

Regulations for absence for Norwegian Gestalt Institute University College (NGI)

Approved by the board of directors September 2023

1. Attendance is required in all programmes of study and subjects at NGI. This applies to teaching modules, supervision groups, and study groups.
2. Attendance is physical as a point of departure, with the exception of those teaching modules that are specified as taking place on and adapted to a digital platform. The Teaching Plan for each subject specifies which modules are digital.
3. Digital participation can as a rule not be a substitute for physical participation.
4. Absence from teaching modules in excess of the allowed number of hours per subject is compensated by the student participating in a module during the following academic year. In some cases, the student can participate in a module in a parallel class during the same academic year (this is possible a maximum of one module per academic year). When the student participates in a module to compensate for absence, the module will in most cases be the same module the student was absent from. The main class teacher will, together with the student, assess which module the student will participate in. Students can as a general rule make up one teaching module and one supervision group meeting in this way each academic year.
5. Students must have participated in modules in order to apply to take the year-end exam.
6. Allowed absence for teaching modules, supervision groups, and study groups is specified below in this document.
7. Students who need extraordinary arrangements to be made due to absences that exceed what is described in this document's points one through 6 must provide a doctor's note to the administration office. This note must describe the need for arrangements and have suggestions for how these arrangements can be made. It is the head of the administration office who decides what arrangements can be made and who has the responsibility to ensure that students' needs are given fair consideration. The main class teacher, other teachers, and supervisors are not involved in this decision-making process in cases having to do with extraordinary arrangements.
8. It is not allowed to be absent from study group meetings for more than the allowed number of hours.
9. The requirement for practical work in years three and four cannot be adjusted or compensated for in any way, regardless of the reason for absence.

Allowed number of hours of absence per academic year

Gestalt therapy programme:

Teaching modules: 23 hours; Supervision group meetings: 3 hours

