

Student guide

2018/2019



Norges grønne
fagskole *vea*



The headmaster welcomes you

Dear student!

Norges grønne fagskole – Vea is a school of long traditions and is known as one of the best providers of education within its field. Vea was approved as a vocational college in 2007 and today we offer several programmes within the green field area. In 2012, we were the first vocational school in Norway to be accredited as educational provider within the subject area: Green design and environmental studies.

We know our ways within the green subjects, and all of us working at Vea are committed to providing quality and education in a lifelong perspective.

Our foremost aim is to give relevant vocational education of professional and methodological quality in our teaching and guidance. We therefore put vital emphasis on the studies being practical and adapted to the needs and demands of professional life, so that they qualify for employment in relevant industries and functions.

Education is an investment in your future!

As headmaster, I am concerned with students and teachers jointly contributing to the achievement of objectives, where we create a culture of learning through shared values and interaction.

At Vea, we believe in an including community characterized by participation and involvement, teamwork, accomplishment and learning!

We strive to ensure that all people in an educational stage, who seek to increase their expertise through education at Vea, will reach their full development potential.

I hope that you as students will experience Vea's qualities and that you will enjoy your stay here with us.

Good luck with your educational choice!

Welcome to Vea!

Stein Aarskog
Head master



Contents

The headmaster welcomes you	2
Organization of the school day.....	5
Vea, the organization	6
The board.....	6
Employees at Vea.....	7
Vea`s management team (VLG)	8
Head master.....	8
The organization of the academic environment at Vea.....	8
Department of horticulture	9
<i>From left: Magnus Nyheim, Sissel Alvestad, Anne Hagen Bakken, Per Spangen, Kari Schøyen, Ingeborg Sørheim, Liselott Lindfors, Even Glestad and Tor Haukliken.</i>	9
Employees in the department of horticulture.....	10
Department of floristry	11
Employees in the department of floristry.....	12
Administration and Department of support service	13
Employees in administration and the Department of support service	13
Contact information on all employees at Vea	15
The canteen at Vea	16
Opening hours in the canteen	16
The library.....	17
The library is always open.....	17
The library	17
Lending regulations	17
Not available for borrowing	17
Renewals and reservations.....	17
Overdue notices and compensation	18
The greenhouse and the park/gardens	19
International collaboration	20
Vea has partners in the following countries:	20
International coordinator	20
Vea`s environmental profile	21
Important and useful telephone numbers.....	22
Map of Vea	23
Overview of buildings and areas at Vea	24
Using Vea`s internet	27

Are you on Facebook or use any other social media?	27
Facebook	27
Instagram	27
www.vea-fs.no	27
Learning plattform	28
Councils and committees for pupils and students	29
The pupil/student democracy	29
The pupil council	29
The student forum	29
The school environment committee	29
The board	29
Issue of certificate	30
Various practical information	31
Using a car for educational purposes	31
Fire safety	31
Insurance	31
Dormitories	31
Photocopier	31
Waste separation	31
Quality systems	31
Rent a room/bedsit at Vea	32
Eco-lighthouse network	32
Smoking	32
Student id-card	32
Warning/evacuation	33
Student welfare	33
Auditorium	33
Library	33
Boat	33
Filmrommet; movie database	33
Guided bike ride	33
Dormitories	34
Coffee deal	34
Canteen	34
Recreation room	34
Exercise	35
School bicycles	35
Volleyball	35

Organization of the school day

Lesson	
08.00–08.45	
08.45–09.30	
09.30–09.40	Short break
09.40–10.25	
10.25–11.10	
11.10–11.50	Lunch
11.50–12.35	
12.35–13.20	
13.20–13.30	Short break
13.30–14.15	
14.15–15.00	
15.30–16.10	

Vea, the organization

Norges grønne fagskole – Vea is owned and governed directly by The Ministry of Education and Research. The board is the highest governing body at Vea and the ministry calls its members. Employees and students nominate and choose their own representatives. The board conducts six meetings at Vea each year where it makes decisions involving the school's superior politics.

The board

Arild Sørum Stana – chairman

Aasa Gjestvang – deputy chairman

Jørn Inge Løssfelt

Tor Rullestad

Rolf Kristiansen

Håkon Nettum – employee representative

Per Spangen – employee representative

Substitute student representatives – to be elected

Substitute student representatives – to be elected

Head master Stein Aarskog- proposal submitter with power of proposal and speech

External substitute representatives:

Hans Arne Krogsti

Vigdis Ringstad

Substitute employee representatives:

Anne Stine Solberg

Britta From

Substitute student representatives:

To be elected

Employees at Vea

At Vea`s home page you will find all employees at Vea presented with photo, background and field of work. Several of the teachers work in both the gardener- and florist-departments.



Vea`s management team (VLG)

Head master, administrative manager, development manager and the managers of gardener- and florist department constitute the management team at Vea (VLG).

The management team has weekly meetings where they work to ensure optimal interaction between the departments and set guidelines for the running of Vea.

Within the departments, there are various teams, which have regular meetings for interaction, cooperation and development.



Head master

Stein Aarskog is Vea's head master. He is the school's main educational leader, and responsible for the running and developing of Vea on a daily basis. His work includes close collaboration with the board and Vea's management team. His office is on the 2nd floor in the main building.

The organization of the academic environment at Vea

The educational activities are divided in two departments. Anne Hagen Bakken is head of department of horticulture and Hildegunn Aas is head of department of floristry.

All classes have a program coordinator who has the main responsibility of the class. Several of the teachers teach in both departments.

Academic inquiries are to be directed to subject teachers. Inquiries about the program in general are directed to the relevant program coordinator or Head of department.

Applications for leave of absence, exemption from tuition and other inquiries concerning the program are directed to head of department.

Department of horticulture

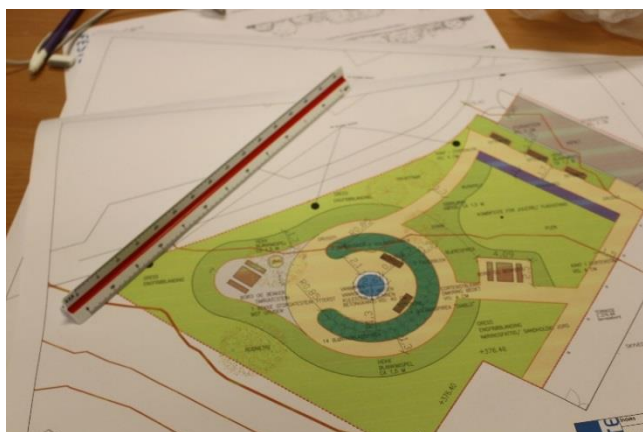
Anne Hagen Bakken is head of department of horticulture and is responsible for the different educational programs for gardeners on basic and vocational level. In cooperation with the green and grey industry, she develops various sector- oriented courses and seminars at Vea. In addition to this, Anne is formally in charge of the greenhouses, the park and outdoor area at Vea.



From left: Magnus Nyheim, Sissel Alvestad, Anne Hagen Bakken, Per Spangen, Kari Schøyen, Ingeborg Sørheim, Liselott Lindfors, Even Glestad and Tor Hauklién.

Employees in the department of horticulture

Anne Hagen Bakken	Head of the horticultural department
Britta From	Master in biology
Even Glestad	Subject teacher, agronomist
Ingeborg Sørheim	Master in History of art, garden historian, program coordinator GAK
Kari Schøyen	Master, landscape architect
Liselott Lindfors	Landscape engineer, gardener, program coordinator PH, GF, SD and HD
Magnus Nyheim	Landscape Technician, program coordinator AGT
Per Spangen	Master of horticultural science, program coordinator GV
Sissel Alvestad	Production manager, gardener
Christina Buri	Production gardener
Tor Hauklien	Landscape gardener
Turid Strand	Landscape gardener
Kjetil Flugund	Teaching technical subjects



Department of floristry

Hildegunn Aas is head of department of floristry and is in charge of the different vocational programs for florists that Vea offers, like Experimental expressions with plant materials, Botanisk design, full- and part time basic florist programs and various courses and seminars for florists.



From left: Aina Østby, Runi Kristoffersen, Siv Engen Heimdahl, Odd Hugo Gauslaa, Sonja Lønnum Østerheim, Eli Bentzen, Hildegunn Aas and Anne Stine Solberg.

Employees in the department of floristry

Hildegunn Aas	Head of the floristry department, florist
Aina Østby	Program coordinator BVD, teacher of floristry
Anne Stine Solberg	Program coordinator Botanisk design (BDL), teacher of floristry
Eli Bentzen	Teacher at Botanisk design; Cultural subjects
Odd Hugo Gauslaa	Commercial subjects
Runi Kristoffersen	Teacher at Experimental Floral Design; teacher of floristry
Siv Engen Heimdahl	Program coordinator Experimental expressions; teacher of floristry
Sonja Lønnum Østerheim	Program coordinator BVH, teacher of floristry



Administration and Department of support service

Administration and the support service consist of staff working with the school's support functions. In this department, you will find several functions: salary and human resources, accounting, student- and program administration, reception, switchboard, library, international work, archive, ICT, operation of buildings and infrastructure, canteen, renovation, housekeeping and administration of lodgings.

Jonny Westergård is manager of support service and his office is on the 2nd floor in the main building.

Employees in administration and the Department of support service

Edmond Kasapi is responsible for ICT, salary and accountancy, invoices concerning rent and tuition fees. If you have questions related to invoices, or how to fill in the form of travelling expenses, Edi will assist you. You will find Edi's office on the 2nd floor in the main building.

Kerstin Sandburg works with archive, student- and program administration and coordinating exams. Kerstin's office is in the reception by the main entrance.

Håkon Aulie Nettum is responsible for the running of the ICT for students. He can help you in matters concerning laptops, wireless net, technical questions related to Skooler, and other questions concerning the use of PC. Håkon has his office next to classroom 4 in the main building.

Turid Espelund Haugen is Vea's librarian and she can assist you with finding relevant books and periodicals for your program. Turid's office is in the library.

Sigurd Kolloen is operation manager, **Eirik Otto Kraabøl** and **Per Aksel Lillehaug** is also responsible for the running of the buildings and construction together with operating technician. This involves maintenance, heating, ventilation, fire security, waste management and so on. Except for PCs and TVs, all infrastructure is their field of work. In addition to this, they are responsible for the administration of bedsits, and locks and keys at Vea. Sigurd, Per Aksel and Eirik Otto's office is on the ground floor of the barn, to the left of the main entrance.

Aud Rønning is in charge of the housekeeping. Together with **Inese Losmane** and **Kristine Sile-Ustinovica** they are responsible for the cleaning of all the common rooms, laundry, soap, paper towels, toilet paper, and disinfectant foam in the student kitchens. NB! You must bring your own detergent for private laundry. Bedlinen is included in the rent. After use, this is to be taken down to the basement in the kitchen building or in the old dormitory at the designated place. This must be done prior to

the first lesson on the day of your departure. Take care in keeping bedlinen apart from mops and clothes!

If you leave during a weekend, special arrangement must be made. Inquiries are addressed to hybel@vea-fs.no

Erik Øien is main cook and is responsible for the running of the kitchen at Vea, sometimes assisted by **Inese** and/or **Kristine**. Erik serves lunch and dinner to students, employees and visitors to the school's canteen.

Dorte Finstad is responsible for marketing and communication at Vea. She is web editor of Vea's home page, Facebook account and Instagram. Her work includes student recruitment, marketing and reputation building. Dorte is also international coordinator for the Erasmus+ projects at Vea. Dorte's office is on the 2nd floor of the main building.



In front: Per Aksel Lillehaug, Edmond Kasapi and Kerstin Sandburg. Back: Dorte Finstad, Håkon Nettum Sigurd Kolloen, Jonny Westergård, Erik Øien, Eirik Otto Kraabøl, Aud Rønning, Inese Losmane and Turid Haugen.

Contact information on all employees at Vea

Surname	Firstname	E-mail	Phone
Aarskog	Stein	stein.aarskog@vea-fs.no	47 66 29 93
Aas	Hildegunn	hildegunn.aas@vea-fs.no	97 01 33 53
Alvestad	Sissel	sissel.alvestad@vea-fs.no	91 61 56 02
Bakken	Anne Hagen	anne.hagen.bakken@vea-fs.no	41 46 05 84
Bentzen	Eli	eli.bentzen@vea-fs.no	91 15 81 92
Buri	Christina	christina.buri@vea-fs.no	48 05 88 62
Finstad	Dorte	dorte.finstad@vea-fs.no	95 75 95 98
From	Britta	britta.from@vea-fs.no	90 24 75 62
Gauslaa	Odd Hugo	odd.hugo.gauslaa@vea-fs.no	91 38 70 37
Glestad	Even	even.glestad@vea-fs.no	90 19 93 18
Haugen	Turid Espelund	turid.espelund.haugen@vea-fs.no	95 42 98 29
Haukli	Tor	tor.haukli@vea-fs.no	90 95 13 03
Heimdahl	Siv Engen	siv.heimdahl@vea-fs.no	95 24 58 16
Kasapi	Edmond	edmond.kasapi@vea-fs.no	90 23 95 73
Kolloen	Sigurd	sigurd.kolloen@vea-fs.no	41 28 28 77
Kraabøl	Eirik Otto	eirikotto.kraabol@vea-fs.no	97 06 77 33
Kristoffersen	Runi	runi.kristoffersen@vea-fs.no	91 52 46 75
Lillehaug	Per Aksel	per.aksel.lillehaug@vea-fs.no	48 22 83 45
Lindfors	Liselott Maria	liselott.lindfors@vea-fs.no	93 29 92 61
Losmane	Inese	inese.losmane@vea-fs.no	90 26 72 83
Lønnum	Sonja	sonja.lonnum.osterheim@vea-fs.no	90 63 86 89
Nettum	Håkon Aulie	hakon.aulie.nettum@vea-fs.no	41 21 38 88
Nyheim	Magnus	magnus.nyheim@vea-fs.no	91 80 95 15
Rønning	Aud	aud.ronning@vea-fs.no	97 69 63 55
Sandburg	Kerstin	kerstin.sandburg@vea-fs.no	90 14 70 41
Schøyen	Kari	kari.schoyen@vea-fs.no	90 12 57 84
Solberg	Anne Stine	anne.stine.solberg@vea-fs.no	99 53 31 99
Spangen	Per	per.spangen@vea-fs.no	41 28 28 76
Sørheim	Ingeborg	ingeborg.sorheim@vea-fs.no	90 93 80 45
Sile-Ustinovica	Kristine	kristine.ustinovica@vea-fs.no	96 88 55 19
Westergård	Jonny	jonny.westergard@vea-fs.no	41 28 28 75
Øien	Erik	erik.oien@vea-fs.no	95 30 82 48
Østby	Aina	aina.ostby@vea-fs.no	97 54 14 70

The canteen at Veia

Welcome to Veia's canteen! This is one of the school's social meeting points. Here students and staff meet over a cup of coffee, share a meal or sit down and chat. The cook uses ingredients produced at Veia and ecological products, where possible.

Opening hours in the canteen

The canteen opens at 7.50 and closes at 16.30. Everyone's welcome to come sit down and relax. It is only possible to pay by card in the canteen.

07.50	Open
11.10–11.50	Lunch
15.30–16.10	Dinner
16.30	The canteen closes (Note 13.00 on Fridays)

Lunch

Lunch consists of fresh bread, cold cuts and salad every day. On Fridays a hot meal is served.

Dinner

Dinner is made in our kitchen, and we serve one meal, different ones each day. Students who haven't got a dinner subscription, must order dinner the day before at the latest, using a form placed in the canteen. NB! There is no dinner on Fridays.

Prices per August 1st, 2018

The canteen has subsidized prizes. You will benefit from these if you choose to include lunch in your rent, or if you buy a punch card. If you do not use these offers, you will have to pay full prize. Hot or cold beverage is not included in meal-prices.

Lunch	Kr. 55,–	Live-in students have this included in their rent
Lunch card 10 meals	Kr. 350,–	Subsidized prizes only when buying the punch card.
Lunch card 20 meals	Kr. 700,–	Subsidized prizes only when buying the punch card.
Dinner	Kr. 85,–	Live-in students have this included in their rent.
Dinner card 10 meals	Kr. 550,–	Subsidized prizes only when buying the punch card.
Other merchandise		You will find a price list in the canteen.
Coffee deal	Kr. 350,–	Valid through one school year. Price for part-time students.

The library

The academic library is a good place to study and relax. With more than 6000 unique titles, Vea probably has Norway's largest collection of non-fiction within the fields of floristry and horticulture. You will definitely find a source of inspiration here!

The library also offers fiction, audiobooks, DVDs and magazines.

The librarian is more than happy to obtain books from other libraries, if you find anything lacking. The library has two computers for searching our library database or the internet, and we have plenty of outlets for your laptops.

The library is always open

Students can use the library whenever they want, using the student identity card given to you at the start of studies. The student identity card is also your library card.

Turid can assist you in finding relevant books or magazines, or order literature from the nationwide interlibrary scheme Vea is part of. Turid also gives courses in how to write assignments.

In the library's reception area, you'll find the lending machine where you register everything you borrow or hand in from the library's collection.

The library

- is serviced Monday-Thursday 08.00-15.30
- has two computers the students may use
- has many places where you can sit down to relax or work.

Lending regulations

- 35 days for books/audiobooks
- 14 days for magazines (The newest issue is not available for borrowing)
- 7 days for DVDs
- 1 day for dictionaries and curriculum books (labelled "Pensum")

Not available for borrowing

- Books labelled "ikke til utlån"
- The newest issue of magazines. You may borrow earlier issues, placed under the shelves in the magazine department.

Renewals and reservations

Loans can be renewed three times except in case of reservation. In case of interlibrary loans, lending regulations of the owner library apply.

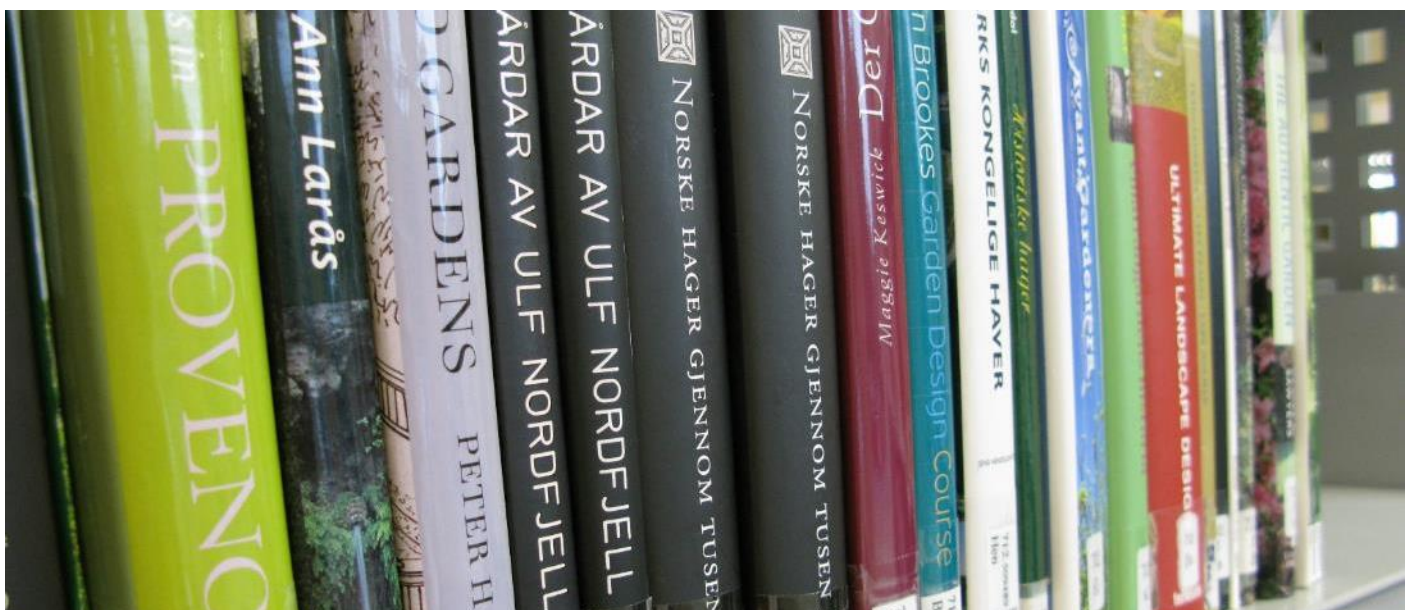
You may reserve books/media. You will receive an e-mail or text message when the reserved item can be picked up.

Overdue notices and compensation

If borrowed items are not returned to the library in time, you will receive notice through e-mail or text message. There are no overdue fines, but in case of receiving three notices without giving any response, a bill of compensation will be sent in the mail.

The borrower is personally responsible for everything that is registered on the library card.. Borrowed items from the library must not be lent on to others. Items that are damaged or lost must be replaced in line with library rules and rates (NOK 600, – pr. item). In case of items of particular value, the amount may increase.

Any violation of the library's regulations, can lead to the withdrawal of borrowing rights. This may imply being denied the right of lending and the use of services offered by the library. When registered loans are returned or fine is paid, the use of library's services will be restored.



Photos: Turid Haugen

The greenhouse and the park/gardens

There are many areas at Vea where the students may enjoy themselves in green environments/surroundings. The greenhouse with its four departments centrally located at Vea, and are used actively during tuition.

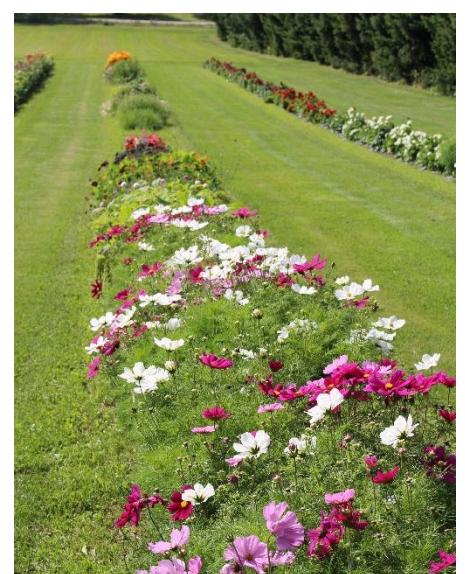
Department 1 has decorative plants, department 2 and 3 are used for production of seasonal plants.

Flowers and plants produced at Vea are to be used by pupils and students. It is permitted to collect botanical material from the different areas of Vea if it is for educational purposes. At the start of the year, you will get a guided tour of the outdoor area, so you get to know where you may collect botanical materials.

In the park, trees and shrubs are labelled with Norwegian and botanical terms so you may learn to recognize them and learn their names.



Photo: Dorte Finstad



International collaboration

One of Vea's main objectives, is to develop and maintain professional cooperation with national and international academic environments. Vea is engaged in an exciting European network, FLORNET, www.flornet.eu. Through this network, we cooperate on internships for both students and teachers/staff, in addition to seminars, workshop and lots more.

As a student at Vea, you may get the opportunity to benefit from this network. Through our participation in international activities, Vea has received financial support from Erasmus+. This subsidizes travelling expenses and accommodation related to the deployment period.

Likewise, Vea vocational school facilitates internship for foreign students visiting Vea. They participate in classes with relevant tuition or practice. Vea has long experience with international cooperation. Student and teachers see this as an enrichment for the professional learning environment. In addition, it is a unique opportunity to connect to relevant international network. Deadline for this years application is 1st of October.

Vea has partners in the following countries:

Sweden, Finland, Hungary, Italy, the Netherlands, Great Britain, Slovakia, Slovenia, Spain, Austria, Germany, France, Estonia, Lithuania, Luxembourg, and the Czech Republic.

International coordinator

Dorte Finstad is the international coordinator for Vea, and has the responsibility for student's exchange, supported by the Erasmus+ programme. Do you wonder how to take part in the students exchange programme please get in touch with Dorte.
E-mail: dorte.finstad@vea-fs.no or phone 95 75 95 98.

Vea`s environmental profile

Norges grønne fagskole – Vea is eco- certified through the Eco-Lighthouse Foundation. Eco-Lighthouse is a Norwegian public certificate.

Vea was certified as Eco-lighthouse in 2003, and recertified in 2010- We are proud of this! We actively strive to make eco- friendly choices in our daily work, in addition to spreading environmental knowledge and awareness among our staff, pupils/students, suppliers and others who are in our contact zone.

As a student at Vea, you will get information and learn how to make the right environmental choices. You as pupil/student must abide by the school`s procedures for protecting the environment. You contribute to this by sorting the waste by the school`s recommendations, turning off the lights when you leave a room, minimize unnecessary use of electricity, make double-sided prints and avoid unnecessary printing. You should be aware of danger symbols on/of chemicals, update yourself on safety procedures of such chemicals, and handle them as recommended, using the chemical`s data sheet. Consider the need for protective equipment, fume hoods and ventilation.

The use of potentially dangerous equipment and machines, must only take place after proper instruction. Make sure you are updated on the security practices of each tool/ machine before using them. Ask for instruction and guidance from teacher or other staff if you are uncertain.

If you come across hazardous use of chemicals, tools or machines, inform teachers or staff of this practice. Make sure you know where to find the medicine cabinet with first aid equipment.

If an accident occurs, and you fear it may be serious, do not hesitate calling the emergency number 113.

Join us in creating a good working- and learning environment. Keep your surroundings tidy and care about others!



Important and useful telephone numbers



Police Telephone Central (all of Norway)

02800

EMERGENCY telephone numbers

+ 47 22 88 14 69

Disasters abroad/in Norway

Technical emergency phone: If problems arise outside normal working hours, and you immediately need to get a hold of someone responsible at Vea, the technical emergency phone is always staffed.

(To use only if the need is immediate and cannot wait until the next working day, e.g. water damages or technical problems that need to be handled immediately).

Technical emergency

+47 47 37 64 30

Securitas (Nightly patrols at Vea)

+ 47 90 73 13 15

Taxi Moelv

+ 47 62 36 72 79

Public Transport Information (all of Norway)

177

www.trafikanten.no

Health center/dentist	Weekday	Phone
Moelv Health Centre	Monday and Tuesday	+ 47 62 33 55 30
Herredshuset Health Centre, Moelv	Thursday and Friday	+ 47 62 34 95 50
Brøttum health Centre	Wednesday	+ 47 62 33 26 10
Emergency unit, Lillehammer hospital	(weekends and after 16.00 on week days)	+ 47 61 25 14 50
Dentist Slotnæs		+ 47 62 36 77 46
Dentist Engebretsen		+ 47 63 36 73 01
Moelv Dental Practice		+ 47 62 35 17 31
Moelv Physiatrics		+ 47 62 36 89 10

Map of Vea

Lillehammer



Moelv

Overview of buildings and areas at Vea

The main building

Basement

- main entrance
- reception
- library
- auditorium
- storage rooms

1st floor

- classroom ("læresal") 1, 2, 3 og 4
- meeting room 1

2nd floor

- classroom for drawing
- staff room
- teacher`s- and administrative offices
- head master`s office



The old dormitory

Basement

- recreation room
- sauna/showers
- laundry room

1st floor

- student kitchen
- room number 1-9

2nd floor

- student kitchen
- room number 10-19



The kitchen building

Basement

- sauna/showers
- scullery
- cool storage/freezer

1st floor

- kitchen
- canteen
- staffroom

2nd floor

- student kitchen
- room number 20-28

Head master`s house

1st floor

- kitchen
- dining room
- recreation room

2nd floor

- room number 43-46
- bathroom/toilet



The barn

Basement

- work room
- classroom
- exhibition room/class room

1st floor

- office for technical department
- storage room
- tools storage

2nd floor

- classroom ("læresal") 6, 7 and 8
- cool storage
- group room
- break room for students

3rd floor «The attic»

- utility storage

Tool shed

- garage
- waste separation
- waste management

Garage

1st floor

- garage
- car wash
- toilettes

2nd floor

- office
- exercise room

Production building

1st floor

- staff room
- shower/toilets for employees
- room number 29

Basement

- classroom ("læresal") 5
- nursery basement

1st floor

- green plants section
- plant production section
- rose section

Attic ("Kvisten" - dormitory)

2nd floor

- room number 30-32
- student kitchen
- Bathroom
-



The barn

Foto: Laila Bäckmark



Waste separation

Foto: Dorte Finstad



Upper teacher`s residence

- room number 39-42
- student kitchen
- bathroom

Lower teacher`s residence

- room number 33-38
- student kitchen
- bathroom



©skyphoto.no

Using Vea's internet

At Vea, we have wireless access to the internet.

The network is called "Vea". The first time for login you have to use your username and password. If you don't have got it, you can use the network called "Vea Gjester" and the password is "Teach me".

Are you on Facebook or use any other social media?

We would love if you wish to share photos and experiences from your life here at Vea with your friends. Feel free to post pictures of your work, flowers you have cultivated or photos from the school. We ask that you do not post pictures of other students/pupils or employees without their consent.

If you write a blog on your life as a student at Vea, we would like you to share it with us, so others can follow your student life.

Facebook

Vea has an official Facebook page, and we will hope you will "like" it. You will find the page using this address: <http://www.facebook.com/veafagskole>.

Feel free to share your photos and experiences as a Vea student on this page. You may "check in" at Vea when you are at school.

Instagram

Vea has an Instagram account called @veafagskole.

We ask you to tag pictures taken at Vea or pictures relevant to Vea using #veafagskole.

www.vea-fs.no

If you have suggestions for articles to publish on Vea's home page, Dorte would like to be informed well in advance. This may for instance be articles concerning life as a student at Vea, from school situations, of excursions or guest tutors.

Dorte can also receive finished text and pictures of articles. A finished article should consist of a title, introduction, text and name of author/photographer. The photos must have captions and the photographer must be accredited.

Text must be submitted electronically, using Word, and photos must be submitted electronically as images. To get the right caption to each image, we would like you to put the photos into a Word document along with the captions.

E-mail your suggestions for the home page to dorte.finstad@vea-fs.no.

Learning plattform

Skooler and Microsoft Office 365 is the internet –based learning platform used at Vea. All communication between school- teachers and student/pupils takes place here. This is an instruction on how to gain access to Skooler and how to manage your profile.

You'll find the learning platform here: <http://skoleportal.vea-fs.no>

You will also find it by accessing Vea's web site: www.vea-fs.no. At the bottom of this site, you'll find a row of small icons. By pressing the spade icon you will gain access to It's Learning.

Log on by using your username and password you got the first day at school.

After doing this you are able to get:

- Your studentmail firstname.surname@stud.vea-fs.no
- Your calender
- Classnotebooks in One Note
- Free Microsoft Office
- One Drive
- Skooler

Support

If you need help to solve IT-related issues, please contact us on **support@vea-fs.no** or by calling us on +47 62362600.

Councils and committees for pupils and students

Vea has a strong focus on pupil/student democracy (The ESDV), and want constructive dialogue with the pupils/students on their needs and expectations. Vea has several councils and committees in which the students can participate. Some forums are only advisory bodies, while others have a quorum.

Vea has the following formal councils and bodies where pupils and students have joint influence:

- ESDV (Pupil-/student democracy)
- Pupil council
- Student forum
- School environment committee
- The school board

The pupil/student democracy (ESDV) is for practical reasons organized as a joint meeting forum where both the student council and student forum are included.

The pupil council is an advisory body consisting of one representative with a personal deputy from each class. The pupil council consists of representatives elected by pupils at the upper secondary level and from the adult education within floristry and horticulture.

The student forum consist of one representative from each class at the vocational school level. The student forum will ensure students' rights and interests, both academically and socially at school. The student forum cooperates with the school management, and have permanent contact persons through the academic year. It is up to the student forum if they want representatives from the administration and the department heads to attend the meetings.

The school environment committee is in line with the purview of Education Act § 11-5, an advisory body consisting of students, employees and school management, where the pupils/students are the majority. The committee shall be heard on environmental issues and their assessment will be presented to the working environment committee (AMU). The school environment committee is also the school's health group.

The school environment committee consists of four representatives from the pupil council and two representatives from Vea's administration. The representatives from the administration are headmaster Stein Aarskog and department head Jonny Westergård.

The board is a decision-making body and deals with matters, which are contained, in the board regulations. The board consists of nine representatives. The board has the following representation: Five of the representatives are external; two representatives are employees and finally, two student representatives elected by and among the students. Student representatives have full rights on the board and get remuneration in line with current practice.

Issue of certificate

At the start of each academic year, the representatives for the various councils and committees at the school are elected. After the election, a personal recommendation from the headmaster is issued to the students who have been represented in the various councils. The certificate can be attached to the school diploma.

Through participation in various forums, you can help influence the conditions that students are concerned about and thus help to make a difference!

We urge both pupils and students to participate and welcome you as representatives of Vea's councils and committees for pupils and students.

Good luck with the election!



The period 2015-2017 Vidar Kristiansen and Sarah Fjeld were the two student representatives for the board of Vea, elected by and among the students. Foto: Dorte Finstad

Various practical information

Using a car for educational purposes

Sometimes students must use their own car to get to training venues and mandatory excursions. Using government rate, Vea will cover the transportation fees if the travel surpasses 70 km.

Fire safety

If a fire should occur in the classroom or the dormitories, everyone must exit the building and meet up the designated places on the parking lot.

Insurance

Vea seeks primarily to prevent injuries. As government-owned institution, Vea is not allowed to take out insurance policies on students' behalf. The government is a so-called "self-insurer".

If students want to have the same insurance coverage as employees at Vea, they must take out their own travel and life insurance. In some cases, students may still be covered by parents' insurance.

If an accident still occurs, contact your programme coordinator.

Dormitories

Inquiries regarding the dormitories must be made to this e-mail address: hybel@vea-fs.no. If you want to use your room an extra night, if you want to change the room's temperature, if you lack soap or if you need something looked after.

Photocopier

The photocopier in the library and at the barn are for the students use. Do you have any questions, ask Håkon or Edmond.

Waste separation

All waste must be source segregated, and there are recycling bins by the tool shed, used for all waste, excluding cardboard and compost. Cardboard is placed in a container in a room under the barn bridge, and compost goes on the compost heap behind the barn.

Quality systems

As a way of insuring a strong culture of quality at Vea, we need to evaluate our whole operation. As a student, you have an important part in this work. Our quality system is mostly web based, and all the students will get the necessary information and guidance to help you do this work. Your contributions through online surveys and dialogue are equally important to us as a provider of education, for you as a student, and for the students in the years to come.

Rent a room/bedsit at Vea

If you have entered into a rental contract with Vea, you will get to stay at Vea during your sessions. As we have many students needing accommodations each year, this can be a bit of a challenge to us. Some part-time students will need to switch rooms during the year. You still have the opportunity to arrive at Vea on Sundays, but it is important that you have cleaned your room and checked out before 10.00 on Fridays. If your room is left untidy and dirty, you will get charged with a cleaning fee. If you lose your key, there is a compensation charge of NOK 500,-. If you have any questions or messages concerning the dormitories, please send an e-mail to hybel@vea-fs.no.

Eco-lighthouse network

The Eco-lighthouse organization was established by key organizations in business and public administration. Vea was certified as Eco-lighthouse in 2007. We are very proud of the certification and being part of this network.

We all have a collective responsibility for our environment, and at Vea we contribute by recycling waste. All waste accumulated at Vea must be separated in the tool shed. The containers for different waste are labeled accordingly.

In addition to this, we focus on our paper consumption, car driving and the use of energy. This implies for instance focus on using less energy when heating up the various rooms at Vea, in addition to the use of hot water.

Smoking

At Vea, smoking is permitted below the wall between the kitchen building and the old dormitory. Ashtrays are placed on the designated place. When smoking, please be considerate of other students and employees at Vea.



Here it is allowed to smoke! Sigurd and Eirik Otto wearing jackets that is possible to buy, so also the umbrellas

Student id-card

When you are student at Vea you will get a student id-card. The id-card makes it possible for you to use as a key for the buildings at Vea, for making copies at the photocopier, and for borrowing books in the library.

Warning/evacuation

The school has a warning in case of fire. We have other routines for other kind of evacuation using the SMS.

Student welfare

Being a student at Vea means having a great time!

Vea is concerned with offering a good learning environment with excellent welfare offers, so that you as a pupil and student will experience a safe and effective educational environment with a great potential of growth and professional progress.

The student welfare offers many different initiatives that will contribute to your stay here at Vea being pleasant, so you can concentrate on being a student – in classes, in the library, during excursions and when you engage socially.

Student welfare is defined as “arrangements that are made and activities that are offered to create excellent study conditions and contentment”.

Please let us know if you want to remark on something good or bad, or if you have suggestions, ideas or desires for welfare initiatives.

Enquiries regarding student welfare at Vea, can be made to Turid Haugen.

Auditorium

The auditorium is excellent for film screening. Book the auditorium for evening use in the reception.

Library

Vea's students can access the library around the clock, using their student identity card. In the library, you can read books and magazines, use the reading rooms, or just hang out with your friends. The library is staffed Monday through Thursday during school hours.

Boat

Vea has its own rowing boat down by the lake Mjøsa. Paddles and life jackets are kept in the boathouse. Your dormitory key is used for opening the boathouse and the padlock on the boat. You are responsible for your own safety and for handling the equipment with care.

Filmrommet; movie database

Filmrommet.no offer Norwegian and foreign, old and new feature films, documentaries, TV commercials etc. The movie database is updated at least once a week. On Tuesday evenings, students may choose whichever movies to see from Filmrommet. Let the librarian know your wishes at least two days in advance.

Guided bike ride

The 23rd of August at 17 pm we invite the students to a guided bike ride in the local area. A “cyclelog” will guide you on an enjoyable and interesting bike experience, where you will get to know the local area around Moelv together with your fellow students.

Dormitories

Vea rents out rooms for part-time pupils and students. When you stay at Vea, you get access to washing machines in the buildings. The old dormitory and the kitchen building also have saunas. Unfortunately, we cannot offer rooms for all our students wishing to stay here, but we can give you a list of private housing options nearby. The list is handled out by the student administration.



Coffee deal

Students can buy a “coffee deal”. You buy a cup and can refill this cup with coffee as often as you want through the entire academic year. The price differs from the amount of class hours you have. Full-time students pay NOK 600,– and part-time students pay NOK 350,–

Canteen

The canteen offers subsidized prices for students. When you buy a punch card, you get subsidized prices on lunch and dinner. In addition, you may get the Coffee deal, which gives you the opportunity to get as much coffee as you want during opening hours.

Recreation room

The basement of “the old dormitory” includes a recreation room with a fireplace. Meet up with your fellow students to have some fun!



Exercise

There are many ways to get some exercise when you are at Vea. We have a basic exercise room in the same building as the workshop. On the lawn outside the kitchen building, you may entertain some ball playing. There are volleyball nets and balls in the entrance of the canteen. The local area offers excellent possibilities for walking, running, cycling, hiking or skiing.



School bicycles

In the basement of «the old dormitory» you will find bicycles available for our pupils and students. You will find keys to the bicycles at the post table in the reception. You need to sign a book when you sign off on the keys. You are responsible for buying and using your own bicycle helmet. Please remember to put the bicycle back where you found it, so they are available for other students.

Volleyball

Outside the canteen, you will find the volleyball lawn.





skaper gledesspredere

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