

# Regulations for vocational school students at

Norges grønne  
fagskole *vea*



## Foreword

Norges grønne fagskole - Veia (hereinafter referred to as: The vocational school) is a government-owned school subject to the Act on Vocational Education, and other applicable laws, provisions and other regulations that apply to other government organizations.

The vocational school has developed special guidelines that apply to the school. All relevant guidelines that have direct or indirect connection to the students at the vocational school are gathered in this document, entitled *Regulations for vocational school students at Norges grønne fagskole - Veia* (hereinafter referred to as: The Regulations).

The purposes of the Regulations are to ensure that students and staff are well informed of and are given an overview of rights and responsibilities, in addition to making sure the students are given satisfactory terms, in line with Act number 56 of 20 June 2003 on Vocational Education.

The Regulations consist of the following:

- Chapter 1 – vocational school regulations
- Chapter 2 – Admission regulations
- Chapter 3 – Examination regulations
- Chapter 4 – Guidelines concerning appeals procedure
- Chapter 5 – Guidelines concerning periods of study abroad
- Chapter 6 – Ethical guidelines

The aforementioned guidelines and regulations deal with the relationship between two parts, hereunder the vocational school and its individual vocational school students. The parties' rights and responsibilities are governed by these guidelines and regulations.

Each student is obliged to familiarize themselves with the Regulations. Students will, at the conclusion of the contract of study, confirm that he/she will commit to comply with all conditions mentioned in the school's contract of study, the Regulations, and other guidelines of local matters applicable to the school, hereunder boarding regulations.

The vocational school is a certified<sup>1</sup> Eco-Lighthouse. The students are obliged to comply with the spirit of the certification and any prepared guidelines given for this. All students are given

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<sup>1</sup> Eco-Lighthouse: First certification issued in 2003, recertification 2006 and 2010, re-certification period of validity: 13 January 2010–13 January 2013.

a course in matters related to the Eco-Lighthouse by the vocational school's technical department.

Approved by Norges grønne fagskole - Veia's school board.

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## Contents

<b>Foreword</b> .....	<b>2</b>
<b>Contents</b> .....	<b>4</b>
<b>Chapter 1 – Vocational School Regulations</b> .....	<b>8</b>
§ 1-1 Purpose and scope of the regulations .....	8
§ 1-2 Organization and management .....	8
§ 1-3 Student rights .....	8
§ 1-4 Students’ obligations .....	8
§ 1-5 School rules.....	9
§ 1-5.1 Behaviour .....	9
§ 1-5.2 Intoxicating substances.....	9
§ 1-5.3 Damages to buildings and properties .....	9
§ 1-5.4 Safety regulations .....	10
§ 1-5.5 The Internet.....	10
§ 1-5.6 Breach of entered contracts.....	10
§ 1-5.7 Right of appeal.....	10
§ 1-6 Disciplinary sanctions .....	10
§ 1-6.1 Violation of the school rules, §§ 1-5.1–1-5.5 .....	10
§ 1-6.2 Serious violation of the school rules, §§ 1-5.1–1-5.5 .....	10
§ 1-6.3 Procedure in disciplinary sanctions .....	11
§ 1-6.4 Right of appeal.....	11
§ 1-7 Interruption of studies.....	11
§ 1-8 Exemptions from subjects .....	11
§ 1-8.1. Right of appeal.....	11
§ 1-9 Student democracy.....	12
§ 1-9.1 Student body .....	12
§ 1-9.2 Student representation on the school board .....	12
<b>Chapter 2 – Admission regulations</b> .....	<b>13</b>
§ 2-1 Admission regulations in general .....	13
§ 2-2 Admission requirements – vocational programmes .....	13
§ 2-2.1 Admission requirements.....	13
§ 2-2.2 Assessment of prior learning and work experience .....	13
§ 2-2.3 Right of appeal.....	14
§ 2-2.4 Conditional offer of admission .....	14
§ 2-2.5 Waiting lists.....	15
§ 2-2.6 Admission committee.....	15
§ 2-2.7 Documentation.....	15

§ 2-3 Admission processing .....	15
§ 2-4 Right of appeal.....	16
<b>Chapter 3 – Examination Regulations .....</b>	<b>17</b>
§ 3-1 Examination Regulations in general .....	17
§ 3-2 Form of examination and definitions .....	17
§ 3-3 Examination registration .....	17
§ 3-4 Examination withdrawal .....	17
§ 3-5 The right to sit for an examination .....	17
§ 3-6 Exemption from examination .....	18
§ 3-6.1. <i>Right of appeal</i> .....	18
§ 3-7 New examinations – Re-scheduled examinations.....	18
§ 3-7.1. <i>Right of appeal</i> .....	19
§ 3-7.2 <i>Rates</i> .....	19
§ 3-8 Special examination arrangements .....	19
§ 3-8.1. <i>Right of appeal</i> .....	19
§ 3-9 Rules for the examination day.....	20
§ 3-9.1 <i>Written examinations</i> .....	20
§ 3-9.2 <i>Oral and/or practical examination</i> .....	20
§ 3-9.3 <i>Illness on the examination day</i> .....	21
§ 3-10 Examination support material .....	21
§ 3-11 Home examination and portfolio examination .....	21
§ 3-12 The act of, or the attempt to committing an examination offence .....	22
§ 3-12.1 <i>Right of appeal</i> .....	22
§ 3-13 Continuous assessment .....	23
§ 3-13.1 <i>Right of appeal</i> .....	23
§ 3-14 Examination result.....	23
§ 3-14.1 <i>Right of apply</i> .....	24
§ 3-15 Formal errors in connection with examinations .....	24
§ 3-15.1 <i>Right of appeal</i> .....	24
§ 3-16 Grading scale and publication .....	24
§ 3-16.1 <i>Norwegian Association of Higher Education Institution’s grading scale</i> .....	24
§ 3-16.2 <i>Publication</i> .....	25
§ 3-17 Documentation of Vocational School Education.....	25
§ 3-17.1 <i>Diploma</i> .....	25
§ 3-17.2 <i>Documentation of skills</i> .....	26
§ 3-17.3 <i>Transcript of records</i> .....	26
<b>Chapter 4 – Guidelines concerning appeals procedure.....</b>	<b>27</b>
§ 4-1 Appeals procedure in general.....	27
§ 4-1.1 <i>Right of appeal to individual decisions</i> .....	27
§ 4-1.2 <i>Deadline for appeals</i> .....	27

§ 4-1.3 Duty of guidance .....	27
§ 4-1.4 Appeals body.....	27
§ 4-1.5 Appeals procedure .....	28
§ 4-2 Breach of contract .....	28
§ 4-3 Disciplinary sanctions .....	28
§ 4-4 Exemptions from subjects .....	29
§ 4-5 Admissions on the basis of formal qualifications .....	29
§ 4-6 Assessment of prior learning and work experience .....	29
§ 4-7 Admissions on the basis of prior learning and work experience .....	29
§ 4-8 Exemptions from examinations.....	29
§ 4-9 New examination – Re-scheduled examination .....	30
§ 4-10 Special examination arrangements .....	30
§ 4-11 The act of, or the attempt to committing an examination offence .....	30
§ 4-12 Continuous assessment .....	30
§ 4-13 Examination results (awarding grades) .....	30
§ 4-14 Formal errors in connection with examinations .....	31
<b>Chapter 5 – Guidelines concerning periods of study abroad.....</b>	<b>32</b>
§ 5-1 Responsibilities and rights .....	32
§ 5-1.1 Student/pupil categories.....	32
§ 5-1.2 Emergency plan.....	32
§ 5-2 1A – Students/pupils on a private stay abroad .....	32
§ 5-3 1B – Students/pupils taking part in collecting data, field work, courses, workshops or practical training 32	
§ 5-3.1 Responsibilities of the student/pupil.....	33
§ 5-3.2 Responsibilities of the head of department .....	33
§ 5-3.3 Responsibilities of the vocational school .....	33
§ 5-4 1C – Students/pupils in a host location .....	33
§ 5-4.1 Responsibilities of the students/pupils.....	34
§ 5-4.2 Responsibilities of the head of department .....	34
§ 5-4.3 Responsibilities of the vocational school .....	34
§ 5-5 2A – Group tours organized by the students/pupils .....	34
§ 5-5.1 Responsibilities of the students/pupils.....	35
§ 5-5.2 Responsibility of the head of department.....	35
§ 5-5.3 Responsibility of the vocational school .....	35
§ 5-5.4 Responsibility of the group liaison .....	35
§ 5-6 2B – Group travels organized by the vocational school .....	36
§ 5-6.1 Responsibilities of the students/pupils.....	36
§ 5-6.2 Responsibility of the Head of department .....	37
§ 5-6.3 Responsibility of the vocational school .....	37
§ 5-5.4 Responsibility of the group liaison .....	37
<b>Chapter 6 – Ethical guidelines .....</b>	<b>38</b>

§ 6-1 The vocational school's values .....	38
§ 6-2 Trust .....	38
§ 6-3 Contentment and mutual respect .....	38
§ 6-4 Loyalty.....	38
§ 6-5 Honesty.....	39
§ 6-6 Confidentiality .....	39
§ 6-7 Objectivity.....	39

## Chapter 1 – vocational school regulations

### § 1-1 Purpose and scope of the regulations

The Regulations apply to persons who upon application are accepted as a student at the vocational school. At the student's signing of the contract of study between the school and the student, the student commits to comply with the Regulations.

The purpose of the Regulations is to ensure a high quality education through approved vocational school programmes, cf. Act on Vocational Education, and to ensure that students get satisfactory terms, including, among other factors, matters concerning students' rights, learning environment, appeals procedure, final evaluation and documentation.

The Regulations will ensure fair and impartial treatment of all vocational school students at Veia.

### § 1-2 Organization and management

The school board is the vocational school's governing body, and is appointed by the Ministry of Education and Research. The board makes sure the school is run according to applicable laws and regulations, in addition to being responsible for the students being given education according to applicable legal framework, in accordance with programme descriptions approved by NOKUT (Norwegian Agency for Quality Assurance in Education) cf. Act on Vocational Education, § 3.

The board has its own regulations, determined by the Ministry of Education and Research on March 24, 2011.

Students and employees have representatives in the school board cf. the Regulations § 1-9.2.

The rector is in charge of the day-to-day management, pursuant to guidelines and authority given by the school board cf. Act on Vocational Education § 3.

### § 1-3 Student rights

The Student has a right to the education, help and guidance in accordance with the current rules, cf. Act of Vocational Education.

### § 1-4 Students' obligations

Students have an obligation to learn and familiarize themselves with the contents of all contracts entered into by the vocational school and the student.



Students must keep themselves informed of announcements, arrangements, and other information given by the vocational school.

Students must comply with the arrangements, regulations and instructions determined for the vocational school's activities.

Students must obtain whatever teaching materials and books that are required in the education.

Students must appear on time for every class and actively participate in all forms of education.

Students who in connection with their studies become acquainted with anyone's personal circumstances are obliged to observe secrecy according to the rules that apply to professional practitioners in the vocation concerned. The institution shall draw up a declaration of secrecy which must be signed by the students to whom this applies.

## **§ 1-5 School rules**

The vocational school shall provide a good working and learning environment. The school strives to continuously improve student welfare cf. Act on Vocational education.

### *§ 1-5.1 Behaviour*

Bullying, violence, racism, discrimination and other insulting behaviour or behaviour that appear very disturbing to fellow student's work is condoned. All students are obliged to prevent this kind of behaviour.

### *§ 1-5.2 Intoxicating substances*

Students that use intoxicating substances as a way of medical treatment must present a doctor's certificate. The vocational school may execute a special resolution based on this certificate.

### *§ 1-5.3 Damages to buildings and properties*

If buildings, furniture, equipment, or Veia's property in general is damaged, this matter must immediately be reported to the vocational school's employees. Students are responsible for the school's financial loss if the damages occur as a result of the student's reckless behaviour.

### *§ 1-5.4 Safety regulations*

Students must comply with the safety rules, and use the necessary equipment demanded in the classes or activities concerned, and obtain whatever safety equipment the vocational school doesn't possess. Everyone must behave in ways that maintain the requirements of occupational safety and health.

### *§ 1-5.5 The internet*

Using the vocational school's internet for downloading, spreading or reading material in defiance with Norwegian Law is prohibited.

### *§ 1-5.6 Breach of entered contracts*

All contracts entered into by the vocational school and the individual student regulates the parties' responsibilities. By breach of contract, measures in accordance with the contract are implemented.

### *§ 1-5.7 Right of appeal*

Decisions regarding breach of contracts can be appealed. Complaints are handled according to rules on individual decisions in the Public Administration Act. The vocational school's guidelines on the matter can be found in the Regulations, chapter 4.

## **§ 1-6 Disciplinary sanctions**

Violations of the Regulations, the school rules, §§ 1-5.1–1-5.5 may result in disciplinary sanctions. In cases where it is appropriate, a written warning will be issued before the disciplinary sanctions are implemented.

### *§ 1-6.1 Violation of the school rules, §§ 1-5.1–1-5.5*

Violations of the Regulations, §§ 1-5.1–1-5.5, can lead to up to five days suspension of the student, after rector's decision. Students have the right to explain themselves before a decision of suspension is decided.

### *§ 1-6.2 Serious violation of the school rules, §§ 1-5.1–1-5.5*

Subsequent to serious violations of the Regulations §§ 1-5.1–1-5.5, the student may, after decision made by the school board:

- Be suspended up to one year
- Be suspended for the rest of the length of study

A “serious violation” is defined as:

- Repeated violations of § 1-6.1
- A student who is reprehensible for endangering fellow students, employees or others involved in the education, or is guilty of indecent behaviour
- Being in violation of Norwegian Law

### *§ 1-6.3 Procedure in disciplinary sanctions*

Decisions made in §§ 1-6.1, 1-6.2 are considered individual decisions, and are considered according to the Public Administration Act, and its prevailing regulations.

### *§ 1-6.4 Right of appeal*

Decisions that deal with disciplinary sanctions may be appealed. The appeal is considered after rules on individual decisions cf. the Public Administration Act. The vocational school’s guidelines for these matters can be found in the Regulations, chapter 4.

## **§ 1-7 Interruption of studies**

If a student wishes to leave the vocational school before the education is concluded, the student must give a written statement to the school administration. The financial affairs, together with the return of equipment and keys, are regulated by the contract of study and the housing contract entered into by the student and the vocational school.

## **§ 1-8 Exemptions from subjects**

A student may be exempt from subjects, if it can be documented that the student has completed and passed subjects of a corresponding or higher academic level. Students may apply for an exemption through a form, within three weeks after start of studies. Authorized documentation of the scope and contents of the subject must be enclosed.

The decision will be made by the rector, after a written statement by the head of department. The exemption from subjects or modules will appear on the diploma.

### *§ 1-8.1. Right of appeal*

Rejected applications that apply to exemptions may be appealed. The appeal is considered after rules on individual decisions cf. the Public Administration Act. The vocational school’s guidelines for these matters can be found in the Regulations, chapter 4.

## **§ 1-9 Student democracy**

All vocational school classes shall elect a student representative and a personal substitute for this representative.

### *§ 1-9.1 Student body*

The vocational school shall, at all times, encourage the establishment of the student body, to safeguard the students' interests and cooperation with the management cf. Act on Vocational Education § 4. The student body cooperates with the school board on the matters of learning environment cf. vocational school board decisions § 8.

The rector, or whomever the rector appoints, is the student body's regular liaison. The student body decides if representatives from the administration and the heads of departments shall attend the student body meetings. The student body exists of the student representative and the personal substitute from each class, elected by the other students in their respective classes.

### *§ 1-9.2 Student representation on the school board*

The vocational school students are represented on the school board with 2 – two – members. The student representatives' rights are made known in the school board's regulations, determined by the Ministry of Education and Research. The student representatives are appointed for a one year period, and are elected among all the vocational school students, using an electronic ballot box.

The student representatives are formally appointed by the Ministry of Education and Research after the school election is concluded, and among the students given most votes, however taken into account the gender equality legal requirements. The students will be appointed after the election is finished. The elected student representatives are seated one year at a time, or until new representatives can be appointed.

## Chapter 2 – Admission regulations

### § 2-1 Admission regulations in general

The admission regulations offer guidelines for student admissions to the vocational programmes at the vocational school.

The admission regulations contribute to a quality assurance of the admission to the vocational programmes at the school. These regulations include regulations of admission requirements; application procedure; applications based on prior learning and work experience; documentation and admission appeals.

The vocational school has a continuous admission to all vocational programmes. The continuous admission starts January 1<sup>st</sup>, and is concluded at the start of studies each academic year. At the continuous admission, there will be no ranking of the students at the vocational school. The school uses an electronic application form, and the applications are considered in the order they arrive.

### § 2-2 Admission requirements – vocational programmes

#### § 2-2.1 Admission requirements

The vocational education adds to the upper secondary education, or an equivalent prior learning and work experience cf. Act on Vocational Education § 1.

The admission requires one of the following:

- A. A completed and passed upper secondary education, cf. Act on Vocational education § 1, Subsection 2, with a diploma/certificate of apprenticeship/craft certificate of the subject area in question, cf. programme descriptions of the vocational programmes concerned.
- B. An equivalent prior learning and work experience, cf. Act on Vocational Education, § 1, Subsection 2. For an evaluation of your prior learning and work experience, see § 2-2.2 of the Regulations.

#### § 2-2.2 Assessment of prior learning and work experience

The basis for adult education is deeply rooted in the Education Act, chapter 4, § 4A-3 *The right to upper secondary education and training for adults*. Cf. the guideline for the Education

Act § 6-27, the county authority is obliged to make sure adults with the right to upper secondary education get their prior learning and work experience surveyed and assessed.

Cf. the guideline for the Education Act § 4-13, subsection 1; students will not get subjects approved from their final year of secondary education, through a survey of prior learning and work experience as a final assessment.<sup>2</sup>

The vocational school has entered into an agreement with the county authority in Hedmark, for them to survey and assess the prior learning and work experience of applicants from Hedmark. Adults with no right to secondary education, may still be assessed if referred from public bodies, such as county or NAV (The Norwegian Labour and Welfare Service). The expenses for this assessment are covered by agreement between county authority and referring body.<sup>3</sup>

Adults with no right to secondary education, and no referral from a public body, may, after applying to the county authority, have their prior learning and work experience assessed. The expenses are covered by agreement between county authority and the applicant.<sup>4</sup>

The applicants must apply for an assessment to the county authority where they live. This applies to applicants from Hedmark as well. The vocational school will guide and help the applicant throughout the application procedure for the assessment.

### *§ 2-2.3 Right of appeal*

Decisions concerning assessment of prior learning and work experience may be appealed. The vocational school's guidelines for these matters can be found in the Regulations, chapter 4.

### *§ 2-2.4 Conditional offer of admission*

Applicants may apply for a place in a study programme before all exams/certificate of apprenticeship required for the particular programme are completed. These applicants can be admitted on the condition that documentation of completed exams/a certificate of

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<sup>2</sup> Source: <http://www.udir.no/Regelverk/Tolkning-av-regelverket/Voksne/Likeverdighet-mellom-eksamen-for-praksiskandidater-og-realkompetansevurdering/> Last downloaded 16 February 2012

Quote: "The Norwegian Directorate for Education and Training is given an assignment from the Ministry of Education and Research, to draw up proposals for changes to be made to the guidelines to the Education Act §§ 3-55 and 4-13. Until further notice, the county authority shall act in accordance with the applicable law, as described above."

<sup>3</sup> <http://www.udir.no/Regelverk/Tolkning-av-regelverket/Voksne/Realkompetansevurdering/>

<sup>4</sup> <http://www.udir.no/Regelverk/Tolkning-av-regelverket/Voksne/Realkompetansevurdering/>

apprenticeship is produced. When documentation is produced, the applicant will be formally admitted into the vocational programme.

The applicant will need to produce the documentation within three weeks after the results should be known. If the school doesn't receive the documentation within the given time limit, the applicant loses his place to the first person on the waiting list.

### *§ 2-2.5 Waiting lists*

When the programme is full, numbered waiting lists are created in the order the applications arrive.

### *§ 2-2.6 Admission committee*

The admission committee is responsible for the admission to all the vocational programmes at the school. The committee consists of the heads of the horticultural and floristry departments, in addition to a representative from the student administration. The applications are considered by given routines, and admission is done according to defined admissions criteria in this document and the current programme description.

### *§ 2-2.7 Documentation*

Education documentation should be in form of officially certified copies of diplomas, documentation of skills or equivalent documents. The documentation should be sent to the vocational school with the application or as soon as possible after the applicants receives their documentation from another educational establishment.

Documentation of work experience should be in form of a certified copy of work testimonials or references, with a given start-up and finishing date, working hours in per cent, in sum or in weeks/months, in addition to a description of the contents of the work or a designation.

## **§ 2-3 Admission processing**

Applications concerning admission for vocational programmes are received and registered in the student administration at the vocational school. A written confirmation on the application received is sent, from the vocational school student administration to the applicant, within a week of the arrival. The admission committee then undertake the procedure. If the admission committee makes an admission within the aforementioned time-limit of a week, the student administration may choose to not send the confirmation letter, provided the letter of admission can be sent within the time-limit of confirmation.

## § 2-4 Right of appeal

Decisions concerning admission rejections may be appealed. The appeal is considered after rules on individual decisions cf. the Public Administration Act. The vocational school's guidelines for these matters can be found in the Regulations, chapter 4.



## Chapter 3 – Examination regulations

### § 3-1 Examination regulations in general

The examination at the vocational school shall be in accordance with those of any current programme descriptions and the Act on Vocational Education, including rules and regulations assigned by NOKUT.

These regulations apply to all vocational programme examinations, and include all assessments that form the basis for a grade.

### § 3-2 Form of examination and definitions

The vocational school uses different forms of examinations on the different vocational programmes, as stated in the individual programme descriptions. The Regulations apply to all forms of examination.

### § 3-3 Examination registration

The individual students are responsible for their own examination registration. Registrations are made the first week of study, in the student administration. The registration deadline is two weeks prior to the examination. The vocational school has no responsibility for registrations to the re-scheduled examinations. The individual examinee must apply for an re-scheduled examination to the student administration, postmarked at the latest 10 weeks prior to the examination. The vocational school is not obliged to arrange re-scheduled examinations outside the ordinary examination period. The examination dates are determined by the vocational school.

### § 3-4 Examination withdrawal

If an examinee chooses to withdraw from an already registered examination, this must be done six weeks prior to the examination date, at the latest. If the withdrawal is made after this deadline, the examinee loses his/her rights for a new examination free of charge, if a doctor's certificate is not presented.

### § 3-5 The right to sit for an examination

To have the right to sit for an examination, one must be admitted as a student at Norges grønne fagskole - Veia and have paid the tuition fee for the semester in question before the examination is arranged, or have paid the fee for a re-scheduled or new examination.

Coursework requirements and study requirements stated by the current programme description must be completed and passed in order to sit for an examination. Examinees at the risk of not passing required requirements, shall be notified at the latest three weeks prior to the examination in question, and be given a final deadline for passing the requirements.

By not passing the work experience, where work experience is a mandatory part of the examinations, the student may retake the period of work experience. If not passing for the second time, the person can no longer continue their studies. In special circumstances (e.g. a leave of absence and/or a presented doctor's certificate), the department head in charge, in consultation with the subject teacher, can, after an application from the student, grant an exemption for (a) new period(s) of work experience.

### **§ 3-6 Exemption from examination**

An exemption from examination is granted if it can be documented that the student has completed and passed a corresponding, or a more comprehensive examination, by the same or another institution. Exemptions are also granted on the basis of passed examinations in a subject of corresponding, or higher academic level.

Students may apply for an exemption through a specific form, within three weeks of the start of studies. The department head in charge will make the decision of exemption, in consultation with affected subject teachers. The exemption from the examination will appear on the diploma and the transcript of records with an explanatory statement.

#### *§ 3-6.1. Right of appeal*

Any rejected applications may be appealed. The appeal is considered after rules on individual decisions cf. the Public Administration Act. The vocational school's guidelines for these matters can be found in the Regulations, chapter 4.

### **§ 3-7 New examinations – Re-scheduled examinations**

Students at the vocational school are not allowed to re-sit the same examination, or submit a project assignment/mandatory assignment in the same subject more than three times. Larger project assignments that require individual or group counselling may be repeated only once. In special circumstances (e.g. a leave of absence and/or a presented doctor's certificate), the department head in charge can grant an exemption from these rules.

A new examination can be taken against a fee, regulated by the contract of study. If the examinee by a doctor's certificate can document the absence from the examination, he/she

will get a new examination free of charge at the next regular examination conducted by the school, but no later than one calendar year after the result of the ordinary examination is announced.

Students must apply to the vocational school for a re-scheduled examination, using a specific form and within eight weeks from the announced result from the ordinary examination. This application is considered a registration for the examination.

Re-scheduled examinations are held with the next regular examinations. In cases where changes are made to the subject description, the students will be given a one time opportunity to register for the re-scheduled examination after the old description.

### *§ 3-7.1. Right of appeal*

Any rejected applications may be appealed. The appeal is considered after rules on individual decisions cf. the Public Administration Act. The vocational school's guidelines for these matters can be found in the Regulations, Chapter 4.

### *§ 3-7.2 Rates*

The cost of re-scheduled examinations and other rates are stated in the contract of study.

## **§ 3-8 Special examination arrangements**

Examinees entitled to extended examination time or that have the need for special arrangements of some kind due to medicinal or other reasons, must apply to the student administration, using a specific form. The application must be received at the latest eight weeks prior to the examination. A doctor's certificate must be enclosed. The student administration makes the decisions regarding the individual adaptations.

The potential measures must be adapted to each examinee so they mitigate the problems of the examinee. The measures must not give the examinee advantages over other examinees not offered a special arrangement.

### *§ 3-8.1. Right of appeal*

Any rejected applications may be appealed. The appeal is considered after rules on individual decisions cf. the Public Administration Act. The vocational school's guidelines for these matters can be found in the Regulations, Chapter 4.

## § 3-9 Rules for the examination day

### § 3-9.1 Written examinations

The examinee must appear on the examination premises at the latest 15 minutes prior to the start of the written examination. If an examinee is late, the person must address one of the invigilators immediately. If no other examinees have left the premises, the examinee in question can be handed the examination question paper and start the examination, however no later than 45 minutes after the ordinary examination start-up time. The invigilator will note the examinee's start-up time, number and reason for the late attendance, and submit this to the student administration. Examinees that are late, must nevertheless submit their answer at the set finishing time at the latest.

All examinees must appear in person and shall identify themselves by producing a valid student identity card, and sign the examinee list at the start of examinations.

An examinee appearing after another examinee has left the examination premises, will not be granted the right to participate in the examinations. Exclusion from the examinations will be counted as a failure to attend.

During the examinations, the examinees are obliged to comply with the invigilator's orders, both in and outside of the premises.

### § 3-9.2 Oral and/or practical examination

The examinee must appear on the examination premises at the latest 15 minutes prior to the start of examinations. If an examinee is late, the person must address the school's student administration, which will then inform the examiners. The external examiner alone will decide if the examinee may sit the examination later that day, and under which conditions.

Appearance later than 45 minutes after the assigned time shall be refused admittance to the examination premises by the student administration. If appearing late gives the examinee an advantage, the examinee will, with no exceptions, be refused admittance to the examination premises. The external examiner alone decides if the delay has any beneficial consequence. All examinees must appear in person and shall identify themselves by producing a valid student identity card, and sign the examinee list at the start of examinations.

The representative of the vocational school is responsible for filling out the examinee list and submitting it to the student administration after all examinees have finished their examinations.

### *§ 3-9.3 Illness on the examination day*

Examinees prevented from appearing at the examination due to illness, must send a doctor's certificate to the vocational school as soon as possible, and postmarked no later than five workdays after the examination date. If illness occurs during the examination, the examinee is responsible for the doctor's certificate being submitted to the vocational school within five workdays after the examination date.

The examinees may submit the doctor's certificate in person as soon as the matter is known, and no later than five workdays after the examination date.

### **§ 3-10 Examination support material**

The examination may be organized with support materials. The subject teacher decides which support materials may be used for each examination. The possible use of support materials will be made known on the vocational school's learning platform at the latest three weeks prior to the examination. The support materials allowed will be stated on the examination question paper. The examinees are responsible for familiarizing themselves with, and bring the support materials in question; if it's not stated that the vocational school will hand out these materials.

### **§ 3-11 Home examination and portfolio examination**

On a home examination/portfolio examination/project examination, the answer paper must be submitted to the vocational school within the submission deadline. Answer papers that are submitted by post, must be sent by registered letter, at the expense of the examinee, and be postmarked at the latest on the date of submission deadline. Letters postmarked after the time-limit expired, and answer papers not sent by registered letter, will not be assessed.

Papers answered by home examination/portfolio examination/project examination must, in cases where no other statement is given, be submitted in duplicates of three. Names must not be added to the answers, the examinee must add the examinee number distributed with the examination question paper.

In a practical examination, the examiners will document the work with pictures and/or video. Pictures and/or video will be submitted as documentation in a possible appeal.

In cases of electronic answers through the vocational school's learning platform, the answer must be submitted within the submission deadline. After the submission deadline, the learning platform will be closed from receiving submissions. Document submitted must not be labelled with name, but with examinee number. The vocational school is not responsible for submissions not taken place within the time-limit due to problems with the learning platform's infrastructure for ICT (does not apply to downtime on the learning platform).

A home examination or portfolio examination not delivered within the submission deadline, with no clearance from the vocational school beforehand, will be counted as a failure to attend. In special circumstances (e.g. a leave of absence and/or a presented doctor's certificate), the department head in charge can grant an exemption from the aforementioned regulations.

The examinee cannot rely on the vocational school's printer resources being available on the submission date for written assignments.

### **§ 3-12 The act of, or the attempt to committing an examination offence**

The examination can be annulled if the examinee has committed, or attempted to commit an examination offence (i.e. cheating). An annulment of the examination is decided by the rector. If an offence or the attempt to commit an examination offence is detected, the examinee still has the right to complete the examination.

Examination offences include: the use, or the possession of support materials not stated as a valid support material on the examination question paper; presenting the work of others as one's own; failing to specify the sources of quotations from others in written work; or otherwise violating the assumptions relied upon for each test or assignment, when this is done wilfully or through gross negligence.

#### *§ 3-12.1 Right of appeal*

Decisions concerning annulment of examinations as a consequence of an offence may be appealed. The appeal is considered after rules on individual decisions cf. the Public Administration Act. The vocational school's guidelines for these matters can be found in the Regulations, Chapter 4.

### **§ 3-13 Continuous assessment**

All continuous assessments in the programme, which affect the end result, shall be given in writing by the individual subject teacher.

Decisions regarding assessments that affect the end result are to be regarded as individual decisions.

For all types of assessments where grades are set, the vocational school rely on the Norwegian Association of Higher Education Institution's general and qualitative description of valuation criteria of 6 August, 2004 (as cited in the Regulations § 3-16.1).

#### *§ 3-13.1 Right of appeal*

All assessment decisions that affect the end result may be appealed. For oral and/or practical examinations, there is no opportunity to appeal against the academic assessment, only formal errors.

The appeal is considered after rules on individual decisions cf. the Public Administration Act. The vocational school's guidelines for these matters can be found in the Regulations, Chapter 4.

### **§ 3-14 Examination result**

The answer paper will be assessed by the minimum of two examiners, of whom one may be the teacher of the subject in question. If disagreements occur, the external examiner will have the final say.

Grading assignments for all written examinations are conducted with deadline of 21 work days before the announcement of grades, unless there are any particular reasons for a longer deadline. Examiners of written examinations will not have access to the examinee's name until after the announcement. For oral or practical examinations, the grade will be announced on the same day as the examination. Examinations that are both oral and written shall be considered by the deadline of written examinations.

In case of reassessment of an examination grade, a new examiner shall be used. None of the employees of the vocational school, or any employed by the school within the last six months, can be used as an examiner in cases of reassessments. One external examiner shall be used in cases of reassessments.

### *§ 3-14.1 Right of appeal*

Decisions regarding examination results may be appealed. The appeal is considered after rules on individual decisions cf. the Public Administration Act. The vocational school's guidelines for these matters can be found in the Regulations, Chapter 4.

### **§ 3-15 Formal errors in connection with examinations**

Examinees may appeal formal errors and/or the holding of examination. Forms of examination are stated in the Regulations § 3-11.

Appeal of formal errors in the examination that may have affected the examinee's performance or the assessment thereof shall be addressed in writing to the rector, using the appropriate form. The form can be accessed in the vocational school's student administration.

If formal errors are committed in connection with the examination, the grade awarded shall be annulled. If the error can be corrected by a new assessment of the submitted work, a second assessment is carried. Otherwise, a new examination is held, with new examiners.

If formal errors are committed in connection with the examination, and it is reasonable to assume that this may have affected one or more examinee's performance or the assessment thereof, a second assessment or re-examination may be held.

### *§ 3-15.1 Right of appeal*

Decisions regarding formal errors in connection with the examination may be appealed. The appeal is considered after rules on individual decisions cf. the Public Administration Act. The vocational school's guidelines for these matters can be found in the Regulations, Chapter 4.

### **§ 3-16 Grading scale and publication**

For examinations, the vocational school uses the following assessment: Pass/fail or grades A-E for passes and F for fail. The lowest grade for passing an examination is E.

### *§ 3-16.1 Norwegian Association of Higher Education Institution's grading scale*

Symbol Valuation criteria

- |   |   |
|---|---|
| A | An excellent performance, clearly outstanding. The candidate demonstrates excellent judgement and a very high degree of independent thinking.       |
| B | A very good performance. The candidate demonstrates sound judgement and a high degree of independent thinking.                                      |
| C | A good performance in most areas. The candidate demonstrates a reasonable degree of judgement and independent thinking in the most important areas. |



- D A satisfactory performance, but with significant shortcomings. The candidate demonstrates a limited degree of judgement and independent thinking.
- E A performance that meets the minimum criteria, but no more. The candidate demonstrates a very limited degree of judgement and independent thinking.
- F A performance that does not meet the minimum academic criteria. The candidate demonstrates an absence of both judgement and independent thinking.

### *§ 3-16.2 Publication*

The examination results will be published on the vocational school's learning platform at the latest five work days after grade announcement. Each examinee will be given access to their own results only. The examinee's answer paper and grade awarded will be archived at the school by applicable laws and regulations.

### **§ 3-17 Documentation of vocational school education**

The vocational school's documentation of vocational school education are: diploma, documentation of skills, and transcript of records. Normally 2 – two – copies of documentation are issued, one for the examinee and one for the school archives.

Authorized copies of the documentation may be ordered from the school's student administration for a fee stated in the contract of study.

#### *§ 3-17.1 Diploma*

The diplomas are issued to students that have completed and passed the entire vocational education. The diploma is signed by rector, or the person rector has granted this authority to, and the department head in charge. The diploma shall contain the school logo and be issued on paper assigned this purpose, with information on:

- Which education is completed
- Which title (if applicable) is achieved
- The name of the student or pupil
- Grade(s) and date(s) of examination
- Final grade
- Date of completed education
- Title of larger written assignments, e.g. seminar, project and main objective assignments
- The grading scale used
- Possible exempt of subjects and the reason for exemption

In cases where the examinee changes grades that have entered into the diploma, this will be documented through a transcript of records.

### *§ 3-17.2 Documentation of skills*

Documentation of skills is issued to students that have withdrawn from studies and passed part of the vocational education.

In cases where the examinee changes grades that have entered into the documentation of skills, this will be documented through a transcript of records.

### *§ 3-17.3 Transcript of records*

Transcript of records is issued on the student's demand. The transcript is not valid as a documentation of skills or diploma. Exceptions are described in the Regulations § 3-17-1 and § 3-17.2.

## Chapter 4 – Guidelines concerning appeals procedure

### § 4-1 Appeals procedure in general

Rules for hearing of appeals by the vocational school are regulated by Act of 10 February 1967 relating to procedure in cases concerning the public administration (The Public Administration Act), and by Act on Vocational Education § 7, with the associated regulations.

The provisions for disqualification pursuant to §§ 6-10, and confidentiality pursuant to §§ 13-13e of the Public Administration Act of 10 February 1967 therefore applies to hearing of appeals.

#### *§ 4-1.1 Right of appeal to individual decisions*

Students admitted to the vocational programmes have the right of appeal on all individual decisions made by the vocational school. All individual decisions made by the vocational school shall be given in writing and justified at the same time that the decision is made. The decision must be justified by the actual conditions the decision is based upon.

#### *§ 4-1.2 Deadline for appeals*

The deadline for all individual decisions is three weeks after the decision is received or after he or she should become aware of the conditions on which the decision is made.

#### *§ 4-1.3 Duty of guidance*

The vocational school has, within their sphere of competence, a general duty to provide guidance. The vocational school is obliged to inform students of the right of appeal, the appeal deadline, the appeals body and further procedure, as well as the right to see the case documents.

The vocational school are obliged to inform student's about their right to assistance/support during an appeal, in such a way that the appeal is filled in correctly and sent to the right appeals body.

Added to the individual decision, there shall be a statement on the vocational school's duty of guidance.

#### *§ 4-1.4 Appeals body*

The appeals body shall hear appeals on individual decisions pursuant to Act on Vocational Education § 7.

The guidelines are determined by the school board in the meeting of 13 April 2011, pursuant to Act on Vocational Education.

The appeals body composition and presence of a quorum appear in the Guidelines for appeals body, which is available on the vocational school's home page.

#### *§ 4-1.5 Appeals procedure*

Individual decision appeals shall be made in writing, addressed to the vocational school's appeals body and sent to the vocational school by the rector. The vocational school is case preparatory body.

Exceptions from section 1 are appeals to assessment of prior learning and work experience § 4-5 and appeals to examination result § 4-12.

By appeal, the vocational school shall firstly reconsider the decision. If the vocational school chooses to comply with the appeal, the decision is set aside. If the decision is not set aside, the appeal will be sent to the appeals body for a hearing and whoever filed the appeal will be informed.

The appeals body shall ensure that the case is sufficiently enlightened before making a decision. The appeals body's decision must be justified. Their decision is final and cannot be appealed.

#### **§ 4-2 Breach of contract**

Grounds for appeal of individual decisions concerning breach of contract between the student and the school are embodied in the individual contract.

Reference is also made to the Regulations § 4-1.2 regarding the appeals deadline, § 4-1.3 on the vocational school's duty to provide guidance and § 4-1.5 on appeals procedure.

#### **§ 4-3 Disciplinary sanctions**

Grounds for appeal of individual decisions concerning disciplinary sanctions by the vocational school, are embodied in the Regulations § 1-5, and an account of the different disciplinary sanctions that may be implemented, is embodied in the Regulations § 1-6.

Reference is also made to the Regulations § 4-1.2 regarding the appeals deadline, § 4-1.3 on the vocational school's duty to provide guidance and § 4-1.5 on appeals procedure.

#### **§ 4-4 Exemptions from subjects**

Grounds for appeal of individual decisions concerning exemptions from subjects are implemented in the Regulations § 1-8.

Reference is also made to the Regulations § 4-1.2 regarding the appeals deadline, § 4-1.3 on the vocational school's duty to provide guidance and § 4-1.5 on appeals procedure.

#### **§ 4-5 Admissions on the basis of formal qualifications**

Grounds for appeal of individual decisions concerning admissions on the basis of formal qualifications, are embedded in the Regulations § 2-2.1 and § 2-2.4

Reference is also made to the Regulations § 4-1.2 regarding the appeals deadline, § 4-1.3 on the vocational school's duty to provide guidance and § 4-1.5 on appeals procedure.

#### **§ 4-6 Assessment of prior learning and work experience**

Appeals concerning assessment of prior learning and work experience must be addressed to the county authority in charge of the assessment, and will be considered after the county authority's guidelines in this matter.

#### **§ 4-7 Admissions on the basis of prior learning and work experience**

The guideline of the Education Act cf. §4-13 regulates the right of appeal concerning assessment of prior learning and work experience. The assessment is an individual decision and can be appealed to the county administrator cf. the guideline of the Education Act § 5-1.

Grounds for appeal of individual decisions concerning admissions on the basis of prior learning and work experience are embedded in the Regulations § 2-2.2 and § 2-2.4.

Reference is also made to the Regulations § 4-1.2 regarding the appeals deadline, § 4-1.3 on the vocational school's duty to provide guidance and § 4-1.5 on appeals procedure.

#### **§ 4-8 Exemptions from examinations**

Grounds for appeal of individual decisions concerning exemptions from examinations are embedded in the Regulations § 3-6.

Reference is also made to the Regulations § 4-1.2 regarding the appeals deadline, § 4-1.3 on the vocational school's duty to provide guidance and § 4-1.5 on appeals procedure.

### **§ 4-9 New examination – Re-scheduled examination**

Grounds for appeal of individual decisions concerning re-scheduled examinations are embedded in the Regulations § 3-7.

Reference is also made to the Regulations § 4-1.2 regarding the appeals deadline, § 4-1.3 on the vocational school's duty to provide guidance and § 4-1.5 on appeals procedure.

### **§ 4-10 Special examination arrangements**

Grounds for appeal of individual decisions concerning special examination arrangements are embedded in the Regulations § 3-8.

Reference is also made to the Regulations § 4-1.2 regarding the appeals deadline, § 4-1.3 on the vocational school's duty to provide guidance and § 4-1.5 on appeals procedure.

### **§ 4-11 The act of, or the attempt to committing an examination offence**

Grounds for appeal of individual decisions concerning annulments as a consequence of cheating or the attempt to cheat, are embedded in the Regulations § 3-12.

Reference is also made to the Regulations § 4-1.2 regarding the appeals deadline, § 4-1.3 on the vocational school's duty to provide guidance and § 4-1.5 on appeals procedure.

### **§ 4-12 Continuous assessment**

Grounds for appeal of individual decisions concerning continuous assessments are embedded in the Regulations § 3-13.

Reference is also made to the Regulations § 4-1.2 regarding the appeals deadline, § 4-1.3 on the vocational school's duty to provide guidance and § 4-1.5 on appeals procedure.

### **§ 4-13 Examination results**

Grounds for appeal of individual decisions concerning the grade awarded are embedded in the Regulations § 3-14. The appeal regarding the grade awarded is to be sent to the student administration. If the student has asked for a justification of grades awarded, the time limit for filing an appeal begins the moment the student has received the justification.

Deadline for a reassessment of examination results pursue the deadline for ordinary examination results. However, the vocational school has a six weeks administrative deadline for implementing a reassessment.

In case of reassessment of an examination grade, an external examiner shall be used. cf. the Regulations § 3-14.

The grades awarded after the appeal can be both in favour and disfavour. If the grade is set on the basis of both a written and oral examination, and the assessment of the written examination is changed, a new oral examination is held to determine a final grade.

The new examiner shall not be made aware of grades, explanation of grades or the student's reason for appeal. The new examiners award a new and final grade (this grade cannot be appealed).

Reference is also made to the Regulations § 4-1.2 regarding the appeals deadline, § 4-1.3 on the vocational school's duty to provide guidance and § 4-1.5 on appeals procedure.

#### **§ 4-14 Formal errors in connection with examinations**

Grounds for appeal of individual decisions concerning formal errors in connection with examinations are embedded in the Regulations § 3-15.

Reference is also made to the Regulations § 4-1.2 regarding the appeals deadline, § 4-1.3 on the vocational school's duty to provide guidance and § 4-1.5 on appeals procedure.

## Chapter 5 – Guidelines concerning periods of study abroad

### § 5-1 Responsibilities and rights

A “student” in this document is defined as a registered student with a valid admission to a vocational programme at the vocational school. A “pupil” is defined as a registered pupil of the upper secondary education, including adult education, with a right to education at the vocational school. Students/pupils abroad are divided into five categories with a different responsibility and different rights when it comes to the vocational school:

#### § 5-1.1 Student/pupil categories

1. Individual students/pupils
  - A. Students/pupils on a private stay abroad
  - B. Students/pupils taking part in collecting data, field work, courses, workshops or practical training
  - C. Students/pupils in a host location
2. Groups of students/pupils
  - A. Group tour organized by the students/pupils
  - B. Group tour organized by the vocational school

#### § 5-1.2 Emergency plan

The emergency plan includes students/pupils abroad in the categories 1B-1C and 2A-2B, cf. § 6-1.1. The emergency plan applies to both full-time and part-time pupils/students.

### § 5-2 1A – Students/pupils on a private stay abroad

This applies to students/pupils on stays abroad not approved in advance or with a clearly expressed recommendation from the supervisor or a person professionally responsible at the vocational school. This group of students/pupils are therefore not bound to any responsibilities or rights in connection with the vocational school regarding the stay abroad. No specific rights or responsibilities are linked to the stay abroad.

### § 5-3 1B – Students/pupils taking part in collecting data, field work, courses, workshops or practical training

This applies to students/pupils abroad taking part in collecting data, field work, courses, workshops or practical training with an advance approval or a clearly expressed recommendation from department head or a person professionally responsible at the vocational school. The department head or someone at the vocational school will consequently be informed of the trip. The department head will be an administrative liaison for the student/pupil.



### *§ 5-3.1 Responsibilities of the student/pupil*

- Pupils under the age of 18 must have a statement from their parents/guardians
- Know who their departmental liaison is and who at the vocational school may be contacted if needed
- Update the person responsible at the vocational school on the address/e-mail address/telephone number where they can be reached abroad
- Register at the local Norwegian foreign service mission where recommended
- Take out a travel insurance
- Take the necessary vaccines
- Familiarize yourselves with the conditions in the area where you reside and follow advice from local authorities and the host location
- Act responsibly to reduce the risk of getting into dangerous situations
- Follow the current guidelines/field instructions

### *§ 5-3.2 Responsibilities of the head of department*

- Give the students/pupils universal guidance and advice on personal safety before departure
- Make sure the students/pupils have taken out travel insurance
- Inform the students/pupils of distinct guidelines/field instructions at the host location
- Register the stay abroad in an administrative system
- Update the administrative system on changes in length of time/time of homeward journey/address/e-mail address/phone number abroad etc.

### *§ 5-3.3 Responsibilities of the vocational school*

- Archive central information regarding the trip and destroy this after the stay is finished.
- Contact students/pupils detained in areas where dangerous situations have arisen and provide updated information and possible advice.

## **§ 5-4 1C – Students/pupils in a host location**

Defined as students/pupils participating in an exchange programme, or have part of their studies at one of the vocational school's host locations. Students/pupils may travel alone or in groups. The stay always has an advance approval. Students/pupils shall always liaison with an administrator at the vocational school. The vocational school will not send students places the Ministry of Foreign Affairs has deemed unsafe.

### *§ 5-4.1 Responsibilities of the students/pupils*

- Know who their departmental liaison is and who at the vocational school may be contacted if needed
- Update the person responsible at the vocational school on the address/e-mail address/telephone number where they can be reached abroad
- Register at the local Norwegian foreign service mission where recommended
- Take out a travel insurance
- Take the necessary vaccines
- Familiarize yourselves with the conditions in the area where you reside and follow advice from local authorities and the host location
- Act responsibly to reduce the risk of getting into dangerous situations

### *§ 5-4.2 Responsibilities of the head of department*

- Assess the safety of the host locations
- Give the students/pupils universal guidance and advice on personal safety before departure
- Collect information sheets/self-declarations from the students/pupils
- Register the stay abroad in an administrative system
- Update the administrative system on changes in length of time/time of homeward journey/address/e-mail address/phone number abroad etc.

### *§ 5-4.3 Responsibilities of the vocational school*

- Archive central information regarding the trip and destroy this after the stay is finished.
- Contact students/pupils detained in areas where dangerous situations have arisen and provide updated information and possible advice.

## **§ 5-5 2A – Group tours organized by the students/pupils**

Defined as group travels organized by the students/pupils, and with a thematic structure relevant for the programme. The study tours may get financial support from the vocational school, and employees at the school participate in some of them. Still, this is student/pupil organized trips where the vocational school does not have the responsibility to assess safety. The vocational school does not financially support trips to locations the Ministry of Foreign Affairs has deemed unsafe.

A liaison must be appointed among the participants in the group. This person works as a link between participants in the group, the vocational school, embassy/consulate and others.

In addition, an administrative liaison at the vocational school shall be appointed. This person is not part of the group.

#### *§ 5-5.1 Responsibilities of the students/pupils*

- Appoint a liaison among the students/pupils in the group and know how to reach this person
- Submit information sheets/self-declarations for students/pupils to the group liaison
- Know who their departmental liaison is and who at the vocational school may be contacted if needed
- Take out a travel insurance
- Take the necessary vaccines
- Familiarize yourselves with the conditions in the area where you reside and follow advice from local authorities and the host location
- Act responsibly to reduce the risk of getting into dangerous situations

#### *§ 5-5.2 Responsibility of the head of department*

- Appoint an administrative liaison for the trip in question
- Receive central information regarding the trip, e.g. information on the group liaison, in addition to travel details
- Keep a copy of the group sheets and travel details

#### *§ 5-5.3 Responsibility of the vocational school*

- Archive central information regarding the trip and destroy this after the stay is finished.
- Contact students/pupils detained in areas where dangerous situations have arisen and provide updated information and possible advice.

#### *§ 5-5.4 Responsibility of the group liaison*

- Inform the head of department on who the liaison is and how to reach this person
- Inform the head of department on travel details (plane, hotel etc) and possible changes made regarding these.
- Be available on a mobile phone that works in the given location
- Collect central information regarding the trip

- Know who their departmental liaison is and who at the vocational school may be contacted if needed
- Give the students/pupils general guidance and advice on personal safety before departure
- Urge the students/pupils to take out travel insurance, either a group or personal insurance
- Familiarize him/herself with the conditions in the area where you reside and follow advice from local authorities and the host location
- Keep a list of emergency phone numbers to local police, fire brigade and ambulance/doctor, in addition to the number to the closest Foreign Service Mission

### **§ 5-6 2B – Group travels organized by the vocational school**

As opposed to category 2A, this is a group travel where the vocational school is primary responsible for both the academic content and the practical details regarding the trip. Two representatives from the school shall always attend the trips. The vocational school is responsible for the stay being organized and carried out in a safe and secure way. The school will not arrange trips to places the Ministry of Foreign Affairs has deemed unsafe. Students/pupils elect a liaison among the students/pupils going, in addition to the two travel guides from the vocational school. These people act as a link between the participants in the group, the vocational school, embassy/consulate and others. The student/pupil liaison acts as the link if the vocational school's travel guides are hindered from doing so. The head of department is the liaison at the vocational school. When the department head herself attend the trip, the deputy head of department will liaise with the group.

#### *§ 5-6.1 Responsibilities of the students/pupils*

- Know who the liaison among the students/pupils in the group is and know how to reach this person
- Know who their departmental liaison is and who at the vocational school may be contacted if needed
- Take out a travel insurance
- Take the necessary vaccines
- Familiarize yourselves with the conditions in the area where you reside and follow advice from local authorities and the host location
- Act responsibly to reduce the risk of getting into dangerous situations

### *§ 5-6.2 Responsibility of the head of department*

- Appoint an administrative liaison within the department
- Appoint a representative from Veia as liaison, to attend the group trip and know how to reach this person
- Keep a copy of the group sheets and travel details

### *§ 5-6.3 Responsibility of the vocational school*

- Archive central information regarding the trip and destroy this after the stay is finished.
- Contact students/pupils detained in areas where dangerous situations have arisen and provide updated information and possible advice.

### *§ 5-5.4 Responsibility of the group liaison*

- Inform the head of department on who the liaison is and how to reach this person
- Inform the head of department on travel details (plane, hotel etc) and possible changes made regarding these.
- Be available on a mobile phone that works in the given location
- Collect central information regarding the trip
- Know who their departmental liaison is and who at the vocational school may be contacted if needed
- Give the students/pupils general guidance and advice on personal safety before departure
- Urge the students/pupils to take out travel insurance, either a group or personal insurance
- Familiarize him/herself with the conditions in the area where you reside and follow advice from local authorities and the host location
- Keep a list of emergency phone numbers to local police, fire brigade and ambulance/doctor, in addition to the number to the closest Foreign Service Mission

## Chapter 6 – Ethical guidelines

### § 6-1 The vocational school's values

The vocational school's fundamental values are characterized by trust, accountability and teamwork. These are fundamental to the school's organizational culture and learning environment. The values should be used as tools to achieving a positive connection between the vocational school's ethics and goals.

### § 6-2 Trust

Veia wishes to have satisfied pupils, students, employees and collaborators, who trust the vocational school by everyone:

- Being service-minded and taking a joint responsibility for all pupils, students and employees
- Respecting the pupils', students' and employees' wishes and being professional when conducting all kinds of work
- Complying with agreements

### § 6-3 Contentment and mutual respect

The vocational school wishes to be a place of business where pupils, students and employees are content and do a great job by everyone:

- Helping, supporting and encouraging each other and showing mutual respect
- Cooperating
- Sharing knowledge, skills and information
- Being open for change
- Using the school's formal channels of communication

### § 6-4 Loyalty

The vocational school wishes to be a place of business characterized by honesty, thoughtfulness and integrity by everyone:

- Being loyal to the school's business
- Complying with decisions already made
- (the employees) Avoiding additional employment that may lead to conflict of loyalty
- Being aware that they represent the vocational school externally

### § 6-5 Honesty

The vocational school wishes to preserve its independence by everyone:

- Avoiding accepting any form of financial benefits from the school's connections, beyond ordinary attention gifts
- Notifying their superior if accepting or being offered financial benefits of considerable value
- Refraining from any form of reward in connection with negotiations or for a particular contract or behaviour from the school's aspect

### § 6-6 Confidentiality

The vocational school wishes to stop confidential information and information given in confidence from going astray by everyone:

- Respecting information given in confidence
- Stopping others from gaining access to or knowledge of personal information gained during work/studies

### § 6-7 Objectivity

Veia wishes to secure the most objective and impartial case administration by everyone:

- Informing their superior the moment the person become aware of a conflict of impartiality
- Being aware of any issues that may be suitable to weaken confidence in the person's independence



Statens fagskole for gartnere  
og blomsterdekoratører