

# Student guide

2022/2023



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 main 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  
Headmaster

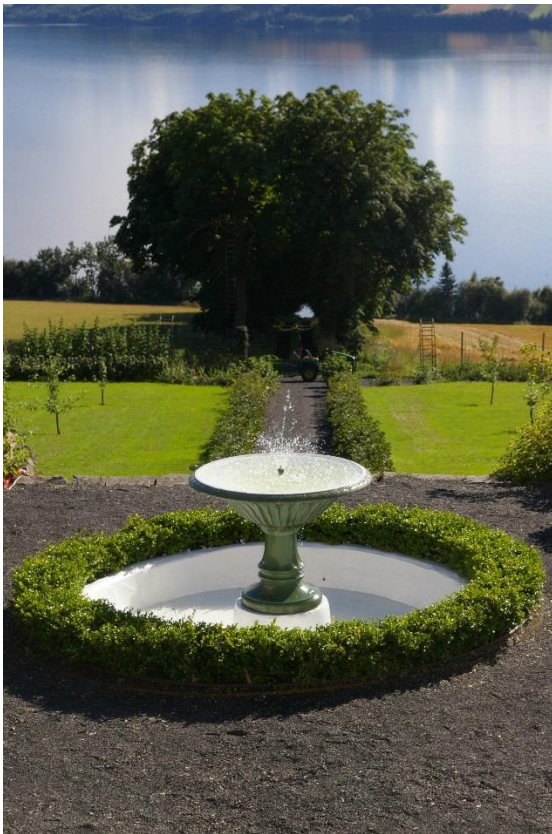


## Contents

The headmaster welcomes you.....	2
Contents .....	3
Organization of the school day .....	5
Vea, the organization.....	6
The board.....	6
Headmaster .....	6
Vea Leadership group .....	7
Development manager .....	7
Marketing manager .....	7
Department for “Courses and rental” .....	10
Department for «Administration and service» .....	10
Employees at Vea .....	11
Contact information, employees at Vea .....	12
The canteen at Vea.....	13
Opening hours in the canteen .....	13
Lunch.....	14
Dinner .....	14
Coffe/tea .....	14
Prices per August 1st, 2022 .....	14
The library, always available!.....	15
National library card.....	15
Applicant portal.....	15
Internationally .....	15
Courses and assignment writing .....	15
Library.....	15
Lending regulations .....	16
Renewal and reservation .....	16
The greenhouse and the park/gardens .....	17
Veas environmental profile .....	19
Important and useful phonenumber.....	20
Overview of Vea.....	21
Overview of buildings and areas at Vea .....	22
Internet at Vea .....	25
www.vea-fs.no.....	25
Sosial medias.....	25
Facebook .....	25
Instagram .....	25
Digital learning platform .....	26
User support.....	26
Advice and selection for students and pupils.....	27
The Student Forum .....	27
Board of Appeal.....	27



Entry scheme.....	27
Organization for Norwegian vocational school students (ONF).....	27
Student representative.....	27
Vocational school board.....	28
Issuance of certificate .....	28
Various practical information .....	29
Use of car in teaching .....	29
Fire safety .....	29
Examination procedure .....	29
Electric car chargers .....	29
Regulations on higher vocational education.....	30
Insurance.....	30
Absence .....	30
Dormitories.....	30
Info screens .....	30
Source sorting .....	30
Right of appeal in connection with the examination.....	30
Copy machines.....	31
Course.....	31
Quality assurance system manual (KSS manual).....	31
Rent of a dormitory at Vea .....	31
Act on higher vocational education .....	31
The loan office .....	32
Environmental lighthouse.....	32
Bullying .....	32
Storage cupboard.....	32
Parking .....	32
Profile articles .....	32
Travel description to Vea .....	33
Smoking and use of snuff.....	33
Suitability assessment.....	33
Student certificate .....	33
Interruption of studies.....	34
Tuition fees .....	34
Facilitation in teaching and/or exams.....	34
The outdoor area .....	34
Notification/evacuation .....	34
Student welfare.....	36
The auditorium .....	36
Sauna.....	36
Library.....	36
Dormitory house .....	36
Photo: Lene Sæther.....	37
Coffee machine.....	37
Cafeteria .....	37
Fireplace living room.....	37
Rowboat .....	38
Training at Vea .....	38
Loan bikes .....	38
Welfare offer .....	38



*Pictures of Hovelsrud og Bjerkebekk. Photo: Ingeborg Sørheim*

## Organization of the school day

Time	
08.00 - 08.45	
08.45 - 09.30	
09.30-09.40	
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	
13.30 - 14.15	
14.15 - 15.00	
15.15 - 16.00	Dinner (except Fridays)

## **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

**Tor Rullestad** – deputy chairman

**Marte Tøndel**

**Karsten Totland Raddatz**

**Anne Stine Solberg** – employee representative

**Bernt Wankel** – student representative

**Head master Stein Aarskog** – proposal submitter with power of proposal and speech

**External substitute representatives:**

Trude Mæhlum

Marte Elisabeth Røhnebæk

**Substitute employee representatives:**

Magnus Nyheim

**Substitute student representative:**

Juliane Iselin Langård

### **Headmaster**

Stein Aarskog is Vea's headmaster. 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.

## **Vea Leadership group**



*Stein Aarskog (Headmaster), Anne Hagen Bakken (Head of department vocational school)), Hildegunn Aas (Head of department course) and Jonny Westergård (Head of administration and service). Photo: Dorte Finstad*

### **Development manager**

Anne Stine Solberg works both on further developing existing operations and on new development of Vea's core operations. Anne Stine works project-based with both national and international projects. Anne Stine has an office on the 2nd floor in the main building.

### **Marketing manager**

Grethe Bøhn Busterud works with marketing of Vea's educational offers and courses. Grethe has an office on the 2nd floor in the main building.





*Grethe Bøhn Busterud (Marketing manager and Anne Stine Solberg (Development manager). Photo: Dorte Finstad*

### **Department for Vocational School and Courses and rental**

The educational activities at Vea are divided into two specialist departments: "Vocational school" and "Courses and rental".

Anne Hagen Bakken is head of department for the Vocational School and is responsible for all education at vocational school level.

Hildegunn Aas is head of department for "Courses and rental" and is responsible for education at upper secondary level and course activities. They are both educational department heads and are responsible for the study quality of the courses. Both Anne and Hildegunn have offices on the second floor of the main building.

All classes have a subject manager who has the main responsibility for the class. Some of the staff at Vea teach in both departments. Academic inquiries are directed in the first instance to subject teachers, while other inquiries about the study are addressed to the academic supervisor or head of department. Applications for leave, exemption from teaching and other inquiries from you as a student should be sent to the study administration by e-mail to: [vea@vea-fs.no](mailto:vea@vea-fs.no)



## Department for Vocational School



*From left: Hege Wølner, Anne Hagen Bakken, Mona Barthel Sveen, Gyri Dahl, Marit Myrstad, Ingunn Sigstad Moen, i midten: Siv Engen Heimdahl og Runi Kristoffersen. Behind from left: Ingeborg Sørheim, Liselott Lindfors, Camilla Sagen, Odd Hugo Gauslaa, Magnus Nyheim og Jørgen Aamot Caspersen. Photo: Dorte Finstad*

Anne Hagen Bakken	Head of department Vocational school
Ingeborg Sørheim	Master in History of art, garden historian,
Siv Engen Heimdahl	Teacher of floristry, Professionally responsible for Experimental expressions with plant materials
Marit Myrstad	Teacher, gardener
Runi Kristoffersen	Teacher at Experimental expressions with plant materials



## Department for “Courses and rental”



From left: Even Glestad, Dorte Finstad, Per Spangen. Behind from left: Aina Østby, Sonja Lønnum og Hildegunn Aas. Photo: Stein Aarskog

## Department for «Administration and service»



From left: Eirik Otto Kraabøl, Jonny Westergård og Christina Buri. Bak fra venstre: Anastasia, Kristine Sile-Ustinovica, Edmond Kasapi, Kristin Gauslaa, Inese Losmane, Turid Haugen, Barbara Sollibråten, Thea Ulset, Håkon Aulie Nettum og Tor Haukliken. Agnete Orderløkken was not present when the picture was taken. Photo: Dorte Finstad



Jonny Westergaard	Head of administration and service
Agnete Orderløkken	Student- and programme administration.
Thea Ulset	Administration of bedsits, exam completion and “Lånekassen”
Håkon Aulie Nettum	ICT
Edmond Kasapi	ICT, salary and accountancy, invoices concerning rent and tuition fees.
Turid Espelund Haugen	Librarian
Eirik Otto Kraabøl	Operations manager
Inese Losmane	Cleaner
Kristine Sile-Ustinovica	Cleaner
Anastasija	Cleaner
Lars Richard Olsen	Head chef
Barbara Sollibråten	Park manager
Christina Buri	Production gardener
Tor Hauklien	Landscape gardener
Dorte Finstad	Communications manager

## Employees at Vea

Vea has a total of 36 employees who work with teaching, operation, maintenance and administration. On Vea's website, all employees are presented with a picture, contact information, education and work area/teaching area.



All employees at Vea, June 2022. Photo: Kristin Gauslaa



## Contact information, 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
Andersen	Martin	martin@rornorge.no	97 49 00 00
Bakken	Anne Hagen	anne.hagen.bakken@vea-fs.no	41 46 05 84
Barthel-Sveen	Mona	mona.barthel.sveen@vea-fs.no	48 07 49 45
Buri	Christina	christina.buri@vea-fs.no	48 05 88 62
Busterud	Grethe Bøhn	grethe.bohn.busterud@vea-fs.no	95 99 55 59
Caspersen	Jørgen Aamot	jorgen.caspersen@vea-fs.no	95 83 02 04
Dahl	Gyri	gyri.dahl@vea-fs.no	93 06 01 45
Finstad	Dorte	dorte.finstad@vea-fs.no	95 75 95 98
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 07 67 83
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
Kraabøl	Eirik Otto	eirikotto.kraabol@vea-fs.no	97 06 77 33
Kristoffersen	Runi	runi.kristoffersen@vea-fs.no	91 52 46 75
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@vea-fs.no	90 63 86 89
Lønstad	Kathrine	Kathrine.lonstad@vea-fs.no	40 76 07 42
Moen	Ingunn Sigstad	Ingunn.sigstad.moen@vea-fs.no	95 04 96 37
Myrstad	Marit	marit.myrstad@vea-fs.no	91 69 21 22
Nettun	Håkon Aulie	hakon.aulie.nettun@vea-fs.no	41 21 38 88
Nyheim	Magnus	magnus.nyheim@vea-fs.no	91 80 95 15
Olsen	Lars Richard	lars.olsen@ves-f.no	95 44 37 75
Orderløkken	Agnete	agnete.orderlokken@vea-fs.no	45 61 59 96
Sagen	Camilla	camilla.sagen@vea-fs.no	93 46 80 38
Sile-Ustinovica	Kristine	kristine.ustinovica@vea-fs.no	96 88 55 19
Solberg	Anne Stine	anne.stine.solberg@vea-fs.no	99 53 31 99
Sollibråten	Barbara	barbara.sollibraten@vea-fs.no	90 47 68 02
Spangen	Per	per.spangen@vea-fs.no	41 28 28 76
Sørheim	Ingeborg	ingeborg.sorheim@vea-fs.no	90 93 80 45
Ulset	Thea	thea.ulset@vea-fs.no	45 61 60 94
Westergård	Jonny	jonny.westergard@vea-fs.no	41 28 28 75
Wølner	Hege	hege.wolner@vea-fs.no	99 55 89 56
Østby	Aina	aina.ostby@vea-fs.no	97 54 14 70

## The canteen at Vea

Welcome to Vea'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 Vea and ecological products, where possible. You can also bring your own food.

The canteen opens at 8.00 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.



*The canteen is inside the "Kitchenbuilding".. Photo: Dorte Finstad*

## Opening hours in the canteen

07.50	Open
11.10 – 12.10	Lunch
15.15 – 16.00	Dinner (Order the day before!)
16.30	The canteen closes (Note 13.00 on Fridays)

### Lunch

The lunch menu varies according to the season and which ingredients the chef has available

### Dinner

Dinner is prepared in our kitchen, and one course is served. There are different dishes every day. Students who wish to eat dinner in the canteen can order dinner by signing up on a list in the canteen, no later than the day before. If there are less than 15 people registered, the dinner will be delivered as "take-home" instead of being served in the canteen. There is no dinner service on Fridays.

### Coffe/tea

Vea is an environmental lighthouse company and we try as far as possible to avoid disposable products such as cardboard cups. We therefore ask you to use your own cup when you serve yourself coffee. There is a coffee machine in the canteen and one in the basement inside the main entrance.

### Prices per August 1st, 2022

We have subsidized prices in the canteen. You will especially enjoy this if you choose to buy clip cards. It is only possible to pay with a payment card in the canteen (not a credit card). We encourage both students and staff to buy a lunch card/dinner card and pay for a coffee appointment.



Lunch	Kr 80,-	
Lunch card 10 meals	Kr 600,-	Subsidized prizes only when buying the punch card.
Dinner	Kr 120,-	
Dinner card 10 meals	Kr 1000,-	Subsidized prizes only when buying the punch card.
Coffe/tea each cup	Kr 10,-	
Coffee deal	Kr 250,-	Bring your own cup

Photo: Lene Sæther



## **The library, always available!**

We want the library to be Vea's oasis, a place of learning and a place to be. Here, it's high under the roof in bright, pleasant premises in Vea's newest building.

### **National library card**

New from this year is that you must have a National library card to be able to borrow books at Vea's library. You can get this at all public libraries.

The advantage of that is that you can use it to order books from Vea wherever you are, and in the same way you can order to Vea. For that service, use this link from Biblioteksøk: [www.bibsok.no](http://www.bibsok.no) or [www.vea.arena.axiell.com](http://www.vea.arena.axiell.com)

Vea has one of Norway's largest selections of specialist books on flower decoration and horticulture at upper secondary and vocational school level with over 7,000 books in the collection. Here you will mainly find specialist books and periodicals, but we also have some Norwegian and English fiction, films, and audio books. We attach great importance to being up to date in current subject areas.

### **Applicant portal**

The library also has its own search portal on Vea's website [www.vea-fs.no](http://www.vea-fs.no) under the student tab.

In addition to the catalogue, there is access to several external databases where you can find relevant material. Vea is also part of the interlibrary lending scheme where we can borrow books from other libraries throughout the country.

### **Internationally**

In the library you will also find our "International wall" with information about our partner schools in Europe associated with the Flornet network. You will find more information about this under international cooperation.

### **Courses and assignment writing**

We use a template adapted to university level for written assignments. Source criticism is an important part of evaluating the material you will use. The course takes place in classes.

### **Library**

- has an automatic scanner for registration of loans and submissions
- has many study places and 2 colloquium rooms
- has 1 desktop PC for free use
- served Monday, Tuesday, Thursday, and Friday 8.00 AM to 3.30 PM
- Open 24 hours a day with a student card
- Check videos on "My page" for applicant guidance, tips, and tricks.

## Lending regulations

You use a national library card to register loans. In the study contract, you have undertaken to comply with the lending regulations.

### Loan periods

Maximum number of books to borrow in total: 8

- 30 days for books/audio books
- 14 days for periodicals (NB! The latest issue is not available for loan!)
- 7 days for movies
- 1 day (day loan) for syllabus books and dictionaries

## Renewal and reservation

A book can be renewed up to 2 times. You can do this with your own login.

You can also make reservations here. You will be notified by e-mail or SMS when the reservation can be collected. Reserved books cannot be renewed.

### Claims for compensation

If the loan regulations are not complied with, you will receive a claim for compensation if the loaned medium is not handed in after 2 reminders.

The rate is per today NOK 700 per book/medium, or the value of the book/medium if it costs more than NOK 700



Picture from the library. Photo: Turid Espelund 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, are used actively during tuition.

Department 1 has decorative plants, department 2, 3 and 4 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.

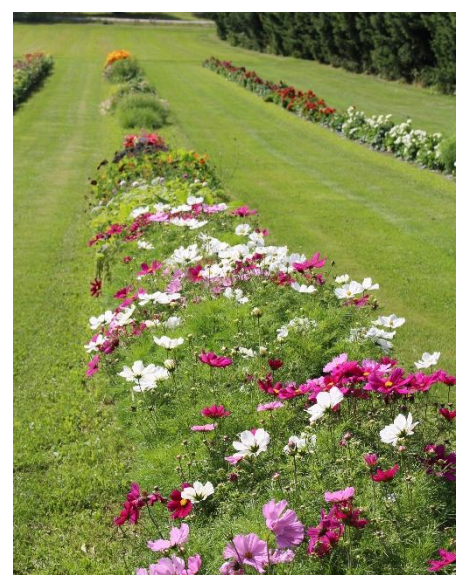


Photo: Dorte Finstad





Perennials, herbs and historic plants are collected here.. Photo: Dorte Finstad



Syllabus plants are labeled with Norwegian and botanical names. Photo: Dorte Finstad





**Miljøfyrtårn**®

## **Veas environmental profile**

Veas is an environmental beacon-certified vocational school. This means that the vocational school contributes to a more environmentally and climate-friendly society.

Norway's green vocational school - Veas is environmentally certified through the Miljøfyrtårn foundation. An environmental lighthouse is a Norwegian public certificate. At Veas, Camilla Sagen is responsible for the environmental lighthouse.

Veas was first certified as an Eco-Lighthouse company in 2003 and last re-certified in 2022. We are proud of this. We work actively to act environmentally conscious in our business, as well as to spread environmental knowledge and an environmentally conscious attitude among our employees, students/pupils, suppliers and others who are in our contact zone. As a student at Veas, you will receive information and learn about how to make the right environmental choices. You as a student must comply with the school's routines for environmental considerations. You contribute to this by sorting waste according to the school's recommendations, turning off lights after you, minimizing unnecessary use of electricity, taking double-sided prints and avoiding unnecessary prints. You must be aware of the danger symbols on chemicals, familiarize yourself with the safety procedures for such chemicals and handle them as recommended (the chemical's data sheet). Consider, for example, the need for protective equipment, fume cupboards and ventilation.

When using dangerous implements and machines, you must have training in the use of the equipment before you use it yourself. Familiarize yourself with the safety routines for the respective tool/machine, and use protective equipment where recommended or required. Ask for training and guidance from a teacher or other staff at Veas if you are unsure. You must stop the dangerous use of chemicals, tools and machines and report the practice to the teacher. Find out where you can find a medicine cabinet with first aid equipment. If the accident is imminent and you fear it is serious, then you should not hesitate to ask for help and call the emergency number 113.

As a student/pupil at Veas, we encourage you to think about what you can do in your everyday studies so that we can work together for Veas's holistic strategy for sustainability. Small things such as turning off lights when you leave a room, avoiding printing where you can have a digital version, avoiding food waste and sorting at source, help reduce your footprint.

We encourage all students who have suggestions for what measures Veas can take to become even more sustainable to let the school know about this. Help create a good working and learning environment. Keep things tidy around you and care about others

## Important and useful phonenumbers



**110**



**112**



**113**

Police Telephone Central (all of Norway)

**02800**

### **EMERGENCY** telephone numbers

#### **Accident call:**

**Headmaster Stein Aarskog  
or Hildegunn Aas**

**+ 47 47 66 29 93**

**+ 47 97 01 33 53**

**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**

#### **Taxi Moelv**

**62 36 72 79**

Public Transport Information (all of Norway)

**177**

[www.trafikanten.no](http://www.trafikanten.no)

### **Om du har behov for legehjelp:**

Moelv Healthcare centre (Monday and Tuesday)

**62 33 55 30**

Herredshuset Healthcare centre (Thursday and Friday)

**62 34 95 50**

Brøttum Legesenter på Brøttum (Wednesday)

**62 33 26 10**

Emergency unit, Lillehammer hospital

**116117**

#### **Dentists in Moelv**

- Dentists in Hippegården AS
- Slotnæs
- Moelv Dental Practice

**62 36 73 01**

**62 36 77 46**

**62 35 17 31**

Moelv Physiatrics

**62 36 89 10**



## Overview of Vea





## 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

### Headmaster`s house

#### 1st floor

- kitchen
- dining room
- recreation room

#### 2nd floor

- room number 43-46
- bathroom/toilet



*The «Kitchen building»*

Photo: Dorte Finstad

## 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

## Upper teacher's residence

- room number 39-42
- student kitchen
- bathroom



*The barn*

Foto: Laila Bäckmark



*Waste separation*

Foto: Dorte Finstad





### Lower teacher`s residence

- room number 33-38
- student kitchen
- bathroom



Photo: Jørgen Aamot Caspersen

## Internet at Vea

At Vea we have wireless access to the internet. The network you will use as a student is called "Vea-Student". Use the password «Fotosyntese!».

### **www.vea-fs.no**

If you have suggestions for relevant articles for Vea's website, Dorte would like to have tips about it in good time before it happens. These can be articles about student life at Vea, about teaching plans, inspections or guest lecturers.

Dorte can also accept text and images for articles and publish them on the website if applicable.

A finished article must have a heading, introduction, text and name of article writer. There must be a caption for the photos and the name of Fotograf. Text must be delivered electronically in word, and images must be delivered electronically as images (jpg). In order to get the correct text for the images, it would be nice if you could also insert the images into the word document together with the image text. Tips for the website should be sent to: [dorte.finstad@vea-fs.no](mailto:dorte.finstad@vea-fs.no)

## Sosial medias

It's great if you want to share photos and experiences from life here at Vea with your friends. Feel free to post pictures of works you make, flowers you have grown or pictures from school. We do not want you to post pictures of other students/pupils or staff, without their consent. If you have a blog where you write about life as a student at Vea, we would like you to share it with us, so that others can also follow how you experience student life.

### Facebook



Vea has an official Facebook page which we hope you will like. You can find the page at this address: <http://www.facebook.com/veafagskole>. You are welcome to post pictures or write something about what is happening at Vea, on this Facebook page. You can also "check in" on Vea when you are at school and tag photos taken on Vea.

### Instagram



Vea has an Instagram account called @veafagskole. It would be nice if you tag photos that you have taken at Vea or that are relevant to Vea with #veafagskole. If you post something on "story" and tag us, we'll be happy to share!

## Digital learning platform

The tools in Microsoft Office 365 make up Veas digital learning platform. All professional communication takes place here between the school - teacher - student/pupil. You will receive further guidance on how to use the tools. Below is a guide on how to log in and how you can access the installation of the necessary software.

You can log in here: <https://www.office.com>

You can also go to Veas website: [www.vea-fs.no](http://www.vea-fs.no). Click "Student" at the top of the page and scroll down to the relevant links.

Log in with the username and password you were sent before the start of your studies.

After logging in, you will have access to, among other things:

- Your student email – <username>@stud.vea-fs.no
- Your calendar
- Free download of Microsoft Office
- The cloud storage service OneDrive
- Digital classrooms in Microsoft Teams
- Training videos

If you don't already have a newer version of Microsoft Office tools installed on your PC or Mac, you should do so as soon as possible. Click on the link "Install Office" and follow the installation instructions.

## User support

You can get help solving ICT-related problems by contacting [support@vea-fs.no](mailto:support@vea-fs.no) or by contacting us on 62 36 26 00.



## Advice and selection for students and pupils

Vea wants to facilitate a well-functioning student democracy and wants a good dialogue with the students about their needs and expectations. Vea has several councils and bodies where students can participate. Some forums are advisory bodies only, while others are decision-making.

At Vea, we have the following formal councils and bodies where pupils and students have influence:

- Student forum
- Vocational school board

**The Student Forum** consists of one shop steward from each class. The student forum must safeguard the students' rights and interests, both academically and socially at the school. The student forum must collaborate with the school's management, and must have permanent contact persons to deal with. It is up to the student forum whether representatives from the administration and department heads should attend the meetings. The head of the student council must be chosen from the vocational school level. This must also be a student representative on the vocational school board. If you have something you would like to bring up in the student forum, you can contact: [studentforum@vea-fs.org](mailto:studentforum@vea-fs.org)

### Board of Appeal

The vocational school's local appeals board handles complaints about most types of individual decisions. In addition, a national appeals board has been set up to deal with complaints about individual decisions in specific areas and about proceedings in appeals. Reference is made to Vea "Regulations on higher vocational education at Norges fagskole - Vea" for further information and details about the right to appeal and complaints handling. You can find the regulation at Lovdata.

### Entry scheme

Vea wants pupils and students to be able to quickly raise issues they believe can contribute to improving the quality of the school. Through the input scheme, you can register matters for improvement whenever you wish. The online form for giving input can be found on the website under the tab student/quality assurance work. Link to form: [Entry scheme](#)

### Organization for Norwegian vocational school students (ONF)

The students at Vea are members of the organization for Norwegian vocational school students (ONF), which is an interest organization for all vocational school students in Norway. We want to make it possible for students to participate actively in ONF.

### Student representative

The student representative is an independent and neutral support person who gives students at several vocational schools advice and help in matters related to the study

## Student guide for 2022/2023

situation. The student representative service is a low-threshold service - no question is too small or big! The student representative has a duty of confidentiality, the offer is free and there is absolutely no obligation to make contact.

The student representative's name is: Maija Heinilä and can be contacted at:

Mobile: + 47 40046005 (08:00-13:00)

E-mail: fagskoleombud@usn.no

## Vocational school board

The vocational school board is a decision-making body and deals with matters laid down in the board regulations. The board consists of seven representatives. The board has the following representation: Five external members, one representative from the employees, one student representative elected by and among the students at the vocational school. The student representative has full rights on the board and receives meeting remuneration in line with current practice.

## Issuance of certificate

Representatives for the various councils and bodies at the school are elected at the start of each academic year. A personal certificate is issued by the headmaster to pupils and students who have been represented in the various councils and bodies after the end of the election period. The certificate can be attached to the diploma from the school.

Through participation in various forums, you can help to influence matters that pupils and students are concerned about and thus contribute to making a difference!

We hereby encourage both pupils and students to participate and welcome you as representatives in Veas councils and committees for pupils and students.

Good election!



## Various practical information

### Use of car in teaching

It happens that students have to use their own car to get out to practice arenas and compulsory excursions. The transport costs are covered by Vea according to the state's rates, if the journey is longer than 70 km. from the place of study. The driver is responsible for ensuring that the car is in proper condition.

### Fire safety

If there is a fire in classrooms or dormitories, everyone must leave the building and meet at the common meeting place in the car park.

### Examination procedure

All students who follow the ordinary course of study are automatically registered for the exam. If for one reason or another you are not going to take the exam anyway, you must withdraw from the exam. The next opportunity to take the exam will be with next year's cohort. All information about the conduct of exams is posted on Teams.

### Electric car chargers

At Vea we have 8 charging points for electric cars. To use the chargers, you must create a profile at <https://www.ladeinorge.no> It costs NOK 10 per hour as long as you are connected.



Photo: Dorte Finstad

## **Regulations on higher vocational education**

At Veia, we have separate regulations for higher vocational education, which you can find on the website. Regulations on higher vocational education at Norges grønne fagskole - Veia

## **Insurance**

Veia primarily seeks to prevent injuries. Students do not have their own insurance scheme through Veia because state educational institutions are not allowed to take out insurance on behalf of students. The state is a so-called self-insurer.

If students wish to have the same insurance cover as employees at Veia, they must take out their own travel and personal injury insurance. In some cases, students may still be covered by their parents' insurance.

If you are injured during your studies, you must contact your academic supervisor.

## **Absence**

We want all pupils and students to strive to have as few absences as possible, and know that presence and active participation are important to ensure the best possible learning outcome for everyone.

### **Dog keeping**

Out of consideration for other students and staff, it is not permitted to bring a dog indoors or tie it up outside on the school premises. Exceptionally, it can lie in the car or be tied to the car in the car park. See also the tenancy contract

## **Dormitories**

If you have any questions about dormitories, they should be addressed to this email: [hybel@veia-fs.no](mailto:hybel@veia-fs.no) For example, you may be told that you want to rent a room for an extra night, if you want to change the temperature in the room, if there is a lack of soap or if any equipment needs servicing.

## **Info screens**

There are info screens in the teaching building and in the canteen. Information relevant to students, pupils, staff and visitors is published here.

## **Source sorting**

All waste must be sorted at source, and over at Redskapshuset there is a reception for all types of waste except compost. Food waste must be placed in bins at the entrance to the canteen, while other botanical waste must be placed in the compost pile located on the underside of the barn.

## **Right of appeal in connection with the examination**

You have the right to ask for a justification of the grade and possibly complain about the exam result. Information and deadlines can be found at Teams/Norges green vocational school - Veia/Examen. You can also read about this in Regulations on vocational education/§ 5-1. Complaints system and complaint bodies



## **Copy machines**

The copier in the library and the copier in the barn are for students to use. If you have questions regarding printing and copying, they can be directed to Håkon or Edmond.

## **Course**

Vea holds various courses that are open to the industry and/or private individuals. Sometimes the courses are mandatory for you as a student. If you wish to participate in courses that are not part of the teaching on your course, you can register as a regular course participant.

## **Quality assurance system manual (KSS manual)**

As part of developing a strong quality culture at Vea, we depend on evaluating the entire business. As a student, your role is central in this work! Large parts of our KS system are web-based, and all classes will receive the necessary information and guidance related to this work. Your contributions through online surveys and in dialogue are important for us as an education provider, for you as a student and for the students who come after you!

## **Rent of a dormitory at Vea**

If you have entered into a lease with Vea, you have an agreement to stay at Vea during the days you have classes. You will have access to your room from 16.00 the day before collection. It is important that you have cleaned out and washed your room before 08.00 on the day of departure. Bed linen is included in the rent, and you must bring it down to the basement in the "Kitchen Building" or "The Old Boarding House" at the designated place. Be careful to keep bed linen and mops/cloths separate. This must be done before the first lesson on the day of departure. If you are going to arrive/depart on other days, a separate agreement must be made. The inquiry is made to [hybel@vea-fs.no](mailto:hybel@vea-fs.no).

Those responsible for cleaning clean common rooms, wash bed linen, and refill detergents, soaps, paper towels, toilet paper and disinfectant foam for the dispensers in the dormitory kitchens. Detergent to wash your own clothes you must keep yourself.

If the clearing and cleaning is insufficient, so that we have to do the work for you, you will be invoiced according to the actual cost.

If you have forgotten your access card or if you yourself have to make inquiries that cause extra costs for the landlord, outside of the school's opening hours, this will trigger a fee of NOK. NOK 500 Loss of key card/access card is replaced with NOK. 500-

If you have questions or messages regarding dormitories, you can send an e-mail to [hybel@vea-fs.no](mailto:hybel@vea-fs.no)

## **Act on higher vocational education**

Applies to everyone taking higher vocational education. The purpose is to ensure that students and employees receive good information and an overview of rights and obligations,

as well as to contribute to vocational school students receiving satisfactory conditions, in line with: Act on higher vocational education.

### **The loan office**

All study programs at Norges fagskole - Vea are approved so that you can apply for loans and grants from Lånekassen. Go to our website <https://www.vea-fs.no/lanekassen/> to apply. On this page, you select a link directly to Lånekassen based on whether you are going to study at upper secondary level (gardener and flower decorator) or vocational school. It is very important that you choose the right link to get your application approved, so read carefully before you click on. Good luck!

### **Environmental lighthouse**

Vea has the status of an environmental lighthouse, which we are proud of! Everyone has a shared environmental responsibility where we can contribute by sorting waste at source and thinking about energy saving when we print papers, drive for excursions and when we use energy to heat water and the rooms we stay in. At Vea, all waste must be sorted at source and in Redskapshuset reception has been made for this.

### **Bullying**

Pupils, students and staff all have responsibility for creating safety and well-being at school. Vea has zero tolerance when it comes to bullying and harassment and the vocational school has its own routines for handling should such cases arise.

### **Storage cupboard**

As a part-time student, you get access to your own lockable locker, where you can store personal items. You must bring your own padlock for this cupboard.

### **Parking**

Cars must only be parked in designated spaces. There is a car park on the north side of the greenhouse and a car park below the main entrance. In certain weeks, space can be tight, and we recommend that everyone parks close together, so that as many people as possible get a space. Start by parking in the inner part of the car park. It is not permitted to park in the yard or elsewhere on the school grounds. Bicycles can be parked on the lower floor of "The Old Boarding School" or outside the basement entrance.

### **Profile articles**

Vea has various products that we use to profile the school. If you, as a student, take part in marketing assignments for the school, you will receive profiling equipment. All students receive a key ring with a card holder for their study certificate, which is also a library card,



## Student guide for 2022/2023

copy card and entrance card. At the reception you can buy various profile articles with Vea's logo. Payable to Vippsnr: 553958

### Travel description to Vea

Norges grønne fagskole – Vea, whose address is Turistveien 92, 2390 Moelv, is about 3 km north of Moelv station, where you can come by train from both Oslo and Trondheim.

If you think 3 km is a bit too far to walk, you can take a bus or taxi from the station. Check the bus times at [www.trafikanten.no](http://www.trafikanten.no) Moelv taxi can be reached on: 62 36 72 79

### Smoking and use of snuff

Smoking is only permitted in two places on Vea: beyond the "Kitchen building" on the road towards the "Rector's residence" and by the "Redskapshuset". Ashtrays have been set up in both places to be used. You also throw snuff here, never on the ground. Show consideration for other students and staff at Vea.



*Smoking is allowed two different places at Vea. Photo: Dorte Finstad*

### Suitability assessment

For students on the Green Health vocational school course, the vocational school assesses whether the students are suitable for the profession. The assessment will take place throughout the education. See also §2-7 in the regulations on admissions, studies and examinations on the school's website.

### Student certificate

When you start at Vea as a student, you will receive a student certificate during the first week. This is a card you need when you need to take a printout or borrow books from the library. The card also serves as a key when you need to enter teaching buildings and dormitories between 16.00–07.00. The student ID will also give you certain student discounts, for example on the train. If you lose your student ID, you can get a new one for NOK 500, -

### **Interruption of studies**

Regardless of the reason for study interruption, this must be reported in writing to the study administration per by post or electronically. The address is: Norges grønne fagskole – Vea, Turistveien 92, 2390 Moelv or e-mail: [vea@vea-fs.no](mailto:vea@vea-fs.no) If you do not report interruption of studies to the study administration, you will still be registered as a student and thus be invoiced according to the study contract.

### **Tuition fees**

As a student at Vea, you pay a tuition fee. This covers, among other things, copying, compendiums, student cards, software, materials and equipment used in teaching. The tuition fee is invoiced for each semester.

### **Facilitation in teaching and/or exams**

If you need arrangements in connection with teaching, contact the study administration. If you need accommodation in connection with the exam, you can apply for this. You can find the application form in Teams/Norges grønne fagskole – Vea. The deadline for arrangements for exams is September 15th for exams in the autumn semester and November 15th for exams in the spring semester.

### **The outdoor area**

Due to the upgrading of the outdoor area, we expect that there will be noise and somewhat reduced accessibility in the autumn of 2022.

### **Notification/evacuation**

The vocational school has a fire alarm system and routines that are used in the event of a fire. With a background in focusing on community safety and preparedness in recent years, the vocational school also has its own notification routines via SMS in connection with other forms of evacuation. More information about this will be given on the first day of school.





*Photo: Dorte Finstad*

## Student welfare

We want you to enjoy being a student at Vea! Vea is concerned with good learning environments with good welfare offers so that you as a pupil and student will experience a safe and efficient study situation with a large degree of growth and well-being.

Student welfare consists of many different measures that will contribute to ensuring that the framework around your student life is good, so that you can use your energy to be a student - in lectures, in the reading room, in field work and when you get involved socially. Student welfare is administered by principal Stein Aarskog and librarian Turid Haugen in collaboration with Studentforum.

## The auditorium

The auditorium is well suited for film screenings. Use of the room in the evening must be agreed at reception.

## Sauna

For those of you who rent rooms at Vea, we have two saunas. They are located in the basement of "The Old Boarding School" and in the "Kitchen Building". The saunas are lit when ordering, which is sent to [hybel@vea-fs.no](mailto:hybel@vea-fs.no) by 12.00 the day before it is to be used.

## Library

As a student at Vea, you always have access to the library with your student card. Here you can borrow or read books, magazines, use workplaces or just be with others. The librarian is available for help and guidance Monday to Thursday during school hours.

## Dormitory house

Vea has dormitories that are rented out to pupils and students. All students have their own room with a sink and access to a shared kitchen and bathroom. Everyone who rents at Vea has access to washing machines for laundry. In "The old boarding school" and "The kitchen building" there is a sauna. Accommodation costs NOK 300 per night. The price includes bed linen and towels.





Photo: Lene Sæther

### Coffee machine

There is a coffee machine in the canteen and one in the basement inside the main entrance. You pay NOK 250 for a study year and can then help yourself to coffee whenever you want. Vea is an environmental lighthouse company, and we try as far as possible to avoid disposable products such as cardboard cups. We therefore ask you to use your own cup when you serve yourself coffee. Coffee is paid to Vippsnr: 553958

### Cafeteria

In the canteen, there are heavily subsidized prices for the enjoyment of you who are students. When you buy a coupon, you get a subsidized price for lunch and dinner. It is only possible to pay by card in the canteen (no cash or credit card).



Tomatoes produced at Contents Vea. Photo: Arild Kristiansen

### Fireplace living room

In the basement of "Det gamle internatet" there is a living room with a fireplace, with sofa groups, board games and a large TV. Here all students can gather for social gatherings. Unfortunately, it is not allowed to light a fire in the fireplace, as the fire service has forbidden it.

### **Rowboat**

Down by Mjøsa, Vea has its own boathouse with a rowing boat. Oars and life jackets are located inside the boat house. You get the key to the boathouse from Turid in the library. You must take responsibility for your own safety and treat the equipment properly.

Social activities organized by the Student Council or in class

Studentforum organizes evenings with pizza or something else good. Feel free to come up with suggestions for activities for mutual benefit and enjoyment.

### **Training at Vea**

There are many opportunities for you who want to train when you are at Vea. We have a simply equipped training room at the school which is in the same building as the workshop. There are great hiking areas around the school for those who want to run, cycle, walk or ski. You will find a map at the reception.

### **Loan bikes**

In the basement of "The Old Boarding School", bicycles are available for you who are pupils and students at Vea. You can find the key for the bicycle lock at the reception, and here there is a book where you sign out the key yourself. Each individual must take responsibility for their own bicycle helmet. Remember to put the bike back in its place after use, so that more people can enjoy it.

### **Welfare offer**

Vea has an exercise room, rowing boat by Mjøsa, fireplace lounge with TV, garden lounge with fireplace and barbecue, balls and nets for ball games. We also have bicycles for loan.







Norges grønne fagskole – Vea  
Turistveien 92  
2390 Moelv  
Phone: 62362600  
e-mail: [vea@vea-fs.no](mailto:vea@vea-fs.no)

Ansvarlig redaktør: Dorte Finstad 25.08.2022