



Western Norway
University of
Applied Sciences

Welcome to HVL

Høgskulen på **V**est**L**andet (HVL) –
Western Norway University of Applied
Sciences

HVL December 13th 2023



DIGITAL ORIENTATION

Agenda:

- Practical information: Visa, registration, schedule, learning platform
- Meet the student organization Sammen
- Meet the student assistants
- Break-out room for your campus (Bergen, Sogndal and Stord)

**Welcome from the
Mobility team!**



Halvard



Cathrine



Sami



Amalie



Gaute



Emma

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

Key facts about HVL

- › Five campuses across the west of Norway
- › Approximately 17,000 students and 1,800 staff members
- › Study programmes in teacher education, engineering, nursing, economics and much more!



REGISTRATION IN NORWAY

CITIZENSHIP IN EEA/EU

- › All EEA/EU students staying in Norway for **more than 90 days** must register at UDI website (except Nordic citizens) [How to register as an EU/EEA national - UDI](#)



- During the registration process you need to book an appointment at the local police station
- Except Bergen: Registration day **16 January** from 09.00 - 10:45 and 11:45 - 14:45.

Address: FUS-SUA (Servicesenter), Nonnesetergaten 4, 5015 Bergen.

- Bring these documents for the appointment at the police:
 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 confirmation from reception (SERVICETORGET)
 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

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 23)
- Before arriving, or during the first weeks in Norway, you must book an appointment at the local police.
- 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



DOCUMENTS: ERASMUS+ AND ToR

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!



CONFIRMATION OF ARRIVAL

Name of the host institution: _____

IT IS HEREBY CERTIFIED THAT:

Mr./Ms. _____
from the UNIVERSITY OF CANTABRIA, SPAIN (E. SANTANDE) _____

has arrived at our institution: _____

on _____

in the framework of the ERASMUS+ Prog _____

Date: _____

Name of the signatory: _____
Function: _____

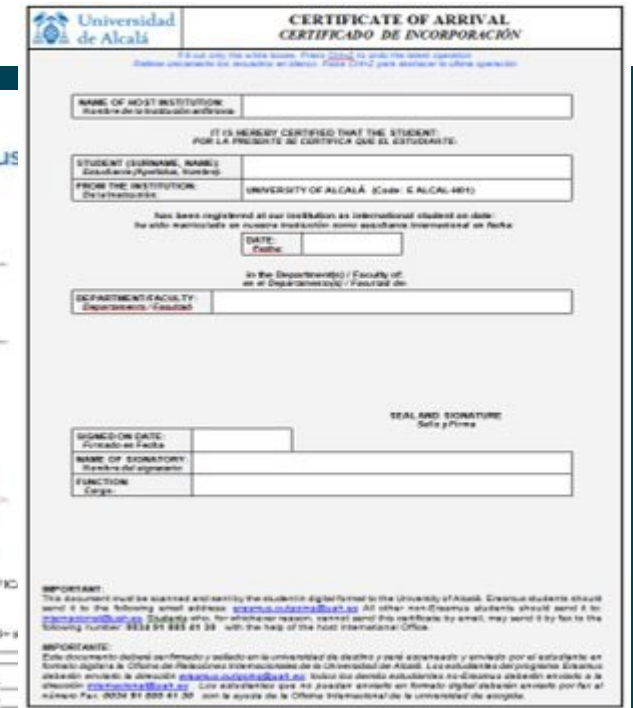
Please send to us: _____

Unidad
Oficina de R.
Ayuda de los Centros UJA

ERASMUS+
UNIVERSIDAD DE HUÉLVA
SERVICIO DE RELACIONES
INTERNACIONALES

CERTIFICADO
This is to confirm that ERASMUS+ student _____ of _____
Telephone: _____
Fax: _____
E-mail: _____

Name and title _____



Universidad de Alcalá
CERTIFICATE OF ARRIVAL
CERTIFICADO DE INCORPORACIÓN

IT IS HEREBY CERTIFIED THAT THE STUDENT:
POR LA PRESENTE SE CERTIFICA QUE EL ESTUDIANTE:

NAME OF HOST INSTITUTION: _____
STUDENT (SURNAME, NAME): _____
FROM THE INSTITUTION: UNIVERSITY OF ALCALÁ (Code: E-ALCAL-461)
Has been registered at our institution as international student on date: _____
DATE: _____
in the Department(s) / Faculty of _____
DEPARTMENT/FACULTY: _____

SIGNED ON DATE: _____
NAME OF SIGNATORY: _____
FUNCTION: _____

SEAL AND SIGNATURE
Sello y Firma

IMPORTANT:
This document must be scanned and sent to the student's digital mailbox to the University of Alcalá. Erasmus students should send it to the following email address: erasmus.uca@uca.es. All other non-Erasmus students should send it to: erasmus@uca.es. Students who, for whatever reason, cannot send this certificate by email, may send it by fax to the following number: 9132 91 883 ext 38, with the help of the host institution's Office.

IMPORTANTE:
Este documento deberá ser escaneado y enviado a la universidad de destino y será escaneado y enviado por el estudiante al correo digital a la Oficina de Relaciones Internacionales de la Universidad de Alcalá. Los estudiantes Erasmus deberán enviarlo a la dirección erasmus.uca@uca.es. Todos los demás estudiantes no-Erasmus deberán enviarlo a la dirección erasmus@uca.es. Los estudiantes que no puedan enviarlo por correo digital deberán enviarlo por fax al número Fax: 9132 91 883 ext 38, con la ayuda de la Oficina Internacional de la universidad de destino.



Departure

This is to confirm that ERASMUS+ student _____ attended the University of _____ until the _____ of _____ 20____.

Telephone: _____
Fax: _____
E-mail: _____

Name and title _____

(signature, stamp and date)

uhues



TRANSCRIPT OF RECORDS

- 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

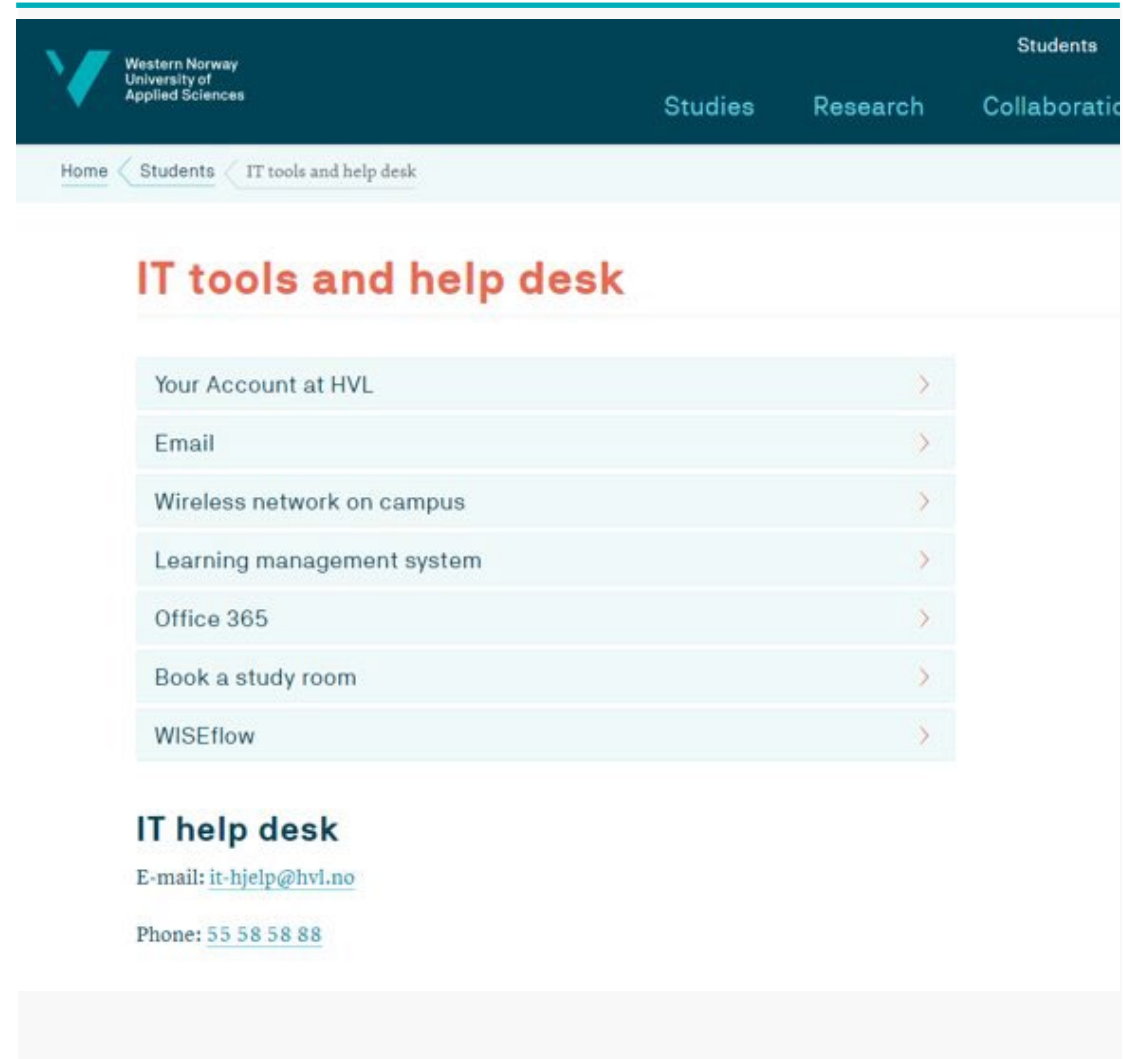
- At the end of your exchange your university might require you to hand in a «Confirmation of stay» or «Certificate of attendance».
- Consult Servicetorget at the end of your exchange to have a signature and stamp on the document.
- Remember to print the document and sign it before you go to Servicetorget.



NEW STUDENT AT HVL

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 December 15th
- 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. A breadcrumb trail shows Home > Students > IT tools and help desk. The main heading is "IT tools and help desk" in red. Below it is a list of links with right-pointing chevrons:

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

Below the list is the "IT help desk" section, which includes the email address it-hjelp@hvl.no and the phone number [55 58 58 88](tel:55585888).

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

ID number and the PIN code. In a pull-down menu where it says 'Institution' let as your institution. If you are a student you will automatically be signed up. It is also possible to

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

Be sure to write down your username

2. Activate

At [konto.hvl.no](#) number a

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

3. Download

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

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

You cannot register before receiving your HVL PIN number around December 15th

REGISTRATION

- Sign up for classes and examination in Studentweb
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.

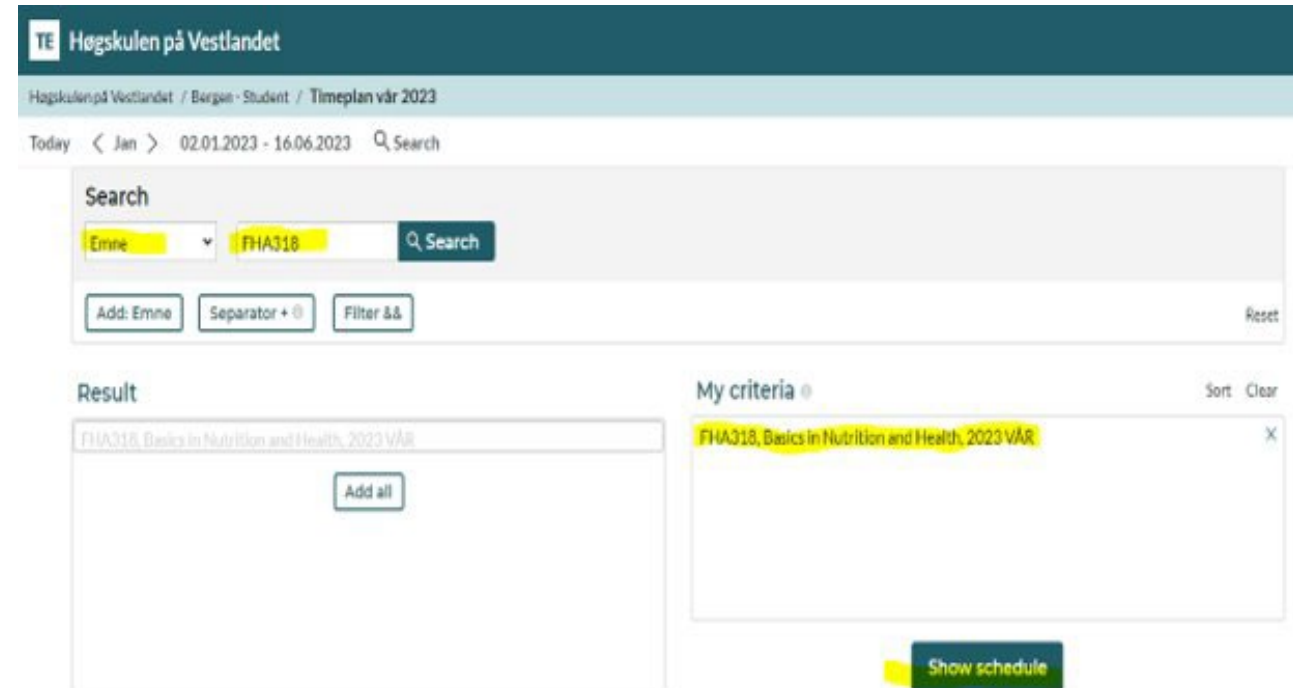
TIME SCHEDULE – CLASSES

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:

1. Select your campus - Student and log in with Feide.
 2. Click on **Timeplan vår (Spring) 2024**
 3. 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).



TE Høgskulen på Vestlandet

Høgskulen på Vestlandet / Bergen - Student / Timeplan vår 2023

Today < Jan > 02.01.2023 - 16.06.2023 Search

Search

Emne FHA318 Search

Add: Emne Separator + Filter & Reset

Result

FHA318, Basics in Nutrition and Health, 2023 VÅR

Add all

My criteria Sort Clear

FHA318, Basics in Nutrition and Health, 2023 VÅR X

Show schedule

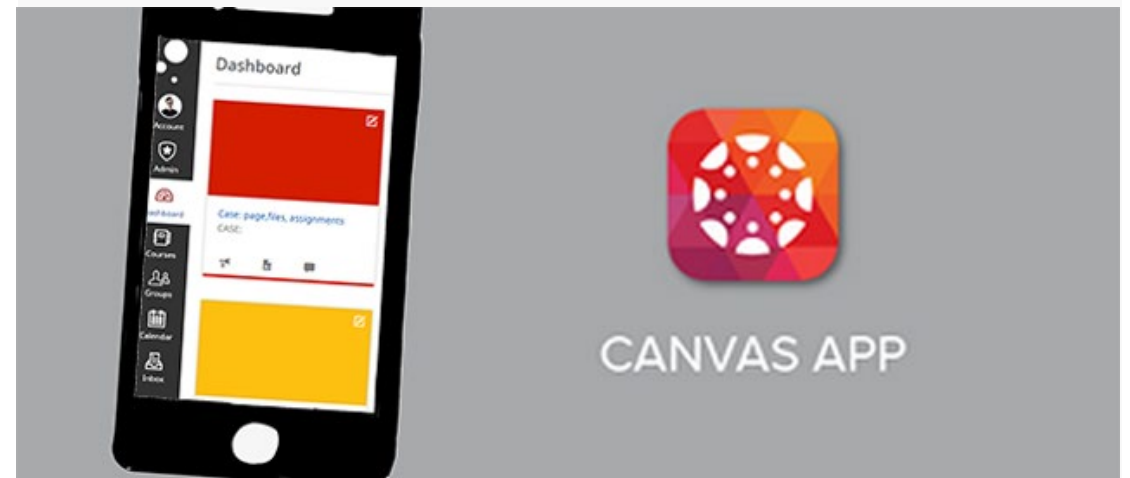


STUDYING IN NORWAY AND AT HVL

- 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”

LEARNING MANAGEMENT SYSTEM

- 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.



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:

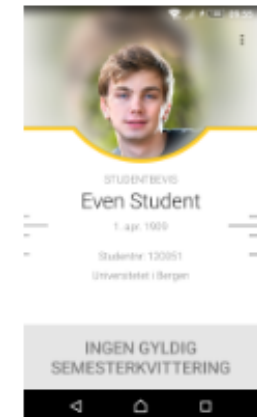
- Upload a photo of yourself to the web site: <https://www.hvl.no/en/hvl-students/student-card/>
- Pick up the card at your campus – see the web site for more information
- Download the “Studentbevis” app and log in using Feide



Log in with
username
and password



The student ID is
valid



The student ID is not
valid

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
- From 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

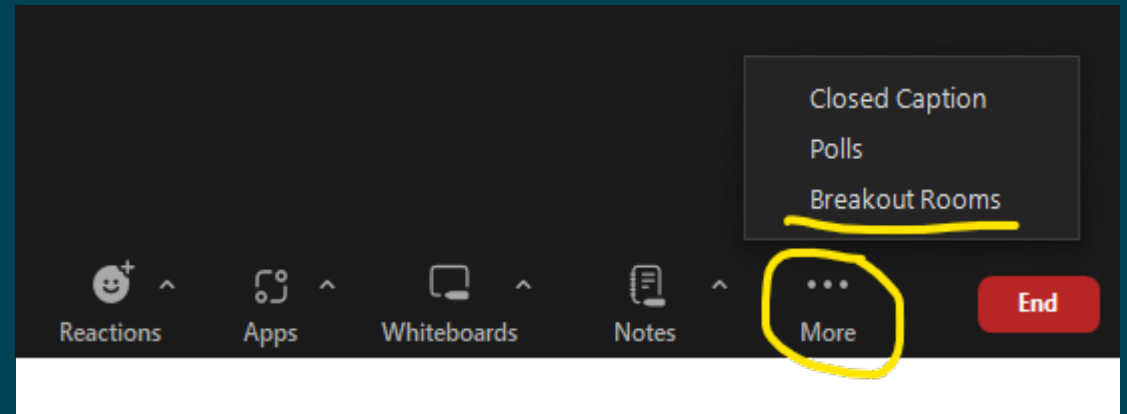
sammen - The student welfare organization



Time for Campus-based breakout rooms with the student assistants!

Separate rooms:

- Room 1: Exchange students - Bergen
- Room 2: Exchange students - Sogndal
- Room 3: Exchange students - Stord
- Exchange students - Haugesund - *Postponed*
- Wait 5 minutes, stretch your arms and legs.
- Choose the correct room for your campus when prompted.
- After the break-out room session, you are free to go!





We look forward to seeing you!