



## OPERATING REGULATIONS

By completing the registration for this term in StudentWeb, each student at the National Academy of the Arts in Oslo accepts the following provisions:

### Access and opening hours

- Access to the premises of the National Academy of the Arts in Oslo is regulated by computerised access control. The school will issue access cards with photographs that will also act as proof of study. The card is valid when the term fee has been paid. The access card is personal and must not be shared with others. Misuse of the access card or other special reasons may result in limitation of access rights. Such decisions are made by the Dean.
- The replacement of lost student cards costs NOK 100.
- Students are able to access the school using their card + code every day between the hours of 06:00 and 23:59. The exception to this is on working days during the hours of 08:00 and 16:00 when only the card is required. Staying overnight on school premises is not permitted.
- The school will be closed to students on Christmas Eve, Christmas Day, Boxing Day, New Year's Eve and New Year's Day. The school will also be closed to students from around 20 June to 1 August.
- The school makes a limited number of student spaces available during the summer. Specific guidelines apply for the application of summer contracts. Information concerning summer contracts will be issued to students via e-mail during the month of May.

### Safety

- All students have a right and duty to undertake the school's fire safety training. New students will be invited for mandatory fire safety and safety training at the start of the term.
- Students have a duty to follow the school's fire and safety provisions.
- Students may not lock or otherwise prevent access to their workplaces.
- 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 take out any necessary insurance themselves. Students are liable for damage to any equipment borrowed from the school.
- The school uses a computerised access control system. The use of access cards is logged in the system during the times at which cards and codes are required. Additionally, the school and the property owner have a shared CCTV system. The system monitors the outdoor areas and certain indoor areas. The use of the abovementioned systems is in accordance with the guidelines set out by the Data Protection Authority.

### Use of the school

- Students have a duty to use the school's premises in a careful manner and must rectify any damage to walls, ceilings and floors at the end of the school year. The installation of works, furniture and miscellaneous equipment and works using the permanent infrastructure in ceilings and walls (pipes, ventilation, fixture bridges) is not permitted.
- Students have a duty to keep their own workplaces, wardrobe space, workshops and communal areas tidy. Escape routes must be kept clear. Property left on the premises may be removed without warning.

### Parties

- The school's party regulations apply to any type of party. This means that students who are arranging a party must apply to Operations for permission in good time. Operations will then consider the need for any security. Applications must be submitted to [helpdesk-drift@khio.no](mailto:helpdesk-drift@khio.no)

### Contact

- All written information from Operations to students will be issued via e-mail to the student's allocated e-mail addresses.
- For operational enquiries, students may contact Operations via [helpdesk-drift@khio.no](mailto:helpdesk-drift@khio.no)
- Operations may also be contacted at the service office for Operations/IT, situated next to reception.