

Fjellhaug International University College

# Study Guide

Campus Oslo

Academic Year 2021–2022



The Study Guide is updated when needed. You can find the latest version in PDF file format at <https://fih.fjellhaug.no/student>. If case of missing or faulty information, please do not hesitate to contact the Student Advisor in the Student Administration at [studieveileder@fjellhaug.no](mailto:studieveileder@fjellhaug.no)

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# 1. Welcome as a Student at Fjellhaug International University College

We are grateful that you have chosen to study at Fjellhaug International University College (FIUC). FIUC is an exciting place for studies where we concentrate on the following values:

- **Listening:** We want to be listening when meeting colleagues, students and society.
- **Clear:** We want to be clear in our foundation of values, profile and communication.
- **Proactive:** We want to be proactive encountering challenges in mission, church, school and society.

We hold about 350 students divided in three campuses in Oslo, Copenhagen and Aarhus.

## At our campus in Oslo, we offer the following programmes:

- Christianity, Religion, World Views and Ethics - one year programme
- Christianity studies - one year programme
- Bible and Mission - one year programme
- Web-based learning in Christianity, Religion, World Views and Ethics – one year program. Part-time or full-time study.
- Web-based learning in Christianity studies – one year program. Part-time or full-time study.
- Bible, Ministry and Mission - one year programme in English
- Bachelor in Theology and Mission
- Bachelor in Practical Theology
- Master in Theology and Mission
- Additionally, most of our courses can be taken as Course students, bachelor level or Course students, master level

## At our campus in Copenhagen and Aarhus, we offer the following programmes:

- Bachelor in Theology with Specialization in Missional Science (Copenhagen, Aarhus)
- Open education in Christianity studies as Course students (Copenhagen)

In this booklet you will find information that is useful for you as a student. You can find more detailed information about each point on our website, <http://fih.fjellhaug.no>. This booklet focuses on your duties and rights as a student while additionally taking you through the academic year.

**From page 21. in this Study Guide, you will find important information concerning Feide, Student Web, semester registration, student identity card, etc.**

This Study Guide is meant to be used as a reference tool, but at the same time it contains important information that you should read. To make the reading easier, all the important information is marked. This does not mean that you are excused from reading the rest of the information.

Important information that you **must** read is marked with a warning triangle:



Information you *should* read is marked with a number two:



## 2. Your Duties as a Student



The rights and duties for a student are described more precisely in *The Acts relating to Universities and University Colleges*, chapter 4.

As a student, there are some duties that you are expected to observe. If you have questions concerning the content or what these duties imply, please contact the Studens Advisor (see page 15). The following are your duties as a student:

- I. To register for the semester and pay the semester fee before the deadline (see page 13 for instructions on how to register and page 7-9 for deadlines).
- II. Find and keep an overview on important dates and deadlines, including examination dates (see page 7-9 and page 15).
- III. Be informed about your studies, which acts and regulations that apply (laws, academic regulations, examination regulations, programme descriptions etc.) and information that is given. You are expected to check e-mail and Canvas at least 2-3 times a week.
  - A. Acts and academic regulations: <https://fih.fjellhaug.no/student>
  - B. Examination regulations are found under “Information” at Canvas.
  - C. Programme description is found under the information about your program of study: <https://fih.fjellhaug.no/studier>
- IV. Notify if there are relevant changes in your conditions affecting study or life:
  - A. To the Norwegian State Educational Loan Fund (Lånekassen) if you are studying more or less courses than planned, or have a sick note on more than 50% over more than two weeks.
  - B. Update your current address on Student Web if you move.
  - C. To the Student Administration if you change your name.
  - D. Apply for leave of absence if you or your partner are pregnant and you want to take maternity/paternity leave.
- V. Get hold of and read the compulsory reading (see page 14).

### 3. Your Rights as a Student



When you are registered for the semester and have paid the semester and tuition fee, you have obtained admission to a course or specific programme of study with the rights that are related to the programme. The rights and duties for a student are described more thoroughly in *The Acts relating to Universities and University Colleges*, chapter 4. Below you will find a brief summary concerning some of these rights:

- I. **Individual education plan, teaching and assessment:** You have the right to get an individual education plan and register for teaching and assessment in line with the education plan and FIUC's academic regulations and programme descriptions. These rights are taken care of when you register for the semester through the Student Web and when you achieve the coursework requirements in the courses you are taking.
- II. **Student democracy:** The student are representatives in their own body – The Student Council – and through student representatives in other councils and committees. You have the right to vote and to run as candidate in the election for the Student Council. Additionally, you can report cases in which you have an interest, for example through the Student Council.
- III. **Quality of education and learning environment:** As a student, you have the right to give response and contribute to the University College's quality enhancement. You can give your response through *the quality of education survey* and the questionnaire at the start of the academic year. Cases involving the learning environment (physical and mentally) can be reported to the learning environment committee (LMU) through the student representatives.
- IV. **Adaptation:** If you have a documented need of adaptation, we can be of help within the possible and reasonable solutions and without reducing the professional requirements. Please contact the Student Advisor as soon as possible if you are in need of adaptation.

## 4. Important Dates



### Fall Semester 2021

August 10 <sup>th</sup> –18 <sup>th</sup> (Week 32-33)	Start of the semester (semesteropening August 12 <sup>th</sup> )
August 25 <sup>th</sup>	Semester registration deadline for current students
September 1 <sup>st</sup>	Registration deadline for new and re-scheduled examination in courses with ordinary examination Spring 2021
	Deadline for paying the semester fee
September 15 <sup>th</sup>	Registration deadline for ordinary examination
	Semester registration deadline for new students
Week 39	New and re-scheduled examination
Before September 20 <sup>th</sup>	Election deadline for different student representatives
November 29 <sup>th</sup> – December 22 <sup>nd</sup> (Week 48-51)	Examination period
December 1 <sup>st</sup>	Registration deadline for elective courses with continuous assessment Spring 2022
December 15 <sup>th</sup>	Submission deadline of Master's thesis
December 22 <sup>nd</sup> (Week 51)	End of the semester

## Spring Semester 2022

January 10 <sup>th</sup> (Week 2)	Start of the semester, first day of teaching
February 1 <sup>st</sup>	Deadline for paying the semester fee
February 1 <sup>st</sup>	Semester registration deadline for current and new students
	Registration deadline for new and re-scheduled examination in courses with ordinary examination Autumn 2021
	Registration deadline for ordinary examination
Week 8	New and re-scheduled examination
March 1 <sup>st</sup>	Deadline for early application studies, studies with specific entrance requirements, students with prior learning and work experience, and international students with Upper Secondary School (not included the Nordic countries) at Norwegian Universities and Colleges Admission Service (NUCAS)
April 9 <sup>th</sup> – 18 <sup>th</sup>	Easter Holiday, teaching starts Tuesday after Easter
April 15 <sup>th</sup>	Registration deadline for studies in Norwegian Universities and Colleges Admission Service (NUCAS)
April 15 <sup>th</sup>	Registration deadline for local admission studies for applicants with Upper Secondary School (not included the Nordic countries), students with prior learning and work experience and applicants for the master's degree programme with different admissions criteria than a bachelor's degree or a cand.mag.
May 15 <sup>th</sup>	First submission deadline of Master's thesis
May 9 <sup>th</sup> – June 3 <sup>rd</sup> (Week 19-22)	Examination period
May 20 <sup>th</sup>	Registration deadline for elective courses with continuous assessment Autumn 2022
June 3 <sup>rd</sup> (Week 22)	End of the semester
June 15 <sup>th</sup>	Final submission deadline of Master's thesis
July 1 <sup>st</sup>	Registration deadline for local admission studies at master's level with a bachelor's degree or a cand. mag as admissions criteria. Ordinary registration deadline for studies at our campus in Denmark, FIH-CPH and FIH-AAR.

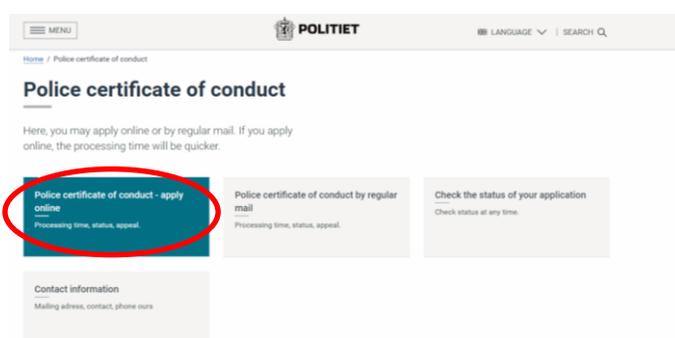
## 5. Certificate of Good Conduct

If you are going to complete supervised professional training during your study where you could get in contact with minors, you must provide a Certificate of Good Conduct as described in *The Acts relating to Universities and University Colleges*, §4-9. The Certificate of good conduct must be provided at admission for the one-year programme in CRWE. Additionally, you must provide a Certificate of good conduct if you register for the courses PT2004, TM1516, BTM1504.

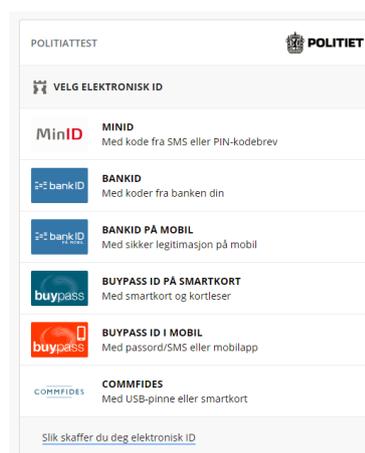
The purpose of obtaining the Certificate of good conduct is to protect frail groups and minors you may encounter during you can meet in your supervised professional training as a student. If your Certificate of good conduct is without comments, we will register that you delivered it, and then shred the Certificate. The Certificate of good conduct cannot be older than 3 months.

### How Do I Obtain the Certificate of Good Conduct?

Enter <https://www.politiet.no/en/services/police-certificate-of-conduct/>. Access the page marked «Certificate of good conduct – apply online»



On the page you will enter, press the blue button “Apply online” under the second point: “Submit an application for a police certificate of conduct online”. You will enter a log in page where you chose your preferred way of logging in.



Then you log in and press “To the application”. You will now see this screen:

Fill in the correct information:

- Category: Students
- Purpose: Admission - Municipal health and social care services

Upload the letter of admission from Fjellhaug. Then press «submit application» down to the right.

The procedural for administrative procedure at the Police can vary, in some periods it takes longer than the deadline for providing the Certificate of good conduct. That is why it is important that you order your Certificate as soon as possible when you are accepted at the courses which demand this.

You deliver the Certificate of good conduct in the mailbox next to the Fjellhaug reception marked «politiattest». The deadlines are given under.

## When Do I Have to Deliver the Certificate of Good Conduct?

*If you have comments on your Certificate* (that is if you are accused, indicted, have passed a fine or are judged for violation of the law described in *Politiregisterloven § 39*), you must provide the Certificate latest three weeks after you have received the letter of admission from us.

*If you do not have any comments on your Certificate*, the Certificate must be presented at the start of the semester. If you obtain admission less than 14 days before or after ordinary start of the semester, the deadline is 3 weeks from the day you receive the letter of admission from us. The day for the start of studies will be given in the letter of admission.

If you register for an elective course with supervised professional training, you will receive a letter of confirmation confirming that you are registered for that course. The deadline for providing the Certificate of good conduct will then be latest 3 weeks from the day you receive the letter. NB: Never send a Certificate by e-mail!

## Where Do I Deliver the Certificate of Good Conduct?

The Certificate of good conduct must be sent or delivered in paper to the mailbox at Fjellhaug International University College, Sinsenveien 15, 0572 Oslo, or be delivered to the Student Administration. Certificates are kept classified for trespassers, and destroyed completely when the need for the Certificate is no longer there, latest when you finish or end your study, according to the laws in the Regulation of the Police Register § 37-2. We have confidentiality requirements for the content of the Certificate.

## What Happens if I Have Comments on my Certificate of Good Conduct?

If you have comments on your Certificate of Good Conduct, you may be denied completing the supervised professional training in the course. It is the Complaints Board at FIUC which considers if

your supervised professional training is justifiable. You will be summoned to a counselling meeting if you have comments on your Certificate of good conduct. On this meeting, you will be informed about your duty to provide sufficient information on your case. FIUC can help by giving you a check list over documents that may be relevant to provide if you have comments on your Certificate. You have the right to legal assistance from the time you know your case is going to the Complaints Board, with the expenses covered by the University College.

### **What Happens If I Do Not Provide the Certificate of Good Conduct?**

If you do not provide us with the Certificate before the given deadlines, you will not have access to complete the supervised professional training. If this is mandatory part of the course, you will not be able to complete the course.

### **How Long is the Certificate of Good Conduct Valid?**

The Certificate of Good Conduct is valid as long as you are a student, but if we have a reason to believe that there exists new and updated information on the conditions for the Certificate we may enquire the Police and have these provided for us, according to *politiregisterloven § 43*. You will be notified if this happens, even if no new information is given.

## 6. Start of the Semester



### Attendance

For the students registered for the fall semester, we have a special program the opening week of the academic year with social and professional inputs. Attendance for the classes are mandatory, but not for the other information given and for other social happenings. Nevertheless, we strongly encourage everyone to attend everything in order not to miss out on important information. Additionally, this is a good opportunity to get to know fellow students and the FIUC employees.

The dates for the start of the semester are found on page 6: *Important Dates*. If you are a course student or you start in the spring semester, times and dates for the first teaching will be found in the program of lectures.

### Register for the Semester



**To have the right to be a student, it is mandatory to register for the semester and pay the semester fee before the due dates (see chapter 4 page 6-7). This means that you have to:**

1. **Create a user in FEIDE.** See information in <https://fih.fjellhaug.no/ikt-verkt%C3%B8y/aktiver-ende-passord-feide> for details on how you create a user in FEIDE and how you log on to the StudentWeb for registration.
2. Log on to StudentWeb and follow the instruction for registration of the semester until you receive an e-mail with the receipt confirming you are registered for the semester.
3. Find and pay the invoice at StudentWeb. You must pay both tuition and semester fee. If you have the right to pay less than the semester fee demands, please ask us in the Student administration to create a new invoice for you: [studieadm@fjellhaug.no](mailto:studieadm@fjellhaug.no).

### Tuition and Semester fee

The rates for obligatory payment of tuition and semester can be found at “Avgifter” <https://fih.fjellhaug.no/student>.

Semester fee is instructed by national law and every student taking an examination have to pay the fee in the given semester. You do not need to pay this more than one time each semester. If you are studying at different institutions, you pay the semester fee where you take the most credits. If you have already payed the semester fee to the Student Welfare Organization (SiO), you need to show the student administration your student card and the semester fee receipt from the institution where you have payed this. Your semester fee at Fjellhaug will then be forfeited.

The semester fee must be payed even if you do not live in Oslo.

If you are registered for less than 15 credits a semester, your tuition fee is reduced. If you are not taking any examinations a given semester, paying the semester fee is not required. You have to inform the student administration about this at [studieadm@fjellhaug.no](mailto:studieadm@fjellhaug.no). You will not receive student card with discounts or have the right to use any of SiO's activities for students in said semester.

If you are a part-time student or a course student studying less than 15 stp, you should also ask for an invoice with a reduced tuition fee. Please contact [studieadm@fjellhaug.no](mailto:studieadm@fjellhaug.no) if you have been given an invoice with the wrong amount, and we will send you a new one. You will be invoiced for the exams you register for. If you choose to resign from any of the exams you are registered for, the tuition fee for these credits will not be returned to you.

## Student Identity Card

All students who attend the start of the fall semester will be photographed. If you cannot attend the start of the semester or begin your studies at FIUC at a later point, please contact your campus to schedule an appointment to get your photograph taken. If you are studying off campus, please send a digital photo of yourself (on a white background, JPEG file format) to [ihauge@fjellhaug.no](mailto:ihauge@fjellhaug.no). You also need to send a scanned copy of valid ID along with your photo. If you are not a Norwegian citizen or live outside of Norway, only your passport will be accepted as proof of identity.

Student identity card and semester fee receipt are primarily issued through the Student identity card app. The status for your paid semester fee that semester will automatically be updated as valid in the app when you are registered for that semester and have paid the semester fee.

If you still wish to have a physical student identity card and the semester fee receipt on paper, please apply for this at StudentWeb. These will only be issued when you have registered for the semester and paid the semester fee, and only to students who apply for the physical versions.

## Norwegian State Educational Loan Fund/Financial Support for Your Studies

Norwegian students at both our campuses can apply for financial support from the Norwegian State Educational Loan Fund (Lånekassen). See more at [www.lanekassen.no](http://www.lanekassen.no). You must be registered for more than 15 credits to receive financial support, and you must register and pay the tuition fee before receiving the money from NSELF (Lånekassen).

Additionally, you can apply for financial support from study grants. See <http://www.legathandboken.no/> for more information.

Danish students registered for the Bachelor programme «Teologi og misjon» in Copenhagen, can apply for financial support from Danish Bible Institute (see [www.dbi.edu](http://www.dbi.edu)).

## Control of Documents

Every semester, a random selection of 10 % of our new students must show their original diploma and other documents used when applying for admission. You will be contacted directly if you are picked out for this control of documents.

Normally you will be asked to show up at your campus to deliver the documents. If you do not have the opportunity to show up at the given time, we will contact you to make further arrangements for the control.

We check all the documents thoroughly after sign of forgery. This is why we need to keep your documents over a few days. The documents will be locked in a fireproof safe with an access limited to only a few employees.

If you cannot show the documents used in your application, you may lose your right to study at FIUC. Using false documents is a criminal offence and will be reported to the police.

## 7. Student Life



### Canvas

Canvas is an important platform for all our students, staff and employees when it comes to information, curriculum etc. Important messages will be given here, like a message to students if a teacher happens to be sick one day. You are expected to log in to Canvas several times a week.

### Teaching

You can find the programme for the first week of the fall semester at this page:

<https://fih.fjellhaug.no/en/welcome-to-fiuc>. You will find the schedules with hours and rooms for the different classes at the homepage: <https://fih.fjellhaug.no/>. Scroll down to «Verktøy for studentene» and «forelesningskataloger». Choose your class and see the schedule.

### Programme Description and Literature



Complete programme descriptions for all our programmes are available on our homepage. In the programme description, you will find a detailed description of your programme and the programme courses.

You can also find the literature list you need in the programme descriptions. See <https://fih.fjellhaug.no/studier> and choose your programme. Programme description with literature list can be downloaded as PDF files if necessary. The weekly reading lists for each course can be found on Canvas.

### Literature

Literature marked with this asterix \* is available under your course on Canvas. Some books are available in the reception at FIUC, but most of the literature can be bought at the bookstore *Bok og Media* (Akersgaten 47, <https://www.bokogmedia.no/>) or on *Amazon*: <https://www.amazon.com/>. At *Bok og Media*, you can get a student discount with several books at 10 % off when you show your student identity card.

### Library

The library is located in the building that faces the reception. Rules for loans at the library can be found there. During the start of the semester, new students can join a guided tour of the library. Please do not hesitate to ask our librarian if you have questions (09:00-15:00, Mon-Fri). You can email him at [thamre@fjellhaug.no](mailto:thamre@fjellhaug.no) if he is not at the library.

Opening hours for the library are 08:00-22:00 (Mon-Fri) and 09:00-22:00 (Sat-Sun). The library is closed or have limited opening hours during Christmas, Easter and the summer vacation.

### Study halls

The study halls are located on the top floor of the library building. Study hall C is open to all students. Study hall D is for Bachelor students, while A and B is for Master students. Reserving seats in study hall C is not allowed.

## **Student Advisor**

Please do not hesitate to contact the student advisor if you have questions about applications, studies or training for an occupation. The office is signed "Studieveileder" in the corridor behind the reception at FIUC. Student advisor is normally available from 9 AM to 3 PM Mon-Fri. You can also contact the Student advisor by-mail ([studieveileder@fjellhaug.no](mailto:studieveileder@fjellhaug.no)) or call 46 54 00 92. You can also call the central desk at 23 23 24 00 and ask for the Student advisor.

## 8. Examination

You will find more information on our home page: <https://fih.fjellhaug.no/student>

### Registration and Withdrawal Prior to Examination

Registration for exams and hand-ins are done when completing the semester registration on StudentWeb. It's important for you to check in advance before the exams that you are registered for the right subjects and evaluation forms. If you wish to withdraw from an examination in advance, you must do so within 7 days before the exam. Failure to withdraw before the withdrawal time limit will count as an examination attempt. You can withdraw from an examination on StudentWeb.

### Time, Locale and Candidate Number

Time, locale and candidate number for each exam can be found on StudentWeb. Candidate numbers are generated one week before each exam/hand-in.

### Examination Regulations and List of Permitted Aids



You are responsible for being informed about the examination regulations and the aids that are allowed for the exam. Examination rules and list of permitted aids can be found on Canvas.

### Illness and New/Re-Scheduled Examination

If you can't meet for the regular examination due to illness, you must provide a medical certificate within one week after the examination date. Should this be the case, please contact the student administration as soon as possible. For more information, see the laws and regulations in Chapter 2 above.

### Examination Results, Grounds and Grade Appeal

The deadline for the examination results can be found on StudentWeb, where the examination results are also found once they are published. Students may ask for grounds concerning their results within a week after the results have been published. Grade appeals must be made within three weeks after the results have been published. If you have received grounds for your grade, the grade appeal must be made within three weeks after the grounds have been made. Information concerning examination results, grounds and grade appeal can be found in Regulations for admission, studies and exams at Fjellhaug International University College, Chapter 7, §7-4 (<https://lovdata.no/SF/forskrift/2014-02-25-212/§7-4>) and Act relating to Universities and University Colleges §5-3 (<https://lovdata.no/NL/lov/2005-04-01-15/§5-3>) (both available in Norwegian only).

### Facilitation

For information concerning facilitation, see Regulations for admission, studies and exams at Fjellhaug International University College, §6-13 (Norwegian only) or contact your Student Advisor (see page 15).

## 9. Practical information

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### Moving - Redirection of Your Post?

Students often move when they start new studies. It is therefore important that you let us and the Norwegian Postal Service (Posten) know your new address, so you receive all your post. Read more on this page from Posten:

<https://www.posten.no/en/address-services>

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### Change Doctor

It is recommended to have a doctor in the city where you study, and the Student Welfare Organization (SiO) have doctors at Blindern, Nydalen and in the Oslo city centre. For more information, see <https://www.sio.no/en/health-services>. If you need another doctor than those SiO can offer students, see <https://helsenorge.no/foreigners-in-norway/general-practitioner>.

### Find Fjellhaug IUC

The address to Fjellhaug is Sinsenveien 15. The nearest bus and tram stop is *Rosenhoff*, located in Trondheimsveien. Use tram 17 in direction *Sinsen-Grefsen stasjon* or bus 31 in direction *Tonsenhagen* or *Grorud T* from the city centre. Nearest metro station is *Løren* (line 4) or *Carl Berners plass* (line 5).

### Parking Your Car and Bike

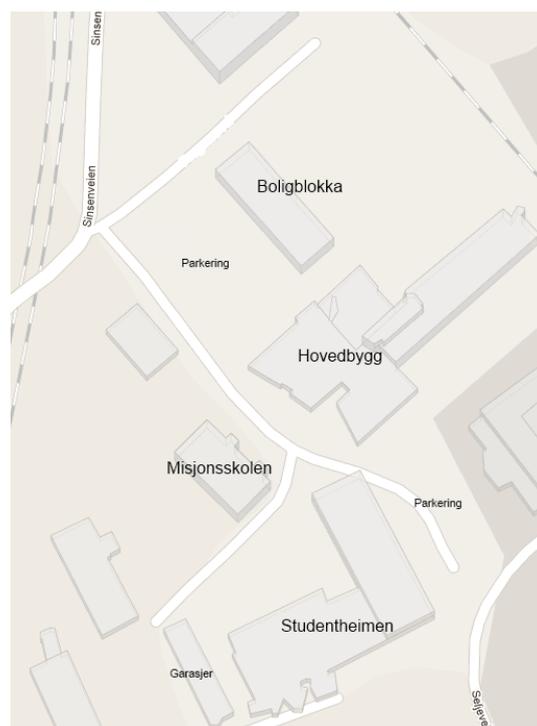
Cars are registered upon arrival, and you can park for free at the designated parking lot in front of "Boligblokka" (see map under, parking space marked *Parkering*). The University College accepts no responsibility in cases of theft of car, bike or luggage stored in cars while the car is parked. The bikes can be parked in a garage for bikes (ask the reception desk for keys) or in the rack behind "Studentheimen". Motorcycles can also be parked behind Studentheimen. NB: Drive carefully on the University campus, speed limit 15 km/h.

### Find the right building

- Main Building (Hovedbygg), 1<sup>st</sup> floor: Reception, administration, canteen, living room and some offices for teachers.
- Main Building (Hovedbygg), 2<sup>nd</sup> floor: Class rooms, meeting rooms, auditorium.
  - 2<sup>nd</sup>-5<sup>th</sup> floor: Dorms.
- Library building, 1<sup>st</sup> floor: Library. 2. floor: Faculty offices. 3<sup>rd</sup> floor: Study halls.
- «Studentheimen» Basement: Practice rooms, gymnasium hall and fitness room. 1<sup>st</sup> floor: Faculty offices (Bible school), class rooms. 1<sup>st</sup>-4<sup>th</sup> floor: Dorms.

### Building Access

To have access to the buildings on campus, you need a key chip with a personal code that you can get at the reception desk for a 100 NOK deposit. This chip can be used as long as you are a student at FIUC. After your registered student period, the chip will be locked. Your deposit will be returned to you when you deliver your



key chip. The reception and the entrance door of the main building are normally open from 8.00-14.30 Mon-Fri. During this time, you do not have to enter a code to enter the other buildings when using your chip.

## Wireless Internet, Printing and Copying

Students at FIUC have free access to WiFi in all three buildings. You can get the password by asking in the reception desk. At the library, there are four computers with printing access for students. Printer/photocopier is stationed in the library. You can scan documents to your own e-mail free of charge from this printer. The cost of printing documents is included in the tuition fee. A single copy costs 2 NOK, colored copy 3 NOK and right copy 5 NOK. You pay for this in the reception.

## Meals

It is possible to buy breakfast, lunch and dinner at FIUC. The canteen is shared with the Bible School and the head office of the Norwegian Lutheran Mission (NLM). Dinner must be ordered in the reception before 12:00 the same day (before 12:00 Friday for dinner Saturday and/or Sunday). The serving of breakfast and dinner follow the program of the Bible School. Lunch is served through all the academic year, except during Easter and some other holidays. Tickets for the meals are bought in the reception and brought to the canteen, where you put it on a nail next to the coffee machine. You can also subscribe for lunch or just drinks (monthly or per semester), and pay the invoice that will be sent to you.

	Monday-Friday	Saturday-Sunday	Price for students
<b>Breakfast</b>	08:30–09:00	09:00–10:00	Single ticket 35 NOK
<b>Lunch</b>	11:30–12:15	No lunch served on weekends	Single ticket 45 NOK Monthly ticket 800 NOK Monthly ticket drinks (coffee/tee, milk and juice in the lunchbreak) 200 NOK
<b>Dinner</b>	15:20–15:45	13:30–14:30	Single ticket 70 NOK

## Spiritual Life

If you want to participate in the spiritual life at FIUC, we can offer you a lot of opportunities for that. There is a devotion held in the living room between 10:30 and 10:55 on Monday, Tuesday and Thursday. Devotions will be translated to English if needed. FIUC students arrange prayer meetings in the chapel after lunch at 12:10-12:25. We arrange several services during the semester. One or two Wednesdays each month, you are welcome to join the evening service from 20:00, and the prayer before the service which starts at 19:30.

## Social Life

At the start of the semester, the FIUC students arrange a Mentor week to get to know the new students.

In the main building, you will find Zanzibar, a coffee bar run by the students with excellent coffee, tea and extra snacks. Zanzibar is run on a voluntary basis, and opening hours thus depend on the volunteers. If you would like to participate in running the coffee bar, please let us know.

We also encourage our students to use our common areas actively. Inside we have sofas, board games, TV and a pool table. During summer time, it is nice to sit outside on the terrace or in the garden. We also have a beautiful big balcony on the roof of Studentheimen, with maybe the best view in town.

Fjellhaug Schools and Studentheim have its own Facebook group where students can initiate activities etc. by themselves. If interested, search for «Fjellhaug skoler og studentheim – trivsel ☺» on Facebook and send a request to be added to the group.

## **Fitness Room and Gymnasium Hall**

Our campus has a fitness room built in 2014. The fitness room and gymnasium hall are located in Studentheimen and are free of charge for all students at Fjellhaug. You can make a reservation for the gymnasium hall in the reception. As a Fjellhaug student, you may use the fitness centers of the Student Welfare Organisation (SiO), which are located around Oslo and offer you fitness services at a fair price. For more information, see [www.sio.no/en/sports](http://www.sio.no/en/sports).

## **Rehearsal Rooms and Music**

If you play an instrument, we have several rehearsal rooms with pianos available in Studentheimen. The rehearsal rooms are primarily meant for students at the Fjellhaug Bible School, but can also be reserved and used by FIUC students.

## **Associations**

Are you interested in movies, theatre, sports, science fiction, radio or climate issues? In Oslo you will probably find a student association that fits your interests. For a full list of student associations in Oslo, please see <https://www.sio.no/en/associations>. If you want to start your own association, SiO can help you with that. It is possible to apply for money for drifting an association and creating one-time activities from the cultural board in SiO. For more information, see <https://www.sio.no/en/associations/starting-an-association>.

## 10. SiO: Student Welfare Organization



As a Fjellhaug International University College student, you are also a member of the Student Welfare Organisation of Oslo and Akershus (SiO). SiO have offers and services meant to make life a little easier for students. SiO can offer services within fields such as:

- Accommodations
- Health
- Dental care
- Psychology
- Counselling
- Fraternities (music, sports, hobbies etc.).
- Kindergarten
- Fitness

SiO's services are adjusted to your student life and economy. Read more at [www.sio.no/en/](http://www.sio.no/en/).

As a Fjellhaug student, you gain access to these services after paying your semester fee. The semester fee to SiO is currently 600 NOK, and helps financing the welfare services offered by SiO. The semester fee comes in addition to the regular student fee to FIUC.

You can find more information at [www.sio.no/en/](http://www.sio.no/en/).

## 11. Activate or Change Your Password Using Services with Feide

Feide is a service that allows you to log in at several webservices with a single username and password. Feide is used to access StudentWeb, Canvas, Inspera etc.

To activate or change password for services using Feide, go to <https://feide.fjellhaug.no/default.aspx?user=student>. You also find a link to this page at our homepage [fih.fjellhaug.no](http://fih.fjellhaug.no) (*Student > IKT > Aktiver/endre passord FEIDE*).

When first activating your password, click *Activate account*:



Her kan du aktivere kontoen din, tilbakestille passord når du har glemt det og endre passord.  
You can activate your account, reset password when you have forgotten it and change password here.

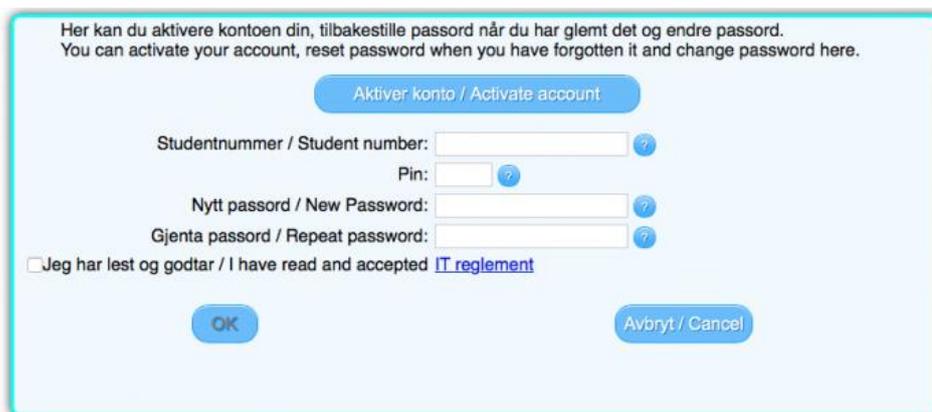
Aktiver konto / Activate account ?

Tilbakestill passord / Reset password ?

Endre passord / Change password ?

Click *Reset password* if you have forgotten your password and want to activate a new one. Click *Change password* if you remember your password but would like to change it to something else.

Fill in the blanks as shown below. Your Student number and PIN code will be sent/given to you in a letter by the student administration. If you have yet to receive this document, contact the student administration immediately (or ask [studieveileder@fjellhaug.no](mailto:studieveileder@fjellhaug.no)). Write a new password that matches the password criteria, which can be seen by clicking the question mark icon next to the New Password index. Last, remember to read and check the box for the IT Regulations. Click OK when you have filled the form and completed the registration.



Her kan du aktivere kontoen din, tilbakestille passord når du har glemt det og endre passord.  
You can activate your account, reset password when you have forgotten it and change password here.

Aktiver konto / Activate account

Studentnummer / Student number:  ?

Pin:  ?

Nytt passord / New Password:  ?

Gjenta passord / Repeat password:  ?

Jeg har lest og godtar / I have read and accepted [IT reglement](#)

OK

Avbryt / Cancel

Your Student number will be your username during your time at FIUC. The password you enter here will also be used every time you log in somewhere through Feide.

**Note: New usernames and passwords are activated by routine every hour from 9 am to 9 pm. This means you must wait to the next whole hour within this time frame before the activation takes place. This also applies for resetting or changing password in Feide.**

If you want to see the information Feide has registered on your user, go to <https://idp.feide.no/>. You can also use this page to see if Feide is running when problems with a collaborating service occur. If you can log in here with your Feide-user, the other service is creating the problem.

## 12. Log in at StudentWeb and Find Your Student Number

You use StudentWeb to administrate your studies and:

- Register for the semester
- Find your invoice
- Change your contact information
- Sign up for or withdraw from an exam
- Find time, location and candidate number for an exam
- Order a transcript of records

You can access Studentweb by [fswb.no/studentweb](https://fswb.no/studentweb). Choose Fjellhaug Internasjonale Høgskole (Fjellhaug International University College) as your institution.



**Log on using Feide**

**FEIDE** Feide is the chosen solution of the Department of Education for secure identification in the education sector. [Log on using Feide](#)

**FEIDE** Users from Norwegian universities and colleges

Norwegian ID number and PIN

[Choose a different institution than Fjellhaug Internasjonale Høgskole](#)  
[Declaration on data protection](#)

To access StudentWeb, you must first activate your Feide user. For information regarding activation of your Feide user, see chapter 1.

Keep the PIN you received from the student administration. You can use it whenever logging in to StudentWeb. Your PIN can also be changed during the semester registration or by accessing Profile in StudentWeb (see image below).



You can find your student number by accessing Profile. The student number is shown beneath the headline **My Profile**.

## 13. Semester Registration and Invoice in StudentWeb

When logging on StudentWeb, you'll come directly to the front page. You can change language to English in the upper right corner. If you're not registered for the semester, a reminder will appear on the front page. To complete your registration, you have to both register and pay the semester fee.

To start your registration, click «Start registration» (1).



You have not started the registration for AUTUMN 2018 yet.



**Notices (2)**

- IMPORTANT**  
You have not completed the semester registration Autumn 2018. If you wish to do something about it, follow [this link](#).
- IMPORTANT**  
The semester fee has not been paid Autumn 2018. For more information click on Payment. If you wish to do something about it, follow [this link](#).

Next page contains your rights and obligations as a student. Read through the documents in the links and check the box confirming that you have made yourself familiar with the content. Then click the green "Next" button (2).



Welcome to Fjellhaug International University College. As a student, it is important that you make yourself familiar with your rights and duties. We will inform you of these conditions below. We kindly ask you to also read and confirm that you have read the relevant documents.

**Rules and Regulations**  
Click on the link below to find an overview of rules and regulations that are important to you as a FIUC student. Please pay particular attention to the articles concerning termination of admission (§ 4-2) in FIUC's academic regulations ("Forskrift om opptak, studier og eksamen ved FIH"). By checking the box below, you confirm that you have read and understood these provisions.  
[Read the text](#) 

I have read and accepted

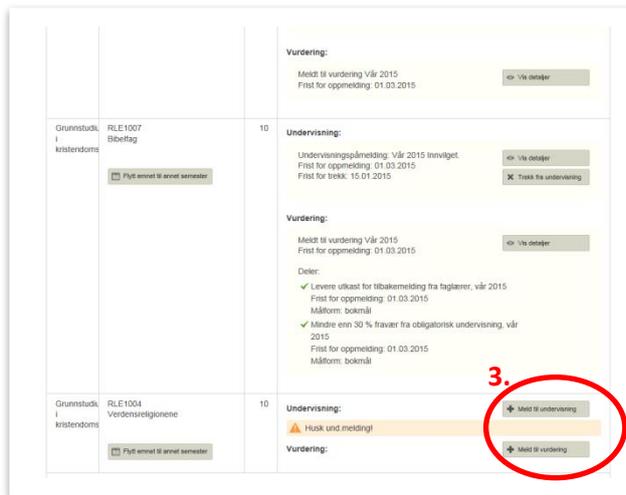
**Information about the programme of study**  
The Study Guide contains information about your studies including teaching, syllabi, exams and your rights and duties as a student. Use the link below to access the latest version of the Study Guide (available in Norwegian and Danish).  
[Read the text](#) 

I have read and accepted

**Fire instructions for FIUC**  
Please read the fire instructions for FIUC, available via link below.  
[Read the text](#) 

I have read and accepted

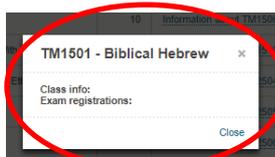
[Cancel](#) 



The next step contains the education plan for the upcoming semester. Verify that you are signed up for class and registered with the right evaluation form on each of your courses. Click “Sign up for class” or “Register for exams” if there are changes (3).

If you are signing up for electives, click «Add» (4) to the right of the course name. In the example, «Biblical Hebrew» is chosen. You are automatically signed up for the course and an exam, and a little confirmation with Class registration and Exam registration status appears (5).

Course	Credits	Information	4.
TM1501 - Biblical Hebrew	20	<a href="#">Information about TM1501</a>	Add
TM1502 - Latin	20	<a href="#">Information about TM1502</a>	Add
TM1514 - Christian Education	10	<a href="#">Information about TM1514</a>	Add
TM1506 - Counseling and Diakonia	10	<a href="#">Information about TM1506</a>	Add
TM1510 - Studies of Missionary Contexts With Internship	10	<a href="#">Information about TM1510</a>	Add
TM2504 - The Foundation of Dogmatics and Ethics	10	<a href="#">Information about TM2504</a>	Add
TM2505 - Theological Anthropology	10	<a href="#">Information about TM2505</a>	Add
TM2506A - Alternative Narratives	10	<a href="#">Information about TM2506A</a>	Add
TM2506B - Alternative Narratives	10	<a href="#">Information about TM2506B</a>	Add
TM2507 - Reformation and Lutheranism	10	<a href="#">Information about TM2507</a>	Add
TM2508 - Church History of the Majority World	10	<a href="#">Information about TM2508</a>	Add
TM2509 - Bachelor Essay	10	<a href="#">Information about TM2509</a>	Add
TM2511 - History of Theology	10	<a href="#">Information about TM2511</a>	Add
TM2512 - Judaism	10	<a href="#">Information about TM2512</a>	Add
TM2513 - Apologetics and Christian Mission	10	<a href="#">Information about TM2513</a>	Add
TM2510 - Bachelor Essay	15	<a href="#">Information about TM2510</a>	Add
RLE2002 - Culture, Religious Pluralism and Tolerance	10	<a href="#">Information about RLE2002</a>	Add
RLE2005 - Religious Ethics and Alternative Spirituality	10	<a href="#">Information about RLE2005</a>	Add
RLE2006 - Islam in Context	10	<a href="#">Information about RLE2006</a>	Add
TM2514 - Christian Ethics Meeting Cross-Cultural Challenges	10	<a href="#">Information about TM2514</a>	Add



Closing the confirmation window, your educational plan looks like this with the new course added:

Course	Credits	Information
TM1501 (1) Biblical Hebrew	20	Information about TM1501 <a href="#">CE</a> Class info: <a href="#">CE</a> Exam registrations: <a href="#">CE</a>

Course	Credits	Information	
TM2003 - John and Romans	10	Information about TM2003 <a href="#">CE</a>	Add

Course	Credits	Information	
TM1502 - Latin	20	Information about TM1502 <a href="#">CE</a>	Add
TM1514 - Christian Education	10	Information about TM1514 <a href="#">CE</a>	Add
TM1506 - Counseling and Diakonia	10	Information about TM1506 <a href="#">CE</a>	Add

Click «next» on the bottom of the page when you have added your electives and verified the educational plan.

Next page, **Status and overview**, gives you a good overview of your educational plan. If you have registered for just one semester, the red crosses will warn you that some courses are missing before your whole degree is completed in your plan.

**Status and overview**

Click a group to show/hide details

✗ Bachelor in Theology and Mission (120/180)

Required: 180 Credits  
Planned: 120 Credits  
Status: The individual education plan is not complete  
Something is wrong in the groups in your plan. Click on the groups with red cross for details.

- ✓ Basic course group divinity (50/50)
- ✓ Ex.Phil. and Ex.Fac. (20/20)
- ✓ At least 10 ECTS Systematic Theology (10/10)
- ✓ 20 ECTS New Testament Greek (20/20)
- ✗ At least 20 ECTS New Testament Theology, at least 10 ECTS with Greek (10/20)
  - ✓ New Testament courses without Greek (10)
  - ✗ New Testament courses with Greek (0/10)
- ✗ At least 20 ECTS missiology (10/20)
- ✗ At least 10 ECTS Old Testament Theology (0/10)
- ✓ Up to 30 ECTS elective courses (0)

Total credits: 120  
[Rights and obligations](#)

Next page contains your student profile. Fill in your address for the semester, update your phone number and your e-mail address. You can also change your PIN if needed. Further down you are asked to give different consents, for example for the possibility of exchanging your exam results with other institutions (this is only done if needed, e.g. for an application for credit transfer). You can also say that you need special adjustments here, but remember that this additionally needs to be written and applied for with documentation to the Student Adviser. Click the green “Next” when you have filled out this page.

Last, you have to read and sign the Statement of Independent Work. **Note:** This is very important, so read carefully through the text. Confirm that you will follow these obligations for your independent work written in the Statement. Then click «Finalize» (7).

1 Rights and obligations (Bible, Ministry and Mission - one-year programme)

2 Education plan (Bible, Ministry and Mission - one-year programme)

3 Status and overview (Bible, Ministry and Mission - one-year programme)

4 Profile

5 **Survey (Declaration of Independent Work)**

6 Confirmation

**Survey:**

Every semester, you must sign a declaration of independent work. The declaration is valid for all home exams, assignments and projects (including the bachelor's thesis) you hand in at Fjellhaug International University College for evaluation this semester. You must sign the declaration even if no hand-ins are scheduled for your current semester. A separate declaration for independent work on master's thesis is available on FIUC's LMS. You sign the declaration by filling out the confirmation at the bottom and press "Finalize".

- I hereby declare that none of the assignments I will hand in for evaluation this semester has been handed in, wholly or partially, for evaluation at FIUC or other educational institutions on previous occasions.
- I hereby declare that I will always refer to sources when the works of others have been referenced.
- I hereby declare that I will always refer to sources when my own previous material has been used.
- I hereby declare I am made aware that further specifications of the rules of independence work can be found in the Regulations for admission, studies and examination at Fjellhaug International University College §6-9.
- I hereby declare that I am made aware that a breach on the rules of independence work is recognized as an examination offence, according to The Act of Universities and University Colleges § 4-7 and § 4-8 and Regulations for admission, studies and examination at Fjellhaug International University College § 7-6.

Confirmation

I hereby confirm that I will follow the stipulations on independent work stated as in this declaration.

Cancel Previous **Finalize**

You will now receive a receipt showing your registration for the semester and which courses you are signed up for classes and examination. You will also receive a receipt on the e-mail adress you registered in your profile.

If you have to cancel the registration, just go back to the front page again and start over by clicking on the big, green button.

**Note!** To complete the registration, you also have to **pay the tuition and semester fee** (these fees are payed in one invoice).

First, go back to the home page (8).

**Studentweb**  
Fjellhaug internasjonale høgskole (FIUC) DEMO

Finanse

Mine studier

Andre emner

Mine resultater

Documentasjon

Betaling

Sperreundersøkelser

8. **Gå til betaling**

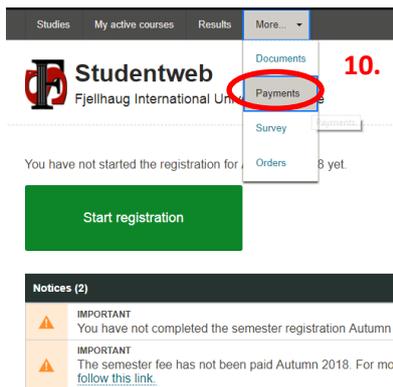
To pay your mandatory fees, click on the link after the phrase «The semester fee has not been paid...» (9). You can also click "Payments" (10) (see image on next page).

**Notices (2)**

**IMPORTANT**  
You have not completed the semester registration Autumn 2018. [If you wish to do something about it, follow this link.](#)

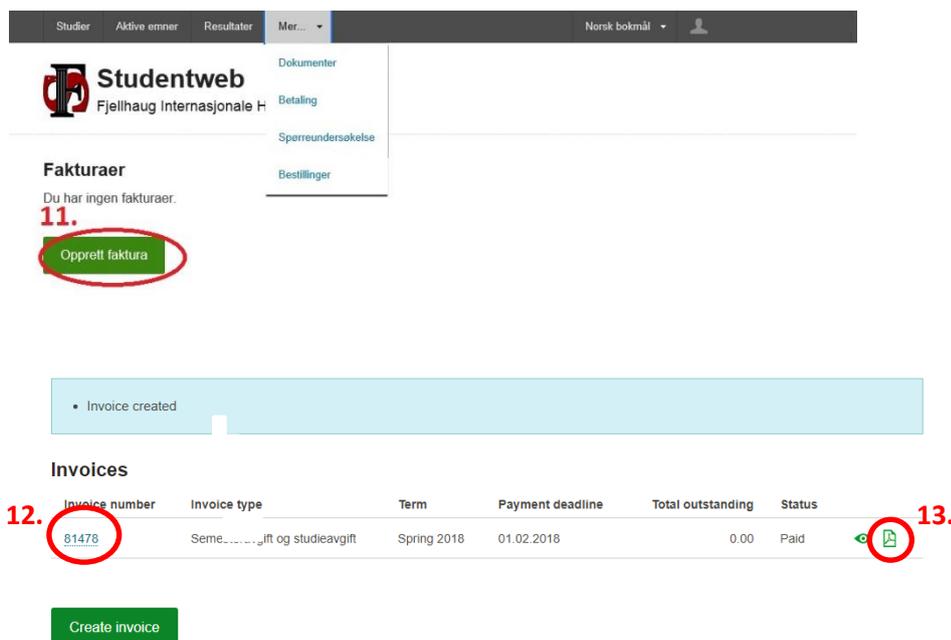
**IMPORTANT**  
The semester fee has not been paid Autumn 2018. For more information click on Payment. [If you wish to do something about it, follow this link.](#)

9.



Next page is an overview over invoices. Click «Create invoice» (11). A line with a new invoice appears. Click the number (12) and use your bank account number and KID-number to pay. Here you can see when your payment is registered. If you need a receipt of the invoice, click the PDF-icon (13).

If you experience problems creating your invoice or need an invoice with reduced tuition fee because you're registered with less than 15 ECTS this semester, please contact Mr. Ingar T. Hauge in the administration ([ihauge@fjellhaug.no](mailto:ihauge@fjellhaug.no)).



## 14. Registration for Examination, Information and Examination Result in StudentWeb

### Find candidate Number, Time and Place for the Examination

Candidate number, time and place for the examination can be found under “My active courses”. Click the course you want information about.

Candidate number is visible one week before the actual examination day.

You can access your courses from the StudentWeb front page by clicking “My active courses” (1). Click in the arrow icon for the course you wish to check your candidate number (2). The candidate number is on the right side under Exam registrations (3) (in this illustration, we have replaced the candidate number with an X).

The screenshot shows the StudentWeb interface. At the top, a navigation bar contains 'Studies', 'my active courses' (circled in red with a '1'), 'Results', and 'More...'. Below this is the Studentweb logo and 'Fjellhaug International University College'. The main content area is titled 'Active courses'. A dropdown menu is open, showing 'FLE1002 (1) Introduction to Church History and Christian Churches' (circled in red with a '2'). To the right of this course, under 'Exam registrations', there is a table with one entry: 'Autumn 2018 - Written exam - Signed up'. The 'Candidate number: X' field in this entry is circled in red with a '3'. Below the course list is a 'Course search' form with fields for 'Course code', 'Subject', 'Course name', and 'Faculty', and a 'Search' button.

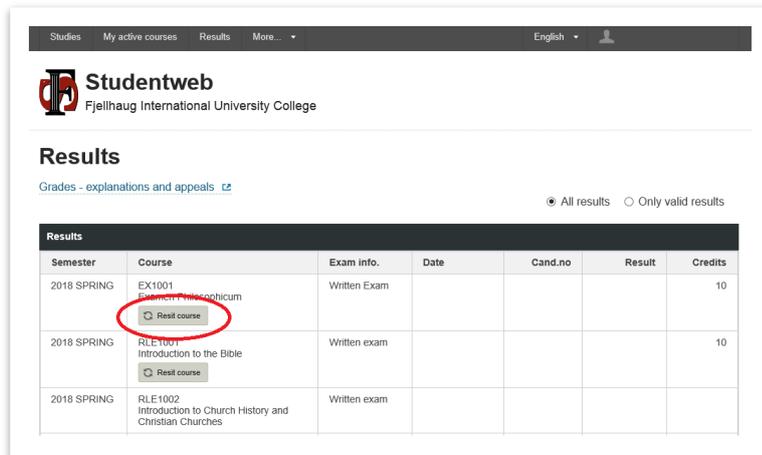
### Checking Results on StudentWeb

The results from an examination can be found under “Results” once they are made available. You can check your results both for the current and previous semesters.

The screenshot shows the navigation bar with 'Studies', 'My active courses', 'Results' (circled in red), and 'More...'. The 'Results' item is highlighted with a red circle.



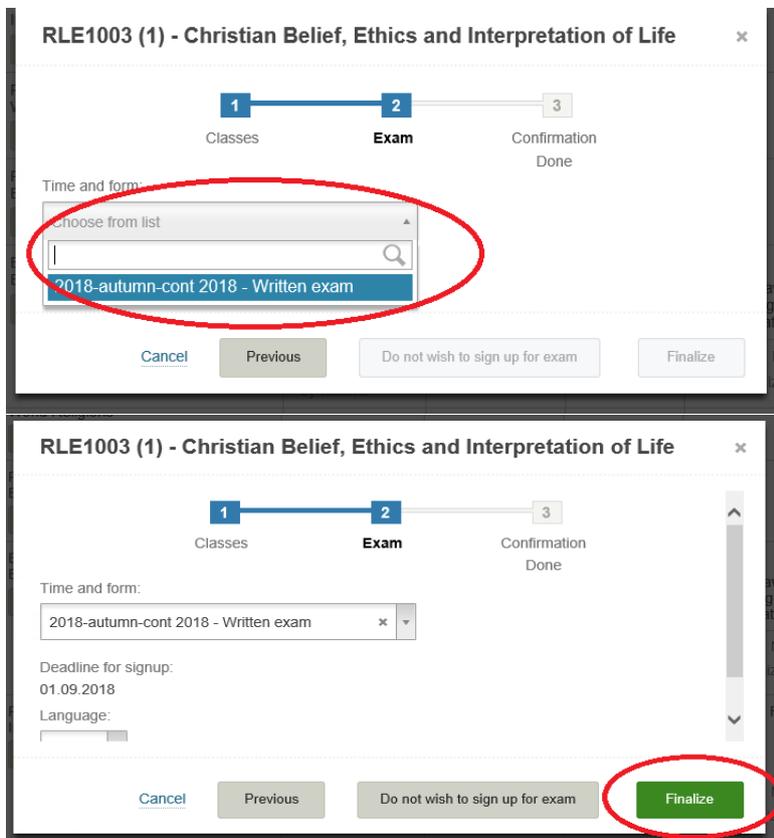
## Signing Up for New or Re-Scheduled Examination



The screenshot shows the Studentweb interface for Fjellhaug International University College. The 'Results' section is active, displaying a table of exam results. The 'Resit course' button for the first entry is circled in red.

Semester	Course	Exam info.	Date	Cand.no	Result	Credits
2018 SPRING	EX1001 Biblical Theology	Written Exam				10
2018 SPRING	RLE1001 Introduction to the Bible	Written exam				10
2018 SPRING	RLE1002 Introduction to Church History and Christian Churches	Written exam				

Go to Results. Here you will find an overview of all the courses you have taken. If you wish to sign up for a new or re-scheduled examination, find the course you wish to reattempt and click the button marked "Resit course." A box will appear to direct you through the registration. Click the green button, choose the correct term and evaluation method and click the green button "Finalize" to finish the registration.

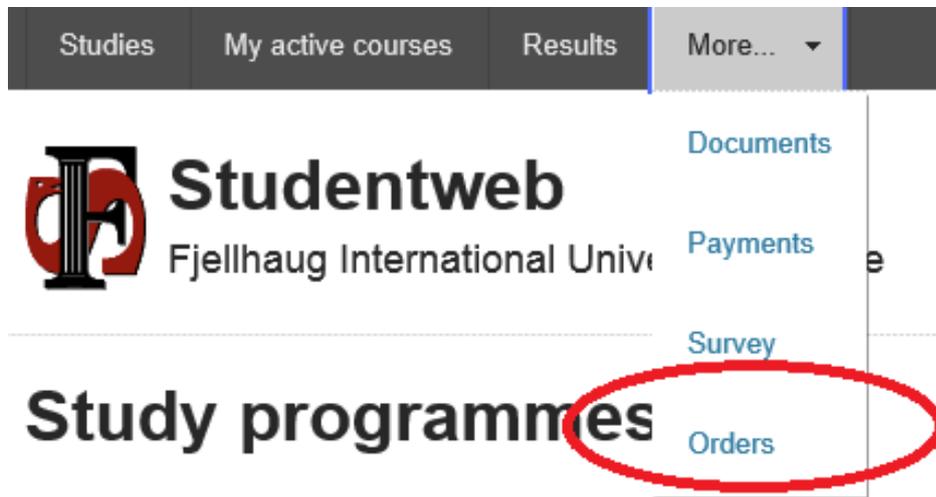


The first screenshot shows the registration process for RLE1003 (1) - Christian Belief, Ethics and Interpretation of Life. The 'Exam' step is selected, and the '2018-autumn-cont 2018 - Written exam' option is chosen from the dropdown menu. The 'Finalize' button is highlighted in red.

The second screenshot shows the same process, but the 'Finalize' button is now green and highlighted in red, indicating that the registration is complete.

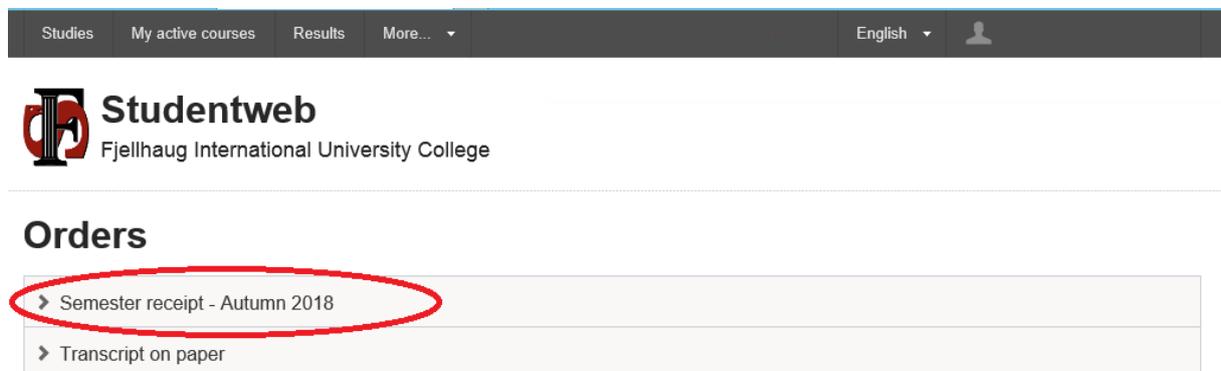
## 15. Order Transcript of Records and Physical Copy of Semester Receipt

Click More and then Orders. Here you may order a transcript of records.



You can choose language and whether the transcript should be sent right away or after you have received all the results for the current semester.

If you wish to order a physical semester receipt and semester card, you can do this as well under Orders. A physical card and receipt is normally not required if you use the Student ID app (see chapter 7).



## 16. Get Started with Canvas

Canvas replaces Fronter for all students and faculty members starting Fall semester 2018.



### What is Canvas?

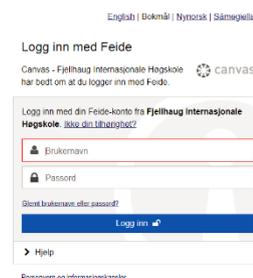
Canvas is an digital educational platform open for integration with several tools, which allows for a variety of lecture methods.

### Accessing Canvas

Canvas requires students logging in by Feide. For creating your Feide account, see chapter 1.

#### REMEMBER:

- You can't access Canvas before you've received your username and password and then created a Feide account. Access to your Feide account the first after creating the account may take up to 24 hours.
- To access *Your courses* in Canvas, you must first create your Feide account and complete your semester registration (see chapter 3).
- Chrome and Safari are the preferred choices of browser when accessing Canvas. Some Canvas functionalities may not be available through Internet Explorer or Microsoft Edge.
- Your Canvas access is terminated when you graduate, resign as a student or have your student right withdrawn.



### Mobile App

We recommend you download the **Canvas Student** application. The app is available for iOS and Android. Search and download the app for free through Google Play or App store:

- [Download the Canvas app for Android](#)
- [Download the Canvas app for iOS](#)

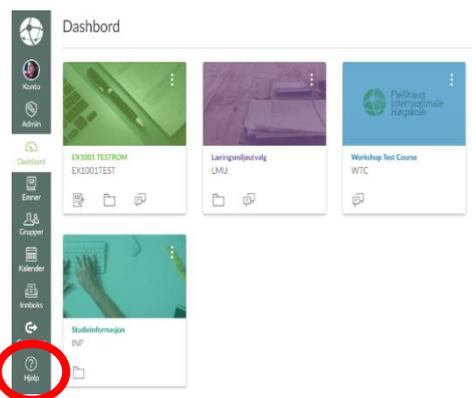
Canvas also has an app for faculty members called **Canvas Teacher**, also available for [Android](#) and [iOS](#).



### Canvas Support

A Canvas startup course with personal assistance from the administration is given to all students during the semester start week. In addition, Canvas has a fine variety of user guides and video to show what you can do in Canvas:

- Canvas Overview for Students: <https://vimeo.com/74677642>
- Canvas Student Video Guide: <https://community.canvaslms.com/community/answers/guides/video-guide>
- User manual in Norwegian: <http://no.guides.instructure.com>
- User manual in English: <https://community.canvaslms.com/>
- Stuck in Canvas? Use the "Help" icon at the bottom left of the side menu (see image)



## 17. Download and Use the Student ID App

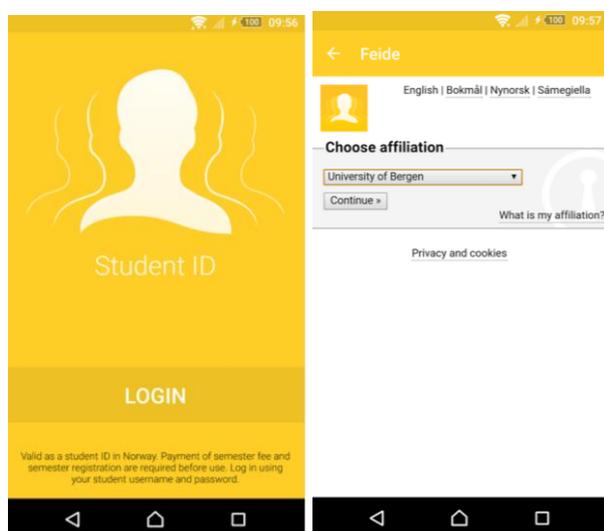
As of Fall Semester 2017, the standard means for student identification in Norway is through the Student ID app. If you still wish to receive a physical copy of the student card and receipt, you can order this through StudentWeb (see chapter 5).

### How to Download the App

The app is free of charge and free to use. The app is available for iOS and Android. You can download the app from your phone's app service.

### How to Log in

You are requested to log in the first time you access the app. Choose Fjellhaug International University College as your affiliation and use your Feide account to log in. If you don't know what Feide is or haven't created your Feide account, see chapter 1.



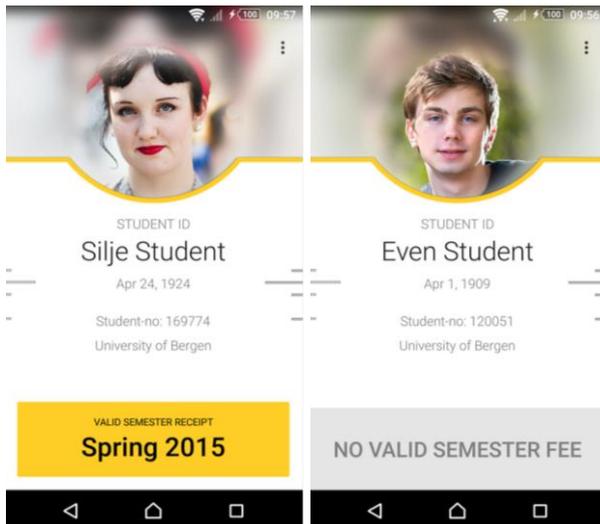
### How the App Works

The app works as student ID the same way as a student card and semester receipt. All major affiliates on the student market (such as the public transportation systems) are aware of the app, its use and how it works.

The app is valid with photo, or without photo while combined with valid ID.

All student who meet up at the semester start week will be photographed. The photo taken during the semester start will be used for the app. If you can't meet during the semester start week, start at a later date, start during the spring semester or are an off-campus student (ie on one of our online programmes), please contact your department for a photo appointment. If you are an off-campus student, you can send a digital photo of yourself to Mr. Ingar T. Hauge ([ihauge@fjellhaug.no](mailto:ihauge@fjellhaug.no)). The photo must be in JPEG format on a white background with the student facing the camera, and must be sent along with a copy of valid photo ID. If you are a foreign citizen, a passport is the only valid means of ID.

The app is only valid if you have completed your semester registration and paid your semester fee. Once the app is valid, the field at the bottom of the app will turn yellow with the text "Valid semester receipt" (illustration under on the left). If the semester receipt is invalid, the field at the bottom the app will be gray (illustration under on the right).



Those inspecting your student ID (for example during ticket inspection on the train, tram, bus or subway) will press the yellow field and see the lines on the side of the screen moving. If a problem should occur during inspection even though you have a valid receipt, please contact the Student Advisor, [studieveileder@fjellhaug.no](mailto:studieveileder@fjellhaug.no).

The student ID app is not considered valid ID for examinations, as students are not allowed to have their phones with them to the examination desk.

The student ID is valid until January 31<sup>st</sup> for students who have registered and paid the fee for the Fall semester, and August 31<sup>st</sup> for students who have registered and paid the fee for the Spring semester.

## Technical Details

Having technical difficulties? See <http://www.fellesstudentsystem.no/studentbevis/>, including Frequently Asked Questions (FAQ): (<http://www.fellesstudentsystem.no/studentbevis/ofte-stilte-sporsmal.html>). For error messages, send an e-mail to [studentbevis@fsat.no](mailto:studentbevis@fsat.no). For other issues, please contact Mr. Ingar T. Hauge in the student administration ([ihauge@fjellhaug.no](mailto:ihauge@fjellhaug.no)).

The app receives the following student information about you from the FIUC database: Name, date of birth, Norwegian ID number, student number, affiliation, and whether you have completed your semester registration and paid your semester fee. The data is saved on your phone.

The app is available in English and Norwegian. The language is determined by your phone's standard language setting.



Avdeling Oslo:  
Sinsenveien 15, 0572 Oslo  
Tlf: +47 23 23 24 00  
E-post: [post@fjellhaug.no](mailto:post@fjellhaug.no)  
[fih.fjellhaug.no](http://fih.fjellhaug.no)  
[www.facebook.com/fjellhaug.no](http://www.facebook.com/fjellhaug.no)  
[www.twitter.com/FjellhaugIH](http://www.twitter.com/FjellhaugIH)



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