

STUDENT REGULATIONS

Adopted by the Director of Oslo National Academy of the Arts on 24/06/2015.
The section concerning ethical guidelines was adopted by the Board of Directors of the Academy on 17/06/2015.
Revised by the Director on 13/12/2016, 27/06/2017.

ADMISSION TO A PROGRAMME OF STUDY

The study place will be offered within the framework set down by laws and regulations and in accordance with the terms and conditions determined by the National Academy of the Arts in Oslo. As a student you will be expected to familiarise yourself and comply with the contents of these frameworks. A student may forfeit their admission to a programme of study pursuant to Sections set down in regulations and laws.

Programmes of study at the National Academy of the Arts in Oslo are, among other things, governed by:

- The curriculum set down for each programme of study
- The student regulations (this document)
- The individual education plan (cf. StudentWeb)
- *Regulations on programmes of study at the National Academy of the Arts in Oslo:* <https://lovdata.no/dokument/SF/forskrift/2011-02-22-371>
- Other regulations such as data discipline declarations, library regulations, HSE instructions and specific regulations for each programme of study/department
- *Law on universities and university colleges:* <https://lovdata.no/dokument/NL/lov/2005-04-01-15>

CURRICULUM AND EDUCATION PLAN

A curriculum is linked to each programme of study and this must be followed by the National Academy of the Arts in Oslo and you. To the extent that the curriculum allows for options in the programme of study, this will be expressed in the individual education plan.

The education plan in StudentWeb must be approved each term. You must ensure that you keep personal information such as addresses and telephone numbers up to date in StudentWeb. Additionally, you must actively use the personal e-mail address created for you by the National Academy of the Arts in Oslo and immediately notify the Study Administration in the event of the e-mail address not working.

You must ensure that you are allocated the correct number of credits each term and each year of study in accordance with the curriculum and the individual education plan.

QUALITY ASSURANCE OF THE EDUCATION

The National Academy of the Arts in Oslo has procedures in place to ensure a high quality of the education offered and an important part of this work is feedback from students. We strongly encourage you to participate in evaluations of the subjects you are taking, the education you are offered and the way in which the education is organised.

TERM FEES

You must pay the term fee determined by the student welfare organisation in Oslo and Akershus (www.sio.no) for the term in question. The term fee is payable before financial study support is paid by the Norwegian State Educational Loan Fund. If the term is not paid, the student will be unable to sit their exam and will not be allocated credits for the term in question.

The payment of term fees is optional for students on leave of absence. Please contact the Study Administration if you have any questions concerning this.

THE NORWEGIAN STATE EDUCATIONAL LOAN FUND

Regular students at the National Academy of the Arts in Oslo may apply for support in the form of grants and loans from the Norwegian State Educational Loan Fund. Foreign applicants should refer to Section 5 of the regulations concerning the allocation of educational support: <https://www.lanekassen.no/toppmeny/forskrifter/>. The National Academy of the Arts in Oslo has a duty to disclose information to the Norwegian State Educational Loan Fund and other educational financing institutions. Please refer to the regulations set out by these institutions.

INSURANCE AND DAMAGES

The National Academy of the Arts is not insured against loss, theft or damage to equipment and fixtures and fittings. Students are responsible for their own property and must cover any insurance for private property stored at the National Academy of the Arts' premises. Equipment borrowed from the National Academy of the Arts by students will be considered the student's property during the borrowing period. To get the same insurance coverage as employees at the academy, you as a student must buy your own travel, theft and personal injury insurance.

Students with Norwegian citizenship are usually covered by the industrial injuries scheme in accordance with Section 13-10 and Section 13-14 of [the National Insurance Act](#). Coverage is, among other things, limited to accidents that occur in a study situation at the place of study during the period of study. In the event of injuries, the student must notify the administration, which will assist in notifying NAV. Documentation from a physician must be enclosed. Whether the terms and conditions set out in the act have been met must be assessed in each specific case. Students who are foreign citizens will not automatically be covered by the National Insurance Act. Foreign students must contact NAV in order to clarify the terms and conditions of their membership.

Students studying abroad or who are on a study trip abroad should have travel insurance covering any damage, loss or return because of illness during the stay abroad. It is the student's responsibility to ensure that they have travel insurance before they leave.

ACCESS TO COMPUTER EQUIPMENT

You must cover your own costs for personal equipment and materials used for your own artistic work. The National Academy of the Arts in Oslo has a limited number of PCs available for use. It is recommended that students who use such equipment for their own artistic work have their own equipment. The IT Department can provide advice on acquisition of such equipment.

USE AND DOCUMENTATION OF STUDENTS' WORKS

The National Academy of the Arts in Oslo has the right to document processes, works and other academic results obtained through student activities at the institution.

The National Academy of the Arts in Oslo has the right to document works, other academic results and documented processes that the student has been responsible for during the period of study, for research and educational purposes. Similarly, the school is also entitled to print pictures of the works in directories linked to exhibitions of the students' works. This also applies to digital directories.

For information campaigns, reports, publications, yearbooks, etc. concerning work at the school, the school shall be entitled to photograph works that have been made by the copyright holder during the period of study and for two years after the student has left the school, unless the student objects to this in writing. Regardless of any objections, the National Academy of the Arts in Oslo shall retain such usage rights for the year after the student has left the school.

In accordance with good practice (cf. Section 3 of the Copyright Act: https://lovdata.no/dokument/NL/lov/1961-05-12-2#KAPITTEL_1) the National Academy of the Arts in Oslo must specify the copyright holder for each work reproduced.

All Master's Degree Projects (including written dissertations, documentation of graduating performances and exhibitions) and Bachelor's Degree Projects/Year Projects for courses for which there is no Master's option must be archived in the National Academy of the Arts' open research archive, KHIODA. Master's Degree Projects that contain confidential information must be restricted. Students may also choose to postpone or disable electronic publishing of the Master's Degree Project. The student will retain copyright of the works.

ETHICAL GUIDELINES FOR STUDENTS

Introduction

Ethical guidelines for students at the National Academy of the Arts in Oslo apply to students at the school. All students have a duty to familiarise themselves and comply with the guidelines. Both employees and students are expected to show each other mutual respect. We strive for transparency and work towards having a good environment for freedom of expression. If you have discovered unacceptable conditions that could cause harm to the National Academy of the Arts in Oslo or individuals at the National Academy of the Arts in Oslo we ask that you notify us immediately.

General guidelines

Zero tolerance for bullying and harassment

We have zero tolerance for bullying and harassment in the workplace at the National Academy of the Arts in Oslo. Bullying and harassment refers to situations in which individuals experience being exposed to negative behaviour from others in such a way that their wellbeing, dignity and self-respect are threatened. This could be in the form of isolated grievous actions or actions that result in psychological strain when repeated over time. Students must not experience bullying or harassment and shall also not display such behaviour to other students or employees.

Involvement of third parties in the event of conflicts

The National Academy of the Arts has its own guidelines in place for the management of conflicts, adopted by the Working Environment Committee on 09/12/2014. Please refer to the National Academy of the Arts' guidelines for the management of conflicts. For conflicts that arise between teachers and students, an attempt should always be made to find a mutual resolution to the conflict. If the teacher or student finds the relationship to be so difficult that any further collaboration seems impossible, they should consider involving the immediate manager/supervisor in order to clarify whether the teaching and supervision relationship should be terminated or renegotiated.

Reporting unacceptable conditions

Students are encouraged to report any unacceptable conditions that arise and that are not in accordance with these guidelines. The reporter shall be taken seriously and treated with dignity when raising the issue. It must be safe to make a report, and the student

should feel confident that the issue will be followed up on. Those reporting unacceptable conditions in an appropriate manner must not be exposed to negative reactions. Students may make reports to the Dean, Student Advisor/Study Administration or Student Council. Please refer to the National Academy of the Arts' guidelines for the management of conflicts and reporting procedures. http://intranett.khio.no/Intranett/For_studenter/FAQ/#8523

Ethical guidelines specific to education and supervision

The employee/student relationship

Students shall experience that employees demonstrate respect for the student's personal and academic integrity and refrain from actions and statements that could be experienced as an attack on the student's dignity. Respect for personal integrity includes gender, ethnicity, religion and other beliefs, sexual orientation, body, life situation, age, etc. Educational relationships are asymmetrical. Teachers shall not take advantage of academic knowledge and authority in order to win academic or personal advantages at the cost of the student.

Double relationships

There should be no double relationships between teachers and students. Examples of this include love or family relationships between the student and teacher. There may also be cases in which the teacher has a financial interest in the student. In the event of double relationships, impartiality issues may occur in connection with the assessment of the student's work. The teacher will have a duty to notify the immediate supervisor and, as a general rule, the educational relationship should be terminated. If, for various reasons, it is not possible to terminate the educational relationship, the parties must attempt to identify other suitable solutions. The parties must then be conscious of the general rule having been broken and exercise great caution in further work.

Drugs

The work and study environment at the Oslo National Academy of the Arts shall be drug free.

Drugs are not accepted in work or study contexts.

Violation may lead to temporary expulsion from the Academy's premises.

Copyright

The National Academy of the Arts' students and employees must be highly aware of their own and others' copyrights and have a duty to familiarise themselves with applicable laws and regulations concerning copyright. It is important to be aware of more recent copyright guidelines concerning open sharing or protection of own works. See: <https://lovdata.no/dokument/NL/lov/1961-05-12-2>

Freedom of expression

Students at the National Academy of the Arts must act in accordance with the limits set down in Norwegian legislation concerning freedom of expression and, where possible, focus on this when relevant in connection with project work. The area of tension between one's own freedom of expression and others' integrity and academic or ideological position must be given the utmost attention. Particular consideration must be given in respect of groups or individuals who cannot be expected to be aware of the impact of participating in an art/design project. The emotions, ignorance and poor judgement of others must not be abused.