



Western Norway
University of
Applied Sciences

WELCOME TO HVL!

Høgskulen på Vestlandet (HVL) –
Western Norway University of Applied
Sciences

HVL June 24 2024



Fives campuses across Western Norway



Students | Staff

910 | 100

3,080 | 380

10,530 | 1,130

1,710 | 200

1,560 | 200

Førde

Sogndal

Bergen

Stord

Haugesund









And now, for the “boring” stuff! :)

Agenda:

- › Practical information: Visa, registration, schedule, learning platform
- › Learn about International Day!
- › Information about the student organization Sammen/Saman
- › Meet the student assistants
- › Break-out room for your campus either today or later this week

Welcome from the
Mobility team!



Halvard



Cathrine



Amalie

Feel free to ask questions in the meeting chat towards the end of the presentation.

Registration in Norway

Citizenship in EEA / EU:



- › All EEA/EU students staying in Norway for more than 90 days have to register at UDI website (except Nordic citizens).
- › <https://selfservice.udi.no>
- Students coming to Stord and Haugesund campus need to book an appointment at the local police station (SouthWestern Police District). They will open for bookings at the end of July. You need to meet in person at the police station.
- Students to Sogndal and Bergen campus must register at the UDI selfservice, but you do not have to book an appointment.
- For Stord and Haugesund students, bring these documents when you meet at the local police station in Haugesund:
 1. Passport/National ID
 2. Letter of acceptance from HVL: the email you got from HVL (international@hvl.no) with an offer from us or ask for a student confirmation from reception (SERVICETARGET).
 3. Health insurance/EEA Health card
 4. Proof that you have enough money for your stay. You can write a self declaration, "I hereby confirm that I have sufficient funds for my stay in Norway" and sign the document. You do not need to provide bank account information.

Registration in Norway

Citizenship **outside** EEA / EU:



› Citizenship outside EEA / EU:

- You must apply for a Visa/Student Residence Permit before coming to Norway, please see the UDI website: [Want to apply - UDI](#)
- There is an application fee, NOK 5.900 (approx. 500 EURO and 550 USD as of June 24)
- Before arriving in Norway, you have to book an appointment at the local police (**exception – Bergen, you can meet on the 5. or 6. September between 09.00-11.00 or 12.00-14.00**).
- After arrival Norway, please visit the local police station at your **pre-booked appointment**. Bring the required documents:
 1. Passport/National ID
 2. Confirmation of Admission from HVL. This letter includes a confirmation of funds.
 3. Health insurance/EEA Health card
 4. Housing contract



Erasmus students

- › If you need an Erasmus Certificate of Arrival:
- › Send to Servicetorget at servicetorget@hvl.no
- › Or show up to reception (Servicetorget) on campus and ask them to sign
- › Remember to fill in your name and information!



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Confirmation of Stay

Student from Western Norway University of Applied Sciences

N BERGEN14

Mr/Ms _____, born _____

was registered as an Erasmus+-student at _____

Duration of stay:

Arrival: _____ Departure: _____

To be filled in by host institution:

Date: _____

Name: _____

Title: _____

Signature: _____

The information given will be basis for our annual report to the Norwegian national Erasmus agency. Thank you for your kind assistance!

IT tools and help desk

- › **To access computers at HVL, please read the e-mail we will send you with information about username, password and PIN number around August 1st.**
- › Computers and printers are available on all campuses.
- › HVL wireless network, Eduroam
- › <https://www.hvl.no/en/hvl-students/it-tools-and-help-desk>
- › Check your e-mail regularly!
- › *Hot tip: set up auto-forwarding to your student e-mail from your private e-mail address.*

The screenshot shows the website for Western Norway University of Applied Sciences. The header includes the university logo and name, and navigation links for 'Students', 'Studies', 'Research', and 'Collaboration'. The main content area is titled 'IT tools and help desk' and features a list of services with right-pointing arrows:

- Your Account at HVL
- Email
- Wireless network on campus
- Learning management system
- Office 365
- Book a study room
- WISEflow

Below this list, there is an 'IT help desk' section with contact information: E-mail: it-hjelp@hvl.no and Phone: [55 58 58 88](tel:55585888). At the bottom, there is a section for 'Student IT services at campus'.

First time enrolment at HVL

1. Get registered

Log in at studentweb.hvl.no with your ID number and the PIN code you received by email. Choose English language in the pull-down menu where it says 'Språk: Bokmål' and choose Høgskulen på Vestlandet as your institution. If you are starting an education of 60 credits or more, you will automatically be signed up for examination(s) when you confirm your education plan. It is also possible to sign up for examinations via the menu item 'My active courses'. If you need to pay a semester fee, go to 'More' and 'Payments'.

Did you forget your PIN? Get a new one at studentweb.hvl.no

Be sure to write down your username

2. Activate your user account

At konto.hvl.no you activate your Feide user account by using your student number as username and your PIN. Then create your personal password.

Your account will provide access to Eduroam Wi-Fi, Office 365, Canvas and TimeEdit

3. Download your digital student ID

Download the Student ID app, choose Western Norway University of Applied Sciences, log in, and accept the terms. You also need a student ID card to access buildings and use printers.

Also have a look at www.hvl.no/en/hvl-students

First time enrol

1. Get registered

Log in at [studentweb.hvl.no](#) by email. Choose 'Bokmål' and start an examination up for exam semester

Enter your ID number and the PIN code in the pull-down menu where it says 'Institution'. If you are a student at HVL, you will automatically be signed in. It is also possible to

Did you forget your PIN? Get a new one at studentweb.hvl.no

You cannot register before receiving your HVL PIN number around August 1st.

Be sure to write down your username

2. Activate

At [konto.hvl.no](#) enter your student ID number and your PIN. Then create your

Your account will provide access to duroam Wi-Fi, Office 365, Canvas and TimeEdit

3. Download

Download the student ID card. Choose Western Norway University of Applied Sciences. You also need a student

Have a look at www.hvl.no/en/hvl-students

Examination

- Sign up for classes and examination in Studentweb. Please see our webpage for more information: <https://www.hvl.no/en/hvl-students/semester-registration/>
- **Please make sure you only sign up for courses you have been pre-approved for.**
- If you have any problems with the registration, scheduling etc. please contact your student adviser. Please see: <https://www.hvl.no/en/hvl-students/learning-environment-and-learning-support2/>
- For more information about procedures, guidelines, and regulations, please see our website: <https://www.hvl.no/en/hvl-students/examinations/>
- › Here you will also find information about legitimate absence and re-sitting exams.

Support systems

Students with disabilities and special needs can apply for facilitation for conditions affecting their studies. The deadline is September 1st

Examples of facilitation offered at HVL

- › Facilitation of compulsory learning activities/requirements for work
- › Facilities offered in the reading hall such as special furniture or screens
- › Exam:
 - › Added time
 - › Braille or large print
 - › Reading aloud of assignment text
 - › Private room for exam

Applications for facilitation requires documentation on your condition. Contact the student advisers at your faculty if this applies to you.

<https://www.hvl.no/en/hvl-students/examinations/facilitation-for-examinations/>

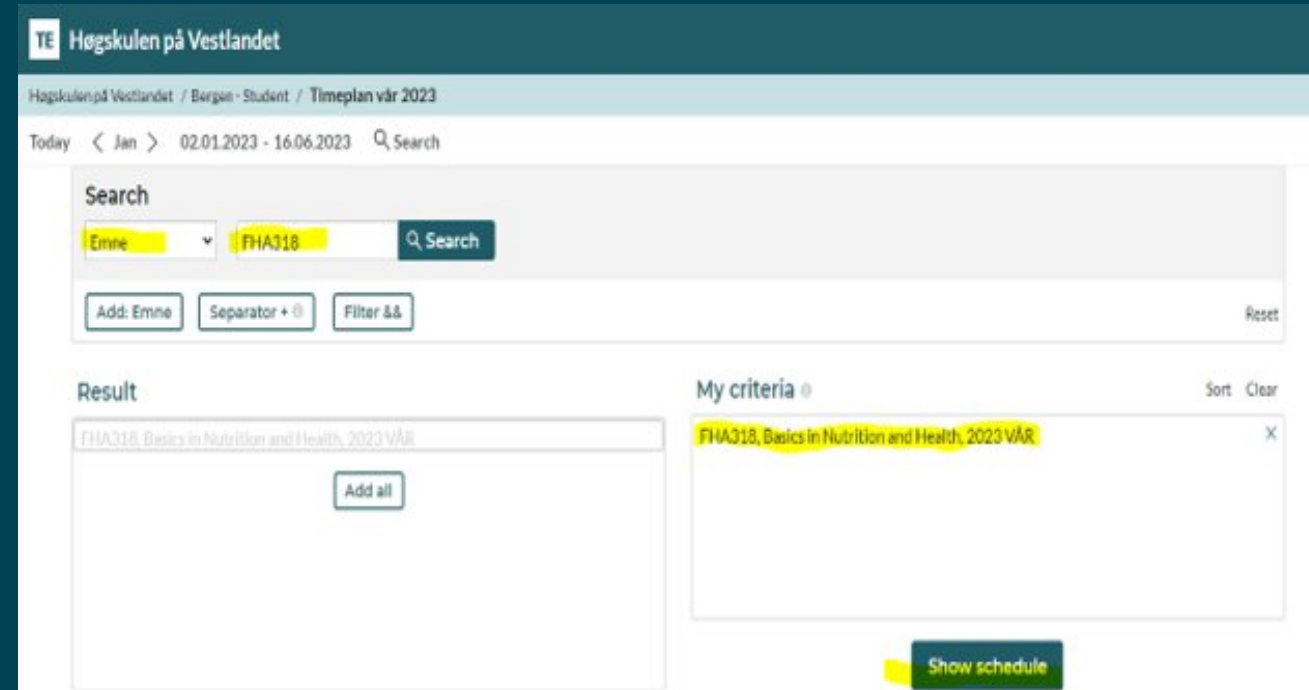


Time schedule – classes

- TimeEdit
- Time edit is where you can find the schedule for your classes.
- For the time being, only parts of TimeEdit is in English, most of the information is in Norwegian.

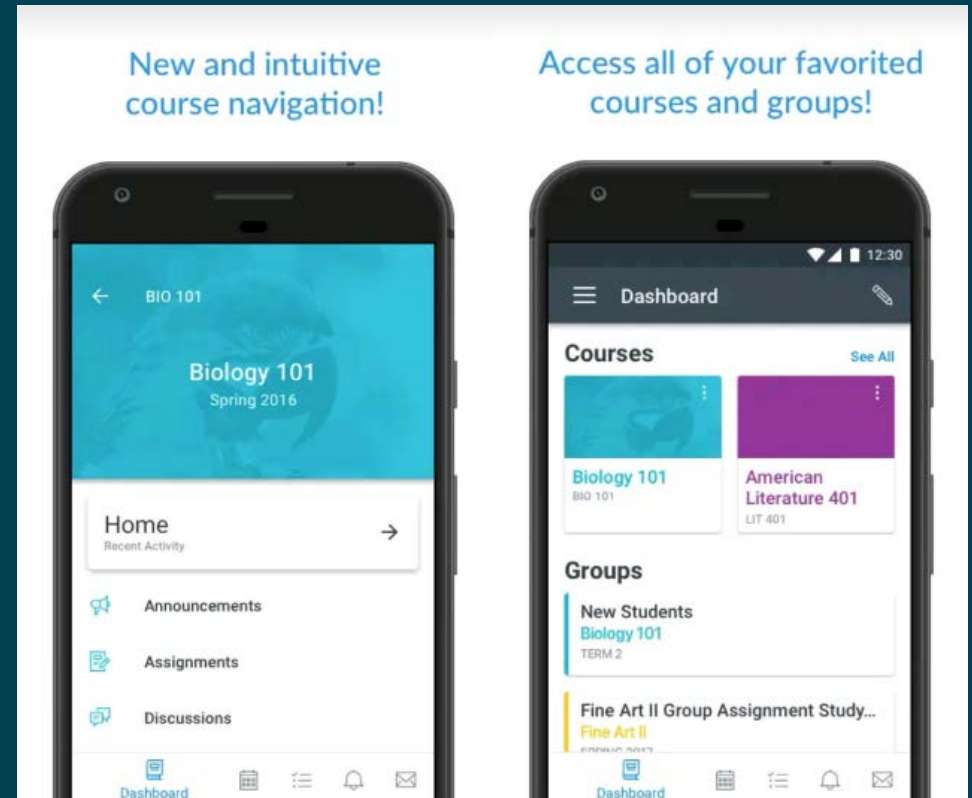
How to use (after your semester registration, 1. August):

- Select your campus - Student and log in with Feide.
- Select **Timeplan høst (autumn) 2024**
- Search for “Emne” - insert the course code or name.
- You have to be a full degree-student at HVL to find your schedule based on your student number (master students).



Learning management system – Canvas:

- Canvas is an electronic study support system (learning platform) which gives you access to most of the material regarding your subject. The system is also used to deliver and return written assignments and individual feedback.
- In order to access the relevant Canvas rooms for your courses, you need to finish registering for the courses in StudentWeb.
- Please ask the student assistants or buddies for more information and help using Canvas.
- You can also use the Canvas App.



Pictures taken from Google Play 24.06.24

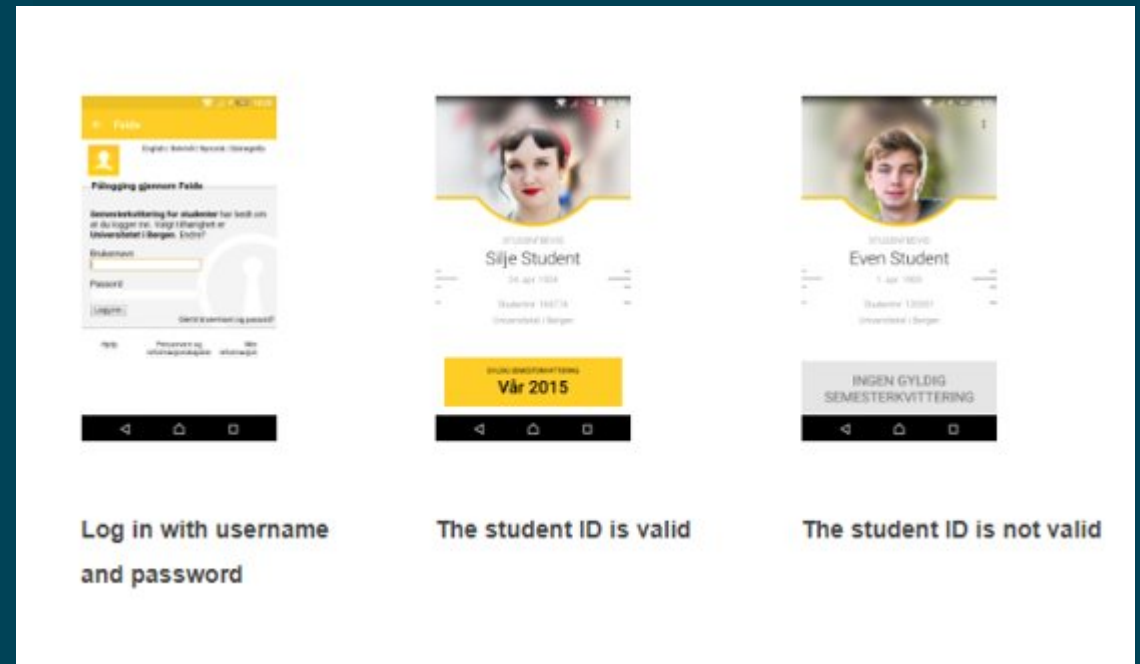
Student ID card and «Studentbevis» app

Uses for your student ID card:

- Access to campus buildings and classrooms. Your access code is the same as your student PIN number
- Printing
- Checking out books at the library
- As proof to get a discount in public transport, etc. You can also download the app “Studentbevis” for the same purpose. Make sure the app shows your photo!

How to get your student ID card:

- Upload a photo of yourself to the web site:
<https://www.hvl.no/en/hvl-students/student-card/>
Remember to order your card as well.
- Pick up the card at your campus – see the web site for more information
- Download the “Studentbevis” app and log in using Feide



Printing at HVL

- You need your Student ID Card and personal PIN to print
- You already have 50 NOK in your account, and you can top up your card on [Myprint.hvl.no](https://myprint.hvl.no)
- From [Myprint.hvl.no](https://myprint.hvl.no) you can print from your phone or personal laptop
- There is a step-by-step guide to printing on the HVL webpages, just search “printing” and chose the top result. Or note down the address <https://www.hvl.no/student/it-hjelp/utskrift/printing/>

Make sure to...

- not top up more than you need (no refund)
- check if there is enough paper
- contact IT (it-hjelp@hvl.no) if you have any issues

Transcript of Records (ToR) and Erasmus departure form

› Transcript of Records (ToR)

- At HVL you are responsible order the Transcript of Records (ToR) yourself. This must be done on Studentweb when all your results are ready.
- The ToR is available as a digital version or paper version.
- You are responsible to hand in either version to your university.
- For more information consult our webpages or your student adviser
<https://www.hvl.no/en/hvl-students/transcript-of-records/>

› Erasmus Departure Form

- At the end of your exchange your university might require you to hand in a «Confirmation of stay» or «Certificate of attendance».
- Consult Servicetorget at the end of your exchange to have a signature and stamp on the document.
- Remember to print the document and sign it before you go to Servicetorget.

Studying in Norway and at HVL

- Full time studies are 30 ECTS per semester = around 40 hours per week.
 - “But my timetable only shows 6/8/10 hours with lectures?!”
 - In Norway, most higher degree studies have very few lectures – it is mostly based on self-study.
 - We recommend that you study approximately 40 hrs if you have signed up for 30 ECTS.
-
- Sikresiden.no – “On the Safe Side”

Sammen, the student welfare organization



sammen



sammen

KORT FORKLART



Follow us on social media

[@sammenbergen](#)

[@sammenstord](#)

[@sammenhaugesund](#)

[@samansogndal](#)



Tik Tok



Instagram



Facebook

International day 2024

- Stord: September 2
- Bergen, Sogndal, Førde and Haugesund: September 4
- Fair where international students (you) present their home institution and food from their home-country
- Academic staff present their exchange possibilities
- Ask your home institution for brochures/information material/effects/give-aways!
- More information in August



Campus-based information with the student assistants!

- Exchange students to campus Haugesund can stay here!
- Stord, Sogndal and Bergen will have separate meetings later this week
- Wait 5 minutes, stretch your arms and legs.
- After the session with the student assistant, you are free to go!





We look forward to seeing you!