

Guidelines for Chapter 3: Studies

Additional information regarding Section 3-5: Recognition of Previous Education and Specific Recognition

When applying for approval/specific recognition, the applicant must enclose sufficient documentation to enable the college to make a decision. The following are the minimum documentation requirements:

- Copy of certificates or transcripts for external education.
- Documentation of academic content, level and scope of external education (programme descriptions, course descriptions, syllabi lists).

The university college can request further documentation in order to make a decision.

External education is subject to specific recognition performed by the head of study programmes. Academic recognition involves a detailed comparison of the academic content and level of the external education with the equivalent study programme offered by the Kristiania University College, and whether some or a large portion of the parts of the courses for which specific recognition is being sought is similar to the course content of the study programme the student follows at the Kristiania University College, something which might lead to a reduction of the number of credits that can be recognised.

The academic administration via the admissions office shall obtain the following information before the academic assessment is performed:

- Is the application complete and does the documentation maintain the required standard?
- Is the external place of study accredited?
- Can only parts of the external education be approved as higher education?
- Convert the scope of the education to credits, if necessary.
- Document what the Kristiania University College has done in similar cases earlier.

The academic and administrative assessment constitutes one combined decision.

The academic administration via the admissions office can make a decision without having to undergo the procedure for academic recognition if the education has been recognised earlier. The university college's web site states which studies have been approved earlier.

Additional information regarding Section 3-6: Admission to a course or specific programme of study and progress

A student can lose their place if his/her progress is lower than 75% and a continuously binding agreement has not been established with the Department for Student Monitoring.

Additional information regarding Section 3-7: Individual education plan

The introductory part of the individual education plan is incorporated into the study contract, whilst the semester-related part is confirmed digitally via StudentWeb.

The deadline for approving the individual education plan is 1 September for the autumn semester and 1 February for the spring semester. Approval is given via StudentWeb.

It should not be assumed that the study contract has been cancelled if the individual education plan is not approved.

The deadlines for approving the individual education plan do not apply to online study programmes.

Additional information regarding Section 3-8: Absence of leave

Applications for absence of leave are sent in writing to the academic administration, student@kristiania.no.

Absence of leave is only granted in the event of pregnancy, military service or other compelling reason of an academic, social or personal nature.

In cases when absence of leave is granted and changes are made to the programme description between two cohorts, the students will be allowed to complete the courses necessary to finish the degree they started free of charge.

Upon expiration of absence of leave from their studies, students will follow the applicable programme description for the cohort the student joins.

Additional information regarding Section 3-9: Compulsory activity

The deadline for the approval of compulsory activity is 14 days before a course examination or examination period of the course, unless otherwise specified. If the deadline cannot be met due the practicalities of a course, the deadline can be adjusted. In such event, the new deadline shall be announced on the learning platform.

Documented illness and other legitimate absence/other compelling reason does not exempt the student from compulsory activity; only the right to adapted extra compulsory activity *when possible*, or alternatively, repetition of the course.

Illness and other legitimate absence/other compelling reason must be documented in accordance with the same documentation requirements that apply to absence from an examination. See the Guidelines for Chapter 4: Examinations.

The university college is obliged to continuously inform students of the compulsory activity that is approved or not approved.

The student is obliged to follow their own status for approved compulsory activity. Should illness or other reason prevent the approval of a compulsory activity, the student must immediately contact the person with course responsibility at the university college to discuss potential solutions for taking examinations in accordance with the individual education plan.

Compulsory activity is not normally repeated in week XX. On some courses, compulsory activity can only be repeated when they would ordinarily be carried out again. This should be specified in the course description.