

Rules and conditions regarding the approval of absence for a valid reason

Stipulated by the Education Committee on 25 May 2016 pursuant to the Regulations relating to studies and examinations at the University of Stavanger, Section 3-11, item 1. Enters into force on 1 August 2016.

1. If a student has been absent for a valid and approved reason, they are entitled to sit a continuation exam in accordance with the Regulations relating to studies and examinations at UiS, Section 3-11. An examination attempt will not be registered against the student.
2. The following cases are understood to be 'illness or other serious reason for absence', and will be approved as absence for a valid reason, cf. Regulations relating to studies and examinations, Section 3-11:

- a. Own illness or child's illness if the child requires supervision.
- b. Death in the immediate family, or death of a person with whom the student has a close relationship.
- c. Burial or cremation.
- d. Instructions from the public authorities for a student's compulsory attendance elsewhere at the time of an exam.
- e. An elected representative who has to attend essential meetings in the course of their office as a local or national politician.
- f. Essential absence due to a training meet/competition for competitors who satisfy the requirement for elite sports status, cf. partnership agreement between UiS and the Olympiatoppen organisation/NIF. This also applies to students at national elite sports level.
- g. Conflicts between exams on the same study programme, provided that the student has not already passed any of the exams.
- h. Unforeseen events in connection with travel to the exam, rendering attendance impossible.
- i. Other circumstances which make it highly unreasonable for the student to undergo an assessment.

3. The administration must receive documentation for absence for a valid reason no later than five days after the formal test.

- a. In the event of illness, the student must provide a certificate from a doctor or other qualified specialist. This also applies to child's illness. The certificate must clearly show that it applies to absence from an exam at UiS, and must show the time and date of the absence.
- b. In the event of a death, it is sufficient for the student to provide the name of the deceased, and their relationship to the student.
- c. In the event of any reasons other than those mentioned in Section 3, points a and b, the documentation must, as a minimum, provide the administration with sufficient information to assess the validity of the absence on the day of the exam in question.