

Studieadministrasjonen  
Gløshaugen

## Søknad om opprettelse av fellesprogrammet MA European Sport: Law, Culture and Governance og søknad om støtte gjennom ERASMUS MUNDUS programmet

Det vises til vedlagt brev fra ISS av 01.03.07 med vedlegg.

Instituttets brev med vedlegg gir en detaljert beskrivelse av studieprogrammet og grunnlag for søknaden. Brevet gir også svar på flere av de spesifiserte krav gitt i KVASS, som stilles i forbindelse med opprettelse av nye studieprogram. I punktene nedenfor gis utfyllende opplysninger og kommentarer til instituttets oversendelse.

### 1. Strategisamsvar

I NTNUs strategiske plan er det satt som et mål at hvert fakultet skal ha minst tre felles studieprogram/grader med anerkjente universitet. Det nye studietilbudet ligger innenfor NTNUs tematiske satsingsområde Globalisering – kulturelle og sosiale uttrykk. Det nye fellesprogrammet skulle av den grunn ligge godt innenfor NTNUs strategi og tematiske satsingsområder.

I fakultetets strategiplan som gjelder fram mot 2010 legges det opp til økt internasjonalisering. Fakultetet ønsker å gi en balansert internasjonal studentutveksling. Dette skal skje gjennom strukturerte samarbeid med utenlandske læresteder. I de kvantitative strategiske mål er det videre fastsatt at fakultetet skal ha samarbeid om minst fem internasjonale fellesgrader. Opprettelsen av studieprogrammet er derfor i godt samsvar med fakultetets strategiske satsinger.

### 2., 3. og 4. Krav til masterprogram, studieplan og emnebeskrivelser i forskrifter

På side 14 i Course handbook finnes en tabellarisk oversikt som gir rammen for studieprogrammet. Det legges opp til en fellesgrad av typen "multiple degree" hvor kandidaten får et vitnemål fra alle de tre lærestedene. Første semester avlegges ved University of Westminster, andre semester avlegges ved Malmö högskola, tredje semester ved NTNU og siste semesteret ved den av studiestedene som gir veiledning på masteroppgave. Mastegraden er på 120 studiepoeng og masteroppgaven har et omfang på 30 studiepoeng. Studieprogrammet tilfredsstiller derfor de

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7491 Trondheim	E-post: postmottak@svt.ntnu.no http://www.svt.ntnu.no	Bygg 1, nivå 4 NTNU Dragvoll 7049 Trondheim	+ 47 73 59 19 00 <b>Telefaks</b> + 47 73 59 19 01	Per Stene Tlf: + 47 73 59 19 04

All korrespondanse som inngår i saksbehandling skal adresseres til saksbehandlende enhet ved NTNU og ikke direkte til enkeltpersoner. Ved henvendelse vennligst oppgi referanse.

generelle krav som stilles til et masterprogram. Det er ønskelig å kunne opprette emner som har et omfang på 10 studiepoeng og det er vanskelig å fravike dette. Fakultetet ber om at det for fellesprogram og -grader av dette slag må være mulig å kunne dispensere fra kravet om 7,5 sp og 15 sp. Dette kravet ble innført for å sikre muligheten for å kunne kombinere emner på tvers av studier og fakultet ved NTNU. I dette tilfellet vil det være nødvendig med andre emnestørrelser for å kunne kombinere emner på tvers av institusjoner.

Det er planlagt å starte i høstsemesteret 2008 og de første studentene kommer til NTNU i høstsemesteret 2009. Det eksisterer en foreløpig emneliste, men fakultetet vil påpeke at denne er foreløpig og at det arbeides med endelig og detaljert studieplan. Fakultetet vil derfor komme nærmere tilbake til dette innen de ordinære fristen for studieplanarbeidet i høstsemesteret 2007. Et av emnene "Sporteconomics" gis i samarbeid med TØH ved HIST og det vil her bli leid inn lærekrefter.

##### 5. Kostnadsberegning og finansiering

Fakultetet har i samarbeid med instituttet stipulert følgende ppstart- og utviklingskostnader:

To månedsværk – vitenskapelig ansatt – kr. 60.000,- x 2 = kr.	120.000,-
Reiser – London og Malmø	kr. 50.000,-
Totalt	kr. 170.000,-

Disse kostnadene er dekket av instituttet.

Studiet tar opp sine første 30 studenter i 2008. Alle oppholder seg ved University of Westminster i høstsemesteret 2008 og fortsetter deretter ved Malmö Högskola våren 2009. Først høsten 2009 kommer det 30 studenter til NTNU som vil kreve undervisningsressurser. Våren 2010 skal studentene starte med masteroppgaven og det er forventet at 10 studenter vil kreve veiledningsressurser fra NTNU. Da vil også maksimumstallet for antall studenter være nådd.

	Høst 2008	Vår 2009	Høst 2009	Vår 2010
Antall studenter – tredje semester	0	0	30	0
Antall studenter - masteroppgave	0	0	0	10
Totalt antall studenter	0	0	30	10
Resultatbevilgning IFM	0	0	228.150	361.200
Insentivmidler for ferdige kandidater	0	0	0	200.000

Beløpene framkommer på følgende måte:

Emner i tredje semester: 30 studenter x 30 studiepoeng x 253,5 kr = 228.150

Veiledning i fjerde semester: 10 studenter x 30 studiepoeng x kr 1204 = 361.200

Insentivmidler for ferdige kandidater: 10 studenter x kr. 20.000,- = 200.000

Kronebeløpene er basert på de beløp som ble avsatt til kontakttid og evalueringstid ved fordelingen i 2007.

Årlig kostnad gjennom resultatbevilgningen i IFM vil med henvisning til tabellen over, bli kr. 589.350,-. Med insentivmidler for ferdige kandidater blir dette kr. 789.350,-. Fakultetet vil samtidig be om at det gis basistildeling tilsvarende 30 studiepoeng for de emnene som NTNU tilbyr.

#### 6. Oppdragsundervisning, egenbetaling

University of Westminster som administrerer programmet vil kreve skolepenger. Det tas sikte på at NTNU og Malmö Högskola vil betale en redusert avgift for de av studentene som ønsker å ta hele graden. Fakultetet vet at NTNU sentralt arbeider med problemet i forbindelse med egenbetaling for studentene i fellesgrader og imøteser en avklaring etter møte med departementet.

#### 7. Antall studenter

Det foreslås tatt opp 30 studenter. Disse studentene vil først ankomme NTNU høsten 2008 og har ikke betydning for opptaksrammene studieåret 2007-2008. University of Westminster, Malmö Högskolan og NTNU må dele på disse studentene. Det anslås at 10 av disse studentene vil ønske veiledning ved NTNU og fakultetet vil av den grunn regne 10 av disse innen sine opptaksrammer fra studieåret 2008-2009. Med henvisning til opptaksordninger nedenfor er det ikke aktuelt med noen inndeling i flere ulike opptakskvoter.

#### 8. Opptakskrav og rangeringsregler

Opptakskrav og rangeringsregler er detaljert beskrevet på side 3 i Course handbook. Opptaket vil bli foretatt av CAT (Consortium Admission Team) med en representant fra de tre samarbeidende institusjoner. Opptaket vil bli koordinert av University of Westminster og det forutsettes at studentene har en utdanning tilsvarende en bachelor med resultat over gjennomsnittet. Graden må ligge innenfor juss, sosiologi, økonomisk/administrative studier, statsvitenskap, idrettsvitenskap eller lignende. Utvelgelse av søkerne foretas av CAT og skjer med grunnlag i en helhetlig vurdering av søkerne hvor blant annet karakterer blir tillagt vekt. I den grad det er nødvendig vil det bli tatt kontakt med de enkelte institusjoners opptaksavdelinger.

#### 10. Eksterne samarbeidspartnere

Studiet er utviklet i samarbeid mellom University of Westminster, Malmö Högskola og NTNU. I den innledende fasen av arbeidet med studieprogrammet ble det inngått en samarbeidsavtale - letter og intent - mellom de tre lærestedene som også er signert av Rektor i høstsemesteret 2007. Fakultetet har ikke selv denne avtalen, men har bedt om å få den oversendt fra University of Westminster og kopi vil ettersendes så snart den foreligger.

University of Westminster og Malmö Högskola vil begge i løpet mars/april 2007 behandle studieprogrammet i sine øverste organ. Det er av den grunn ikke utarbeidet en mer detaljert samarbeidsavtale og fakultetet vil komme nærmere tilbake til dette senere.

### 11. Fellesgrader og fellesprogram

Det legges opp til et fellesprogram hvor studentene får et eksamensbevis fra alle de tre samarbeidspartnerne. Det foreligger pr. dato ingen detaljert samarbeidsavtale da to andre institusjonene også er i gang med endelige godkjenning av studietilbudet.

University of Westminster har foretatt en egen akkreditering av de to andre institusjonene uten at dette gir noen offisiell akkreditering her i landet, men det kan tilføyes at begge de eksterne institusjonene allerede har studietilbud på masternivå. Det kan videre med henvisning til studieplanen, påpekes at studenten er sikret et studieopphold ved alle de tre institusjonene som deltar i samarbeidet.

### 12. Markedsvurdering

Det vises her til siste avsnitt i brevet fra instituttet hvor det påpekes at det ikke eksisterer tilsvarende studietilbud i Europa. Videre at University of Westminster har lang erfaring i markedsføring på det internasjonale marked. Dette vil kunne skape ekstra blest om tilbudet og gi muligheter for å trekke gode kandidater.

Oppsummering

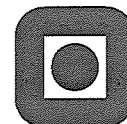
Med utgangspunkt i de ovenstående kommentarer og vurderinger, slutter fakultetet seg til instituttets forslag og ber om at programmet MA European Sport: Law, Culture and Governance opprettes fra høstsemesteret 2008. Studiet er et fellesprogram og det gis i samarbeid med University of Westminster og Malmö Högskolan. Fakultetet ber videre om at det søkes om støtte til studiet gjennom Erasmus Mundus programmet.

Med hilsen

Jan Morten Dyrstad  
Dekanus

Kjerst Møller  
Seksjonssjef

Kopi: ISS



Til SVT-Fakultetet ved NTNU  
c/o dekanus Jan Morten Dyrstad

Vår dato:  
01.03.2007

Vår ref.:  
HL

Deres dato:

Deres ref.:

## ERASMUS MUNDI-SØKNAD OM OPPRETTELSE AV MA EUROPEAN SPORT: LAW; CULTURE AND GOVERNANCE

Hermed oversendes grunnlagsdokument og en gjennomgang av sentrale momenter i forbindelse med vår Erasmus Mundi-søknad med tittelen '*MA European Sports: Law, Culture and Governance*'. Søknaden er basert på et samarbeidsprosjekt mellom tre institusjoner; University of Westminster (London), Malmø Høgskola og institutt for sosiologi og statsvitenskap (NTNU), med TØH/HiST som NTNU's samarbeidspartner i Trondheim. I MA graden i 'European Sports' legges det opp til et unikt tilbud i forhold til idrettens internasjonalisering, profesjonalisering, kommersialisering og rettslige regulering i et tverrfaglig perspektiv. Studiet er forankret i faglig sterke miljøer i rettsvitenskap, sosiologi, statsvitenskap, økonomi i tillegg til en vektlegging av metodemessig skoleing, samt prosjektjobbing i prosjekt- og i praksisfeltet. I linje med andre Erasmus-Mundi prosjekter mellom Norge, Sverige og Storbritannia, legges det her opp til en løsning hvor studentene får et eksamensbevis fra hver av de tre samarbeidende institusjonene (multipel grad).

Grunnlagsdokumentene gir en oversikt over mastergradens innhold og organisering, herunder detaljert informasjon om administrasjon, opptak, eksamensformer, evalueringsformer med mer (se Course Handbook, 62 sider); en detaljert beskrivelse av kursene og mastergradsoppgaven (Modules, 54 sider), samt de kursansvarliges CV'er i London, Malmø og Trondheim (Selected Curriculum Vitae). NTNU og Høgskolan i Malmø har nylig blitt akkreditert av University of Westminster gjennom en rigorøs prosess i London, Malmø og Trondheim. Rapporten fra evalueringskomiteen og dokumentene som finnes i vedleggsform utgjør grunnlag for University of Westminsters styre for å gi sin godkjenning av programmet 15. mars 2007. Alle signaler gitt fra University of Westminster tyder på at de vil godkjenne programmet slik det foreligger. Det samme gjelder i Malmø, selv om gjennomføringen formelt forutsetter Høgskoleverkets, godkjenning i april måned. Westminster akkreditering av sine samarbeidspartnere forutsatte, allerede i innledende fase, en samarbeidsavtale ('letter of intent') mellom NTNU, Malmø og Westminster, signert av institusjonenes rektorer.

Malmø Høgskola har i dag mer en 50 ansatte i idrettsvitenskap og er blant de ledende forskningsinstitusjonene i samfunnsvitenskaplig orientert idrettsforskning i Europa. Westminster University har i forhold til søknaden sin styrke i rettsvitenskap med fokus på idrettens rettslige regulering, men representerer også et internasjonalt tungt fagmiljø som juridisk institusjon. NTNU har i forhold til søknaden sin styrke i en betydelig satsning på idrettsvitenskap godt forankret og integrert i et tungt samfunnsvitenskaplig miljø (sosiologi, statsvitenskap, idrettsvitenskap & media) i tillegg til at institusjonen har gode metodekurser og etablerte samarbeidsrelasjoner med idrettsøkonomene ved TØH/HiST.

Med søknaden uttrykker samarbeidspartnerne dels en vilje til å styrke allerede eksisterende samarbeidsrelasjoner, men også et prosjekt hvor vi ønsker å profilere institusjonene i et unikt internasjonalt samarbeid med fokus på idrettens status, funksjoner og utfordringer i et internasjonalt tverrfaglig perspektiv. Koblingen mellom idrett og juss står faglig sterkt med toneangivende forskningsmiljøer i Westminster og Malmø, mens Trondheim dels har sin styrke i idrettsøkonomi (TØH/HiST) og et tungt fagmiljø i idrettsvitenskap. Masteren passer godt inn i NTNU's satsningsområde, globalisering, herunder 'globaliseringens kulturelle og sosiale uttrykk',

Utviklingen av idrettsvitenskap er i betydelig vekst i forhold til forskning, undervisning og rekruttering av studenter, og vi antar at vi vil få mange gode søkere i og utenfor EU/EØS-området. Studiet har en opptaksramme på 30 studenter og vender seg til de som har en bachelor i juss, sosiologi, statsvitenskap, økonomi, medievitenskap, idrettsvitenskap eller annen relevant fagbakgrunn. Opptak ved Westminster University baseres på karakterer, to referanser (anbefalningsbrev) og en samlet vurdering av søkerne foretatt av opptakskontoret ved Westminster University og konsortiets styringsgruppe. Flere av søkerne vil sannsynligvis allerede ha en mastergrad, inklusive jurister og økonomer som tar dette som en tilleggsutdanning.

Det vil bli krevd skolepenger fra Westminster University, som administrerer programmet, men ikke fra Malmø og Trondheim. NTNU og Malmö Högskola betaler Westminster en redusert avgift for de av deres studenter som ønsker å ha ta hele graden. De praktiske løsningene for dette skjer i samarbeid mellom studieadministrasjon/internasjonal seksjon ved Westminster, Malmø og NTNU.

De tre institusjonene går inn som likeverdige partnere i en styringsgruppe med ansvar for den løpende driftingen av studieprogrammet. NTNU, har i likhet med University of Westminster og Høgskolan i Malmø, ansvar for undervisning et semester hver samt veiledning av ca 1/3 av masteroppgavene. Studentene forplikter seg til å følge de studiekrav som er spesifisert av konsortiet og styringsgruppa, samtidig som det legges opp til at nasjonale- og NTNU bestemmelser er styrende for den del av studieløpet som studentene tilbringer i Trondheim. Studenter som velger å skrive masteroppgaven med veileder fra NTNU regnes i studiesammenheng som tilhørende NTNU.

Under forutsetning at søknaden får gjennomslag i EU-systemet tas det sikte på oppstart høsten 2008. *Første semester tilbringes i London* med kursene 'Sport in European Environment' (15 ECTS), 'Law and Business of Sport (10 ECTS) og en fem studiepoengsmodul 'Cultural and Comparative Orientation'. *Andre semester tilbringes i Malmø* med kursene 'Sport, Culture and Ethics in Sports' (15 ECTS), to valgfrie kurs koblet til idrett, sosiale rettigheter og diskriminering (10 ECTS) , samt 'Cultural and Comparative Orientation' (5 ECTS). *Tredje semester foregår i Trondheim* med tilpassede metodekurser avhengig av studentenes kunnskapsnivå (7,5 eller 15 ECTS), kurset 'Social and Political Order of Sport (7,5 ECTS), 'Sport Economics (10 ECTS), samt 'Cultural and Comparative Orientation' (5 ECTS). Siste og avsluttende semester brukes til masteroppgaven og tilbringes ved veilederens institusjon. Masteroppgaven forsvares av studentene og evalueres av interne og eksterne fagpersoner ved en felles avsluttende samling i London (for en nærmere beskrivelse se Course Hand Book). For å kunne ha en felles kursmodul in 'Cultural and Comparative Orientation' ved hver institusjon har vi vært tunget til å kompromisere med NTNU's krav om 15 og/eller 7,5 ECTS-kurser, noe som også forklarer hvorfor kurset 'Sport Economics' er på 10 ECTS. Studieplanene slik de presenteres i vedleggsform er ikke endelige og vil sannsynligvis bli justert noe i samarbeid med SVT-fakultetet. Uansett foreligger allerede nå med svært detaljerte kursbeskrivelser.

Institutt for sosiologi og statsvitenskap har lagt ned betydelige faglige og administrative ressurser for å kunne få på plass en Erasmus Mundi-søknad (ca 170.000 kr). Så langt dreier det seg om arbeid

tilsvarende to månedesverk, reiser til Malmø og London, arbeid i forbindelse med akkreditering i Trondheim, samt et avsluttende møte i Trondheim for å jobbe fram endelig søknad. Internasjonal seksjon, representert av Wolfgang Laschet, har også lagt ned betydelig tid og økonomiske ressurser i prosjektet. Institutt for sosiologi og statsvitenskap legger opp til en løsning hvor vi videreutvikler engelskspråklige metodekurser, utvikler to helt nye kurser ('Social and Political Order of Sport' & 'Cultural and Comparative Orientation') samt leier inn TØH/HiST for å gi kurset 'Sport Economics'. Institutt for sosiologi og statsvitenskap går ikke inn i prosjektet for å tjene penger, men forutsetter at mastergraden gir uttelling i form av basisbevilgning til nye emner (unike studiepoeng) og at den genererer resultatbevilgning og insentivmidler som dekker instituttets utgifter.

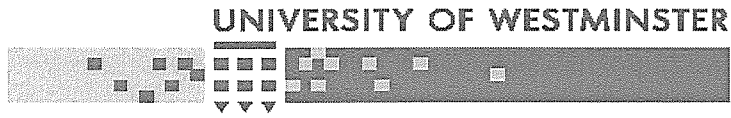
Det finnes en ny mastergrad i 'Sports Law' ved Marquette University i USA, men ikke i Europa. Vi mener at vårt tilbud er bedre tilpasset det europeiske og internasjonale markedet gjennom en langt bredere tilnærming til idrettens rettslige, politiske, økonomiske og sosiale dimensjoner. I tillegg er dette en utdanning hvor det legges betydelig vekt på metodisk skolering, komparativ analyse og hospitering i idrettens organisasjoner i tre land. University of Westminster har lang erfaring av å markedsføre seg på det internasjonale markedet i og utenfor EØS-området. I tillegg har de gjennom sine ansatte og våre samarbeidspartnere muligheter til å bruke tidsskrifter, internasjonale konferanser og nettverk til å skape blesst om tilbudet. Vi har derfor god håp om å få god søkning til tilbudet forutsatt nødvendige bevilgninger fra EU.

Med vennlig hilsen

Kari Moxnes  
Professor/ Instituttstyrer ISS

Håkon Leiulfsrud  
Professor/Leder for ISS Idettsvitenskap

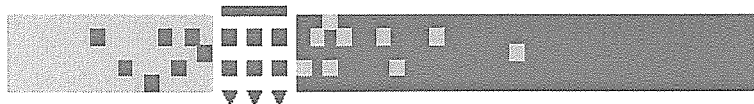




**Westminster/ Malmö/ NTNU Consortium**

**MA European Sport:  
Law, Culture and Governance**

**Course Handbook**



**PROGRAMME SPECIFICATION**

<b>Course Record Information</b>	
Name and level of final & intermediate Awards	MA European Sport: Law, Culture and Governance  (Awaiting guidance from University)
Awarding Body	University of Westminster/Consortium. See above
Location of Delivery	Westminster, Malmo, NTNU
Mode of Study	Full Time 2 years.
UW Course Code	
QAA Subject Benchmark (where available)	N/A
Professional Body Accreditation (where appropriate)	N/A
Date of initial course approval/last review	May 2007
Date of next Review/Re-validation	
Date of Programme Specification	May 2007
<b>Admissions Requirements</b>	
<p>Candidates for admission to the course normally will be expected to possess the equivalent of a good Honours degree from the UK, namely a first class or upper second class honours degree. Acceptable disciplines for the first degrees will include Law, Sociology, Business Studies, Political Science, Sports Studies and other cognate subjects as considered relevant by the Consortium Admissions Team (CAT). Students will be able to contact the Consortium Admissions Team in advance of making an application if they are unsure of the suitability of their first degree.</p> <p>Whilst there is no requirement of expertise in any of the areas of the three members of the consortium, CAT will look at each application individually and holistically and may in certain circumstances require a foundation course or similar be completed before acceptance onto the course. In exceptional circumstances, applicants with a lower</p>	

class of degree, supported by additional evidence that the applicant will be able to benefit from, and is capable of completing the course, will also be admitted.

It is our policy to accept applicants who lack standard qualifications, so long as such acceptance does not lead to a lowering of academic standards. Particular consideration will be given to mature applicants in line with the University's admissions policy and such applications will be considered by CAT. Non-standard applicants will be required to convince the selection panel that they have had a significant amount of relevant working or other experience and exceptional motivation to study effectively at Masters' level.

Representatives from each of the partner institutions will make up CAT. Admissions will be coordinated by University of Westminster, and CAT will be assisted by the Regent Campus Office. CAT will seek advice of administrative teams in Malmo or Trondheim where relevant. Each applicant will complete an application form and be required to furnish two academic references. CAT will consult with the International Office at the University of Westminster for advice on the merits of unknown foreign qualifications. Where English is not the first language of candidates proof of competence will be required. This will normally take the form of one of the following or equivalent:

- IELTS overall score of 7.5, with a minimum of 7.0 in all parts
- TOEFL equivalent score of above
- Cambridge Certificate of Proficiency Grade B
- Only in exceptional cases will an interview be required.

All applications will be made on the University of Westminster standard application form, or if possible a consortium specific application form to be developed using the Westminster template and will include

- Details of qualifications including full transcript of subjects taken for first degree
- Details of English Language capability
- References from two referees
- Supporting statement from the applicant of motivation to study for the degree
- Other transcripts and testimonials may be included if relevant

A timetable for admissions will be developed in order to facilitate smooth administration of the course and to allow students to make an early and informed decision.

## **Aims of the course**

In addition to providing students with a deep and systematic knowledge of a specialised area of legal study, the MA will;

- (i) promote an awareness of a range of research methodologies and their relevance to a specialised area of study
- (ii) promote an awareness of the range of specialised resources available for study of the relevant area
- (iii) develop advanced skills in research
- (iv) develop the powers of analysis, synthesis, application and evaluation of problem solving
- (v) provide students with an experience and understanding of different European cultures, legal and political systems.

### **Employment and Further Study Opportunities**

Students who have successfully completed the course will be well placed to obtain employment throughout the European Union in a wide range of careers that relate to sport and the entertainment industry more generally. Students will also be able to access to doctoral programmes.

### **Learning Outcomes**

Learning outcomes are statements on what students are expected to have achieved as the result of learning. They are linked to the knowledge, understanding and skills that a student will have gained on successfully completing a course.

#### **Knowledge and Understanding**

On completion of each substantive module the student will be able to:

- (i) demonstrate a deep and systematic knowledge and understanding of a specialised area of study.
- (ii) demonstrate systematic knowledge and understanding of the relevant moral, social, economic and political dimension to the subject.
- (iii) demonstrate knowledge of the domestic and European dimension to the subject .

### Specific Skills

On completion of the MA the student will be able to:

- (i) demonstrate critical awareness and understanding of a range of research methodologies and the ability to apply appropriate research techniques in their own work
- (ii) demonstrate powers of analysis, synthesis, evaluation and application in the context of a specific area of law , regulation and policy.
- (iii) undertake a high level of independent research
- (iv) use appropriate strategies for solving problems relevant to a specific area of study
- (v) apply those skills within different European environments.

### Key Transferable skills

On completion of the MA students will be able to:

- (i) communicate effectively and confidently both orally and in writing
- (ii) work effectively in a group and alone
- (iii) demonstrate the ability to learn independently and autonomously
- (iv) reflect on personal performance
- (v) apply those skills within different European environments.

### **Teaching, Learning and Assessment Methods**

A wide range of appropriate teaching, learning and assessment methods are deployed throughout the MA programme. Each module pro-forma indicates clearly the teaching and assessment strategy to be adopted. The dominant form of teaching is by way of small group seminars that encourages active participation and group discussion. Many sessions involve a range of team teaching activities. The assessment strategy is designed to ensure a satisfactory balance is achieved between written coursework, oral presentation and examination. The strengths and specialisations of each Institution are reflected in the assessment methodology used.

### **Course Structure**

This section shows the core and option modules available as part of the course and their credit value. Postgraduate students on this course study 60 ECTS credits in each of the two academic years. This is a two year fulltime course.

Cultural and Comparative Orientation (15 ECTS)

**SEMESTER 1 - WESTMINSTER**

Sport in the European Environment 15 ECTS CORE

Law and Business of Sport 10 ECTS CORE

**SEMESTER 2 - MALMO**

Sport, Culture and Ethics in Sport 15 ECTS CORE

Essay on Sport Culture and Rights OR

Human Rights and Discrimination in Sport 10 ECTS

**SEMESTER 3 - NTNU**

Introduction to Research Methods in Social Sciences 7.5 ECTS\*

Research Methods in Social Sciences 7.5 ECTS CORE

Social and Political Order of Sport 7.5 OR Advanced Statistical Data Analysis in the Social Sciences 7.5 ECTS\*\*

Sport Economics 10 ECTS CORE

**SEMESTER 4 - WESTMINSTER/MALMO/NTNU**

Dissertation 30 ECTS CORE (OR Project 20 ECTS and Work Placement 10 credits CORE?)

\*This module will be taken by students who do not have a basic grounding in research methods as assessed by course Management Team upon admission

\*\*These modules will only be available to students who are exempt from the Understanding Research Methods module (see \* above)

The programme in brief

Each of the modules in semesters 1, 2 and 3 will begin with a component of the Cultural and comparative Orientation module

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## **Support for Students**

At each Institution students will be given an induction course to the University, and the student support offered will be equivalent at each institution. At Westminster this will introduce students to the staff responsible for the course, the campus on which they will be studying, the Library and IT facilities and to the Campus Administration. Students will be provided with the Course Handbook, which provides detailed information about the course. Students are allocated a personal tutor who can provide advice and guidance on academic matters.

At Westminster, learning support includes the Library which, across its four sites, holds 420,000 volumes, 2,500 journal subscriptions and numerous electronic resources including databases, e-journals, CD-ROMs and internet links. There are over 3500 computers spread over the four University campuses available for students use. The University uses a Virtual Learning Environment called Blackboard where students can access course materials and communicate with staff and other students via message boards.

At University level, Services for Students provide advice and guidance on accommodation, financial and legal matters, personal counselling, health and disability issues, careers and the chaplaincy providing multi-faith guidance. The International Education Office provides particular support for international students. The University of Westminster Students' Union also provides a range of facilities to support all students during their time at the University.

In addition at each Institution the first teaching week will be concentrated on the Cultural and Comparative orientation module. This module totals 15 ECTS with 5 ECTS dedicated to each Institution (e.g. 5 at Westminster, 5 at Malmö, 5 at NTNU). This module provides an introduction to the City and the Country in which the student is located. It will cover survival skills and cultural differences.

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## **Reference Points for the course**

**Westminster**

In line with the university teaching and learning policy, the MA programme places a strong emphasis on encouraging student's self-motivation and active in-depth learning. These programmes are taught by staff engaged in high quality research in specialist areas of law evidenced by the School's RAE rating.

All programmes are subject to the scrutiny of specialist external examiners with experience of required academic standards in other institutions. The modules meet the SEEC level descriptors. There is no professional or regulatory body requirement.

**Malmö**

Malmö University places a strong emphasis on gender, ethnicity and sustainable development, which should be incorporated and guide all courses and programmes, at every kind of level. Malmö University also encourages programmes that work beneficially for social, political and cultural development, locally as well as internationally. Furthermore, Malmö University focuses on internationalisation, which means both extended international student exchange and an emphasis on "internationalisation at home"

The Swedish National Agency for Higher Education has recently presented an evaluation of Malmö University and put forward the Department of Sport Sciences as a leading-edge of the university.

**NTNU**

NTNU plays a crucial role for graduate engineering education in Norway and offers an extensive range of subjects in the natural sciences, technology, the social sciences, the humanities, medicine and sport science. The master programmes offered in the Department of Sociology and Political Sciences include Sociology, Political Science, Sport Science and Media Studies. The department places strong emphasis on social theory and research methods. All programmes and courses are evaluated by internal and external experts, students and governing bodies in the department and faculty administration. The standards and evaluation criteria are specified by the university, the faculty and the department in official documents (see NTNU's home page).

**Quality Management and Enhancement**



## **Course Management**

The Course has a tripartite executive representing both academic and administrative staff from the 3 Universities. This Board meets a minimum of twice per year to review the progress of the course and developments within the subject areas.

Modules offered at each Institution will be governed by their own specific regulations and course management arrangements.

## **Course approval, monitoring and review**

The course was initially approved by a University Validation Panel in 2007. The Panel included internal peers from the University and external subject specialists from academia and industry to ensure the comparability of the course to those offered in other Universities and the relevance to employers. Periodic Course Review helps to ensure that the curriculum is up-to-date and that the skills gained on the course continue to be relevant to employers.

The course is monitored each year by School to ensure that it is running effectively and that issues that might affect the student experience have been appropriately addressed. Staff will consider the outcomes from each Course Committee, evidence of student progression and achievement and the reports from External Examiners to evaluate the effectiveness of the course. The Campus Academic Standards Group audits this process and the outcomes are reported to the Academic Council of the University, which has overall responsibility for the maintenance of quality and standards in the University.

## **Student involvement in Quality Assurance and Enhancement**

Student feedback is important to the University and student comment is taken seriously. The most formal mechanism for feedback on the course is the course committee. Student representatives will be elected to sit on the committee to represent the views of their peer group in the discussions held at the committee. The University and the Students' Union work together to provide a full induction to the role of the Course Committee.

Students are asked to complete an end-of module questionnaire at the end of each module. The feedback from this will inform the Module Leader on the effectiveness of the module and highlight areas that could be enhanced.

Students meet with Review Panels when the periodic review of the course is conducted to provide oral feedback on their experience on the course. Student meetings are also held on an annual basis with representatives of the Campus Academic Standards Group as part of the annual monitoring process.

## **NTNU and Malmo**

NTNU and Malmo will apply equivalent procedures as Westminster in terms of approval, monitoring and review. The evaluations done within each institution will have a direct feed-back on the courses given locally, and be an important tool for the leaders of the consortium to review and improve the overall quality of each component of the master programme (teaching, supervision, work assignment, work placement, accommodation, etc.)

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For more information about this course:  
<http://www.wmin.ac.uk>

Please note – This programme specification provides a concise summary of the main features of the course and the learning outcomes that a student might reasonably be expected to achieve and demonstrate if s/he takes full advantage of the learning opportunities that are provided. This specification should be read in conjunction with the Course Handbook provided to students and Module Handbooks which provides more detailed information on the specific learning outcomes

## **Welcome**

Welcome to this unique programme created by the University of Westminster (England), Malmo University (Sweden) and Norwegian University of Science and Technology (NTNU), Trondheim (Norway).

The University of Westminster School of Law has a long history of teaching sport and the law. Since 1991, as part of the undergraduate LLB course, the school has taught modules in the area of entertainment law, media law and sports law. From 1999 the school has offered a postgraduate law programme (LLM Entertainment Law) that covers areas of sports law along with other areas of entertainment and media.

The development of the MA European Sport; Law, Culture and Governance programme was linked to both the teaching of Entertainment Law and the growth in sports law and sports studies as disciplines. Specifically it was borne out of the research profile of Steve Greenfield and Guy Osborn; a link was established with Malmo in 2002 combining our sports law interests with partner expertise in ethics and the culture of sport. NTNU with its international reputation in the field of politics and sociology was an obvious choice to join the consortium to develop what we see as an interesting, dynamic and innovative course.

All members of the teaching team in all the partner institutions are active researchers which in turn links to the development of the teaching of the subject. At Westminster, Guy Osborn and Steve Greenfield have written a number of books including; *Contract and Control in the Entertainment Industry*. *Dancing on the Edge of Heaven*, (Dartmouth Press, 1998); *Regulating Football* (Pluto Press 2001); and edited a collection of influential essays *Law and Sport in Contemporary Society* (Frank Cass, 2001). In addition they have written many articles concerning various aspects of sport and the law for a wide range of academic and popular journals. They are both founding editors of the Entertainment and Sports Law Journal. In Malmo, Professor Bo Carlsson, has contributed a number of important works in scholarly journals and books. He is also one of the founding editors of the journal 'idrottsforum'. In Trondheim, Håkon Leiulfstrud has written widely in sociology with a number of books and other key works published in journals such as the British Journal of Sociology. Håkon heads up the team of sociologists working within sport at NTNU.

## **The induction programme**

There are two parts to the 'Induction programme. First there is the usual time spent familiarising the student with the Institution and its workings. However we are conscious that students will be arriving from a wide range of backgrounds with differing life experiences and skills. Furthermore they will be studying and living in three different countries that have similarities but important cultural differences. It is these differences that make the course so dynamic and exciting.

Because of these factors we have devised a specific 15 ECTS module (Cultural and Comparative Orientation) that is split across the three institutions (nominally 5 ECTS are credited to each Institution). The module will introduce students to both course and country specific issues. In particular the course Management Team is keen for the students to quickly become acclimatised to each of the institutions. The induction

programme will cover cultural and linguistic issues, postgraduate study skills, and country specific subject orientation. For example, at Westminster overview sessions will be available on English Legal and political system and procedure, using a Law Library etc for the benefit of students who have not studied law before, or have not studied law within England and Wales. In addition we will look at how sport is organised and administered and students will be encouraged to spend time investigating this area. This module will be replicated at both Malmö and NTNU with adaptation for specific local requirements.

### Map of the Campus

See: <http://www.wmin.ac.uk/page-10893> this gives details of all the various Campuses within the University, the School of Law is located within Regent campus.

### Academic year structure and calendar

<b>Cultural and Comparative Orientation (15 ECTS)</b>	<b>SEMESTER 1 - WESTMINSTER</b>
	Sport in the European Environment 15 ECTS CORE
	Law and Business of Sport 10 ECTS CORE
	<b>SEMESTER 2 - MALMO</b>
	Sport, Culture and Ethics 15 ECTS CORE
	Essay on Sport Culture and Rights OR
	Human Rights and Discrimination in Sport 10 ECTS
	<b>SEMESTER 3 - NTNU</b>
Introduction to Research Methods in Social Sciences 7.5 ECTS*	
Research Methods in Social Sciences 7.5 ECTS CORE	

	Social and Political Order of Sport 7.5 OR Advanced Statistical Data Analysis in the Social Sciences 7.5 ECTS**
	Sport Economics 10 ECTS CORE
	<b>SEMESTER 4 - WESTMINSTER/MALMO/NTNU</b>
	Dissertation 30 ECTS CORE

\*This module will be taken by students who do not have a basic grounding in research methods as assessed by the Course Management Team upon admission  
 \*\*These modules will only be available to students who are exempt from the Understanding Research Methods module (see \* above)

**The programme outline**

Each of the modules in semesters 1, 2 and 3 will begin with a component of the Cultural and Comparative Orientation module.

- Semester 1 Westminster: There are 2 further core modules at Westminster that all students must take – there are no optional subjects
- Semester 2 Malmo: There is one core module (Sport Culture and Ethics) and a choice between 2 options.
- Semester 3 Trondheim: There are two routes at Trondheim
- Students who have no research methods experience will take

Introduction to Research Methods in Social Sciences 7.5 ECTS
Research Methods in the Social Sciences 7.5 ECTS
Sport Economics 10 ECTS

Students who have research methods experience will take

Research Methods 7.5 ECTS
Social and Political Order of Sport 7.5 <b>OR</b>

Advanced Statistical Data Analysis in the Social Sciences 15 ECTS
Sport Economics 10 ECTS

- Semester 4

The Dissertation (30 ECTS) can be undertaken in any of the three institutions depending upon area and theme, and with the agreement of the Course Management Team.

## 1 HOW TO CONTACT US

### 1.1 Contact details of the course leader/course management arrangements

Whilst in each partner institution please contact local Course Leaders as below

At Westminster: Steve Greenfield or Guy Osborn

At Malmo: Bo Carlsson

At NTNU: Hakon Leiulfstrud

For overall course queries please contact Steve Greenfield or Guy Osborn

### Teaching Team

The teaching team draws upon a number of current full time staff who teach across a variety of other courses. There are also a number of other specialists who would be expected to contribute to varying degrees depending on need and availability.

### Staff in Westminster

#### Sport in the European Environment:

Chris Ellins, Senior Lecturer in Law; University of Westminster  
Ken Foster, Visiting Research Fellow; University of Westminster  
Dr Richard Parrish, Reader in Law, Edge Hill College

#### Law and the Business of Sport:

Guy Osborn, Reader in Law, University of Westminster  
Steve Greenfield Senior Academic, University of Westminster

## **Staff in Malmö**

### Ethics, human rights and sport:

Bo Carlsson, Professor in Sociology of Law and Sport Sciences. Topics: The legal culture of sport

Mikael Lindfelt, Associate Professor in Theology and Ethics. Topics: Values and the phenomenology of sport.

Kutte Jönsson, PhD Philosophy. Lecturer in Sport Sciences. Topics: Technology, masculinity and sport

Ingela Kolfjord, PhD in Sociology of Law. Senior Lecturer in Social Work and Sport. Topics: Gender and sport

### Culture and sport:

Susanna Hedenborg, Associate Professor in Economic History. Senior Lecturer in Leisure Studies. The Commercialization of sport.

Torbjörn Andersson, PhD in History. Senior Lecturer in Sport Sciences. Topics: The development of Swedish football and the fans.

Tomas Peterson, Professor in Sociology and Sport Science. Topics: The professionalization of sport

Jesper Fundberg, PhD in Ethnology. Senior Lecturer in Sport Sciences. Topics: The ethno-cultural dimension of sport.

Frans Oddner, PhD in Sociology. Senior Lecturer in Sport Sciences. Topics: Interactions in sport

Karin Book, PhD in Culture Geography. Senior Lecture in Leisure Studies. Topics: Planning Leisure and Lifestyles.

Lars Lagergren. PhD in Social Sciences. Senior Lecture in Leisure Studies. Topics: Lifestyles and culture in sport and leisure.

## **Staff in Trondheim**

### Research Methods

Erling Berge, Professor (Sociology).

Arild Blekesaune, Associate Professor (Sociology/in charge of the course module offered in the Erasmus Mundi application).

Jan Erik Ingebrigtsen, Assistant Professor (Sport Science).

Ingar Mehus, Lecturer (Sport Science).

NN (Professor in Sport Science/Political Science to be appointed).<sup>1</sup>

Albert Simpkins, Professor (Sociology, Advanced Research Methods)

### Social and Political Order of Sports

Jan Erik Ingebrigtsen, Assistant Professor (Sport Science).

Torbjørn Knutsen, Professor (Political Science)

Håkon Leiulforsrud, Professor (Sociology/Head of Sport Science/in charge of the E.M.-course module).

Jonathon Moses, Professor (Political Science).

NN (Professor in Sport Science/Political Science to be appointed).

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<sup>1</sup> The candidate nominated for this post is Dr. Ørnulf Seipel.

NN(Professor in Sport Science/Sociology to be appointed).<sup>2</sup>  
Indra de Soysa, Professor (Political Science).

### Sports Economics

Morten Kringstad, Assistant Professor (Trondheim Business School/TØH).

Harry Arne Solberg, Associate Professor (Trondheim Business School/TØH/in charge of the E.M-course module).

## 1.2 Personal Tutor arrangements

**Campus Senior Tutor: Paula Hixenbaugh**

**Department Senior Personal Tutor: Harriet Samuels**

*The Department Senior Personal Tutor has overall responsibility for student welfare within the School. The role encompasses the allocation and monitoring of Personal Tutors for each student which includes dealing with any request for a change of personal tutor.*

All students are allocated to a Personal Tutor. The Personal Tutor will usually be the first point of contact for the student when they encounter problems. Personal Tutors deal with monitoring attendance and student progress, they also give advice on academic and personal issues. Personal Tutors are trained specifically for this role and participate in the Undergraduate Law School Personal Tutoring System. Personal Tutors are also lecturers on the MA programme.

The responsibilities of Personal Tutors are as follows:

- to assist students through induction procedures;
- to advise students on the educational coherence of their choice of modules and the implication for their future studies and employment, and to ensure that their chosen programme of study is approved by the designated members of the course executive;
- to advise students on time-management in order to assist them in meeting coursework deadlines;
- to advise on assessment procedures and structures;
- to inform students about credit accumulation;
- to advise students on registration for assessment;
- to draw to the attention of students the University's Assessment and Appeal Regulations;
- to advise students on submission of evidence to the mitigating circumstances working party;
- to identify and make provision for students with particular educational needs;

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<sup>2</sup> The first candidate nominated for this post is Dr. Jorid Hovden. The new professors will start their appointments in the summer of 2007.



- to monitor the academic performance of individual tutees on the basis of feedback from module leaders and to keep Course/Route Leaders informed;
- to provide advice and support to students to enable them to develop fully their academic potential;
- to refer students for more specialised pastoral guidance as appropriate to Campus Senior Tutors and/or Services for Students.

Personal Tutors will be in contact at regular intervals during the academic year to ensure students are kept informed and appropriately cared for.

### 1.3 Who to contact about module queries

Please contact individual module leaders as detailed in the Module outlines about module specific queries.

### 1.4 Campus office role, location and opening hours

The Campus Office is located at 32-38 Wells Street. There is a student counter which opens as follows:

**Term-time:**

Monday-Thursday 10:30 – 18:00

Friday 10:30 – 15:30

**Vacation:**

Monday-Friday 10:30 – 15:30

Please do not call outside these hours. The Campus Office is your main point of contact for non-academic enquiries, and all personal files and assessment records are stored here. The office is responsible for the administration of undergraduate courses run at Regent Campus, logging of coursework, module registration and dealing with enquiries from staff, students and external agencies.

Campus Office: 020 7911 5000 ext 4930

You can also find a number of useful forms on the Campus Office website. This is accessed from the Intranet, via Regent Campus.

### 1.5 Information about where course information/news/events is posted

The Course on line learning environment (Blackboard and its learning) will post announcements, course and module material etc. This Handbook contains a great deal of information on the structure of the University, the partner

institutions, the teaching, administrative and library staff, etc. There is also information on the structure and content of the programme, teaching and the course regulations as well as some initial advice on both student welfare issues and Careers. However because of space limitations there is more material placed on the University's Intranet. At Westminster, there is information on key personnel in this handbook whilst full details of all staff are on the Intranet.

### ***Accessing the Internet and the Intranet***

*The University Intranet provides access to a great deal of useful information about University departments, courses and services. It also gives students access to their own Student Record (via SRS Web). Here a student can see what contact details the University holds for them, what modules they are registered for and any results that have been published. It is imperative that students make sure that their contact details, particularly the contact e-mail address, is correct as this is used by staff, via Blackboard (see below), to update students on events, important dates and to contact them regarding queries.*

Access to the Internet or the World Wide Web (WWW) is available to students from any computer lab. There are two labs on the fifth floor in Little Titchfield Street that are available to undergraduate law students. There are also more labs available on other sites close by. The WWW offers amongst other things a fast developing legal resource of some considerable merit. You log on to any available PC by following the directions set out for students up on the walls of the PC labs.

*The Intranet is a localised Web Facility, designed to allow local users to access information on the local web pages. The process of accessing the University Intranet is to use a conventional Web browser, such as Netscape or Explorer, and to follow specific links from the University Home Page.*

So, to access the University Home Page, simply boot-up Netscape or Explorer and the UOW Home page should be the default setting - if not, type in the http address as follows:

<http://www.wmin.ac.uk>

From the home page, click on "Sign in" in the top right hand corner. There are then a whole range of services you can choose from the column on the left headed "Quick Links". Under "Quick Links" you will see options such as Blackboard (see below) and SRS, the student records system.

## **1.6 Students with Disabilities**

The term 'disability' can cover dyslexia, deafness, some visual impairments, loss of limb, MS, ME, RSI, some back injuries, HIV/AIDS, arthritis, diabetes, epilepsy, mental health difficulties and a range of other long-term conditions. Such conditions are usually those that have lasted or expected to last for one year or more. If you have a disability or long-term medical condition (including mental health) which is likely to affect your studies you are encouraged to declare it at enrolment. However, declaring your disability does not mean that support will automatically be put in place. In order to access any support you need to register with Disability Services, providing appropriate and up to date medical evidence. This can be done by contacting the University's Disability Advisers.

The Disability Adviser for the West End sites is Katy Mann (email [K.D.Mann@wmin.ac.uk](mailto:K.D.Mann@wmin.ac.uk)); for students studying at Harrow contact Audrey Fleming (email [flemina@wmin.ac.uk](mailto:flemina@wmin.ac.uk)). Both can advise on obtaining funding, specialist support and arrange centrally-provided support as needed. A screening service for dyslexia is available for students in particular circumstances. In addition, on-site dyslexic study skills tuition can be made available. Other types of support can include library loan extensions, provision of specialist equipment, note taking support and special examination arrangements. All information is treated confidentially.

Support provisions for students with disabilities are set out in the University's factsheets which are available under Disability Services on the University's website under A-Z of Services.

## **1.7 Support for international students**

There is an International Student Adviser (ISA) at the University who is based in the Counselling and Advice Service (CANDA) at the Marylebone Campus throughout the week and at Harrow Campus on a Tuesday. The ISA provides support with non-academic issues such as immigration, working in the UK, finance, culture shock, homesickness and making friends. The ISA can see you for one appointment or for ongoing support. To make an appointment call 020 7911 5000 extension 3232 for Central London or 4023 for Harrow.

There is a welcome programme for student starting in September which covers information such as your rights to healthcare in the UK, safety in London, working in the UK (during or after your studies), how to cut your costs in London and much more.

When you have successfully completed your course, the University holds a Valediction Ceremony at the end of Semester Two for international students who are unable to attend the Graduation Ceremony, which is held in London in November or December.

As an international student, you can join an email group called Wispa to receive information about events at the University and in London. To join email [join\\_wispa@yahoo.com](mailto:join_wispa@yahoo.com) and put 'subscribe' in the subject field.

If you need to extend your visa, the advice service can check your application and send it off for you.

There is also useful information for international students on the Counselling and Advice and the International Office websites (see Appendix for links).

### **1.8 Students' Union contact information**

The University of Westminster Students' Union (UWSU) can provide advice and help with academic as well as welfare matters. In Central London, the Students' Union offices are based at the Marylebone Campus. At the Harrow Campus, a Welfare Officer is based permanently at the Campus and a member of the Sabbatical Team is at the Campus everyday.

See the UWSU website for full information:

<http://www.uwsu.com/>

## **2 HOW YOU ARE TAUGHT**

### **2.1 Teaching and Learning Strategy for the Course**

This course, by its very nature, will be a diverse one. This diversity will manifest itself in terms of the academic, jurisdictional and cultural backgrounds of the students on the programme. In addition, given that the course is taught across three partner institutions there will be unique and complementary approaches adopted in Westminster, Malmo and Trondheim. At Westminster teaching and learning will normally be conducted by means of a two-fold strategy. Formal 'lectures' will be used on a whole-class basis, not only to develop a framework of essential knowledge on a topic by topic basis, but also to provide a common foundation for learning within each module. The second aspect of the teaching and learning strategy will emphasise a student-centred approach developed within smaller groups involving close, interactive group-work focusing on a range of student (and occasionally staff) presentations within structured tutorials. Such a supportive, active and participatory approach to learning will be pedagogically beneficial to all students, whatever their background, and will enable different aspects of the common foundation of learning set out in lectures to be developed for the benefit of the whole student group. Within these tutorial sessions module leaders will develop modes of learning appropriate to the subject-matter of their

module which might include group work, problem-based learning, review sessions, as well as the more conventional student presentations.

You are also encouraged to develop extra curricula activities both within and outside the law school, to further your development. External activities that may be of interest are brought to your attention through the MA Blackboard site and individual module sites. You will develop a breadth and depth of legal understanding and skills' competence, as well as self confidence in your abilities.

Each module is designed to meet a range of learning outcomes. So once you have successfully completed a module, you will have met the learning outcomes for that module. The assessment criteria explain what the assessment is designed to test and how. To determine how well you have done on the assessment we then apply the grading criteria which determine the grade that you will receive for that piece of work. The course has been designed to make use of a range of assessments to permit the assessment of a range of skills.

Guidance as to approaches in Malmo and Trondheim can be seen from their respective module outlines, these approaches are largely similar although some of the Modules, especially those in the area of research methodology will be delivered as appropriate.

## **2.2 The course skills strategy**

In accordance with the university skills policy, all postgraduate programmes promote the development of both course specific and transferable skills. These programmes place a strong emphasis on the encouragement of students' self- motivation, independent self-management, active in-depth learning, self-reflection and appraisal, and familiarity with appropriate learning resources and new technologies. These programmes use a selection of teaching and learning strategies which provide flexibility in delivery and are appropriate to the achievement of the learning outcomes by the student. A climate is encouraged in which discipline based-research and teaching are integrated, and teaching and learning are supported by scholarly approaches and educational research.

The specific skills which will be acquired by the student during their period of postgraduate study include the ability to demonstrate critical awareness and understanding of a range of research methodologies and the ability to apply appropriate research techniques in their own work; demonstrate powers of analysis, synthesis, evaluation and application in the context of a specific area of law;

undertake a high level of independent research and to use appropriate strategies for solving problems relevant to a specific area of study. In addition to these specific skills, on completion of their period of postgraduate study in the law school the student will be able to communicate effectively and confidently both orally and in writing; work effectively in a group and alone demonstrate the ability to learn independently and autonomously reflect on personal performance.

### **2.3 Blackboard**

On line learning will be heavily utilised by the programme. Currently Blackboard is the programme used by the University of Westminster and its learning used by Malmö and Trondheim. Upon registration students will have access to blackboard and will be pre-registered for the Westminster modules as these are core options. Individual modules will use a wide range of facilities from blackboard

As well as the course specific page, each module also has an individual module Blackboard site. It is also extremely important that you check your modules sites regularly, as there may be information on assessments and on class preparation posted on the site. Module sites contain a copy of the module handbook or module hand-outs, and module leaders may also make use of some of the other teaching and learning features on Blackboard, as they consider appropriate. Some module leaders may post power-point presentations on their site, although this is at their discretion. They may encourage you to make use of the discussion board, they may provide links to relevant material on the internet. They may also provide generic assessment feedback as well. However, please note that module leaders are responsible for determining the most appropriate use of their module site for their module. They will take into account student requests for certain types of material and features, however, ultimately they will decide what is appropriate to assist you in meeting the learning outcomes in the module. The provision of more and more information via Blackboard does not necessarily make it easier for you or more likely that you will do well in assessments, as the assessments are not designed solely to consider how much knowledge you have. You are also assessed on how effectively you use your knowledge, and what evidence you have in support of your points and to do this you will need to practise your research, your problem diagnosis and your writing skills.

It is hoped that the online learning environments in the three institutions can be harmonised, this is subject to technical requirements currently being looked into

### **2.4 Study abroad and exchange opportunities**

The programme is of course one where exchange is an explicit and fundamental part of the degree. All students will attend three institutions in order to achieve the named award(s). There may be the possibility for further exchanges, particularly around the dissertation module and depending upon appropriateness.

### **2.5 Work placement opportunities/ Employability in the course**

Students are encouraged to synthesise theory and practice and part of the initial Cultural and Comparative Orientation module will be to introduce students to the key sports' organisations. Students will be encouraged to develop relationships and investigate the practice of sports' administration.

Students will graduate with a prestigious award that will enable them to enter a wide range of International, European and national organisations such as professional sports organisations, businesses, Government (local and national), charities the media etc.

### **3 HOW YOU LEARN**

#### **3.1 Study guidance**

As postgraduate students you will be coming with a set of academic skills those these may vary according to your undergraduate specialisation. The Cultural and Comparative Orientation module will identify key skills required for postgraduate study in these specialised fields you will be taught the required academic conventions as to referencing and a range of aspects of legal research and writing.

It is important that you take these opportunities to assess your study skills and that you work on any points that you have identified, or that have been identified for you by your tutor and your peers, do that you may develop the strongest set of study skills possible. As you progress further through the degree you will be increasingly expected to act as a reflective independent learner – someone who is able to identify their own points of strength and weakness and take the appropriate action to improve their performance. This is a key employability skill, and some would say life skill too, as your promotion and personal development prospects will rest of your ability to assess your own performance

#### **3.2 The Library**

Whilst at Westminster, and during the full period of their registration, students will have access to the University of Westminster library provision. Reciprocal arrangements will be in place at Malmo and Trondheim and details of library provisions will be provided by these partner institutions upon arrival.

The University of Westminster has a network of six site libraries and one IRS centre at Harrow within the establishment's Information Resource Services.

In order to use the library a Westminster you need register only once at your home site. Please bring your fee receipt with you when you come along. You can use all six libraries/IRS centres at Harrow. Maps and guides are produced to help you make the best use of them.

The library database enables you to search for and reserve material across the system from any terminal. Indeed if you have access to a suitable computer and modem you

can dial directly from your own home or office and check both the library files and your own loan records. Books can be collected, returned and renewed at any convenient University of Westminster library, not only at the site from which they originate. If you need material which we do not hold, we can generally obtain it through the British Library interlending network. We have many CD-ROM databases which offer up to date information.

The library computer rooms provide all students with the opportunity to use word processing and other selected software packages during library opening hours.

Core opening times during term time:

Monday to Thursday	09.15 - 20.50
Friday	09.15 - 17.00
Saturday & Sunday	11.00 - 16.00

The Harrow IRS centres opening hours are slightly different. Please refer to the local guide.

During vacations the library is generally open from 09.15 to 16.45 on days the University is open.

This programme is served by the site library that incorporates the Law, Business School and Social Science collections.

The library has a wide range of books, periodicals, newspapers, indexes and abstracts and statistics. As well as CD-ROM databases, the library also provides access to the Internet and the BIDS service. BIDS contains 3 useful databases: the Arts and Humanities Citation Index, the Social Sciences Citation Index and the International Bibliography of the Social Sciences.

Books in heavy demand are purchased in multiple copies, some of which are designated for one week loan or for reference use only.

The online catalogue is available in multiple locations in the library, and can be accessed remotely through the campus network and in external locations via a modem. It provides information on stock in all the University of Westminster libraries/IRS centre, and can be used to reserve items, have items sent from another site library for collection at the Library and to place inter-library loan requests for items not held by The University of Westminster libraries. Students can borrow up to 15 books.

The library has a staff of eleven; five graduate librarians and six library assistants.

The library provides inductions to the library, its resources and services at the beginning of the academic year, tutorials on specific subjects on request and assistance to users at all times.

The library has study places for 200 readers.



### **3.3 IT provision**

The Wells Street Service Centre is responsible for the management of user support for those courses that use the computing and audio-visual facilities in Wells Street, Regent Street and Little Titchfield Street.

There are sixteen IRS managed networked computer rooms within the Service Centre. Each area provides users with access to a variety of software applications that include word-processing, spreadsheet, database and statistical packages. In addition there is course specific software installed in designated areas. Most computer rooms have external network access to the host systems (for email and Internet use). Open access to users is available in all computing areas outside formal teaching periods.

AV user support is primarily based at Regent Street. Users have access to a wide variety of services that include the use of portable video equipment, advice on presentation techniques and the provision of a binding service for Dissertations. User documentation is available from all user support areas in the Service Centre.

The partner institutions will give details of their provisions at enrolment in Malmo and Trondheim

### **3.4 Personal Development Planning (PDP)**

The course is designed to encourage skills development and reflective learning. As part of this the course offers students the opportunity to create and develop a Personal Development Plan (PDP). PDPs are beneficial in helping you to review your performance, enhance awareness of existing skills/knowledge/abilities, identify areas needing improvement, record achievements, and to assemble information for CVs/application forms.

Each of you has their own space on Blackboard where you will be asked to upload certain materials for your personal tutor to view, either in the form of portfolio work or as part of the Content Management System within Blackboard. Here you can make any content visible to your personal tutor that relates to your development, e.g. CV, assignment feedback. You are also asked to complete a series of templates which enable you and you tutor to discuss your development and to discuss your personal, academic and professional goals.

At the end of this process, you should have a portfolio or ePDP of evidence of work undertaken at the University and in work, which will assist you in reflecting on your development and to articulate that development to employers once you graduate.

### 3.5 How you should use feedback on assessed work.

Much of the assessment during the programme will be formative - that is to say it allows students to receive feedback on their work, reflect upon this and then build upon this feedback. Feedback may be useful at various points and in various ways. For example, in the Law and the Business of Sport module students get built in formative feedback by the use of an assessed plan – experience shows that students who work towards the plan and then respond to the constructive feedback offered tend to perform well on the assignment itself and the module overall.

Students can expect to receive supportive feed

## 4 HOW YOU WILL BE ASSESSED

### 4.1 Assessment Strategy for the course

The table below indicates the range of assessment methods that are utilised on the course.

**Teaching and Assessment Structure**

Country	Modules					
<b>Westminster Semester 1</b>	<b>Cultural Comparative Orientation (5) core</b>	<b>Sport in the European Environment 15 ECTS Core</b>	<b>Law and Business of Sport 10 ECTS Core</b>			
<b>Assessment</b>	Portfolio Bibliography Essay	Essay Exam	In class test Plan Essay			
<b>Malmo Semester 2</b>	Cultural Comparative Orientation (5)	Sport, Culture and Ethics (15) core	Human Rights and Discrimination in sport (10) option	Essay the paradoxes of sport culture and rights (10) Option		
<b>Assessment</b>	Portfolio Bibliography Essay	Essay	Essay	Essay In Class test		

<b>NTNU Semester 3</b>	Cultural Comparative Orientation (5)	Sports Economics (10)	Intro to Research Methods (7.5)	Research Methods (7.5)	Advanced Research Methods (7.5)	Social and Political Order of Sports (7.5)
<b>Assessment</b>	Portfolio Bibliography Essay	Essay Exam	Exam Formative paper	Exam Formative paper	Exam Essay	Essay Seminar Performan
<b>Semester 4</b>	Dissertation (30)					
<b>Assessment</b>	Essay Viva Voce					

## 4.2 Cheating and plagiarism

If carried out knowingly, cheating and plagiarism have the objectives of deceiving examiners and gaining an unfair advantage over other students. This is unethical. It also threatens the integrity of the assessment procedures and the value of the University's academic awards.

While you are studying here your academic performance will be assessed on the basis of your own work. Anyone caught cheating in exams/in-class tests or through coursework assignments will be subject to formal investigation in accordance with Section 10 of the University Academic Regulations.

It is your responsibility to ensure that you are not vulnerable to any allegation that you have breached the assessment regulations. Serious penalties are imposed on those who cheat. These may include failure in a module or an element of a module, suspension or exclusion from your course and withdrawal of academic credits awarded previously for modules which have been passed.

Typical breaches of assessment regulations are described below.

### 4.2.1 Plagiarism

Plagiarism is a particular form of cheating. Plagiarism must be avoided at all costs and students who break the rules, however innocently, will be penalised. You must keep a careful record of all the sources you use, including all internet

material. It is your responsibility to ensure that you understand correct referencing practices. Please consult the relevant Module Leader or your Course Leader if you need any further advice. As a University level student, you are expected to use appropriate references and keep carefully detailed notes of all your sources of material, including any material downloaded from the web (internet).

Plagiarism is defined as submission for assessment of material (written, visual or oral) originally produced by another person or persons, without acknowledgement, in such a way that the work could be assumed to be the student's own. Plagiarism may involve the unattributed use of another person's work, ideas, opinions, theory, facts, statistics, graphs, models, paintings, performance, computer code, drawings, quotations of another person's actual spoken or written words, or paraphrases of another person's spoken or written words.

If you use text or data or drawings or designs or artefacts without properly acknowledging who produced the material, then you are likely to be accused of plagiarism. This can be avoided by making clear the sources of information used (e.g. books, articles, interviews, reports, WWW reference, or government publications). All must be properly referenced not only in a bibliography but also by quotation marks in the text or in a footnote.

Plagiarism covers both direct copying and copying or paraphrasing with only minor adjustments:

- a direct quotation from a text must be indicated by the use of quotation marks and the source of the quote (title, author, page number and date of publication);
- a paraphrased summary must be indicated by attribution of the author, date and source of the material including page numbers for the section(s) which have been summarised.

NB An essay or report cannot consist merely of summaries of other people's ideas and texts. You must demonstrate your own critical engagement with, and evaluation of, the material you are presenting or discussing.

The Academic Writing Centre has published an on-line guide to aid students. It has particularly useful advice on how to paraphrase. For further details refer to [www.wmin.ac.uk/awc](http://www.wmin.ac.uk/awc)

#### 4.2.2 Plagiarism Detection Service

To help eradicate plagiarism and thereby protect the value of your qualification some modules include the requirement that your coursework must be submitted electronically and checked by the UK universities' JISC Plagiarism Detection Service.

You must submit your coursework in electronic form to the JISC system which will check your work for its originality. Students should seek guidance from their Course or Module Leader or follow the instructions on the Online Learning Website [www.wmin.ac.uk/oll](http://www.wmin.ac.uk/oll) or the Academic Registrar's Website [www.wmin.ac.uk/academicregistrars](http://www.wmin.ac.uk/academicregistrars), or their School website, where appropriate.

#### 4.2.3 Double-counting

Students are also not permitted to re-present any assessment already submitted for one module as if for the first time assessment in another module. Double counting of assessed work is not normally allowed. If submitting work previously included in another assessment the student should attribute the section of text from the earlier work. This may be taken into account by the markers.

#### 4.2.4 Working Together

Discussing ideas is part of academic life at University and you are allowed to exchange sources and references. However, you must recognise the distinction between sharing ideas, and collusion. This means that you must not work with others to the extent of exchanging written materials you have prepared, such as notes or drafts of assignments. If these types of materials are shared this will be regarded as an assessment offence for the person who lends the material as well as for the person who uses it. Your own work must be regarded as your own property and you should protect it. If you are working in a shared space, log off from the PC you are working on whenever you take a break so that others cannot access or copy your work; take care to destroy printed drafts or copies of work, rather than just discarding them; and, don't give your work to others on disk. If you are working on a group assignment make sure you understand the allocation of responsibilities between yourself and the other members of the group.

#### 4.2.5 Cheating in exams or in-class tests

You must not communicate with other students during an exam or test. You must not take into the exam or test room any materials, notes or aids other than those officially authorised in the examination paper. If an invigilator observes you with any prohibited materials, notes or equipment, or observes you communicating with another student, your actions will be investigated in accordance with Section 10 of the University's Handbook of Academic Regulations. Students should also remember that the reproduction of material originally produced by another person, or persons, without acknowledgement, in such a way that the work could be assumed to be the student's own is not permitted; this includes work produced in examination conditions.

### 4.3 Major project/dissertation guidance

The dissertation is a crucial and extremely important part of the degree. The module outline for the dissertation gives more specific guidance as to how the process works, but in short students will be encouraged to start thinking generally about topics and

areas from the dissertation during the first year of study, before looking at this in a very specific sense whilst at NTNU when, as part of the Research Methods programme, students will submit a proposal that will dictate which institution they will be linked to for the fourth semester. It is intended where possible that students will be assigned two supervisors, the main supervisor in their allocated destination and a second complementary supervisor, if possible from one of the other partners. Specific learning contracts will be drawn up between the main supervisor and the student.

## **5 Make Your Voice Heard**

The University takes your views about your course and your experience as a student. This section of the handbook provides information on how you can contribute to the quality assurance of the course and modules you are studying on.

Whilst the outline below details the situation whilst in Westminster, both Malmö and NTNU have their own specific ways for ensuring that the student voice is listened to and acted upon.

### **5.1 The purpose and role of the course committee**

Each Course Leader is responsible for organising a Course Committee. The Course Committee is the forum for students and staff to present their views on the operation and development of the course. As a formal Committee within the University's Committee Structure, the Course Committee provides an important mechanism for the collection and consideration of student feedback. The Terms of Reference and Composition of Course Committees are set out below. Any alternative mechanism approved for student-staff consultation e.g. for part-time students, should accord with these Terms of Reference and Composition.

#### **Terms of Reference**

The Course Committee has responsibility for considering the effective management of the course, including enhancement of provision. The remit of the Course Committee covers the:

- academic welfare of students, and specifically the course induction and the Personal Tutor system;
- student feedback comment on course operation, curriculum content, teaching, study skills, support, assessment, facilities, library and computing support and administrative support;
- monitoring information/comment on previous year's course audits, operation of course academic standards, i.e. the Course Leader's annual report plus 'progress statistics' of students enrolled, progressing, graduating (and withdrawing); summaries of External Examiners' reports;

reports of Campus Review Panels and University Validation Panels or external bodies which accredit the course;

- consultation on proposed changes to module content, assessment and/or course structure.

The Course Committee minutes provide part of the evidence base for the annual monitoring exercise conducted each year by the School, and the periodic review of the course conducted by the University (normally every six years).

#### Composition

- elected student representatives, forming 40% - 50% of total membership, including representation from all modes of study and subject areas as far as possible
- Course Leader and/or Deputy Course Leader
- Dean of School or Head of Department
- full-time staff teaching the course, to include representatives of all major subject areas
- one member nominated by Information Systems & Library Services (ISLS)
- one member of administrative support staff nominated by the Campus Registrar

Total membership should not exceed 30. The quorum shall be 40% of the approved membership.

Good practice in committee organisation indicates that:

- The Course Leader should organise a pre-meeting for all student representatives in advance of the first Course Committee meeting of the session, and provide copies of the previous year's Course Committee minutes;
- Agendas should be circulated one week ahead and put on course notice boards;
- Meetings should be held at least once each semester but preferably twice;
- A Secretary should be appointed at the first meeting of each academic year (staff or student);

- Issues raised at the Course Committee should be reasonably representative of the student and/or staff group and not just of a minority;
- Urgent practical problems (e.g. access to IT facilities or teaching rooms) are to be raised with the Course Leader and/or Head of Department in-between Course Committee meetings, rather than delayed;
- Issues raised at the meeting and decisions taken are recorded on an 'action list', and draft minutes or notes should be approved by the Chair and circulated within three weeks of the meeting and the list of actions reported back to the next meeting as 'Matters Arising'.

## **5.2 How Course Representatives will be selected**

At Westminster, Course Representatives will be selected by student vote after preparation of satisfactory 'manifesto'.

## **5.3 What happens to the discussions held at the course committee?**

All discussions are minuted and the minutes are posted on Blackboard. The chair of the meeting then follows up any concerns that were raised at the meeting which could not be dealt with immediately. As and when responses are received from the relevant members of staff and departments in the University, these are placed on Blackboard in the form of responses to the minutes. In addition twice a year a newsletter is produced which can provide further feedback.

The MA will be involved, along with other postgraduate programmes, in a quality assurance process, whereby members of staff from other schools in the University review various aspects of the degree, including these minutes and the responses. Course Leaders also have to consider these minutes when preparing the annual Course Leaders Report. This is also considered as part of the quality assurance processes in the University.

## **5.4 Module Evaluation Questionnaires**

The University produces module evaluation questionnaires which are used on each module on the degree to assess the student experience. Module Leaders then use these questionnaires whilst assessing the delivery of the module at the end of the academic year. Module Leaders are expected to produce a module report based on evidence which includes the feedback from the questionnaires. These then are also produced as evidence as part of the quality assurance processes in the University.



## 5.5 National Student Survey

The National Student Survey (NSS) was introduced by the Higher Education Funding Council as a way of gathering information directly from graduates about the quality of their courses. The information gathered is used to provide information to future applicants to courses and to improve public accountability in higher education funding.

The NSS is conducted by an external company. You will be contacted, initially by email, towards the end of the final year of your course and asked to complete an online questionnaire which should take about five minutes to complete. The University is set a target for completed questionnaires and so IPSOS, who manage the survey, will contact you either by email or by phone until you complete the questionnaire. Please do take the time to take part in the survey as it provides important feedback to the University and to potential applicants to your course.

## 6 WHAT TO DO IF THINGS GO WRONG

### 6.1 Mitigating circumstances

If illness or some unforeseen circumstances unavoidably and significantly affect your performance in assessment (e.g. missing a coursework deadline or an exam or failing due to unrepresentative performance), you can submit an application for Mitigating Circumstances (MCs) to be taken into consideration. To do so, you should submit an application in writing (where possible using a Mitigating Circumstances claim form) to the Campus Office, supported by original documentary evidence (e.g. a medical certificate), at the earliest available opportunity.

Mitigating Circumstances Boards meet throughout the year and it is in your best interests to submit your claim as quickly as possible, normally within one month of the circumstances occurring, as you will receive a decision on your claim much earlier and will be in a better position to plan your studies for the remainder of the year. The final deadline for submission of all claims during the 2007/08 academic session is 17.00hrs on ??????. Please note that retrospective claims will not normally be considered, especially in cases where the claim is being made after the release of the results for the assessment in question.

If you do submit an MC claim, you should not assume that it is necessarily going to be accepted; it is your responsibility to make sure that you complete all assessment requirements in a module as far as possible.

It is very important that you read Section 11 of the Handbook of Academic Regulations, on Mitigating Circumstances, to find out what to do if you miss the deadline for any piece of work; in most cases it is crucial that you submit the work or participate in the assessment as soon as you possibly can. Late work

will not normally be accepted if it is received more than ten working days after the original coursework deadline. If other students have already had their marked work returned, the same assignment cannot be marked once submitted late.

Your MC claim will be considered by the Mitigating Circumstances Board. The Mitigating Circumstances Board makes a decision on your claim that is later communicated to the Assessment Board which meets at the end of the year to formally ratify all of the results for your course. The University-wide criteria by which claims will be judged are standardised for reasons of fairness and these are published in detail in Section 11 of the Handbook of Academic Regulations, which you should read before submitting any claim. The criteria for acceptance or rejection of an MC claim reflect work-based standards of conduct and performance, and only those circumstances which are demonstrably serious and likely to have affected your academic performance will be considered.

## **6.2 Penalties for late submission of coursework**

The University operates a two-tier penalty system for late submission of coursework and in-module assessment. This regulation applies to all students registered for an award irrespective of their level of study. All University coursework deadlines are scheduled between Monday and Thursday inclusive. Where possible, the submission day will coincide with the day the module classes are normally taught. However, the University does not allow submission deadlines to be set for Fridays.

If you submit your coursework late but within 24 hours or one working day of the specified deadline, 10% of the overall marks available for that element of assessment (i.e. 10%) will be deducted, as a penalty for late submission, except for work which obtains a mark in the range 40 – 49%, in which case the mark will be capped at the pass mark (40%).

If you submit your coursework more than 24 hours or more than one working day after the specified deadline you will be given a mark of zero for the work in question.

Late work and any claim of Mitigating Circumstances relating to coursework must be submitted at the earliest opportunity to ensure as far as possible that the work can still be marked. You will normally have the right to submit coursework 10 working days after the original deadline. Once the work of other students has been marked and returned, late submissions of that same piece of work cannot be assessed.

## **6.3 What to do if you fail**

For details of University regulations and procedures in the case of failure in a module or element of a module, please refer to the Modular Framework for Undergraduate Courses in the Handbook of Academic Regulations 2006.

## **6.4 Suspending from the course**

The University allows a student to suspend from their course for a period of one academic year. It is sometimes possible to extend this to two years, although students do not have an automatic right to return to the course following the normal one year of suspension.

If you think you need to suspend your studies you are advised to speak to a Student Adviser or the Students' Union before making any final decision. You need to make yourself aware of any financial implications your decision might have and bear in mind the maximum periods of registration for the course. It is then your responsibility to:

- a) discuss the suspension with your Course Leader or Personal tutor
- b) inform the Campus Office of your decision in writing
- c) contact the Course Leader and Campus Office 6-8 term time weeks before returning to the course.

Please see the Modular Framework for Undergraduate Courses for full details of the regulations on suspension which gives information on liability for fees and implications for any deferred or referred assessments.

#### **6.5 Withdrawing from the Course**

If you decide to withdraw from the course please speak to your Course leader or a student advisor before making a final decision. Once you have decided to leave the course, it is your responsibility to inform the Campus Office in writing of your decision.

If you withdraw from the course after week 4 (semester 1) or week 17 (semester 2) of the University's published calendar, you will be liable for the payment of the full tuition fee for that semester.

Please note that the Campus Office will inform your Local Education Authority about your withdrawal from the course. The Home Office may also be advised.

#### **6.5 Changing Course**

If you want to change course for another course within the University, you must discuss this decision with your Course Leader. It is also recommended that you speak to a student advisor. It is then your responsibility to ensure that you have obtained the full agreement from the new Course Leader and completed the standard form which is available from the Campus Office. This process must be completed before changing course. There is no guarantee that once you have been accepted on one course at the University that you will be able to transfer to another course.

#### **6.6 Complaints procedure**

The University is committed to providing a good quality service to students. However, it is acknowledged that there may be times when individuals may experience a quality of academic or service delivery which they feel falls short of the standard reasonable expected by the University.

In such cases, you may feel that it is necessary to make a written submission setting out your concerns. You will find information on the procedure for making complaints on the Academic Registrar's Department website.

## 7 Course Regulations

### Course specific regulations

The MA is taught across three institutions Westminster, Malmo and NTNU. These regulations govern the award of the degree and its intermediate awards and replace the normal Westminster postgraduate regulations. The degree is based upon ECTS credits

Students should not that whilst they are studying in each country the individual regulations of the Institution in respect of the following areas will apply.

1. Assessment offences
2. Lateness of work and mitigating circumstances
3. The constitution and conduct of Assessment Boards
4. Course management

### The Award

1. In order to qualify for the award of MA European Sport: Law, Culture and Governance, a student must have:
  - a) passed modules worth at least 120 ECTS
  - b) attempted (see definitions in appendix 1) modules worth no more than 180 ECTS credits (360 credits) (under this regulation a first attempt of any module will count as an attempt, and a reattempt of any module that a student has failed will count as a further, separate attempt. Reassessment (referral) following failure at the first attempt will not count as a further separate attempt.
- 1.1 Module requirements for the award of MA European Sport: Law, Culture and Governance

Cultural and Comparative Orientation / 15	SEMESTER 1 - WESTMINSTER
	Sport in the European Environment 15 ECTS CORE
	Law and Business of Sport 10 ECTS CORE

SEMESTER 2 - MALMO	
Sport, Culture and Ethics 15 ECTS CORE	
Essay on Sport Culture and Rights OR Human Rights and Discrimination in Sport 10 ECTS	
SEMESTER 3 - NTNU	
Introduction to Research Methods in Social Sciences 7.5 ECTS*	
Research Methods in Social Sciences 7.5 ECTS CORE	
Social and Political Order of Sport 7.5 OR Advanced Statistical Data Analysis in the Social Sciences 7.5 ECTS**	
Sport Economics 10 ECTS CORE	
SEMESTER 4 - WESTMINSTER/MALMO/NTNU	
Dissertation 30 ECTS CORE	

\*This module will be taken by students who do not have a basic grounding in research methods as assessed by course Management Team upon admission

\*\*These modules will only be available to students who are exempt from the Understanding Research Methods module (see \* above)

### The programme in brief

Each of the modules in semesters 1, 2 and 3 will begin with a component of the Cultural and comparative Orientation module.

- Semester 1 Westminster: There are 2 further core modules at Westminster that all students must take – there are no optional subjects

- Semester 2 Malmo: There is one core module (Sport Culture and Ethics) and a choice between 2 options.
- Semester 3 Trondheim: There are two routes at Trondheim
- **Students who have no research methods experience will take**

Introduction to Research Methods in Social Sciences 7.5 ECTS
Research Methods in the Social Sciences 7.5 ECTS
Sport Economics 10 ECTS

**Students who have research methods experience will take**

Research Methods 7.5 ECTS
Social and Political Order of Sport 7.5 OR Advanced Statistical Data Analysis in the Social Sciences 7.5 ECTS
Sport Economics 10 ECTS

Note: Not all option modules will necessarily be offered in any one year.

**2. Maximum Period of Registration**

The University normally expects a student to complete their award within the following maximum periods of registration (in years) including any period of suspension of studies.

	Full-time Study
Masters degrees	4
Pg Dip	2
Pg Cert	1

### **3. Exclusion from the Programme of Study On Academic Grounds**

Students who fail 50% or more modules at the end of Year 1 will ordinarily be excluded from the Course.

### **4. Progression through the Programme and Referral Opportunities**

Year 1 Semester 1 (Westminster) to Year 1 Semester 2 (Malmo)

Students will be taking 3 compulsory modules:

- |   |  |
|---|--|
| 1) Cultural and Comparative Orientation | (5 ECTS) as part of 15 ECTS module across all three institutions |
| 2) Sport and the European Environment   | 15ECTS   |
| 3) Law and the Business of Sport        | 10 ECTS  |

Students must ordinarily have passed a minimum of 10 ECTS credits to progress to Malmo and completed all assessments for the Cultural and Comparative Orientation module. A student who has a deferral or referral opportunity will be able to take the assessment at the end of Semester 2. A student who has a retake module but is able to progress must take the module the following year and defer the Semester in NTNU.

Year 1 Semester 2 (Malmo) to Year 2 Semester 1 (NTNU)

Students will be taking 3 modules in Malmo,

- |   |              |
|---|--------------|
| 1) Cultural and Comparative Orientation | 5 ECTS Core  |
| 2) Sport, culture and Ethics            | 15 ECTS Core |
| 3) Option                               | 10 ECTS      |

Students must ordinarily have passed a minimum of 30 ECTS credits to progress to NTNU and completed all assessments for the Cultural and Comparative Orientation module at Malmo. A student who has a deferral or referral opportunity will be able to take the assessment before progressing. A student who has a retake module but is able to progress must take the module the following year.

Students must have passed Year 1 before progressing to Year 2.

Year 2 Semester 1 (NTNU) to Year 2 Semester 2 (Westminster/Malmo/NTNU)

To progress to Semester 2 (Dissertation) Students must have passed, or satisfied the requirement, for Introduction to Research Methods in Social Sciences.

The ability to retake modules at Malmo and NTNU will be determined by Institutional Regulations.

## **5. Assessment at Westminster**

University of Westminster Regulations applicable whilst studying at Westminster

All students should make sure that they have and keep for reference a copy of the current edition of the general University handbook called Essential Westminster 2007/08. The following course specific requirements should be read in conjunction with the Modular Framework for Postgraduate Courses and relevant Sections of the Handbook of Academic Regulations.

The full text of all academic regulations may be read on-line at the Academic Registrar's homepage at:

[www.wmin.ac.uk/academicregistrars](http://www.wmin.ac.uk/academicregistrars)

It is also available in hard copy at all University libraries and on request from the Academic Registrar's Department.

A glossary of the most commonly used regulatory terms is provided in Appendix 1 of these award specific regulations.

### **5.1 Penalties for late submission of coursework**

The University operates a two-tier penalty system for late submission of coursework and in-module assessment. This regulation applies to all students registered for an award, irrespective of their level of study. All University coursework deadlines are scheduled between Monday and Thursday inclusive. Where possible, the submission day will coincide with the day the module classes are normally taught. However, the University does not allow submission deadlines to be set for Fridays.

If you submit your coursework late but within 24 hours or one working day of the specified deadline, 10% of the overall marks available for that element of assessment (i.e. 10%) will be deducted, as a penalty for late submission, except for work which obtains a mark in the range 50 – 59%, in which case the mark will be capped at the pass mark (50%).

If you submit your coursework more than 24 hours or more than one working day after the specified deadline you will be given a mark of zero for the work in question.

Late work and any claim of Mitigating Circumstances relating to coursework must be submitted at the earliest opportunity to ensure as far as possible that the work can still be marked. Late work will not normally be accepted if it is received more than five working days after the original coursework deadline. Once the work of other students has been marked and returned, late submissions of that same piece of work cannot be assessed.



## 5.2 Action in the case of failure

For details on University regulations and procedures in the case of failure in a module or element of a module, please refer to the Modular Framework for Postgraduate Courses published in the Handbook of Academic Regulations 2006 for further details. You should note that, in order to be eligible for the award of a Masters degree, the maximum number of credits that can be attempted is 240 credits. Therefore if a student fails and does not pass on reassessment (if offered) modules that will take their number of credits over this limit, then they will not be eligible for the award of MA European Sport: Law, Culture and Governance.

## 5.3 Mitigating Circumstances (MC)

If illness or some unforeseen circumstances unavoidably and significantly affect your performance in assessment (e.g. missing a coursework deadline or an exam or failing due to unrepresentative performance), you can submit an application for Mitigating Circumstances (MCs) to be taken into consideration. To do so, you should submit an application in writing (where possible using a Mitigating Circumstances claim form) to the Campus Office, supported by original documentary evidence (e.g. a medical certificate), at the earliest available opportunity.

Mitigating Circumstances Boards meet throughout the year and it is in your best interests to submit your claim as quickly as possible, normally within one month of the circumstances occurring, as you will receive a decision on your claim much earlier and will be in a better position to plan your studies for the remainder of the year. The final deadline for submission of all claims during the 2006/07 academic session is 17.00hrs on Wednesday 6 June 2007. A separate deadline will apply for all Semester 9 assessment. Please note that retrospective claims will not normally be considered, especially in cases where the claim is being made after the release of the results for the assessment in question.

If you do submit an MC claim, you should not assume that it is necessarily going to be accepted; it is your responsibility to make sure that you complete all assessment requirements in a module as far as possible.

*Postgraduate students submitting a claim for their final project/dissertation, where the deadline falls outside the Semester 1 and 2 assessment periods, must submit a claim as soon as possible to the time when the circumstances occurred. Students are advised that failure to do so may mean that their graduation is delayed. Students are strongly advised to contact the Campus Office to ascertain dates of the Mitigating Circumstances Board and the Assessment Boards.*

It is very important that you read Section 11 of the Handbook of Academic Regulations, on Mitigating Circumstances, to find out what to do if you miss the deadline for any piece of work; in most cases it is crucial that you submit the work or participate in the assessment as soon as you possibly can. Late work will not normally be accepted if it is received more than five working days after the original coursework deadline. If other students have already had their marked work returned, the same assignment cannot be marked once submitted late.

Your MC claim will be considered by the Mitigating Circumstances Board. The Mitigating Circumstances Board which meets at the end of the year to formally ratify all of the results for your course. The University-wide criteria by which claims will be judged have been standardised for reasons of fairness and these are published in detail in Section 11 of the Handbook of Academic Regulations, which you should read before submitting any claim. The criteria for acceptance or rejection of an MC claim reflect work-based standards of conduct and performance, and only those circumstances which are demonstrably serious and likely to have affected your academic performance will be considered.

#### **5.4 Cheating and Plagiarism**

If carried out knowingly, cheating and plagiarism have the objectives of deceiving examiners and gaining an unfair advantage over other students. This is unethical. It also threatens the integrity of the assessment procedures and the value of the University's awards.

While you are studying here your academic performance will be assessed on the basis of your own work. Anyone caught cheating in exams/in-class tests or through coursework assignments will be subject to formal investigation in accordance with Section 10 of the University Academic Regulations.

It is your responsibility to ensure that you are not vulnerable to any allegation that you have breached the assessment regulations. Serious penalties are imposed on those who cheat. These may include failure in a module or an element of a module, suspension or exclusion from your course and withdrawal of academic credits awarded previously for modules which have been passed.

Typical breaches are described below:

##### **Plagiarism**

Plagiarism is a particular form of cheating. Plagiarism must be avoided at all costs and students who break the rules, however innocently, will be penalised. You must keep a careful record of all the sources you use, including all internet material. It is your responsibility to ensure that you understand correct referencing practices. These are outlined in this Handbook. Please consult the relevant Module Leader or your Course Leader if you need any further advice. As a University level student, you are expected to use appropriate references and keep carefully detailed notes of all your sources of material, including any material downloaded from the web (internet).

Plagiarism is defined as submission for assessment of material (written, visual or oral) originally produced by another person or persons, without acknowledgement, in such a way that the work could be assumed to be the student's own. Plagiarism may involve the unattributed use of another person's work, ideas, opinions, theory, facts, statistics, graphs, models, paintings, performance, computer code, drawings, quotations of another person's actual spoken or written words, or paraphrases of another person's spoken or written words.

If you use text or data or drawings or designs or artefacts without properly acknowledging who produced the material, then you are likely to be accused of plagiarism. This can be avoided by making clear the sources of information used (e.g. books, articles, interviews, reports, WWW reference, or government publications). All must be properly referenced not only in a bibliography but also by quotation marks in the text or in a footnote.

Plagiarism covers both direct copying and copying or paraphrasing with only minor adjustments:

- a direct quotation from a text must be indicated by the use of quotation marks and the source of the quote (title, author, page number and date of publication);
- a paraphrased summary must be indicated by attribution of the author, date and source of the material including page numbers for the section(s) which have been summarised.

NB An essay or report cannot consist merely of summaries of other people's ideas and texts. You must demonstrate your own critical engagement with, and evaluation of, the material you are presenting or discussing.

The Academic Writing Centre has published an on-line guide to aid students. For further details refer to [www.wmin.ac.uk/awc](http://www.wmin.ac.uk/awc)

#### Plagiarism Detection Service

To help eradicate plagiarism and thereby protect the value of your qualification some modules include the requirement that your coursework must be submitted electronically and checked by the UK universities' JISC Plagiarism Detection Service.

You must submit your coursework in electronic form to the JISC system which will check your work for its originality. Students should seek guidance from their Course or Module Leader or follow the instructions on the Online Learning Website [www.wmin.ac.uk/oll](http://www.wmin.ac.uk/oll) or the Academic Registrar's Website [www.wmin.ac.uk/academicregistrars](http://www.wmin.ac.uk/academicregistrars), or their School website, where appropriate.

#### Double-counting

Students are also not permitted to re-present any assessment already submitted for one module as if for the first time assessment in another module. Double counting of assessed work is not normally allowed. If submitting work previously included in another assessment the student should attribute the section of text from the earlier work.

#### Working Together

Discussing ideas is part of academic life at University and you are allowed to exchange sources and references. However, you must recognise the distinction between sharing ideas, and collusion. This means that you must not work with others to the extent of

exchanging written materials you have prepared, such as notes or drafts of assignments. If these types of materials are shared this will be regarded as an assessment offence for the person who lends the material as well as for the person who uses it. Your own work must be regarded as your own property and you should protect it. If you are working in a shared space, log off from the PC you are working on whenever you take a break so that others cannot access or copy your work; take care to destroy printed drafts or copies of work, rather than just discarding them; and, don't give your work to others on disk. If you are working on a group assignment make sure you understand the allocation of responsibilities between yourself and the other members of the group.

#### Cheating in exams or in-class tests

You must not communicate with other students during an exam or test. You must not take into the exam or test room any materials, notes or aids other than those officially authorised in the examination paper. If an invigilator observes you with any prohibited materials, notes or equipment, or observes you communicating with another student, your actions will be investigated in accordance with Section 10 of the University Academic Regulations. Students should also remember that the reproduction of material originally produced by another person, or persons, without acknowledgement, in such a way that the work could be assumed to be the student's own is not permitted; this includes work produced in examination conditions.

### **5.5 Assessment Boards and the release of results**

All assessment marks, suggested referral opportunities, recommendations for conferment of an award or exclusion from a course must be formally ratified by the relevant Assessment Board. Any marks or grades released prior to the meeting of the Assessment Board have the status of provisional marks.

The University operates a two-tier system of Assessment Boards for postgraduate modular courses, comprising Subject Boards (for modules) and Conferment Boards (for awards). However, in some cases a single Assessment Board may combine the roles of Subject and Conferment Boards. Details of these Boards are set out in Section 14 of the University's Handbook of Academic Regulations.

Each Campus Office will publish its own calendar for submission of assessment marks and Assessment Boards. Provisional marks will be released on-line through SRSWeb throughout each semester. Confirmed results will normally be issued through the release of student module profiles and transcripts as results become available, rather than on a single University-wide date.

Please note that if you have failed a module you need to re-check your results on or after the University publication of results day. If a Conferment Board has subsequently determined that a student should be excluded from their course on academic grounds, that decision will override any decision of a preceding Subject Board about reassessment in a module.

## **5.6 External Examiners**

As part of its overall procedures for ensuring the quality of its provision, the University appoints External Examiners to its courses (or sometimes to groups of related courses or subject areas). Each Assessment Board will have at least one External Examiner from another University or Higher Education Institution in the UK appointed to it. Courses with a particular professional focus or which are accredited by a Professional Statutory Body (PSB) may also appoint External Examiners from the relevant PSB or industry, in order to ensure that assessment within the University meets their expectations.

Results cannot be formally published to students unless the External Examiner(s) for their course confirm that their agreement with the marks.

For the Ma European Sport: Law, Culture And Governance there is a minimum of one external examiner.

The role of Subject Board External Examiners is to judge whether students have been fairly assessed in relation to the objectives and syllabuses of modules and have reached the required standard indicated by their final marks. External Examiners also attest that assessment regulations have been fairly applied ensuring parity of judgement for all students taking a module.

The role of Conferment Board External Examiners is to ensure the fair and equitable application of the University's regulations on credit accumulation, and the course specific regulations for each award, in decisions on the award of qualifications and specific classifications of awards to students. This includes decisions on intermediate awards, the awards of Merits or Distinctions and decisions to exclude students from their course of study.

### **Published reports**

Summaries of External Examiner reports are now published online at [www.tqi.ac.uk](http://www.tqi.ac.uk) as part of the Teaching Quality Information required by the Higher Education Funding Council for England (HEFCE). These summary reports confirm whether a University's policies and procedures for External Examining and its assessment processes are effective and appropriate, and whether they have been followed. External Examiners also confirm whether the standards set for a particular course are comparable with courses in other UK Higher Education Institutions (HEIs).

## **6 Accreditation of Prior Learning (APL)**

APL is not available for this programme

## **7 Course Committee and student feedback**

Each Course Leader is responsible for organising a Course Committee. The Course Committee is the forum for students and staff to present their views on the operation and development of the course. As a formal Committee within the University's Committee Structure, the Course Committee provides an important mechanism for the collection and consideration of student feedback. The Terms of Reference and Composition of Course Committees are set out below. Any alternative mechanism approved for student-staff consultation e.g. for part-time students, should accord with these Terms of Reference and Composition.

### *Terms of Reference*

The Course Committee has responsibility for considering the effective management of the course, including enhancement of provision. The remit of the Course Committee covers the:

- academic welfare of students, and specifically the course induction and the Personal Tutor system;
- student feedback comment on course operation, curriculum content, teaching, study skills, support, assessment, facilities, library and computing support and administrative support;
- monitoring information/comment on previous year's course audits, operation of course academic standards, i.e. the Course Leader's annual report plus 'progress statistics' of students enrolled, progressing, graduating (and withdrawing); summaries of External Examiners' reports; reports of Campus Review Panels and University Validation Panels or external bodies which accredit the course;
- consultation on proposed changes to module content, assessment and/or course structure.

The Course Committee minutes provide a formal record for the Campus Academic Standards Group audit of School based monitoring in the next year, and periodic review (normally every six years).

### Composition

- elected student representatives, forming 40% - 50% of total membership, including representation from all modes of study and subject areas as far as possible
- Course Leader and/or Deputy Course Leader
- Dean of School or Head of Department
- full-time staff teaching the course, to include representatives of all major subject areas

- one member nominated by Information Systems & Library Services (ISLS)
- one member of administrative support staff nominated by the Campus Registrar

Total membership should not exceed 30. The quorum shall be 40% of the approved membership.

Good practice in committee organisation indicates that:

- The Course Leader should organise a pre-meeting for all student representatives in advance of the first Course Committee meeting of the session, and provide copies of the previous year's Course Committee minutes;
- Agendas should be circulated one week ahead and put on course notice boards;
- Meetings should be held at least once each semester but preferably twice;
- A Secretary should be appointed at the first meeting of each academic year (staff or student);
- Issues raised at the Course Committee should be reasonably representative of the student and/or staff group and not just of a minority;
- Urgent practical problems (e.g. access to IT facilities or teaching rooms) are to be raised with the Course Leader and/or Head of Department in-between Course Committee meetings, rather than delayed;
- Issues raised at the meeting and decisions taken are recorded on an 'action list', and draft minutes or notes should be approved by the Chair and circulated within 3 weeks of the meeting and the list of actions reported back to the next meeting as 'Matters Arising'.

## **8 Course Management**

Typically, the management structure supporting the course is as follows:

- Course Leader, Course or Programme Director, responsible for day to day running and overall management of the course and development of the curriculum; some Schools have a Course or Programme Director who co-ordinates the work of colleagues where modules are shared by several different courses;
- Head of Department, holds academic responsibility for the course and other courses within the Department;
- Dean of School, holds overall responsibility for the course, and for the other courses run by the School;

- Campus Provost holds overall responsibility for all Schools within the Campus, alongside their University-wide responsibilities.

This course has a tripartite board structure that oversees the course.

## **9 Tutorial Support**

For full details see University website





DET KONGELIGE  
UTDANNINGS- OG FORSKNINGSDEPARTEMENT

Universiteter  
Vitenskapelig høyskoler  
Høyskoler

NORGES TEKNISK NATURVITENSKAPELIGE UNIVERSITET	
Saksnr.	2005/9267-12
	23 DES 2005
Arkivkode	008
Beh. av	SA/A
Kont	

Deres ref

Vår ref  
200503597/fta

Dato  
15.12.05

### Forskrift om egenbetaling ved universiteter og høyskoler

Departementet oversender med dette forskrift om egenbetaling ved universiteter og høyskoler. Forskriften erstatter gjeldende reglement for egenbetaling gitt i Rundskriv F-006-00. Forskriften trer i kraft 1. januar 2006.

#### Veiledning til forskriften

Et premiss for forskrift om egenbetaling er at ordinær høyere utdanning ved statlige institusjoner skal være gratis for studenten. Det legges til grunn for forskriften at:

- Ny egenbetalingsforskrift beskytter og styrker gratisprinsippet.
- Egenbetalingsstudier kommer i tillegg og skal ikke gå på bekostning av den statlig finansierte virksomheten. Statlige institusjoner kan ikke kreve egenbetaling hvis de over tid ikke tilfredsstill den aktiviteten som er lagt til grunn for bevilgningen over statsbudsjettet.
- Det skal ikke åpnes for nye former for egenbetaling eller egenbetalingsstudier.

Forskriften regulerer institusjonenes adgang til å kreve egenbetaling for studietilbud som er rettet mot enkeltstudenter, og andre utgifter knyttet til studietilbud. Forskriften gjelder ikke studietilbud som tilbys som oppdrag.

For de statlige institusjonene viderefører den nye forskriften i hovedsak bestemmelsene i det gjeldende reglementet og eksisterende praksis, men med ytterligere begrensninger i hvilke studietilbud det kan tas betaling for. Det er gjort justeringer som følge av endrede fullmakter og nye styringsvirkemidler knyttet til bortfall av måltall, opptaksrammer og adgangsreguleringer. Det er videre tatt inn bestemmelser om betaling for andre utgifter knyttet til studiene og vederlag for

eksamenskandidater som ikke er tatt opp som studenter til vedkommende studium.

For private institusjoner innebærer forskriften en presisering av nye lovbestemmelser.

### **Kapittel 1 Innledende bestemmelser**

§§ 1-1 og 1-2 definerer hhv. område forskriften skal regulere og gir enkelte definisjoner som er sentrale i forhold til gratisprinsippet. På bakgrunn av høringsuttalelser er det gjort korrigerende av virkeområde og endringer i definisjoner i forhold til høringsutkastet.

### **Kapittel 2 Felles bestemmelser**

§ 2-1 innebærer at institusjonene kan ta vederlag fra eksamenskandidater uten studierett, men vederlaget kan ikke være høyere enn institusjonens reelle merkostnader. For studieprogrammer eller emner der det etter forskriften er fastsatt egenbetaling, kan finansieringsgrunnlaget undergraves hvis kandidatene skulle kunne velge en løsning med privatisteksamen i stedet for den fastsatte egenbetalingen. For slike studieprogrammer eller emner der egenbetaling er satt høyere enn merkostnadene ved å avholde eksamen, slår § 2-1 andre ledd derfor fast at vederlaget for eksamen kan settes like høyt som egenbetalingen. Institusjonen skal kunne dokumentere kostnadene for den enkelte eksamen, men det er ikke et krav at dette skal kunne dokumenteres individuelt for hver enkelt student. Vederlaget skal kunngjøres slik at det gir forutsigbarhet for studentene.

### **Kapittel 3 Bestemmelser for statlige institusjoner**

§ 3-1 i forskriften fastsetter gratisprinsippet for statlige universiteter og høyskoler. Forskriften viderefører begrensninger fra tidligere reglement i forhold til å ta egenbetaling, men gir klarere begrensninger i forhold til samarbeid med andre. Institusjonene kan ikke omgå begrensningene i forskriftens § 3-1 ved å dele opp studieprogrammer som normalt fører fram til en grad eller yrkesutdanning for å kunne tilby de som egenbetalingsstudier. § 3-2 viderefører eksisterende reglement og praksis ved at institusjonene kan ta egenbetaling for kurs, og for emner som normalt ikke er del av studieprogram som fører fram til en grad eller yrkesutdanning. Institusjonens styre skal gi retningslinjer, men kan delegere avgjørelser. Videre skal læremidler i § 3-3 forstås som materiell som studentene med rimelighet har måttet finansiere selv slik som lærebøker, kompendier, kopier, utskrifter, papir og lignende, eller IKT-baserte paralleller til dette. Infrastruktur slik som PC og materiell som kan sidestilles med undervisning er ikke inkludert under læremidler som det kan tas betaling for.

I internasjonale utdanningsprogram der utvekslinger legges til grunn for samarbeidet, vil det enten ikke være lov for noen av de involverte institusjonene å kreve egenbetaling (som f. eks. i Sokrates-Erasmus), eller det anses som uaktuelt, da det som basis for samarbeidet forutsettes at utreisende studenter fra én institusjon 'erstattes' av innreisende fra partnerinstitusjonen, slik at man får et gjenytelsessystem. For studenter på delstudium av denne typen skal gratisprinsippet gjelde. For studenter som tar

delstudium som ledd i avtalebasert institusjonssamarbeid bør egenbetalingen falle innenfor de støtteberettigede beløpene i Lånekassen. Institusjonenes plikt til å tilby delstudier i utlandet som del av egne grader regnes imidlertid ikke som oppfylt dersom de bare tilbyr sine studenter ordninger som fordrer egenbetaling. For fellesgrad forutsettes det at det faglige opplegget normalt er slik at de involverte institusjonene har relativt lik belastning. Det vil derfor være naturlig – og ønskelig – at det mellom institusjonene avtales et system for ytelser og motytelser som gjør at det ikke vil være nødvendig å fravike gratisprinsippet. Fordi finansieringsordningene for høyere utdanning varierer så mye mellom land, kan imidlertid ikke institusjonene pålegges at den delen av egne fellesgrader som foregår i utlandet, må være gratis, spesielt ved avtaler med institusjoner utenfor EØS-området som krever egenbetaling av egne studenter. Institusjonen bør da bestrebe seg på at egenbetalingen faller innefor de støtteberettigede beløpene i Lånekassen.

#### **Kapittel 4 Bestemmelser for private**

§ 4-1 slår fast at private universiteter og høyskoler kan ta egenbetaling fra studenter, men gir retningslinjer for disponering av egenbetalingen. § 4-2 gir tilsvarende retningslinjer for disponering av ressurser ved private institusjoner som mottar statstilskudd.

#### **Kapittel 5 Sluttbestemmelser**

Forskriften trer i kraft 1. januar 2006.

Med hilsen



Toril Johansson (e.f.)  
ekspedisjonssjef



Knut Sletta  
avdelingsdirektør

Kopi:

Universitets- og høyskolerådet  
Nettverk for Private Høgskoler  
Kristne Friskolers Forbund  
Utdanningsdirektoratet  
Norgesuniversitetet  
Statens lånekasse for utdanning  
Studentorganisasjoner  
Tjenestemannsorganisasjoner  
Arbeidsgiverorganisasjoner  
Forbrukerombudet  
Forbrukerrådet

# VEDLEGG til sak/dok...2005/9267-12

## **Forskrift om egenbetaling ved universiteter og høyskoler**

Fastsatt av Utdannings- og forskningsdepartementet 15. desember 2005 med hjemmel i lov 1. april 2005 nr. 15 om universiteter og høyskoler §§ 3-10 fjerde ledd og 7-1 tredje ledd.

### **KAPITTEL 1: INNLEDENDE BESTEMMELSER**

#### **§ 1-1 Virkeområde**

Forskriften gjelder for institusjoner med virksomhet regulert av lov 1. april 2005 nr. 15 om universiteter og høyskoler. Forskriften regulerer institusjonenes adgang til å kreve egenbetaling for studietilbud som er rettet mot enkeltstudenter, betaling for andre utgifter knyttet til studietilbud, vederlag for eksamenskandidater uten eksamensrett, samt private institusjoners disponering av egenbetaling og statstilskudd. Forskriften gjelder ikke studietilbud som tilbys som oppdrag.

#### **§ 1-2 Definisjoner**

I denne forskrift menes med:

- a) fag/emne: fag/emner er de minste studiepoengsgivende enheter med faglig innhold fastsatt av institusjonen.
- b) studieprogram: studieprogram er en gitt samling fag/emner som er fastsatt i studieplan, som studenter tas opp til, og som fører fram til grads- eller yrkesutdanning.
- c) kurs: utdanning som ikke gir studiepoeng
- d) oppdrag: omsetning av forsknings-, undervisnings- og andre tjenester mot vederlag, og som ikke er rettet mot enkeltstudenter.

### **KAPITTEL 2: FELLES BESTEMMELSER**

#### **§ 2-1 Vederlag fra eksamenskandidater som ikke er tatt opp som studenter**

(1) Universiteter og høyskoler kan ta vederlag for å holde eksamen for eksamenskandidater som ikke er tatt opp som studenter til vedkommende studieprogram eller fag/emne. Vederlaget skal fastsettes ut fra institusjonens reelle merkostnader.

(2) For studieprogrammer eller fag/emner der det etter forskriften er fastsatt egenbetaling, og egenbetalingen er satt høyere enn merkostnadene omtalt i første ledd, kan vederlag settes høyere enn merkostnadene, men oppad begrenset til størrelsen på egenbetalingen.

(3) Vederlag etter første eller andre ledd kan fastsettes for grupper av studenter. Institusjonene skal kunne dokumentere kostnader knyttet til slikt vederlag. Vederlaget skal kunngjøres i rimelig tid overfor berørte studenter.

## KAPITTEL 3: BESTEMMELSER FOR STATLIGE INSTITUSJONER

### § 3-1 Hovedregel

(1) Statlige institusjoner kan ikke kreve egenbetaling fra studenter for studieprogrammer som fører frem til en grad eller yrkesutdanning.

(2) Statlige institusjoner kan ikke kreve egenbetaling hvis institusjonen over tid ikke tilfredsstillter den aktiviteten som er lagt til grunn for bevilgningen over statsbudsjettet. Studieprogrammer, fag/emner eller kurs med egenbetaling skal ikke gå på bekostning av institusjonens statlig finansierte utdannings- og forskningsvirksomhet.

(3) Statlige institusjoner skal ikke ha økonomisk fortjeneste på samarbeid med andre virksomheter om egenbetalingsfinansierte studieprogrammer eller fag/emner som de etter denne forskrift ikke kan tilby selv.

(4) Departementet kan i særskilte tilfeller, etter søknad, godkjenne unntak fra bestemmelsen i første, andre og tredje ledd.

### § 3-2 Unntak – egenbetaling for kurs og studieprogrammer

(1) Statlige institusjoner kan kreve egenbetaling i følgende tilfeller:

a) for kurs

b) for fag/emner som normalt ikke er del av studieprogram som fører fram til grad eller yrkesutdanning.

c) for erfaringsbaserte mastergradsstudier.

d) av studenter som fyller opp ledige plasser på studieprogram eller fag/emner som er oppdragsfinansierte.

(2) Egenbetalingen kan dekke kostnadene fullt ut, eller delvis ved at institusjonen finansierer deler av kostnadene.

(3) Styret selv fastsetter retningslinjer for godkjenning og fastsetting av egenbetaling. Styret, eller den styret delegerer til, godkjenner at det aktuelle kurset, fag/emne eller studieprogrammet finansieres med egenbetaling etter disse bestemmelsene, og fastsetter hvor stor egenbetalingen skal være.

### § 3-3 Andre utgifter knyttet til studiene

(1) For studieprogrammer eller fag/emner der institusjonene ikke kan kreve egenbetaling etter forskriftens §§ 3-1 og 3-2, kan institusjonen heller ikke kreve betaling av studenter utover reelle kostnader knyttet til læremidler. Eventuelt vederlag for vernet materiale etter opphavsrettslovgivningen kan inngå i betalingsgrunnlaget. Institusjonene kan ikke ta betaling for studieinformasjon.

(2) Institusjonen kan fastsette betaling for grupper av studenter. Betalingen for grupper av studenter må ikke overstige de reelle kostnadene.

## **KAPITTEL 4: BESTEMMELSER FOR PRIVATE INSTITUSJONER**

### **§ 4-1 *Egenbetaling***

Private institusjoner kan ta egenbetaling fra studenter. Egenbetaling fra studentene skal komme studentene til gode. Beregningsgrunnlaget for egenbetalingen kan ta utgangspunkt i virksomheten som helhet over tid.

### **§ 4-2 *Statlige driftstilskudd***

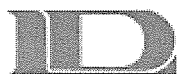
Private universiteter og høyskoler som mottar statstilskudd, har ikke anledning til å ta ut overskudd eller overføre økonomiske verdier til personer eller annen virksomhet på en slik måte at statlige tilskudd ikke kommer studentene til gode. Det er anledning til å se universitetets eller høyskolens virksomheten som helhet over tid og overføre overskudd fra et år til et annet, men på en slik måte at tilskudd kommer studentene til gode.

## **KAPITTEL 5: SLUTTBESTEMMELSER**

### **§ 5-1 *Ikraftredelse***

Forskriften trer i kraft 1. januar 2006.

Vedlegg 5

**FOR 2006-04-10 nr 412: Forskrift om godskriving av høyere utdanning.**

DATO: FOR-2006-04-10-412  
DEPARTEMENT: KD (Kunnskapsdepartementet)  
AVD/DIR: Universitets- og høyskoleavd.  
PUBLISERT: I 2006 hefte 5  
IKRAFTTREDELSE: 2006-04-10  
SIST-ENDRET:  
ENDRER: FOR-1998-10-28-1037  
GJELDER FOR: Norge  
HJEMMEL: LOV-2005-04-01-15-§3-4

**INNHOLD**

Forskrift om godskriving av høyere utdanning.

- § 1. Virkeområde
- § 2. Tilknytningskrav for utstedelse av vitnemål eller tildeling av grad
- § 3. Krav om ny utdanning
- § 4. Unntak - fellesgrader
- § 5. Særskilte godskrivingsregler
- § 6. Ikrafttredelse

**Forskrift om godskriving av høyere utdanning.**

Fastsatt av Kunnskapsdepartementet 10. april 2006 med hjemmel i lov 1. april 2005 nr. 15 om universiteter og høyskoler § 3-4 femte ledd.

**§ 1. Virkeområde**

Forskriften gjelder for institusjoner med virksomhet regulert av lov 1. april 2005 nr. 15 om universiteter og høyskoler. Forskriften gir bestemmelser om universiteter og høyskolars godskriving av annen utdanning etter loven § 3-4 første ledd.

**§ 2. Tilknytningskrav for utstedelse av vitnemål eller tildeling av grad**

For at en institusjon skal kunne tildele en grad eller utstede vitnemål for fullført utdanning, må minst 60 av studiepoengene som skal inngå i beregningsgrunnlaget, være avlagt ved institusjonen.

Institusjonen kan ikke oppstille et strengere tilknytningskrav enn det som følger av første ledd.

**§ 3. Krav om ny utdanning**

Ved godskriving av utdanning som tidligere har inngått i beregningsgrunnlaget for en grad eller som del av en grad eller yrkesutdanning, må en student i tillegg ha avlagt minst 60 nye studiepoeng

før det kan utstedes et nytt vitnemål eller tildeles en ny grad.

Institusjonene kan selv fastsette krav om inntil 90 nye studiepoeng for bestemte utdanninger. Institusjonene fastsetter selv hvilke utdanninger dette gjelder.

#### § 4. *Unntak - fellesgrader*

Universiteter og høyskoler kan fastsette unntak fra bestemmelsene i denne forskrift for grader og yrkesutdanninger som gis i samarbeid med andre norske eller utenlandske institusjoner (fellesgrader), jf. loven § 3-2 første ledd.

#### § 5. *Særskilte godskrivingsregler*

Utdanning som tidligere har blitt godskrevet med redusert uttelling i forhold til bestemmelsen i loven § 3-4 første ledd, skal godskrives i samsvar med tidligere praksis.

#### § 6. *Ikrafttredelse*

Forskriften trer i kraft straks. Samtidig oppheves forskrift 28. oktober 1998 nr. 1037 om godskriving av grad, yrkesutdanning, utdanningsprogram, fag eller emne fra institusjon under lov om universiteter og høyskoler som del av cand.mag.-grad.

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