



Noroff
University
College

GUIDELINES CHAPTER 6



Guidelines on Chapter 6 Degrees and Diplomas

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Details of §6-5 Diplomas

The diploma is a formal documentation that represents a value, proving completion and passing of the diploma-conferring study programme. It is a criminal offence to make changes to such documents. Noroff University College issues only one diploma per qualification-conferring study programme.

All diploma-conferring study programmes at the university college are dispatched digitally. The student will find a verified and digitally signed PDF in the document archive in StudentWeb and in the Diploma Registry. This happens automatically after completing and passing a qualification-conferring study programme at Noroff University College.

If the student wishes to improve the result on courses included in the diploma basis, they must request a postponement of the diploma before the last examination result included in the diploma basis is available. The student can request a deferral on the production of a diploma until the completion deadline expires. Requests for postponement should be sent by e-mail to the student administration. If the student improves grade after the diploma is issued, a transcript of records is attached to the diploma.

Loss of paper diplomas – duplicate

Students who have lost original securities/paper copies of college diplomas can apply for a duplicate issue. The application must be documented and sent by e-mail to the student administration. To get a duplicate, the original diploma must be irrecoverably lost. Documentation can be a police report, certificate from insurance company in case of theft or fire, any remnants of the original diploma if it is destroyed.

In cases where it is no longer technically or practically possible to produce a duplicate, the college will issue a confirmation of attainment enclosed with a transcript. This assumes that we have sufficient documented information to do this.

The cost of production of duplicate and confirmation is stated on the college's website. The student will be invoiced after the application has been granted and the documentation has been submitted. Each page on duplicate documentation bears a red stamp, "DUPLICATE".

Copy of diploma

The university college can stamp "Correct Copy" where students at the same time present copies of diplomas and original paper diplomas.

Received a digital diploma – want a paper diploma

Students who have received a digital diploma, but who need a paper diploma, can apply for this. The application must be justified and sent by to the study administration via the Support Portal. To receive a paper diploma free of charge, the grounds must be linked to the fact that the student cannot use his/her digital version as intended. This may, for example, apply to admission to programmes that do not have digitalised admissions, students without a D-number or national identity numbers. Students who request a paper diploma without intended cause will be invoiced for this. The cost of producing paper diplomas is stated on the college's website. The student will be invoiced and sent a paper diploma after the application has been processed and the deadline for the right of withdrawal has expired.

Confirmation of attained qualification or degree

Noroff University College may produce and send a confirmation of attained qualification or degrees obtained at the institution. The confirmation may be in English or Norwegian.

Diploma Supplement (DS)

Students who receive a diploma on the qualification-conferring programme are also awarded a Diploma Supplement in English. The Diploma Supplement is only valid together with the diploma as it documents a specific degree obtained by a specific person. DS follows an internationally determined setup that will make it easier for international counterparts to understand Norway's education system and the content of the degree.

Version:	Author	Approved	Informed	Date:
1	Ina Andrea Tholin/ Head of Admin	Board/Rector	CFO/SM/SP/NUC Admin	26.05.2023
1 - English	Ina Andrea Tholin/ Head of Admin	Board/Rector	CFO/SM/SP/NUC Admin	26.05.2023