



Noroff

School of technology
and digital media

Student Handbook

Noroff Vocational School – Online studies

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Please note that while Noroff does its utmost to ensure that the information in this handbook is accurate and up to date, changes to programs and policies may occur after printing, and it is important for students to monitor their program's communication channels to stay apprised of any changes that may occur.



1. Introduction

The purpose of this handbook is to give the Noroff student some information and definitions relating to online vocational studies at Noroff. More detailed information specific to your program will be made available to you in due course. If you have any questions or concerns not covered by the contents of this handbook, please contact your program online administrator or the administration's office.

2. Academic calendar

Each vocational study program has four start-ups each year; August, October, January and March. The date of start-up varies each year but is normally scheduled on a Tuesday. The first week is Enrollment week (first two weeks for part-time students), the purpose of which is to orientate the students and give them an opportunity to become familiar with the school's policies and procedures, the study program and the various platforms they will be using to study. Teaching starts the following Monday.

There are up to 40 academic weeks each year depending on the program. The remaining weeks are scheduled for vacation and public holidays. The program progressions plans provide a detailed summary.

The four semesters are timed as follows:

Start-up	1st and 3rd semester	2nd and 4th semester
August	August-December	January-June
October	October-March	March-October
January	January-June	August-December
March	March-October	October-March

Part-time students have the same number of academic semesters but have double the number of calendar semesters.

The summer holiday is normally scheduled from mid-June to mid-August.

A detailed week-by-week progression plan is made available to students after start-up.

3. Digital learning platform

Moodle is the learning management system (LMS), where students are given access to course content, exercises, assignments, and the ability to chat with other students and the tutors through the forums. Moodle is also the main platform for communication, and allows students to communicate with teachers, tutors and fellow students.

Teachers and tutors are available on the forum daily (usually Monday to Thursday between 09:00 and 14:00, however this may vary between study programs). It is the responsibility of



the student to check Moodle on a daily basis in order to keep track of important announcements and communications.

4. Program content definitions

Course – Each study program consists of courses, further divided into different subject areas. The course length normally varies from 2-8 weeks for full-time studies and double the amount of time for part-time students. Course content can vary and could include written lessons, videos, tasks, quizzes or assignments.

Module – Each course consists of modules. The module length is normally defined as 40 hours, or one week of full-time studies. This includes all lessons and assignments. At the end of each module, there will typically be a test or an assignment.

Lesson – Each module consists of lessons. The lesson length is normally defined as 8 hours, or one day of full-time studies. This includes any activities within the lesson itself or connected lesson tasks.

Topic – Each lesson consists of topics. These are often short and to the point and can contain a small activity and / or a short quiz where this is appropriate.

Progression plan – Each program will have a progression plan that provides a detailed week-by-week overview of modules, assignments and delivery dates. Students are not given access to all course materials up-front but gain access to relevant courses or modules as they move through the progression plan.

Course content and assignments are structured so as to secure the achievement of the learning outcomes of the study program as defined in the study plan.

5. Exams and assessment

There are no traditional written exams.

Students will be assessed and will receive a grade (A-F, where F is a fail or Passed/Not passed) for each course based on work submitted. The type of assessment and the requirements for passing will differ from program to program.

During the semester there may also be longer **projects** and **portfolio** work. This will also be different from program to program.



6. Study period and access to program content

The study period is defined as the time from the start-up date to the end of the final semester, referred to as the study end date. Students will have access to program content as specified in the relevant progression plan, for the duration of their study period.

For example, students who start a one-year full-time program in August will have access to program content until the study end date in June the following year, and students who start a two-year program part-time over four years in January will have access to program content until the study end date in January four years later.

As with classroom timetables, online students are expected to follow the scheduled progression plans for their study program.

6.1 Delay in progression

Students who for any reason find themselves to be unable to follow the progression plan, and are therefore delayed in their studies are obliged to notify Noroff immediately by contacting the online administrator or student success manager, who will then try to find a solution to enable the student to complete their studies on their current progression plan/current class.

6.2 Costs related to a delay in progression

If a student is substantially delayed in progression and the only solution is to move the student to a later class, the cost for the extended study period will be charged according to prices listed on the [Noroff website](#).

If a student can show that the delay in progression is due to health reasons by supplying a valid doctor's note, the fee could be partially or fully waived.

Students will only be permitted to change classes a maximum of two times, or a maximum of 12 months from their original startup, whichever comes first.

Please note: The study plans are revised each school year (beginning in August) in order to secure relevant and up-to-date academic content. This means that if a student moves classes across school years, there might be changes to the program content – which means that students in this case may need to redo courses they have previously passed.

6.3 Extended access

If a student at the end of the study period requests extra time to complete the program, extended access can be considered at an agreed fee. A request for extended access should be addressed to nettstudent@noroff.no.



6.4 Lånekassen / The Norwegian State Education Loan Fund

Note that a delay in progression may have consequences for the student loan contract. Moving classes will increase the length of the total study period, which means that Lånekassen may re-calculate the amount of financial support the student receives each month. It is the responsibility of the student to inform Lånekassen of any changes to their study program and progression.

7. Exams, grades, feedback and complaint

Regulations regarding exams, grades, feedback and complaints is specified in [Forskrift om fagskoleutdanning ved Noroff Fagskole](#) (English translation to be provided).

7.1 Extensions

If a student for compelling reasons needs an extension for an assignment, they are requested to contact the program online administrator, with a valid doctor's notice (if applicable) as soon as possible.

Detailed information regarding the process for requesting extensions will be provided in the LMS for each program.

7.2 Resit / continuation / new attempt

Students who have failed an assignment or wish to improve their result can register for a resit/new attempt.

Contact your online administrator to register for a resit/new attempt.

First attempts for all assignments are included in the tuition fee. Fees for subsequent attempts are listed on the [Noroff website](#).

8. Two-year programs – conditions for progressing to second year

Students who are enrolled in a two-year program need to earn a minimum number of credits in the first year, in order to continue with the second year. This is to ensure that students are qualified and possess the necessary skills for the second year academic level.

The minimum number of credits needed may vary from program to program, but in general students should have achieved a minimum of 50 credits in the first year.



Students who have not earned the minimum number of credits will be given one of the following options:

Failed up to three subjects:

The option to pause the second-year start-up in order to resit failed subjects (according to the price list). A schedule for resits must be agreed on with the online administrator, and the second-year start-up must be postponed accordingly. After the outstanding subjects have been passed, the student will be permitted to join the next available second-year start-up. With this option there will be no charge for the change of class.

Failed more than three subjects:

The option to request to move to another first-year class and be charged for extended study time and resits. The second-year start-up will be postponed accordingly. Note that permission to join another first-year class will be granted at the discretion of the Online Campus manager.

If a student does not accept any of the above options to complete the first year, Noroff reserves the right to cancel the second-year enrollment.

9. Change of study workload (full-time/part-time)

Students can change from a full-time progression to a part-time progression (or vice versa) under the following conditions;

1. Before start-up and during the start-up month, with no charge.
2. After the start-up month with an admin fee (price list [Noroff website](#))

A request to change the study progression between one of full-time or part-time to the other needs to be addressed to the online administrator or student success manager, who will consider the student's current progression and suggest a suitable new class.



It is expected that the student is **on track with the current progression** plan when requesting a change of study workload. If the student is **delayed in progression** (i.e if a student has not passed all courses that have been assessed up to that point in the progression plan) when requesting a change of study workload, a fee for extra study time will also be charged (see the section on “Costs related to a delay in progression” above).

10. Change from online to campus studies

Students can request to move from online studies to campus studies, or the other way around, under certain conditions. A request to change to campus studies must be addressed to the Campus manager at nettstudent@noroff.no, and is normally only granted between school years or semesters.

11. Tuition fee

There is no registration fee for online vocational studies. The tuition fee is invoiced at the start of each semester. Please find more information on our website [Payment, loan and grants](#).

The following is included in the tuition fee:

- Access to the academic content within the timeframe of the study period
- Access to extra resources like LinkedIn Learning and research databases
- Assignments and tests
- Feedback and guidance from teachers and tutors
- Grading of assignments and tests
- Student services
- Diploma / transcript

Students are responsible for costs related to hardware (PC/Mac), software and any other equipment necessary to complete their studies at Noroff, including fast and reliable internet access.

15. Leave of absence

Students may request leave of absence of up to 12 months due to maternity/paternity leave, health issues or other compelling reasons. A request for leave of absence must be addressed to the Noroff administration at nettstudent@noroff.no and will be granted at the discretion of the Online Campus manager.

16. Contact information



For any questions or concerns that you prefer not to discuss with your online administrator or student success manager, or for any requests regarding your student status (general questions, confirmations, Lånekassen, leave of absence, cancellations, transcripts etc.) please contact nettstudent@noroff.no.

17. Student ID-card

Online students can order a student ID-card via [this form](#). Students who need a semester sticker for their existing student card can request this by contacting studentbevis@noroff.no and include their name and address.

18. My Page

On “My page” at student.noroff.no you will find, among other things, an overview of your invoices, student contract, grades and service fees. You can also make changes to your contact information and it is important that you keep this up to date at all times.

19. General conduct guidelines

1. Students are required to use the Noroff communication and learning platforms in a respectful and responsible manner. Inappropriate language or behavior towards staff or other students will not be tolerated and will result in disciplinary action.
2. Distribution of course content is strictly prohibited. Please note that the distribution of course project questions and other course material is strictly prohibited. Each course and all course project are designed to be completed within a specific timeframe, which is why students do not receive access to all courses or project questions up-front. To distribute or discuss course materials and project questions with anyone outside of your class/cohort could give other students an unfair advantage and is strictly prohibited.
3. Students are required to check their progression plans / course calendars and all channels of communication regularly, including Moodle and email. Being unfamiliar with the plan / calendar will not be an accepted excuse for non-delivery of work.
4. Failure to properly reference your work and thereby passing off another author's work as your own is plagiarism and is a serious offence. Plagiarizing work may result in disciplinary action. Information on how to properly reference your work will be dealt with in your program.



19. Terms, conditions and regulations

Terms and conditions are specified in the [Terms of study agreement between students and schools affiliated with the Forum for Vocational Schools \(FFF\)](#)

Other regulations are specified in the [Forskrift om fagskoleutdanning ved Noroff Fagskole](#)
(English translation to be provided)