

Creative Arts at the  
Faculty of Faroese Language and  
Literature



Degree Programme

2020

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## Studying Creative Arts at the Faculty of Faroese Language and Literature

### Introduction

This booklet contains the degree programme for studying Creative Arts at the Faculty of Faroese Language and Literature. A degree programme encompasses all the provisions for the contents of the degree and the rules and regulations governing how the degree is carried out.

This degree programme is based on the Faroese Parliamentary Act and Executive Order on the University of the Faroe Islands.

This degree programme stipulates the requirements students must meet, as well as their rights and obligations as students at the Faculty of Faroese Language and Literature.

The degree programme will be in force for the stipulated duration of the full course of study. If, owing to an extension of the duration of an individual student's period of study, a new degree programme comes into force before the student has successfully completed all required exams, the student must arrange with the faculty administration how their course of study will be completed.

## Degree

This Bachelor degree in Creative Arts focuses on creative work in creative writing and music. The programme is designed to enable students to acquire relevant methods within their branch of art, as well as to develop their abilities to work independently with their own pieces. Moreover, students will acquire theoretical knowledge opening up new perspectives from which to consider art analytically. In addition to the BA degree in Creative Arts, the Faculty of Faroese Language and Literature also offers BA, MA and PhD degrees in Faroese Language and Literature. Alongside these other programmes, the Bachelor in Creative Arts fosters an environment in which both scholarly and creative methods are applied to the consideration of language, culture and art.

Studying for a Bachelor in Creative Arts is a full-time occupation, and a condition for taking examinations is that students regularly attend lectures and other study activities. Students are expected to prepare for classes and must, in addition to class learning and teaching, work independently. Teaching methods include: lectures, master classes, student presentations, exercises and assignments, group and class discussions, seminars, individual supervisions and mentoring sessions. Students are expected to keep abreast of cultural activities, e.g. book and music launches and reviews, as well as attend concerts, readings, theatre performances and other artistic and cultural events.

Apart from the full-time study mode, theory courses may also be completed as individual courses.

Teaching is based on the research of lecturers, who are researchers at the Faculty of Faroese Language and Literature, as well as on the artistic activities of teachers who are professional artists with outputs and experience that equip them to teach creative arts at university level. This programme is the only programme of its kind at university-level in the Faroe Islands. It is therefore incumbent on the Faculty to offer the highest standard of teaching that can benefit the artistic environment and Faroese society as a whole.

## Degree Programme for the Bachelor in Creative Arts

### Course of study

This is a three-year programme (180 ECTS) divided into two tracks: Creative Writing and Music. Some modules are joint modules, while others are determined by the artistic pathway chosen by the student. On both tracks two thirds of the courses focus on creative practice, while one third focus on theory. The purpose of this approach is to enable students to acquire the practical competences to carry out independent artistic practice, coupled with the fundamental theoretical knowledge required to think analytically about art and their own creative artistic practice. Students who work with both creative writing and music will have the opportunity to attend teaching and take examinations on both tracks. However, they can only be issued with a degree certificate in the track the originally enrolled on, though all examinations and final marks will be recorded in their degree certificate.

### Entry requirements

Applicants to the BA in Creative Arts must have completed an academic upper secondary degree (*gymnasium*). Applicants must submit proof that they meet all the entry requirements along with their application. Applicants who apply on any other basis are required to prove that they meet equivalent requirements. Entry exams can be arranged in case of uncertainty regarding whether an applicant has the required qualifications.

In addition to the above requirements, applicants must also submit own works that demonstrate sufficient artistic ability in either creative writing or music. Applicants to the creative writing track must submit five pages of their own written work. Applicants to the music track must submit sheet music and/or recordings of their own work with a maximum duration of five minutes. Applicants are also required to submit a page

with a brief description of their artistic profile. For each track, an admission panel made of up three members will assess the submitted materials. Successful applicants will be admitted onto either the Music or Creative Writing track and, on successful completion of the programme, will receive a degree certificate in Creative Writing or Music, however, they may attend teaching on both tracks.

## Individual courses

Students enrolled on individual courses attend teaching and take examinations in the individual theory course(s) of their choice that are part of the degree programme, but are not enrolled as full-time students. Practical modules will usually not be open to students taking individual courses. Students taking individual courses must apply to each course separately and must meet the same entry requirements as other students. Students taking individual courses will only be admitted to courses if there is availability. Students taking individual courses pay a fee. Course fees cover teaching, supervision, examinations and reexaminations. There is a specific application form for enrolment on individual courses. Full-time students at the University of the Faroe Islands may take individual courses offered as part of other degree programmes at the University of the Faroe Islands for free.

## Structure – overview

Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6
Workshop 1 10 ECTS	Workshop 2 10 ECTS	Workshop 3 10 ECTS	Artistic Work 20 ECTS	Placement or Study Abroad 30 ECTS	Independent project and thesis + Semester 6 seminar and supervision 30 ECTS
Independent Work 1 10 ECTS	Independent Work 2 10 ECTS	Independent Work 3 10 ECTS			
Theory course – aesthetics 10 ECTS	Theory course – varying subjects 10 ECTS	Theory course – varying subjects 10 ECTS	Art Seminar 10 ECTS		

## Programme regulations

### Reading lists

The reading list for courses that award 10 ECTS will total around 500 pages.

The distribution between types of required materials: general theory, specialist literature/specialist material, key texts and own written works/songs/music/sound files, may vary from one course to another. Some courses may mainly require readings on theory, methods and discussions on specific topics, while others will focus on students' own creative outputs. The requirements will be stipulated for each individual course.

For elective courses awarding fewer or more ECTS, the extent of the reading list will be set in relation to the above.

### Mentorship system on the Creative Writing track

The purpose of the mentorship system is to support, develop and strengthen students in their work with their own creative writing. Students will choose their own mentor and together the mentor and student

will define how they collaborate. The mentorship system affords students the opportunity of at least three 2-hour sessions with the mentor outside of the regular teaching schedule during one semester (February – May). In consultation with the student, the mentor will draw up a plan for the semester and the sessions will be distributed evenly over the semester.

### Tailored courses on the Music track

Students on the Music Track may arrange short tailored courses, e.g. singing or instrumental lessons. Teachers on the Music track will determine how such courses are organised with the programme leader.

### Independent study

In the second and third semester students will submit a list of 5 works for independent study. On the Music track these may include works about music and/or pieces of music, which students will listen to. Independent study reading lists will be added to the material that may be referenced during examinations in the Workshop and Independent Work courses.

### Placements and study abroad 30 ECTS

In the fifth semester students have the opportunity to undertake study abroad or placements. Students can study abroad at education institutions and art programmes with which this Programme in Creative Arts has cooperation agreements, or seek placements either in the Faroe Islands or abroad (e.g. at art or cultural institutions, music venues, media organisations, publishing houses or similar bodies).

#### Placements

Students will be responsible for seeking out and arranging placements. Placement agreements must contain detailed descriptions of the tasks the student will undertake and the purpose of the placement. Furthermore, placement agreements must clearly specify how the placement is relevant to the student's artistic work. Placement agreements are subject to the approval of the programme leader.

When placements have concluded, students are required to submit a written 10 to 15-page report. The report must contain a short description of the institution where the placement took place with particular emphasis on the professional and subject-specific contents, work processes and tasks undertaken during the placement. In their report students must demonstrate the connection between their placement and the professional and subject-specific skills and competences the student has developed on the programme. The report must also include an assessment of how the placement has contributed to strengthening and developing these skills and competences.

Students who successfully complete a placement lasting one semester and submit a written report will be awarded 30 ECTS on the Degree Programme in Creative Arts.

#### Study abroad

Students have the opportunity to study abroad at the education institutions and art programmes with which this Programme in Creative Arts has cooperation agreements.

When studying abroad, students are required to attend teaching and meet any requirements stipulated for the successful completion of courses equivalent to one semester at the education institution abroad.

It is the student's responsibility to find accommodation for their study abroad and to pay for any travel and other expenses related to their stay abroad.

Students who successfully complete one semester of study abroad will be awarded 30 ECTS on the Degree Programme in Creative Arts.

## Final project

The final project on the Degree Programme in Creative Arts accounts for 20 ECTS. The result of the project is a piece of creative writing or music, which in volume and quality meets the standards required for approval as a graduation piece. Work on final projects will be arranged in consultation with a supervisor, who will also offer guidance to students while they are working on the project. Along with the thesis, the final project will be included in a portfolio intended to document the student's ability both to carry out artistic work at a high level and to reflect analytically on art and their own creative process.

## Thesis

The thesis is a component of the final project. The thesis is submitted separately, awards 10 ECTS and must be 25 to 30 pages long. The thesis must be written as an essay from a theory-based perspective enabling the student to reflect on the process of working on the final project and on the resulting piece. The thesis should demonstrate the student's ability to analyse and apply scientific theory and methods. Students choose a topic in consultation with their supervisor. Topics are subject to approval by the programme leader and confirmation by the dean.

## Seminars and supervision (semester 6)

Students will meet in small groups with their supervisor for four seminars over the course of one semester. Students will present their projects and reports, offer feedback and critique to each other, while supervisors will advise on the writing process, theory and methods. Students will be expected to complete one quarter of their project and report before each seminar. In addition, students are entitled to a total of 4 hours of individual advice and guidance.

## Submission of final project and thesis and potential delays

The final project and thesis are produced in semester 6 and submitted at the end of that semester. If a student fails to submit the final project and thesis on time, the titles may be tweaked and the student offered a two-month extension. If the student fails to submit again, the titles may be tweaked one more time and the student receives another two-month extension. Should the student then fail to submit, the student will have used up all three opportunities to submit. In the case of any delays owing to, for example, maternity leave or sick leave, the final deadline for submitting the final project and thesis is 1 year after the last exam date. This requires a special agreement with the programme leader. Should the student fail to submit then, the student may apply for permission to submit at a later date. Students may apply for permission to write on a topic that has already been confirmed. Should a student fail to comply with the mentioned procedures and deadlines, the student will be struck from the University's register without a final degree certificate.

## Definition of elective courses

A 10 ECTS elective course equals approximately 45 hours of teaching.

Elective courses can be practical, theory or combined courses. The material to be read in an elective course can usually be classed in one of four categories:

- general theory and methods
- specialist literature/specialist material
- key works
- own text/songs/music/sound samples

The first category contains first and foremost whole works on theory and methods, however individual articles or edited collections may also be included. The second category is a selection of specialist literature offering analyses, discussions and the like, such as articles or excerpts from larger works. The volume and type of readings will vary according to the course, particularly with regards to the third category: key works. Key works in creative writing courses are poems, short stories, novels, translations, works of theory or history, depending on the individual course; key works in music courses include sheet music, albums, etc.

## Credit transfer for study abroad or at other faculties of the University of the Faroe Islands

The condition for students completing part/parts of their degree abroad and/or at other faculties of the University is that they arrange their own course of study and enter into the necessary agreements with the faculty they intend to visit. Students must submit in advance any such plans for credit transfer to the Faculty of Faroese Language and Literature for provisional approval in order to ensure that it is possible to transfer credit for the course of study they intend to complete outside the Faculty.

Students who arrive with a degree from other education institutions or other faculties who would like to have credit transferred for any courses already completed must apply by October 1<sup>st</sup>/ March 1<sup>st</sup>.

## Courses completed under previous academic programmes

Courses completed at the Faculty in accordance with previous academic programmes may be credited to the current degree programme by application. The arrangement must be made with the programme leader.

## ECTS (European Credit Transfer System)

ECTS is a unit measuring the amount of time and effort a course requires. A year of study (full-time study) corresponds to 60 ECTS. Courses, electives, thesis work, etc. are allocated the number of ECTS, which the burden of study equates in full-time study. One ECTS corresponds to around 25-30 hours of work.

## Courses on the Degree Programme in Faroese

Students on the Creative Writing track may elect courses offered on the Degree Programme in Faroese equivalent to a maximum of 10 ECTS of the whole Degree Programme in Creative Arts. Students who wish to enrol on such courses must submit an application to the programme leader, who will process and approve the course selection.

## Enrolment

When students are enrolled at the Faculty they are asked to fill in a form to register for study and exams. This form is only valid for one academic year. This means that students must renew their registration every year (before August 20<sup>th</sup>). Students taking individual courses register for the semester when their course runs. Students are automatically registered for exams. However, students who have added supplemental reading or are engaged in independent study must register for examination before the October 1<sup>st</sup>/March 1<sup>st</sup> deadlines. It is not possible to withdraw from examination, and students must wait until the next scheduled examinations, should they be absent when the examinations are held – without prejudice to the provisions on illness.

## Changing tracks

Students who wish to change track must submit an application to the programme leader along with examples of their own artistic works. The programme leader will forward the works to the teachers on the track the student would like to transfer to, and will consult those teachers before making any decision. The decision is subject to confirmation by the dean. Student may only switch tracks during the first half of the degree programme.

## Examinations

### General examination requirements

Examinations are set separately for each course. A 'Pass' or '2' on the -3 to 7 marking scale is the required passing grade. Some examinations are arranged as 'external examinations', this means that the examinee's performance is assessed with an external examiner from another education institution. A joint mark is awarded. Other examinations are structured as 'internal exams', and in this case the course instructor will

assess the exam with other teacher(s) from the Faculty or University and award a mark of either 'Pass' or 'Fail'.

In certain cases, students may be exempted from examination, provided that they have attended 80% of the teaching sessions and participated actively. Please refer to the relevant course description for details.

At the examination, students are required to demonstrate that they have acquired the requisite academic insight and understanding of the subject. Faroese is the language of examination. However, the language used during the examination may be another Nordic language, if the lecturer or external examiner does not understand Faroese. A different set of rules applies to exchange students.

In evaluating written assignments, the scholarly or creative contents will be assigned greatest weight

## Reading lists

Please refer to the individual course to ascertain whether submission of a reading list is required. If the submission of a reading list is required, students must submit their reading lists to the teacher for approval no later than one month before the date of the examination (for set take-home assignments: one month before the set topic is announced). The reading list must cite the studied works, texts and total number of pages read. Suggested reading materials are often recommended by teachers during a course. When students write assignments on a subject of their own choosing, they are not required to submit a reading list in advance.

## Works, texts and pages

Requirements with regards to works, texts and pages are specified in reading lists.

A **work** is a unit, i.e. a collection of poems, short stories, or essays, or a novel, play, television or radio programme. A work may also be a compilation of text or sound recordings/music of at least 100 pages (or equivalent material with both text and sound recordings) compiled by the student.

A short text is an individual poem, short story, essay, article, reflection, ballad or song. Texts may also include letters, interviews, adverts, images and recordings.

A scholarly work is an academic monograph, generally 80-100 pages or more. Students may themselves compile the equivalent of one scholarly work comprised of articles and short monographs. It should be at least 100 pages in length.

The average page is considered to be 2,400 characters with spaces.

## Paper or presentation in lieu of examination

For some examinations, particularly on theory courses, students will be required to complete an assignment based on the teaching instead of sitting a written or oral exam. There are two types of assignments: assigned topic (set take-home assignment) or free topic (open take-home assignment).

*Open take-home assignment:* The examination is a take home assignment on a topic of the student's choice. The condition for students to be allowed to write an open take-home assignment is active participation, which includes at least 80% attendance. The chosen topic is subject to approval by the teacher and due for submission on the fixed examination day.

*Set take-home assignment:* The teacher will set the question on an assigned topic. The recommended volume of the submission is defined by level of study:

10 ECTS take-home assignments: approximately 10-15 pages at BA level.

The calculation is based on standard pages equivalent to approximately 2,400 characters with spaces, based on the font Times New Roman 12, left and right margins of 3 cm and top and bottom margins of

2.5 cm, with line spacing set at 1.5. The required number of pages includes only the actual text and notes, and excludes cover sheets, table of contents, bibliography and appendices.

A bibliography must be included at the end of the paper.

*Combined examination at BA level:* Assignment due for submission at a set deadline with a required volume of 4 to 6 pages.

## Group and individual assignments

Assignments can be written either individually or in a group. No more than three students may collaborate on an assignment. The volume of a group assignment shall be the equivalent of the number of pages required for an individually written assignment times the number of students in the group. The group shall identify the sections that each individual student has written and is responsible for, so that the assignment may be assessed accordingly and each student may receive a mark for their individual contribution.

## Academic honesty

On theory courses, students must abide by the rules on academic honesty. It is dishonest to omit references in a manner that leads to misrepresentation of a student's academic output. Copying or replicating text by another person constitutes plagiarism, unless all quotes and paraphrases of text by others are clearly referenced along with the origin of any concepts, which are not general and not of the student's own creation. Unequivocal examples of cheating include: submitting an assignment that was not written by the student submitting it, or submitting the same assignment for more than one examination.

## Own work

On the Independent work and Workshop courses students' own artistic works may be part of the examination material. In such cases, the volume of own works will be set off against the number of pages set for the examination.

## Assessment methods

The applicable assessment methods are stipulated for each individual course. Please refer to the relevant course description.

## Oral and written examination

*Applicable to 10 ECTS elective courses:*

1. 30-minute oral examination (with 30 minutes of preparation).
2. 6-hour written examination.
3. Combined. Own work of the student's choice + oral presentation.
4. Combined. Set take-home assignment + oral presentation.
5. Combined. Fixed number of days, 1-3 days, to prepare a presentation for a half-hour oral examination on a set topic.

## Paper or presentation in lieu of examination

1. Paper on an assigned topic (two weeks to complete).
2. Presentation on an assigned topic (one week). Preparation for oral presentation on a set topic.
3. Assignment on a topic selected by the student related to the coursework. The topic is subject to approval by the teacher. The prerequisite for invitation to complete an open take-home assignment is that students have participated actively in the course. Regarding volume: please refer to the section: Paper or presentation in lieu of examination.

## Portfolio

The portfolio reflects a process and examinations are therefore based on the work students have created over one semester.

1. Portfolios are submitted at the end of the course.
2. Combined examination. Oral examination based on a portfolio submitted two weeks before the examination.

The type of examination applicable will be set for each separate course. A teacher may also apply to test new examination methods, which are not described in this degree programme. In such cases the teacher must, before the course is announced, submit a written reasoned application to the programme leader.

The programme leader's decision is subject to confirmation from the Board of Studies. Once the course and examinations have concluded, the teacher is required to submit a report with an evaluation of the new method to the Board of Studies.

## Examination regulations

### Examinations

All courses culminate in exams. Any student who fails to attend an exam fails that exam. Anyone intending to be examined in the Creative Arts courses must:

- be registered as with the University of the Faroe Islands as enrolled on the Creative Arts programme at the Faculty of Faroese Language and Literature,
- have a regular attendance record,
- submit an approved reading list by the specified date, i.e. 1 month before the date of examination (for set take-home assignments 1 month before the topic is announced), if submission of bibliography is required, please refer to 'Reading Lists',
- for oral and written exams: arrive on time on the day of the exam, i.e. **at least 15 minutes** before the exam is scheduled to begin,
- for set take-home assignments: confirm receipt of the assigned topic and submit at the specified time,
- for open take-home assignments: submit the assignment within the deadline.

Set and open take-home assignments must be submitted digitally. No resubmissions (with amendments/corrections) are permitted once assignments have been submitted, regardless of whether the submission deadline has lapsed.

Theses must be submitted digitally as well as in triplicate paper copies. This also applies to final projects in Creative Writing and sheet music for final projects in Music. Recordings of final projects in Music must be submitted digitally.

When students are due to complete their final project and thesis, they must agree on a topic with their supervisor, which is subject to the approval of the programme leader and confirmation by the dean.

### Reexaminations

Students may not resit examinations more than three times. The programme leader may, however, upon written appeal grant a student the right to attempt examination in a course a fourth time, if warranted by special circumstances. Applications for exemption due to special circumstances must be submitted to the Faculty no later than two weeks after students receives notice that they have not passed for the third time.

Students are not entitled to reexamination should they absent from the regularly scheduled examination, illness excepted.

## Illness

If illness prevents a student from taking an exam, the student must inform the Faculty **no later than at the start time of the examination** that s/he is sick. **In addition**, the student must submit a **doctor's certificate** to the Faculty by the following deadlines:

- a) oral and written examinations: no later than 8 days from the date of notification,
- b) set take-home assignments: no later than 8 days from the date of notification,
- c) open take-home assignments: no later than the date when the assignment is due.

## Conduct of examinations

### Attendance

Written examinations usually start at 9:00 am.

Students should arrive at least 15 minutes early, but it is best to arrive well in advance, especially if you have to set up a computer.

If a student arrives after the start of an examination, the decision as to whether or not that student will be permitted to enter the examination room will be taken on a case-by-case basis. If any examinee left the examination room after the assignments were handed out, then it is not possible to enter the examination room, unless the examinee who left the room was constantly monitored. Also, no student arriving more than 1 hour after the start of an examination may be let in. Students who arrive late will not be allowed any extra time to make up for time lost.

### Study aids

The course descriptions for each individual course usually stipulate the study aids allowed during examinations. A notice with this information must also be posted outside the examination room. It is each student's responsibility to familiarise themselves with these matters and bring the permitted aids. Students may not borrow study aids from anyone other than the invigilators at the examination.

It is each student's duty to hand over to the invigilators any unauthorised study aids and other banned items they may have brought into the examination room, including mobile phones. Failure to comply with these provisions may lead to exclusion from the examination.

### Illness during examinations

Anyone who feels ill during the examination can inform the invigilators, they will be able to accompany the examinee outside for a brief moment.

Anyone forced to stop the examination due to illness is required to hand in the assignment with their progress and the invigilators can attest that the examinee stopped due to illness. Examinees, who have left an examination due to illness and wish to retake the examination, must provide the Faculty with a doctor's certificate within 8 days of the examination.

### About leaving the examination

Anyone leaving the examination room for one of the following reasons:

- a. the student does not wish to complete the assignment,
- b. the student has completed the assignment before the time is up,
- c. other longer examinations are taking place in the same room

must leave the room without causing any disruption.

The identification fields on the answer sheets must be filled in before leaving the room. Students who use a computer to complete the examination must sign the final sheet before exiting.

Students will only be allowed to leave the examination room during the first hour, if all the students have arrived.

No student is allowed to leave the table without notifying the invigilators and submitting their answers – or at least a duly completed cover sheet.

### End of examinations

Once the allocated examination time is up, invigilators will collect all the answers and students should wait until all the material has been submitted. If anyone leaves the examination room with their answers, the material will not be assessed, but the examination will still count as an attempted examination

### Examination results

Examination results are usually announced immediately after assessment has been completed. As a general rule, examinations should be assessed within one month. With the exception of final projects, which should be assessed within two months.

### Regarding appeals

Please refer the executive order currently in force (available on the University's website).

### Rules on the use of computers during examinations

In addition to the general examination rules, the following rules apply when a computer is used for an examination:

- 1) Students must bring their own computer, but the University will be in charge of printing.
- 2) If dictionaries are permitted in the examination, students may access the Sprotin dictionaries at *uni\_exam*. Students will receive the *uni\_exam* password from the invigilators, right before the examination begins. **Apart from *uni\_exam*, which is only permitted for certain examinations, use of the Internet is not permitted at all.**
- 3) In addition to accessing the Sprotin dictionaries, students may only access the document loaded onto the external drive they have received. If notes are permitted, students may also access them, but they should be stored separately in a separate folder enabling the invigilators to monitor. *If no study aids are permitted students must only access the document on the external drive (which is in a special colour).*
- 4) Students will receive an external drive with a document with a letterhead that can only be used in Word (or Word compatible software) from the Faculty before the examination starts. And students are advised to use the font Times New Roman, size 12 and 1.5 line spacing.
- 5) When students have finished and intend to submit, the external drive must be handed to the invigilators, who shall make sure that the material is printed. Students shall remain in their seats until the invigilator returns with the printed exam reply. Students may request a trial print. However, it is usually only possible to print in the last hour of examination. Everything must be printed and placed in the exam folder by the time the exam time is up.
- 6) The student personally shall select the printed answer sheets that shall be submitted for marking. All printed pages shall be headed with the name of the student, the date and the page number. The student shall sign the last page. The external drive cannot be used as a draft or as proof of what should have been submitted for marking.
- 7) Students are personally responsible for regularly saving the text being created during the examination. The fact that any text was not saved is not sufficient grounds for re-examination.
- 8) If a power failure occurs during the examination or some other problem arises that cannot be immediately corrected and which renders the computer inoperable, the examination shall continue without the use of the computer. **For this reason, it is imperative to continually save any text produced to the external drive.**
- 9) Students are personally responsible for ensuring that the computer equipment functions properly. No computer technician will be available to render assistance. Regardless of whether any problems occur with a student's computer, the time of the examination will not be extended, nor will re-examination be possible. Under such circumstances, the affected

student shall continue to answer the examination questions by hand and the student may at any time begin to write by hand rather than with the computer.

10) Students are personally responsible for ensuring that property is ensured against theft or vandalism while that property is in the examination room

- Students must ensure they arrive well in advance of examinations and must, before the examination begins, check that their computer is functioning properly. Students must also make sure that the external drive is compatible with the computer.
- If a student from the outset of the examination finds that the computer does not function, or is not likely to function throughout the examination, for example, owing to software issues or because the power cable or charger was left behind, then the student must write by hand