

- (1) Exams provide a formal assessment of the candidate's proficiency.
- (2) The board of Bergen School of Architecture determines the format for each exam. Exams may involve project work, written and/or oral tests, exercises, participation in seminars, excursions etc. Information about submission criteria, assessment criteria and exam formats for each exam is provided in the programme/course description.
- (3) At Foundation Level the students are formally assessed every year. These assessments qualify the students for further study at BAS.
- (4) At Advanced Level every semester course is considered an exam and graded as a Pass or a Fail. The final semester, the diploma semester, concludes with an exam on an own-choice project.
- (5) The exams are an overall assessment of the student's attitude, effort and level of attainment subject to the following three assessment criteria:
1. Knowledge – the student's demonstrated knowledge
 2. Skills – the student's approach to the tasks and methodologies through independent, systematic and critical reasoning.
 3. General competencies – the student's academic attitude and approach to architecture and the architect's practice in society.

4-2 Criteria for enrolling for exams

- (1) To enrol for an exam, the student must have paid the tuition fee for the current semester and otherwise be up to date with their financial obligations to the college.
- (2) To enrol for an exam, the student must have met the criteria for the course/year as described in the course/programme description.

(3) To enrol for the diploma exam, the student must have been cleared for the exam by BAS.

4-3 Exam attempts

The student may resit the exam only once after a failed attempt. They may apply for dispensation to make a third attempt.

4-4 Absence from exam

(1) Exam absences must be reported to the academic administration and documented with a medical certificate or other valid documentation before the exam begins, otherwise the student's enrolment for the exam will be classed as an exam attempt.

(2) Candidates who have submitted materials for assessment may not excuse themselves from assessment. Completed exams cannot be annulled.

4-5 New exams

A student who is legitimately absent from an ordinary exam has the right to sit a new exam. The new exam shall be held at the same time as next year's ordinary exams or in connection with another, equivalent exam.

4-6 Deferred exams/submissions

Students may apply to have their exam/submission deferred due to documented illness, other compelling reason or supplementary work. The student will be permitted to continue to work beyond the ordinary deadline / exam date. Applications will be considered on a case-by-case basis. If a deferral of the exam/submission is granted, the assessment will take place at a later, stipulated date.

4-7 Individual exam adaptations

(1) Students with physical or mental health issues that make it difficult for them to sit the exam in the ordinary way may apply for special arrangements to be made for the exam. These arrangements aim to compensate for the disadvantages that the disability entails, while ensuring that the students are assessed in the fairest way possible. An application should be made to the academic administration.

(2) Examples of special arrangements:

- Extended exam duration
- Option of longer breaks and opportunities for rests
- Written exam instead of oral exam

- Oral exam instead of written exam
- Separate exam venue with own invigilator
- Use of typewriter, computer and other technical aids
- Help with writing, sign language interpreter and other practical assistance
- Translation of exam into Braille or enlarged text
- Having the exam text read out loud

(3) The deadline for applying for special arrangements is 8 weeks before the exam. The need for special arrangements must be documented with a medical certificate or statement from another qualified expert. The school may disregard the application deadline if the disability occurred after the deadline or if other particular reasons dictate it. Students with dyscalculia, dyslexia or other reading or writing difficulties must obtain a statement from a speech and language therapist or another specialist describing which special arrangements are required.

4-8 Grading system

The following grades are used in each exam and test:

1. Pass/Fail
2. Scale from A–F where A is the highest grade and F is a fail.

4-9 Cheating

(1) If during an exam suspicions are raised over possible cheating or attempted cheating, the student must immediately be informed that they will be reported. The student may then choose to terminate the exam.

(2) The consequences for the student in the event of cheating / attempted cheating are annulment of the exam and up to one year's exclusion from all higher education institutions, cf. the Universities and University Colleges Act Sections 4-7 (1) and 4-8 (3). The exam result shall default to "Fail" if there is evidence of cheating or attempted cheating. All cases where cheating or attempted cheating has been identified shall be submitted to the board for a final decision. The board shall verify the evidence and annul the exam if it is found to be credible before making a decision on whether to expel the student as a result of cheating / attempted cheating in the exam. Board decisions on expulsion may be appealed to the ministry's designated appeals body, cf. the Universities and University Colleges Act Section 4-8 (4).

4-10 Appealing against procedural errors in an exam

(1) Students who have sat an exam or test may appeal against procedural errors for up to three weeks after they should have become aware of the circumstances giving rise to the appeal, cf. the Universities and University colleges Act Section 5-2.

(2) Appeals against procedural errors should be put in writing to the BAS academic administration.

4-11 *Appealing against marking – right to an explanation*

(1) Students are entitled to an explanation of the marking of their performance, cf. the Universities and University Colleges Act Section 5-3.

(2) Requests for an explanation of the marking and appeals against the marking must be put in writing to the academic administration no later than three weeks after the assessment.

(3) An explanation should normally be given no later than two weeks after the student made the request. When complaining about marking, the student is entitled to a new exam with new examiners.

4-12 *Grade transcripts*

Students may request written grade transcripts from the administration. The transcripts can be issued in Norwegian or English.

4-13 *Degree and diploma*

(1) The master's degree is awarded on the basis of exams to a scope of 300 ECTS credits. To obtain a degree from BAS, at least 90 ECTS credits, including the diploma semester, must have been acquired at BAS.

(2) The diploma will be issued in Norwegian on study programmes taught in Norwegian. A separate diploma supplement provides more detailed information in English about the candidate's qualification from the Norwegian education system.

(3) Only one diploma will be issued for each degree awarded.

(4) The rector determines the design of the diploma.

Chapter 5: Other provisions

5-1 *Appeals*

Appeals against decisions in individual cases shall in the first instance be directed to the body that made the decision. If the decision is upheld, the complainant may take their case to the BAS appeals committee.

5-2 Amendments

(1) Bergen School of Architecture may revise decisions applicable to the institution, including to the programme structure, time and venue of the tuition, teaching resources, tuition fees etc.

(2) Changes to the tuition fee must be approved by the Bergen School of Architecture board.

(3) Following a discussion and decision by the teachers' council / quality of education committee, the board shall adopt regulations and instructions applicable to Bergen School of Architecture and may set supplementary rules within the scope of these regulations.

(4) Changes to programme descriptions must be approved by the board or by a body authorised by the board.

(5) Changes must be communicated to the students as quickly as possible and in an expedient manner.

5-3 Disclaimer

Bergen School of Architecture shall not be held liable for any printing errors in the programme information, course descriptions, exam schedules or other documentation applicable to the study programme in question.

5-4 Entry into force

(1) These regulations shall enter into force with immediate effect.

(2) The Regulations of 6 February 2013 no. 362 for the Master's Programme at Bergen School of Architecture are simultaneously repealed.