



Noroff
University
College

GUIDELINES CHAPTER 3



Guidelines for Chapter 3. Studies - with supplementary provisions for mandatory activities

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Section 3-5 Academic recognition

When applying for academic recognition, the applicant must enclose sufficient documentation for the university college to process the application.

- Minimum requirements for documentation are:
 - Copy of diploma or transcript of external education
- Documentation of academic content, level, and scope of the external education (study plans, course descriptions and reading lists)

The college can also request additional documentation. External education must be academically approved, this is done by the study programme leader. An academic approval entails a detailed comparison of academic content and level between the external education and the corresponding study programme at Noroff University College. Larger or smaller parts of the courses that apply for academic approval must coincide with the course content in the study programme the student is following at Noroff University College, which may lead to a reduction in the number of credits that can be academically approved.

Noroff University College approves that a higher vocational school degree at Noroff Vocational School is used both as a basis for admission (general university entrance qualification) and as a basis for academic recognition where the learning outcomes overlap.

The study administration at the university college shall obtain information about the following before academic assessment is made:

- completion of application with appropriate supporting documentation
- external study completed at accredited institution
- verify external components that are and are not at higher education level
if necessary, convert the scope to credits

The academic and administrative assessments together constitute one decision.

In the case of previously academically approved study programmes, the study administration at the university college can make decisions without new academic approval. It is stated on the college's website which studies have previously been approved.

Further information about §3-6 Right to study and study progression

A student with a lower study progression than 75% may lose their admission if a binding agreement with the student administration has not been established on an ongoing basis.

A student has, according to *Regulations relating to admissions, studies, degrees, and examinations at Noroff University College AS §3-6 (6)*, the opportunity to apply for an extended completion deadline. The application must be in writing and with justification, and it must be submitted to the student administration via the Noroff Support Portal.

Applications for extended completion deadlines are only granted in exceptional cases, and the following criteria are emphasised:

- that fewer than three attempts at the exam have been used per course.
- that the topics are still active, or
- that the school has access to resources that can prepare re-sit examinations if the course(s) are not active.
- that the study program is still active.
- that diplomas can be issued.
- an overall assessment of justification and course of study can be determined/approved

Further information about §3-7 Education plan

The introductory part of the education plan is included in the study contract; teaching terms and assessment registration are confirmed digitally via StudentWeb.

The deadline for approving their education plan for the fall semester is September 1st, and February 1st for the spring semester. Approval is done in StudentWeb.

Failure to approve an education plan is not considered termination of a study contract.

Further information about §3-8 Leave of absence

Applications for leave of absence must be submitted in writing to the student administration via the Noroff Support Portal.

Leave of absence is granted only in the event of pregnancy, conscription, other weighty reasons of a professional, social, or personal nature.

In cases where leave of absence has been granted and there are changes in the curriculum between two cohorts, students will receive free completion of new courses required to complete the degree they started.

Upon completion of the leave of absence, the student will follow the current study plan for the cohort they enter.

Further information about §3-9 Mandatory assignments

The deadline for approval of mandatory assignments is two weeks before the exam/exam period in the course. In courses where there are practical circumstances that make the deadline insurmountable, the deadline can be adapted. In certain cases, a new deadline will be announced in the learning platform.

The college is obliged to make information about approved and unapproved mandatory activities continuously known to the students via Studentweb.

Students are obliged to keep updated on their own status for approved mandatory activities. If illness or other reasons prevent mandatory activity from being approved, the student must contact the

study administration immediately, to discuss viable solutions for taking the exam in accordance with the education plan.

Re-take of mandatory activities is normally carried out two weeks before the ordinary and postponed/re-sit exam. For some courses, the mandatory activity can only be repeated at the next ordinary completion, this is stated in the learning platform.

Further information about §3-9 (3) Mandatory activities are used to regulate admission to examinations, but cannot be included as part of the examination

The regulations allow for works submitted as coursework requirements to also be included in the work that is submitted/presented in an examination situation. An example of this could be a portfolio exam where individual work may be required to be approved, or a requirement to participate in supervision before the final presentation portfolio is completed and submitted for final grading.

It must be stated in the course description whether all or parts of the basis for assessment are to be transferred from compulsory assignments to examinations.

The provisions of the regulations state that the assessment of whether a mandatory activity has been approved or not is an independent assessment. This means that an approved mandatory activity is not a guarantee that the upcoming exam will be passed, and that it is possible to achieve "F" or "Fail" as a result for exams in courses where work and/or participation is approved as a mandatory activity.

Guidelines for mandatory participation

The requirement for compulsory participation is absolute. Documented illness and other documented valid absence/other weighty reasons allow unapproved mandatory participation to be replaced by an alternative mandatory activity where possible. This must be stated in the learning platform and cannot exceed the time set for mandatory participation. If an alternative mandatory activity is not specified in the learning platform, the student must follow the course's re-take arrangement.

Alternative compulsory activities shall aim to give the student an opportunity to document that they have in some other way achieved the learning that they missed due to absence.

The opportunity to carry out an alternative mandatory activity is reserved for students with documented valid absence in accordance with the rules and procedures that apply to approval of absence from the exam.

Illness and other valid absence reasons must be documented according to the same documentation requirements that apply to absence at the exam, see *Guidelines for Chapter 4 Examination*.

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