

Procedure for Assessment of Suitability at the University of Stavanger

The procedure applies to programs at the University of Stavanger that are subject to suitability assessment according to the Regulation on Assessment of Suitability in Higher Education (the Suitability Regulation).

1. Information on Ongoing and Special Suitability Assessment

1.1 Students in programs covered by Section 1 of the Suitability Regulation are subject to ongoing suitability assessment. The assessment should determine whether the student has the academic and personal qualifications required to work in a profession with vulnerable groups.

1.2 If justified doubts arise during the ongoing suitability assessment regarding the student's suitability, the matter shall be followed up by the Head of Suitability for the program. The student will then transition to a special suitability assessment.

1.3 The basis for assessing a student's suitability is the assessment criteria specified in the Suitability Regulation.

1.4 Students shall receive information about suitability rules at the beginning of their studies. Information about suitability shall be available on the university's website at all times.

1.5 Employees and practice teachers shall receive information about suitability.

2. Notification of doubt

2.1 If doubts arise about a student's suitability, a report of doubt shall be sent to the Head of Suitability for the relevant program. Anyone in contact with the student can send a report of doubt. The sender of the report of doubt is not considered a party to the case.

2.2 The Head of Suitability shall assess whether the report of doubt is justified. If clarification or additional information is needed, the Head of Suitability shall directly contact the notifier.

3. Handling by the Head of Suitability

3.1 If the notification of doubt is justified, the Head of Suitability shall call the student in for an assessment conversation. The invitation shall include information about the report of doubt and the procedure. As a general rule, the entire report of doubt shall be attached. The purpose of the assessment conversation is to clarify the matter as thoroughly as possible and allow the student to present their side of the story. The student may bring a support person if needed. This could be a family member, a friend, or the Student Ombudsperson. At this point, the student does not have the right to have any potential legal expenses covered by the institution.

3.2 A report shall be written after the conversation. The report shall include a description of the case, any plans for further investigation, and any extended follow-up and guidance for the student. The student shall have the opportunity to comment on the report.

3.3 After the assessment conversation, the Head of Suitability may decide not to pursue the matter further, or offer the student extended guidance.

*This is a translated document. English translations are provided solely for informational purposes. For all legal matters, the original Norwegian documents hold authoritative status.

3.4 The Head of Suitability may decide to postpone the practical training period until after the extended guidance is completed or the case is resolved. The decision to postpone the training is an administrative decision that can be appealed according to the provisions of the Administrative Procedures Act.

4. Extended Guidance

4.1 As a general rule, the student shall be offered extended guidance unless it is obvious that such guidance is not suitable to make the student fit for the profession.

4.2 If extended guidance is offered to the student, the Head of Suitability shall appoint a mentor and develop an individually tailored guidance plan. The student can provide input on the content of the guidance plan and decide whether to accept extended guidance. If the student declines extended guidance, the Head of Suitability shall consider whether the case should be closed or referred to the Tribunal for Suitability.

4.3 After the extended guidance is completed, the mentor shall write an experience report evaluating the student's development during the guidance period. The report shall be sent to the Head of Suitability.

4.4 The student shall be called in for a follow-up conversation where the student gets an opportunity to comment on the experience report and provide perspective on the guidance. A report shall be written after the follow-up conversation.

4.5 If the Head of Suitability finds that the extended guidance has led to necessary changes and development in the student, the case shall be closed. The student will then be subject to ongoing suitability assessment, like other students in the program.

4.6 If the Head of Suitability finds that the guidance has not led to necessary changes and development in the student, the Head of Suitability shall refer the case to the Tribunal for Suitability.

5. Tribunal for Suitability

5.1 Cases referred to the tribunal for suitability shall be accompanied by all written documentation in the case.

5.2 The student shall be notified well in advance of the date of the meeting with the tribunal for suitability and shall be informed of the case details and the Head of Suitability's assessment. The student shall receive written information about their rights in the case, including the right to access case documents and information that the university covers necessary legal expenses.

5.3 The student shall have the opportunity to present their views to the tribunal. The tribunal may request further investigation if deemed necessary.

5.4 The tribunal for suitability shall provide a recommendation to the Tribunal for Student Affairs. The recommendation shall include an assessment of whether the student is deemed suitable for the profession, whether the student should be expelled from the program, the duration of any expulsion period, and any conditions for the student to resume the program. Dissent within the tribunal for suitability shall be reasoned and included in the recommendation.

6. Tribunal for Student Affairs

6.2 Based on the recommendation of the tribunal for suitability and other documentation in the case, the Tribunal for Student Affairs shall make a decision regarding the student's suitability and any expulsion.

*This is a translated document. English translations are provided solely for informational purposes. For all legal matters, the original Norwegian documents hold authoritative status.

6.3 A student who is deemed unsuitable may be expelled from the program and similar programs for up to 5 years. In case of shorter expulsion periods, the tribunal may set conditions that must be met before resuming the program.

6.4 A decision on expulsion shall inform the student that hen cannot apply for or accept a place in similar programs at institutions covered by the Universities and Colleges Act during the expulsion period and that hen must apply for readmission if hen wishes to resume the program after the expulsion period.

6.4 Decisions on suitability made by the Tribunal for Student Affairs may be appealed to the Joint Appeals Board for Appeals.

7. Administrative Follow-Up

7.1 No diploma shall be issued to a student found not suitable.

7.2 The decision on expulsion shall be registered in the Register of Excluded Students (RUST). This information shall be deleted from the register after the expulsion period has ended.

7.3 Storage of personal data in connection with suitability cases shall comply with the current data protection legislation.