

Study contract for the Executive Master programs at the Oslo School of Architecture and Design

Agreement concerning the obligations between the parties:

 (Name)
 _____ (hereafter referred to as the Student) _____

The Oslo School of Architecture and Design

(hereafter referred to as AHO or the Oslo School of Architecture and Design)

The study contract is a binding agreement between the two signatory parties, from the date that both parties have signed the contract, and for as long as the Student holds the right to study at AHO. The parties' obligations are stated in the terms and conditions set out in this study contract between the Student and the Oslo School of Architecture and Design (AHO).

For Student:

For AHO:

(Place/date)	(Place/date)
Name in block capitals	Name in block capitals
Title/Signature	Title/Signature

Name of programme

Name of cohort (year)

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(Date, signature)

(Date, signature)

The signatories confirm by their signatures on this document that they have the authority necessary to commit to this contract. The contract is issued in duplicate, with one original retained by the Student and the other by AHO.

Terms and conditions for the study contract between the Student and the Oslo School of Architecture and Design

1 BINDING CONTRACT

The contract is binding from the date it is signed by both parties.

The contract is personal and cannot be transferred to others.

2 PAYMENT OBLIGATIONS

To have the right to study at AHO, the Student must pay a fee to the Student Welfare Association in Oslo (SiO), as well as tuition fees and any other fees in accordance with the conditions stated in the study contract and its terms and conditions.

Tuition fees for a further education master's degree at AHO are paid in instalments of NOK 33,500 for each semester over three years. The tuition fee for one single module is NOK 25,000. The invoice must be paid in advance of each semester.

The tuition fee includes ordinary and deferred exams in accordance with the exam regulations at AHO. Personal study material, including syllabus literature, use of copier/printer, travel and subsistence expenses for study trips and the purchase of necessary equipment, are not included in the tuition fee.

Students with a granted exemption from individual courses/modules of up to 30 credits are granted a tuition fee reduction that corresponds to the number of credits. Deductions are made in the same semester as AHO holds the course for which an exemption has been granted.

3 AHO'S RESPONSIBILITIES

AHO will undertake teaching in accordance with current curricula. AHO reserves the right to cancel the study offer in the event of non-participation or other circumstances beyond the school's control.

A passed study programme, as described in the current curriculum, will entitle the graduate to a diploma. Issuance of the diploma is subject to the condition that the student's payment obligations have been met.

4 THE STUDENT'S RESPONSIBILITIES

The Student is obliged to be familiar with, stay updated on and adhere to information provided by AHO, including the school's regulations.

Expulsion from teaching as a result of a breach of regulations does not entitle the student to a reduction in the tuition fee. The Student is aware that teaching can be scheduled in the afternoon and evening, and in some cases also on weekends.

Changes in residential address, email address and other contact details must be reported immediately to AHO's administrative office. The Student is responsible for ensuring that their personal information in Studentweb is updated at all times.

All students at the Oslo School of Architecture and Design will be assigned a separate school email address. AHO will send out important student information to that address. The student is obliged to check their emails regularly.

Copying of study materials, computer programs or other information belonging to AHO, or for which the school has an agreement, is strictly prohibited unless written consent has been obtained from the licensor. This also applies to illegal downloading or sharing of data files using AHO's IT equipment and network.

5 STUDY INTERRUPTION AND CANCELLATION

5.1 Temporary interruption

Under special conditions as described in a) to c), AHO may approve temporary interruption of the studies. Subject to these conditions, a change in the scheduled course of study can take place without further payment obligations. In special cases, AHO may also waive a claim for tuition fees.

a) Leave of absence

A Student who becomes a parent during their studies has the right to leave of absence from their studies during pregnancy and to care for the child. If leave of absence is granted, no tuition fees will be charged. Leave of absence must be applied for to the study administration.

b) Illness

If the Student can document illness that temporarily makes it impossible or unreasonably burdensome to complete the studies in accordance with the original plans, the Student may apply for a deferral of the course of study or waiver of the claim for tuition fees. Applications must be submitted to the study administration.

c) Military service and other statutory absence

If a temporary interruption is due to a summons to military or civilian service, or other statutory absence, and this interruption makes it impossible or unreasonably burdensome to complete the studies in accordance with original plans, the Student may apply for waiver of the claim for tuition fees.

Applications must be submitted to the

study administration and in all cases are subject to the condition that the Student has notified the school of the summons immediately.

5.2 Permanent interruption

In more severe cases, the Student may have to interrupt their studies. In such circumstances AHO can approve the cancellation and waiver of tuition fees based on the student's application.

a) Illness

In special cases, such as in the event of long-term illness/functional impairment or loss of income due to involuntary unemployment, the participant may apply to AHO for withdrawal and waiver of the claim for tuition fees. Applications must be submitted to the study administration.

b) If the studies have to be interrupted as a consequence of unforeseen, serious circumstances making further courses of study impossible or unreasonably burdensome (special personal circumstances that are beyond human control), the Student may apply for cancellation and that AHO's claim for tuition fees be limited to completed studies. Applications must be submitted to the study administration.

5.3 Cancellation

Registration for a study place is binding for one semester (1/2 year) at a time. Binding registration takes place continuously in accordance with a) and b) below. The Student is responsible for complying with set deadlines.

a) First semester

The Student is enrolled for the first semester with binding effect after the expiry of the cancellation deadline, cf. section 7 below.

b) Second to sixth semesters

Cancellation deadlines for other semesters are as follows:

- 1 November for the following spring semester.
- 1 May for the following autumn semester.

In the event of timely and written cancellation in accordance with section 5.4 below, future payment obligations will lapse. If, on the other hand, no written cancellation has been made within these deadlines, the Student will be considered to have been admitted to the following semester. If the Student nevertheless withdraws, they will be liable to pay for one semester.

5.4 Formal requirements and burden of proof

Notification of circumstances as described in section 5 must be addressed in writing to AHO's study administration at evu@aho.no

In the notification, the Student must describe the circumstances on which the application is based. The Student is responsible for documenting the circumstances on which it is based. AHO reserves the right to request additional documentation if the application is found to be insufficiently documented.

AHO will send written confirmation that the application has been received and that processing will take place without undue delay.

6 BREACH

AHO also reserves the right to terminate the study contract in the event of material breach of the payment obligation. Termination will only take place after prior written notice from AHO.

7 RIGHT OF WITHDRAWAL

After the study contract has been signed, the Student has a 14-day right of withdrawal, cf. Section 1 of the Norwegian Right of Withdrawal Act. The deadline starts to run as soon as the agreement has been entered into and the Student has received the necessary information about the right of withdrawal and access to the right of withdrawal form, cf. Section 21(3), cf. Section 8(1) h) of the Right of Withdrawal Act.

If the student makes use of the right of withdrawal, their status will be as if the agreement had never been entered into, cf. Section 23 of the Right of Withdrawal Act.