

GUIDELINES FOR ASSESSMENT OF PRIOR LEARNING AND WORK EXPERIENCE

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. Scope and field of reference

The assessment of prior learning and work experience applies in the case of a specific course of study and does not constitute a general assessment.

These guidelines apply for the assessment of applications based on prior learning and work experience for

- admission to first degree programmes where the entrance requirements are Higher Education Entrance Qualifications and eventual special requirements (bachelor's degree (first cycle) programmes, vocational training, one-year programmes or other courses of study)
- admission to master's degree programmes where the entrance requirements are stipulated as higher education of a specific scope and level

2. General requirements for approval of prior learning and work experience

On application to first degree programmes, applicants must be 25 years of age or older in the year of admission and have a minimum of one year's relevant higher education over and above primary and lower secondary school.

On application to master's degree programmes applicants must be 28 years of age or older in the year of admission and have a minimum of one year's relevant higher education at a lower (first cycle) degree level.

The applicant must explain why he/she is applying for the course of studies in question, his/her motivation and own assessment of what it will entail to complete the study programme successfully.

Applicants with a mother tongue from outside the Nordic area must document their knowledge of skills in the Norwegian language at the level that applies for Higher Education Entrance Qualifications.

Applicants must have a minimum of 5 years' full-time education and/or professional practice. Education, organisational work or the like can replace up to two of these five years. At least three years must consist of relevant experience in relation to the course of studies applied for.

Part-time work will be converted to the equivalent of full-time work.

Applicants must document sufficient knowledge of Norwegian and English to enable them to complete the course of study cf Regulations for admissions, studies and examinations at Volda University College (Forskrift om opptak, studium og eksamen ved Høgskulen i Volda) 01.01.2015 § 3.1 (6).

Applicants must possess the prerequisite academic knowledge and skills to enable them to complete the course of study within the nominal length of time. This will be assessed among other things on the basis of how previous courses of study have been completed, course participation, community work and letters of recommendation/references from former employers.

3. Special entrance requirements – admission to first degree programmes

3.1 For degrees in social and health sciences: social worker and child welfare pedagogue

Applicants must be able to document knowledge on a level equivalent to requirements in matriculation subjects Norwegian, English and Social Sciences from upper secondary school.

Relevant practical experience may be: work experience from health, care, social and teaching sectors or the equivalent, where the applicant has worked with pupils, patients or clients. Relevant vocational craft certificate.

3.2 For degrees in social sciences, administration and planning

Applicants must be able to document knowledge on a level equivalent to requirements in matriculation subjects Norwegian, English and Social Sciences from upper secondary school.

Relevant practical experience may be: work experience from school, kindergarten, organisational work, administrative experience from public or private sector or political experience.

3.3 For degrees in history and religion/ethical education

Applicants must be able to document knowledge on a level equivalent to requirements in matriculation subjects Norwegian and Social Sciences from upper secondary school, and in History for courses in history.

Relevant practical experience may be:

History: work experience from e.g. the cultural sector, museums, archives or similar.

Religion and ethical education: Organisational experience from e.g. youth work and congregational work.

3.4 For degrees in language and literature

Applicants must be able to document higher education entrance qualifications in the language in question.

Relevant practical experience may be: school assistant, library etc., work abroad.

3.5 For degrees in aesthetic subjects: Music – art and handicrafts – drama/theatre

Applicants must be able to document knowledge on a level equivalent to requirements in matriculation subject Norwegian from upper secondary school.

Relevant practical experience may be:

Music: experience in performing music, e.g. various forms of music teaching in school, culture school or voluntary music organisations (choir, brass band, orchestra, private tuition). Applicants may be required to attend an interview and/or audition.

Art and handicrafts: Various handicraft qualifications, assistant in school/kindergarten, other practical experience from arts and/or crafts.

Drama/theatre: Assistant in school/kindergarten, amateur theatre group, practical experience from music school etc, voluntary work with children and young people. Applicants may be required to attend an interview and audition.

3.6 For degrees in sports and outdoor activities

Applicants must be able to document knowledge on a level equivalent to requirements in matriculation subject Norwegian from upper secondary school.

Relevant practical experience may be: experience as a coach/trainer from sporting activities for children and young people, scout/guide/tour leader, outdoor activities/sports from e.g. folk high school.

3.7 For degrees in media fields such as journalism/PR, information and media/ media, ICT and design / media knowledge

Applicants must be able to document knowledge on a level equivalent to requirements in matriculation subjects Norwegian, English and Social Sciences from upper secondary school.

Relevant practical experience may be:

Journalism: journalistic experience

PR, information and media: Experience from e.g. information work, communications, journalistic work, media production

Media, ICT and design: Experience from media-related production or design

3.8 For degrees in Animation

Applicants must be able to document knowledge on a level equivalent to requirements in matriculation subjects Norwegian and English from upper secondary school.

Submission of work samples, interview and entrance exam as with the other applicants.

Relevant practical experience may be: experience from design, animation or film

Other relevant qualifications such as vocational college, courses etc.

3.9 For teacher education (nursery school/kindergarten teacher)

Pass at upper secondary level in higher education entrance qualifications in Norwegian.

Relevant practical experience for nursery school teachers may be: vocational qualifications, e.g. child and youth worker qualifications. Experience that includes supervision, teaching and care of children, e.g. work experience from kindergarten, school, after-school activities or other pedagogical activity.

4. Special entrance requirements – admission to master's degree programme / courses of study at master's degree level

4.1 Master's degree in teaching and learning

Applicants must have some form of first degree related to school teaching, nursery school teaching, or other pedagogical activity.

Applicants must document that they meet academic requirements for each individual specialisation.

Other relevant qualifications such as child welfare pedagogue, registered nurse for the mentally challenged, etc.

A minimum of two years' relevant pedagogical experience must be documented.

4.2 Master's degree in Social planning and administration

Applicants must have at least one year's relevant higher education in relevant fields of study.

Relevant practical experience may be lengthy practice as leader/case officer, optionally at executive level.

4.3 Master's degree in health and social sciences – mastering and empowerment

Applicants must have at least one year's relevant higher education.

Relevant practical experience may be senior position in health or social work or teaching experience.

4.4 Master's degree in Norwegian Nynorsk written culture

Applicants must have 90 credits higher education in relevant subjects, e.g. Norwegian, where at least 20 credits must be specialisation.

Relevant practical experience may be executive experience from e.g. school administration or the culture sector.

4.5 Master's degree in Meeting between cultures

Applicants must have 90 credits higher education in relevant subjects, of which at least 20 credits must be specialisation with a minimum requirement of grade C.

Relevant practical experience may be executive experience in e.g. fields of religion or history.

4.6 Master's degree in Media Practices

Applicants must have at least one year's relevant higher education.

Relevant practical experience may be from documentary film, journalistic work, media production.

5. Assessment, ranking and admission

The University College must form an overall picture of each individual applicant and on an individual basis assess the applicant's academic suitability and likelihood of being able to complete successfully the study programme at the level applied for.

The University College may request that applicants attend an interview and/or a possible entrance exam.

In the ranking of applicants on the basis of prior learning and work experience, the following factors will be emphasised:

- The range of relevant practical experience and qualifications in relation to the course of study to which the application applies.
- Higher education entrance qualifications: subjects and grades.
- The applicant's motivation and own impression of what he/she believes the study programme will demand.
- The applicant's reasons why he/she believes they can complete the course of study successfully.
- The range of other practical experience.

In special cases, after an overall assessment, the University College may offer an applicant a place even though the individual concerned does not meet all the entrance requirements.

Applicants who are granted approval of their prior learning and work experience in relation to a course of study, but who are not offered a place during the main round of admissions, will be placed on a waiting list. Eventual offers to those on the waiting list shall be assessed in relation to the other applicant groups.

Approved prior learning and work experience in respect of a specific course of study does not imply automatic approval for another study programme.

6. Administrative procedures, decisions and appeals

Applications for admission will be processed by members of staff working with admissions.

Decisions will be made in cooperation with those with academic responsibility or by the admissions committee for each course of study.

A decision regarding the offer of a place or rejection of the application on the basis of prior learning and work experience is an individual decision that is normally announced digitally/electronically.

Applicants may request an explanation for and/or appeal against the decision in accordance with the Public Administration Act (Forvaltningsloven) § 29.

Queries concerning explanations or appeals may be addressed to Volda University College.

Appeals may be addressed to Volda University College, and will be processed by Volda University College's Appeals Committee.