

## **Guidelines for Chapter 3 Studies - with supplementary provisions for mandatory activities**

Entry into force 1 August 2018  
Last updated 3 December 2020

### Further details about Section 3(5) Approval and acceptance

For applications for approval/acceptance, applicants must attach enough documentation to enable the college to make a decision. The minimum documentation requirements are:

- Copy of a diploma or a transcript of external education
- Documentation of academic content, level and scope of external education (study plans, course descriptions and curriculum lists)

The college may ask for further documentation in order to make a decision.

External education must be academically approved and this is done by the head of the study programme. Academic approval involves a detailed comparison of academic content and level between external education and the corresponding study programme at Kristiania University College. Large or small parts of the courses for which approval/acceptance is sought must coincide with course content in the programme the student follows at Kristiania University College, which may shorten the number of credits that can be approved/accepted.

The Study Administration at the admissions committee shall provide information about the following before the academic assessment is carried out:

- Is the application complete and is the standard of the documentation good enough?
- Is the external study institution accredited?
- Are there any parts of the external education that cannot be approved as higher education?
- If necessary, convert the scope to credits
- Document what Kristiania University College may have done previously in respect of similar cases.

The academic and administrative assessments jointly constitute one decision.

As regards previously accepted education, the Study Administration Section at our Admissions Office may make decisions without additional academic approval. The college's website shows those courses which have previously been accepted.

### Further details about Section 3-6 Study entitlement and study progression

Students with less than 75% study progression may lose their study place unless an ongoing binding agreement has been set up with the Department of Student Follow-up.

According to §3(6) of the *Regulations on study programmes, admission and examinations at Kristiania University College*, a student has

(5) the opportunity to apply for an extended completion period. Applications must be in writing and reasoned, and should be sent to [student@kristiania.no](mailto:student@kristiania.no).

Applications for an extended completion deadline are granted only in special cases and the following criteria are emphasised:

- that fewer than three exam attempts have been used
- that the course/topics are still active or
- that the school has access to resources that can prepare a continuation assignment if the course/courses are not active

- that the programme is still active
- that diplomas can be issued
- an overall assessment of the reasons and course of study

Further details about §3(7) Education plan

The introductory part of the education plan is included in the study contract and the section relating to semesters is confirmed digitally in Student Web.

The deadline for approving an education plan for the autumn semester is 1 September and 1 February for the spring semester. Approval is provided in StudentWeb.

Non-approval of an education plan is not regarded as constituting termination of a study contract. The deadline for approval of education plans does not apply to online studies.

Further details about Section 3-8 Leave

Applications for leave shall be submitted in writing to the Study Administration Section, [student@kristiania.no](mailto:student@kristiania.no)

Leave is only granted for pregnancy, military service and other weighty reasons of an academic, social or personal nature.

When leave has been granted and changes have been made to the study plan from one year to the next, students will be provided with free attendance on any new courses which would be required in order for them to complete the degree that they started.

Upon completion of the programme, the student will follow the current study plan for the cohort he/she enters into.

Further details about Section 3-9 Mandatory Activities

The final deadline for the approval of mandatory activities is 14 days before the exam/examination period for the course concerned, unless otherwise specified in the course description. For courses where practical considerations mean that it is not possible to meet the deadline, the deadline may be adjusted. In such cases the new deadline will be announced on the learning platform.

The College undertakes to keep students informed on a regular basis about approved and non-approved mandatory activities.

The student is obliged to keep themselves informed of his/her own status for approved mandatory activity. If illness or other causes prevent a mandatory activity from being approved, the student must contact the college through the module coordinator to discuss possible solutions for taking the exam in accordance with the education plan.

Repetitions of mandatory activities are normally carried out two weeks before holding ordinary and deferred/re-sit examinations. For some courses mandatory activities can only be repeated at the next ordinary examination session, and this shall be shown in the course description.

Section 3-9 (3) Mandatory activities used for regulating the right to sit examinations, but which cannot be included as part of an examination.

The regulations allow work delivered as work requirements to also can be included in the work delivered/presented in an exam situation. An example of this may be a portfolio examination, where a requirement can be set for individual works to be approved, or a requirement for participation by supervision, before the final presentation portfolio is completed and delivered for final grading.

The course description shall show if all or part of the basis for assessment shall be continued from the mandatory activity to the examination.

Note that the provisions of the regulations that the assessment of whether a mandatory activity is approved or not is an independent assessment. This means, among other things, that an approved mandatory activity is not a guarantee that the upcoming exam will be passed, and that it is fully possible to achieve an "F" or a "Not passed" at exams in courses where work and/or participation are approved as a mandatory activity.

#### Guidelines on mandatory participation

- The requirement relating to mandatory participation is absolute. If participation drops below the requirement specified in the course description, participation shall be assessed as being "Non-approved", regardless of the reason for absence.
- Documented illness and other legitimate documented absence/other weighty reasons will mean that non-approved mandatory participation can be replaced with an alternative mandatory activity *where such is possible*. This shall be shown in the course description and *cannot* exceed the time allocated for mandatory participation. If an alternative mandatory activity is not specified in the course description, the student must comply with the course provisions on repetition.
- Alternative mandatory activities shall aim to provide students with the opportunity to document that they have acquired the learning that they missed due to absence in some other way.
- The opportunity to undertake an alternative mandatory activity is reserved for students with documented approved absence in accordance with the rules and procedures which apply to obtaining approved absence from an examination.
- Illness and other legitimate absence/other weighty reasons shall be documented in line with the same documentation requirements which apply to absence from examinations, cf. the Guidelines for Chapter 4 The Examination.
- The course coordinator is responsible for checking attendance for mandatory tuition and other forms of mandatory participation, and for ensuring that this is registered in the Study Administration Section's systems, e.g. FagpersonWeb and Wiseflow, etc. by the specified deadline.

#### Guidelines on mandatory supervised professional training

- Attendance is compulsory during supervised professional training, both at the training location and during planned tuition and supervision at the college. Absence could mean that the completion of supervised professional training will not be approved.
- The course description shall show how much absence can be accepted without the period of supervised professional training being disallowed.
- Any absence shall be reported in line with the rules which apply at the place where training is being carried out. If a student is undertaking training somewhere where there are no such rules, they shall comply with the rules on reporting absences which apply at Kristiania University College. Any breaches of the reporting rules could result in the disallowance of supervised professional training.

- If a period of supervised professional training is at risk of being disallowed, the student concerned shall be contacted by the college's professional training coordinator who will help the student to try and find alternative solutions for gaining approved for his/her period of supervised professional training.
- Students must meet the prerequisite knowledge requirements described in the study plan/course description in order to be qualified for supervised professional training.
- Students shall register the place where they are undertaking their supervised professional training and their contact using the link on the college's digital platform for supervised professional training.
- Students shall sign the supervised professional training agreement with the college.
- Students shall undertake to display general good behaviour when undertaking supervised professional training at their place of training and be aware that they are representing Kristiania University College.
- Students undertake to notify their contact at the place where they undertake their supervised professional training and the course coordinator if they are prevented from attending, e.g. in the event of illness.
- The course coordinator is responsible for checking attendance for mandatory supervised professional training and for ensuring that this is recorded in the Study Administration Section's systems, e.g. FagpersonWeb and Wiseflow, etc. by the specified deadline.
- The results of the mandatory practice are registered immediately, but no later than 14 days before the examination/examination period for the course, unless otherwise stated.