

GUIDELINES FOR INDIVIDUAL EDUCATION PLANS AND ACADEMIC SUPERVISION

Approved by the University College Director 24.04.2019 pursuant to Regulations for admissions, studies and examinations at Volda University College (Forskrift om opptak, studium og eksamen ved Høgskulen i Volda) 01.01.2015

1. Practical implementation

1.1 The individual education plan

The individual education plan is based on the programme description and indicates the content and progress in the planned education of the student. The student must approve his/her individual education plan on Studentweb by the deadline for registration for each semester: 1st September for the autumn semester and 1st February for the spring semester.

1.2 The individual education plan review

In advance of admission to a course or teaching in the autumn and spring semesters, the student must be offered an individual education plan review by an academic supervisor. The individual education plan review must take place by 1st May in the spring semester and by 1st November in the autumn semester. The academic supervisor may be the person responsible for the programme of study, the person with course responsibility, a lecturer or equivalent. The said review may take place on an individual or group basis. Should one of the parties so desire, the review must be carried out individually.

2. Content of the academic supervision

2.1. Learning outcome and field(s) of specialisation

The individual education plan review concerns academic learning outcomes and adjustments of the course of study. The review may contain the following points:

- The learning situation
- Specialisations in the course of study, for those courses that allow such
- Possible fields of specialisation, elective courses/modules and assignments
- Possible individual adjustments

2.2 Planned course of education

The individual education plan review can also involve the planned course of education. This part of the review can consider the following:

- What type of education the student is aiming to achieve
- Which programmes and courses the student is planning to take, and in which order
- Credits and progression: how many credits is the student planning to take each semester and in total during the planned course of education
- The road ahead towards choice of profession or career

In the case of planned education at another faculty or institution, the academic supervisor may refer the student to the student adviser in the Student and Academic Division. The review shall provide information regarding specific recognition of individual subjects/courses from other Norwegian or overseas institutions.

The individual education plan review may involve a discussion about the possibility of overseas study during the planned course of education. Students may study abroad as part of their education programme. In the case of studies abroad, specific application deadlines and procedures apply.

2.3 Supervised professional training

In the case of courses of study involving supervised professional training, the review must clarify any possible special needs, and how these can be met.

3. Updating the individual education plan

3.1 The student updates his/her individual education each semester, normally in consultation with the academic supervisor. Changes must be registered on Studentweb.

In the event of major changes in the individual education plan, the student must inform the Student and Academic Division in order to adjust the plan. Such adjustments may be:

- Switch of course of study during the agreement period
- Re-sitting an examination, if this affects the progress of the student
- Leave(s) of absence during the course of the education programme
- Specific recognition of earlier qualifications, subjects from other institutions or parts of other course of study from VUC
- Changes in the planned progress

3.2 Volda University College's own alterations

Volda University College may alter the individual education plan due to:

- Changes in the framework terms and conditions for the operation of the university college
- Updates of the regulations regarding teaching and examinations

In the event of revision of the basic documents in the individual education plan, the procedure is stipulated in the university college regulations. Documents that form the basis for the individual education plan, such as programme descriptions, local regulations and various guidelines, may be altered during the agreement period. This may affect the individual education plan and course of study.