

# Application for examination off campus

Application deadline: 4 weeks before examination date



Fjellhaug  
international  
University College

<b>Name:</b>	<b>Student no.:</b>	
<b>Address:</b>		
<b>Programme of study:</b>		
<b>Course code and course name: (Only one course per form)</b>		
<b>Exam duration in hours:</b>	<b>Exam date and time:</b>	
<b>Please state the reason for your application:</b>		
<b>Information about the external institution:</b>		
<b>Contact person:</b>		
<b>E-mail:</b>		
<b>Address:</b>		
<b>Street:</b>	<b>Fax no.:</b>	
<b>Postal code:</b>	<b>City:</b>	<b>Phone no.:</b>
<b>We (the external institution) hereby grant the student permission to sit for examination at assigned time. We are aware of the Public Administration Act section 6 concerning disqualification and declare hereby that neither the contact person nor the invigilators are disqualified in relation to the examination candidate. When in doubt concerning disqualification, the question is decided by Dean of Studies at Fjellhaug International University College.</b>		
<b>Sign. contact person</b>	<b>Date</b>	<b>Sign. student</b>
Within Norway, primarily other universities and colleges are accepted as suitable exam locations. Outside of Norway, embassies, international education institutions and national universities and colleges are accepted. The external institution is required to provide competent invigilators and follow the Examination Regulations of Fjellhaug International University College. The external institution is required to hold the exam at the time and date provided by Fjellhaug International University College.		
The student must be prepared to pay a fee directly to the local institution to cover venue and invigilation costs. The fee must be paid directly to the external institution. Fees are set by the external institution, and may vary.		
The student will also be charged a handling fee of NOK 500 from Fjellhaug International University College.		
(Students on exchange from Fjellhaug International University College are exempted from the handling fee for off campus examinations if they are legitimately absent from the ordinary examination)		

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