

## **Guidelines relating to Chapter 5 Degree certificates and transcripts**

Entry into force 1 August 2018

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### **Further information about Section 5-6 Overlapping academic content**

Overlap shall be assessed based on expertise, learning outcomes and the scope of courses that are considered identical.

Any academic overlap shall be defined through a comparison of the academic content, work methods and forms of assessment, the curriculum and the described overall learning outcomes of the parts of the course content that are considered to constitute potential overlap. The degree of academic overlap shall be determined based on a comprehensive assessment of the factors, in which e.g. similarities in academic content with differences in the overall final expertise due to differences in working methods and forms of assessment shall lead to less defined academic overlap than in cases in which both the content and working methods, and thereby the expected final expertise, shall be considered directly overlapping.

### **Further information about Section 5-8 Degree certificates**

Degree certificates constitute valuable formal documentation demonstrating that the student has completed and passed a study programme that leads to a degree being awarded. It is a criminal offence to make changes to such documents. Kristiania shall issue only one degree certificate per degree-awarding study programme or qualification-awarding study programme.

All degree-awarding study programmes at Kristiania are issued electronically. Students will find a verified and digitally signed PDF in the document archive in StudentWeb and in the Norwegian Diploma Registry (Vitnemålsportalen). This happens automatically after the student has completed and passed their qualifications at Kristiania. Online students must request a copy of their degree certificate via a separate online form due to the flexibility associated with their study programme.

If a student wishes to improve their results in courses that are included in the basis for their degree certificate, the student needs to request a deferral of their degree certificate before receiving the final examination result included in the basis for the degree certificate.

The student may request a deferral to the production of the degree certificate until the expiration of the completion deadline. Requests for deferral shall be submitted via e-mail to the Examination Department. If students improve their grades after the degree certificate has been issued, a grade transcript shall be enclosed with the degree certificate.

### **Loss of paper degree certificates - duplicates**

Students who have lost their original/paper version of the degree certificate from Kristiania may apply for a duplicate to be issued. Such an application shall be documented and submitted to the Examination Department via e-mail. The original degree certificate must be permanently lost in order to obtain a duplicate. Documentation may include police reports, attestation from an insurance company in the event of theft or fire, any remnants of the original degree certificate if it has been destroyed.

In cases where it is no longer technically or practically possible to produce a duplicate, Kristiania shall issue a confirmation of the attained degree with a grade transcript. This assumes that we have sufficient documented information to issue such a confirmation.

The cost for the production of duplicates and confirmations has been set to NOK 1,000. Students shall be invoiced after the application has been granted and the documentation has been issued. A red DUPLICATE stamp shall be applied to each page of the duplicated documentation.

### *Copy of the degree certificate*

Kristiania can apply a "Certified Copy" stamp if students present a copy of the degree certificate and the original paper certificate at the same time.

### *Have you received a digital degree certificate but would prefer a paper certificate?*

Students who have been issued with a digital degree certificate but who require a paper certificate can request one. The request shall be justified and submitted to the Examination Department via e-mail. In order for the paper degree certificate to be issued at no cost, the justification must be linked to the student being unable to use their digital version as intended. This could, for example, apply in connection with admission to study programmes that do not use digital admission or students without a D-number or national identity number. Students who request paper degree certificates without justified cause shall be invoiced. This may apply in cases when students would simply prefer to have a paper copy of their degree certificate. The cost associated with the production of a paper degree certificate has been set to NOK 1,000. Students shall be invoiced and shall receive a paper version of their degree certificate after their application has been considered and the withdrawal deadline has expired.

### *Confirmation of attained qualification or degree*

Kristiania can produce and issue a confirmation of the attained qualification or degree achieved at the institution. The confirmation can be issued in English or Norwegian.

Upon request from students from former educational institutions that have merged with Kristiania, Kristiania may issue confirmation of completed courses and/or degree-awarding qualifications. This shall be subject to there being sufficient documentation from the former educational institution and the history having been acquired by Kristiania. Kristiania does not produce "new" degree certificates and/or duplicates of degree certificates issued by former educational institutions.

### *Diploma Supplement (DS) - supplement to the degree certificate*

Students who are issued degree certificates from degree-awarding study programmes shall also be supplied with a Diploma Supplement in English. The Diploma Supplement shall be valid only together with the degree certificate as it documents a specific degree achieved by a specific person. Diploma Supplements are drawn up in accordance with an established template that is intended to make it easier for international stakeholders to understand the Norwegian education system and the contents of the degree.