



APPLICATION FOR EXAMINATION OFF CAMPUS

Application deadline: 4 weeks before examination date

To be completed by the student

Name: _____ **Student no.:** _____

Address: _____

Study programme: _____

Course code and name: _____

Exam duration (hours): _____ **Exam date:** _____

To be completed by the contact person at the external institution

Name of contact person: _____

E-mail address: _____

Name of external institution: _____

Address of external institution: _____

We hereby confirm that we have read the information on the back of this form, and that the student is allowed to take the examination in question at the external institution.

Place and date

Signature, contact person

Signature, student

INFORMATION REGARDING OFF-CAMPUS EXAMINATION

- Only other university colleges and universities are accepted as external exam venues in Norway. Embassies are accepted outside of Norway.
- The external institution is required to provide competent invigilators and follow the Examination Regulations for the University of Agder.
- Students 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 University of Agder charges the following handling fee per exam:
 - Exam in Norway: NOK 700.
 - Exam outside of Norway: NOK 1000 .
 - Incoming exchange students at UiA that are legitimately absent from the ordinary examination are exempted from paying handling fees for later off-campus examinations.