



APPLICATION FOR EXEMPTION FROM ONE EXAMINATION

Completed form with documentation
should be sent to info@bi.no

Completed application is received:

Date:

To be filled out by the student:

Surname, first name	ID number (7 digits)
Email	Telephone
<input type="checkbox"/> I hereby confirm that the address I'm listed with at the student portal, is correct.	
The undersigned is a student at the following degree programme: 	
I am applying for exemption from the examination in (course name): 	
<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>	<div></div>
Course code	Credits
<input type="checkbox"/> I am applying for exemption <input type="checkbox"/> on the basis of formal competence <input type="checkbox"/> on the basis of non-formal competence / prior work and learning experience <i>NB You can not apply for exemption for free electives, see information at the student portal</i>	
Total number of credits I apply for exemption in examination for:	I have previously been exempted from examination in (total number of credits):
External course that constitute the foundation for the application: (Course name) 	
The course counts for: (number of credits/hours)	Number of credits for full work load per year:
Name of the college/university:	
Country:	
Examination in the course that constitute the foundation for the application was held: 	
Term: Autumn <input type="checkbox"/> Spring <input type="checkbox"/>	Year:
I have familiarised myself with the deadlines, regulations and other information applicable to exemption for examination (see back page of this form & the portal) Date:	
Student's signature:	

To be filled out by BI:

Received at BI by:
Study centre (BI campus):
Date:
Degree Programme:
Level:
Is the applicant made subject to individual adaptation? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is the person admitted as a student? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is the student within the deadline for completion? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is the external school accredited? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are the attachments complete and certified? <input type="checkbox"/> Yes <input type="checkbox"/> No

Returned to the student:
(date / sign.)

The application is rejected due to Date:	<input type="checkbox"/> Not enough ECTS credits <input type="checkbox"/> Outside the application period <input type="checkbox"/> Overlapping with mandatory course	<input type="checkbox"/> Insufficient / inadequate documentation <input type="checkbox"/> Not satisfactory documentation <input type="checkbox"/> Is not an active student at this programme <input type="checkbox"/> Maximum number of exam attempts reached
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To be filled out by BI:

Course responsible	Application approved: Yes <input type="checkbox"/> No <input type="checkbox"/>
Date:	Course responsible's signature:
Academic justification:	May be enclosed
Date:	Exemptions Administrator's signature:

An exemption does not reduce tuition fee.

If you have

Deadlines: If you are applying for course-by-course exemptions, the following application periods apply:

- **1. August – 1. September**
Processed by BI before 25. September
- **1. January – 1. February**
Processed by BI before 25. February
- **1. May – 1. June**
Processed by BI at the latest at the start of the fall semester

You can not apply for course-by-course exemptions outside the application periods.

The processing time assumes that the application is submitted as complete as regards filling in and attachments during the application period.

Application procedure:

The complete form (turn page) *with attachments* is delivered to your study centre. You will receive an e-mail from your counsellor upon receipt of the application.

When the term starts, you can apply for exemptions from examinations to be taken in the coming school year.

If exemption is granted for examinations in one or more courses, you will be removed from the examination in this course

Documentation:

You must attach solid, [certified documentation](#) that the basis for the application covers the course content in the BI courses for which you are applying for an exemption (see the course description).

Applications with deficient forms and/or deficient / irrelevant documentation will be rejected, but you can reapply for exemption within the same application period, or during later application.

The following certified documents must accompany the application:

- copy of certificates / transcripts
- course descriptions including content, level, scope and forms of examination in relevant courses in which you have previously taken examinations
- curriculum lists
- if the examination was taken at a foreign university / college, the course's weighting in relation to full annual progression **must** be documented
- the college / university must have documented public approval in the country where it is based.

Requirements for documentation of formal competence

The following certified documents must accompany the application:

- [copy of certificates](#) / transcripts
- [course descriptions](#) including content, level, scope and forms of examination in relevant courses in which you have previously taken examinations
- [curriculum](#) lists
- if the examination was taken at a foreign university / college, the [course's weighting](#) in relation to full annual progression **must** be documented
- the college / university must have [documented public approval](#) in the country where it is based.

Requirements for documentation of non-formal competence / prior work and learning experience

- An application for exemption from an examination on the basis of non-formal competence / prior work and learning experience must be sufficiently documented for professional assessments to be made. Such documentation can be, e.g.:
- Confirmation or certificate from employer or voluntary organisation which describes the applicant's work tasks and participation in concrete work operations or work areas, including which work methods the person concerned has applied. See the student portal for further details.
- Course certificates with course descriptions documenting the course's scope, content and level.
- Published articles, reports, work samples, products etc. within the subject area or discipline in question.
- The applicant must be able to document that the presented work is the applicant's own.
- Documentation in the form of work references, confirmations of participation or positions in voluntary organisations, course certificates, etc. must be presented as [certified copies](#). BI Norwegian Business School also request presentation of the originals of these documents.

Right to appeal: Applications for course-by-course exemptions that are dismissed or rejected can be appealed.

The appeal must be sent in writing within three weeks from the time the rejection was communicated to the applicant. The appeal must be factually based, and we recommend attaching further relevant information. The appeal must be addressed to the resolution unit. In the event the appeal is not fully allowed by the resolution unit, the resolution unit must forward the case to the Appeals Board at BI Norwegian Business School.

We recommend a formally structured appeal letter. See template [here](#) (in Norwegian). You should allow for a long processing time by the Appeals Board.

Guidance: For guidance as regards course-by-course exemptions, you can contact your guidance counsellor.

Regarding applications for exemptions on the basis of non-formal competence / prior work and learning experience, send an e-mail to: sentralstudieadm@bi.no