

GUIDELINES FOR ADMISSION TO COURSE OR SPECIFIC PROGRAMME OF STUDY

Approved by the University College Director 24.04.2019 pursuant to Regulations for admissions, studies and examinations at Volda University College (Forskrift om opptak, studium og eksamen ved Høgskulen i Volda) 01.01.2015

1. Definition

The person who has been offered a place on a programme of study has the right of admission to the study programme in question. The right to admission is automatically discontinued when the programme of study has been completed or the anticipated degree has been awarded.

2. Admission to a course or specific programme of study

2.1 Admission to a course comprises

- the right and obligation to be offered the stipulated individual education plan in accordance with the Act relating to Universities and University Colleges § 4-2 and Regulations for admissions, studies and examinations at Volda University College § 4-4
- the right to participate in all teaching in the programme of study to which admission has been offered in accordance with the programme description and individual education plan
- the right to be assessed (sit for an exam) in accordance with the form of assessment that is stipulated in the programme description and regulations on examinations
- the right to supervised professional training and other compulsory or voluntary elements in the programme of study
- the right to individual academic supervision by a member of the academic staff
- access to the University College's IT-system, teaching venues, reading rooms and other doors and rooms, in accordance with current IT regulations

2.2 Progress in the registered individual education plan

Normal length of study for full-time students is 30 credits per semester. The student must not register for teaching and examinations in more than 45 credits per semester without a special individual agreement with the Academic Administrative Division.

In special cases the student may, after applying and having been granted approval of an individual education plan for a degree, be given approval for an extension to the right of admission by up to two years over and above the nominal length of study. In such a case this will involve special follow-up arrangements and conversations with the Head of Studies / Programme Coordinator and/or Academic Administrative Division.

When the study progress is noticeably slower than anticipated, cf § 4-1 in Regulations for admissions, studies and examinations, the programme coordinator shall summon a meeting in order to clarify the student's status and a completion plan.

2.3 Leave of absence

Leave of absence from a programme of study at bachelor's or master's degree / second degree level can lead to an extension of the right of admission, cf UH-lova / UUC Act § 4-5 and Regulations for admissions, studies and examinations at Volda University College § 4-12.

Leave of absence from programmes of study of less than 60 credits can be agreed after an individual assessment.

3. Payment and registration

3.1 Requirement of payment of semester fee and semester registration

In order to retain the right to admission, and thereby the right to sit for an examination, it is required within a given deadline each semester that:

- payment is made of the regular semester fee and any possible additional fee. Students who are able to document payment of semester fees for the current semester at another university college/university may be exempted from payment of that part of the semester fee that is allocated to the Student Welfare Organisation in Volda.
- registration is made for the semester in question on Studentweb.

4. Loss of right of admission

4.1. Loss of right of admission

The consequence of failure to pay fees or register is that the student will forfeit the right of admission and the right to sit for exams. This includes all the rights associated with admission to a course of study, cf Regulations for admissions, studies and examinations § 4-1.

4.2 Other circumstances that may lead to the loss of right of admission:

- All (three) attempts at an exam on a course have been made without achieving a passing grade, cf Regulations for admissions, studies and examinations § 5-2.
- Supervised professional training has not been awarded a passing grade without any exemption being granted
- Anticipated progress has not been made. Any eventual preliminary course requirements which must be passed in order to be allowed to continue the course of study must be clearly stated in the programme description and course plan
- Assessment on courses that are no longer offered, cf Regulations for admissions, studies and examinations § 5-3
- Cheating or attempted cheating, annulment of an examination, exclusion or expulsion, or other form of exclusion, cf UH-lova / UUC Act § 4-7 - § 4-10
- The granting of transfer to a new programme of study means that the right of admission to the previous course of study is forfeited

4.3 Information and appeal procedure in the case of withdrawal of right of admission

In a case where the right of admission is forfeited the Academic Administrative Division will send an electronic warning to the student concerned and withdraw the right of admission after the deadline for payment and registration has passed.

Withdrawal of the right of admission is an individual decision that entitles the person involved to the right of appeal in accordance with the Public Administration Act chapter IV. Any eventual appeal in writing against the decision must be sent to Volda University College within the stipulated deadline for appeals.

4.4 "Reinstatement" of forfeited right of admission

Students whose application to reopen the right of admission to continue their registered individual education plan and complete their current programme of study has been approved, must accept eventual requirements or alterations to the programme description that have been made after the person concerned was previously a student.

5. New right of admission

Students whose right of admission was forfeited more than a year ago must reapply and if necessary apply for specific recognition/exemption for subjects/courses that have been approved earlier in order to complete their programme of study.

Students who forfeit the right of admission due to the fact that all the (three) exam attempts have been made, may not apply for re-admission to the same programme of study at Volda University College.