Guidelines

For students at The Norwegian Theatre Academy (The Academy) 2007 / 08

Attendance

According to the study plan all teaching is mandatory.
The students may be denied access if arriving late for classes. The students are obliged to stay updated about any changes in their schedules. The time schedule will be posted on the cantina door every Friday, and all changes will be written on the schedule. Information distributed through the taft web (http://taft.hiof.no), by e-mail or made public by notice is to be considered equal to personal information.

If the student is unable to attend class the student is obliged to contact the teacher as soon as possible. It this is not possible the student must inform the reception, Unni Høili, tel. 69 35 87 00 / 938 41 542.
If the absence lasts more than one day, you have to inform your teacher each day.

- Monday singing lessons and voice/text sessions will happen between 09.30 - 18.00!
- Friday morning training will start at 09.30 - 11.00, classes from 11.30 - 17.00.
Tuesday, Wednesday, Thursday go as usual with morning training from 08.30 - 10.00 and classes from 10.30 - 17.00.
- Morning training happens in Ridehuset, doors open 15 minutes before class starts, and the doors will be LOCKED at the time the class starts. NO late arrivers are allowed into the class!

When returning the student must immediately fill in a form stating dates and time for the absence. The form is available in the expedition.

Assessment and determining examination grades

There must be a sound academic connection between the criteria employed when a student is offered a place at the Academy and the subsequent assessment of the individual student's progress.

The process assessment for each academic year consists of assessments of the periods of study and two semester evaluations:

- Students are assessed at the end of each period of study -- regardless of subject area. The tutor for the period of study carries out the evaluation with the head of the programme serving as observer.
- At the end of each semester, the head of the programme and at least one member of the academic staff who has followed the student over a certain period will evaluate the student's individual effort and progress in relation to the objectives for the course of study.

The combined assessment of the subjects for the academic year is stated as a *pass/fail* grade. Credits are awarded at the end of each completed academic year. Normally, the student must pass the academic year before he/she may continue the programme of study.

The assessment form used in the bachelor programmes for acting and scenography is exempted from the applicable regulations for examinations at Østfold University College. This means that students sit for exams (process assessment) only once per academic year.

A student who leaves the Academy before completing the degree programme may request a transcript of grades documenting subjects passed (credits) and the academic years/semesters he/she has completed.

Students are obliged to:

- follow the classes at Norwegian Theatre Academy as they are presented in the curriculum and semester plans and/or follow any decisions made in relation to study purposes.
- follow the rules stated by Norwegian Theatre Academy regarding security, use of premises, equipment etc.

The students hereby understand that:

- any violation of security rules, use of premises, equipment etc. is done at the students' own responsibility. Such a violation, or any other careless behaviour, may cause responsibility for compensation both to the institution and to fellow students. The Academy claims the right to limit the students' access to premises, equipment etc.

Learning materials at the Norwegian Theatre Academy

Norwegian theatre Academy is a section under Høgskolen I Østfold, and run by the Norwegian state. The education is free by principle. However, the students must pay for teaching material.
Teaching material at the Norwegian Theatre Academy is defined as performances, art exhibitions and related travel costs*, books and compendiums, copies, prints, paper etc. Or IKT-based parallels to these.

*)Students at the Academy must pay for tickets and travel costs to mandatory performances and art exhibitions defined by the Head of Department. Each study year the students must pay up to NOK 4000 themselves to cover these costs.
If the costs exceed NOK4000 the student must document this to have the extended costs refunded.

Please note the Law on universities and colleges («Lov om universiteter og høgskoler») and Østfold Collegs's rules on examination, and The Norwegian Theatre Academy study plan and semester plans.

General information

Presence at the premises of The Norwegian Theatre Academy.
The premises of the Academy are at the students' disposal during the following hours: 08:00 a.m. - 12:00 p.m.
All entrances must be locked at all times.

The academy premises should not be used during holidays without prior agreement with the administrative leader. Such use will take place at the student's own responsibility.

A combined access-, library- and studentcard (with photo) is issued for each student. The card can be used for access to the Academy premises within the opening hours stated above. If the card is lost the administration must immediately be notified for security reasons. A new card can be issued at NOK 100.

Persons not connected to the academy are not allowed to use the premises or equipment without prior agreement with the administrative leader.

Security Rules

- Safety rules must be followed at all times in the black box, studios, work shops and other work rooms.
- Electric cables must not be stretched across walking areas.
- Jars or other containers holding liquids or powder must be marked with name and content. The staff claims the right to remove all unmarked objects.
- Open fire is strictly prohibited at any time.
- The students are obliged to follow general rules of order for workshops and any special rules here within, and rules related to acrobatics and stage security.
- No equipment must be used at any time without the proper training.

All inventory and equipment must be handled with care. Contact the technician if you are in doubt about how to handle the equipment. The students are responsible for compensation if academy property is lost or damaged as a result of careless use.

If the student is asked to use his own technical equipment for project work, an agreement between the Academy and the student shall be signed to state who has the financial responsibility in case of damage or loss.

The academy is not responsible for the students' personal effects.
Personal belongings, cloths, shoes, bags etc. shall be kept in locked wardrobes and not in studios or auditorium.

Accidents in connection with lessons or individual work must immediately be reported to the administrative leader.
The form, «Melding om yrkesskade til folketrygden», has to be filled in and left at the reception desk. This must be done also for incidents being «close to accidents».

We encourage students to provide their own accident insurance**,** and also house contents insurance to cover your furniture and personal belongings where you live.
The student must apply for an Europeisk helsetrygdkort / European Health Card.
(Application form: www.nav.no)

The fire alarm system is connected directly to Fredrikstad Fire Department. In case of a false fire alarm, the student / person responsible may be required to pay a fee of NOK 3.625.

Each student must tidy away all effects used before leaving workshops and classrooms. All equipment, props, furniture etc. MUST BE RETURNED TO WHERE THEY WERE COLLECTED FROM.
Lights and other electrical articles must be turned off and secured, and windows and doors must be closed before leaving.

All WASTE PAPER must be disposed of in BLUE WASTE PAPER CONTAINERS placed outside. These containers MUST ONLY BE USED FOR WASTE PAPER. All ordinary waste must be disposed of in GREEN CONTAINERS by the entrance from Færgeportgaten.

- Plenum-meetings will be held once every month, Wednesdays 17:15 – 18:00. More frequent meetings may be held at the students' request.

- Technical equipment may be borrowed at the student's responsibility when signed for by the technician.
- PCs are available for the students. (Contact the reception for computer username and password after the student fee has been paid).
- A colour copy machine is available for the students next to the scenography atelier.
- Wardrobes for scenographers (with locks) are available next to the basement stairs.
  Wardrobes for actors (with locks) are available in the basement dressing rooms and in the 2nd floor lobby.
  All keys have to be signed for at a deposit of NOK 100 at the reception desk.
  Exchange students must clear wardrobes and hand in keys if they are away from the Academy for more then one semester.
- Washing machine and tumble dryer are available in the basement.
- The library is served every Monday during office hours.
  The librarian Vigdis Borgli may be reached at tel 69 30 30 54 (fax 69 30 30 02), HIØ, Helsefag.
  Remember to return any Books, CDs or DVDs you have borrowed from the library**.**
  Items not returned must be compensated for.

- Administration opening hours: 0800 - 1500 from 15th May till 14th September
  0800 - 1545 from 15th September till 14th May
- The lunch room is self contained and it is the responsibility of the students to clean up and tidy.
- Fall Semester: 20th August – 14th December
- Web address: www.hiof.no/scenekunst

Høgskolen I Østfold Student Union (Studentsamskibnaden),

- Remmen, Halden:
  E-mail: studentsamskipnaden@hiof.no Tel.: 69 21 58 00
- The Student Union has office hours at HiØ, Helse- og sosialfag, Kråkerøy, every Tuesday from 10:00 - 13:00, tlf. 69 30 30 90.
- Students rights: http://www.hiof.no/index.php?ID=9196&lang=eng

Receipt for received Guidelines is kept in the reception