

# INDIVIDUAL EDUCATION PLAN

Dear BAS student

All colleges and universities in Norway are required to design educational plans for new students that are admitted to studies of 60 credits/ECTS or more. (cf. Act on Universities and Colleges of Education, §11-3)

The educational plan shall

- outline the obligations and rights of the college and you as a student towards each other
- outline the content of the study and the subjects you will take during your studies at BAS
- outline how BAS facilitates your completion of the study within the prescribed time and shall provide the institution with the best possible conditions to be able to plan the teaching and follow up on its obligations to you as a student

Along with the educational plan, we have also included information about GDPR and a consent form that we must collect from our students.

The individual student is obliged to enter into this agreement, and familiarize themselves with the content of the educational plan and the underlying documents before signing.

You must sign the education plan digitally, as soon as possible after you have been admitted to BAS.

If you have any questions, please contact the administration.

Best regards

BAS admin.

## CONTENT IN THE EDUCATION PLAN

### Information about the study programme

The Master of Architecture at BAS is a 5-year full-time study program that follows a fixed course of 3+2 years. The curriculum applies to the entire study program, i.e. 5 years of education, 300 credits/ECTS. For students that are accepted to our 4th year on the basis of previous bachelor degree, the last two years is what is relevant for them.

In the first three years, the undergraduate study program, the student follows fixed courses. Each year has a theme and builds on each other in complexity.

The 1st year is about ME: hands-on, material focus, building principles

The 2nd year is about YOU; simple design, clients, various programs

The 3rd year is about US; urban scale, complex buildings

In the last 2 years, the student must take 3 master's courses/semester courses before he/she graduates with the diploma semester. The semester courses vary from semester to semester. For more general information about Bergen School of Architecture – see BAS's website and the book *the BAS Alternative*. Here you will find, among other things, an overall study plan for the study programme, as well as more specific study plans for each of the first 3 years. On the website you will also find course plans from previous master's courses. All courses have their own course plan, including learning outcomes and submission requirements. Note that in the first year at BAS

this information will be given orally.

Remember that as a student you are responsible for your own attendance, effort, participation, and learning.

### **Study abroad**

As part of your education at BAS, students can apply for a study period abroad in the 4th or 5th year. More detailed information about application deadlines and procedures can be obtained from the study administration. Approval of a study plan with plans for an exchange period is given with reservation. Contact [adm@bas.org](mailto:adm@bas.org)

### **Changes in study plan**

Normally, the study plan will not be subject to change during the course of your studies, apart from the semester plans that are distributed before the start of each semester.

Previous education will be incorporated into the new study program to the extent possible. Contact [adm@bas.org](mailto:adm@bas.org).

### **Facilitation**

The school occasionally has students with a facilitated study situation, based on special needs. It is important for the school that we have information about this as early as possible and can make an agreement about facilitation if there is a need for it.

You can of course also contact the administration during your studies if your situation changes and you see that you need some adaptations/accommodations. Please note that you must submit a report or medical certificate in order for us to be able to adapt the study for you.

The facilitation must not lead to a reduction in the academic requirements.

### **Rights and Obligations**

The student is obliged to familiarize her/himself with all documents, both central laws and regulations and internal rules and guidelines, which show the school's and the student's duties and rights

### **CENTRAL LAWS AND REGULATIONS**

link to our webpage BAS/Organization, where we ask you to have a look at the documents in Section 2. We want you to pay particular attention to the following:

[Act relating to universities and university colleges](#) (an English translation will be added shortly)

[Regulation for the study programme at BAS](#)

[Study plan/programme description for master in architecture BAS](#)

### **INTERNAL RULES AND GUIDELINES**

link to our webpage on BAS/Studentlife. All sections are relevant, but pay attention to the User regulations and the guideline for the study.

**User regulations at BAS** As a student at BAS, you have great freedom in relation to access to the building and use of, among other things, workshops. HOWEVER, this requires that all use is safe for yourself and others. You will receive the necessary training in, among other things, the workshop, but read and familiarize yourself with the school's rules and guidelines that apply to this, among other things, use of the building, workshop, waste management. Note that non-compliance will result in restrictions.

**Guideline for the study** Familiarize yourself with the guideline. In this document you will find important information about, among other things, attendance, absences, assessments and exams. Remember that you can always contact the administration if there is anything you are wondering about.

Everyone has a role in and a responsibility for their own and others' learning environment. Remember mutual respect. The school has its own **Learning Environment Committee** that you can contact directly if you have feedback or suggestions for improvements regarding the learning environment.

**Quality assurance:** As a student at BAS, you are a natural part of the school's quality assurance system. You contribute to a better study experience, among other things, by providing feedback/evaluations on courses, through positions on committees such as the Study Quality Committee and by responding to learning environment surveys.

See also here for information about **offers, services and help for students.**

### **Emergency preparedness and listing of next of kin**

In emergency situations, it is important that you know what to do. Familiarize yourself with our **EmergencyResponse plan.**

When something unexpected happens, BAS wants to have the opportunity to contact your next of kin. It is voluntary to register this.

### **Personal info and GDPR**

As a student at BAS, we have some information about you that is covered by the Data Protection Act/GDPR. This is information that we are required to collect through being a publicly approved educational institution, and which we depend on, among other things, in handling cases and in correspondence with you. BAS does not provide information about you to others unless required by law, or you yourself have requested it. Here you can find more information about **GDPR.**

In your individual education plan you must update your personal information. If you change your address or telephone number, you may miss important information from the school.

### **Consent, information about photos and filming:**

The school is committed to having a public and open profile, and it is important to reach out to the school's employees and students, applicants, society and the press.

It is therefore important for the school that we can publish various activities at the school, various projects and assignments.

Photos are pictures taken during student work, fieldwork, project presentations and the like. The intention is not to depict specific people, but students can be seen in this documentation.

In connection with adaptation and as a pedagogical tool, it may also be appropriate to film lectures. The material will not be publicly available, only available to students with adapted studies. Students will not be filmed directly, but questions from the classroom may be included in the filming. It will be possible to make questions/comments after the camera has been turned off.

We also want to publish some of the projects carried out during the study, such as the construction course and diploma project, on our website. Theoretical assignments, such as architectural history and building history, are archived in the school's library.

It is of course voluntary to consent or reserve against this, you can do so below. If you change your mind during the study, simply contact the administration.