

Fjellhaug International University College

Study Guide

Campus Oslo

Academic Year 2022–2023



The studyguide is updated when needed. You can find the latest PDF file format at <http://fih.fjellhaug.no/student>. In case of missing or faulty information, please do not hesitate to contact the Student Advisor in the Student Administration at studieveileder@fjellhaug.no.

Table of Contents

1. Welcome as a Student at Fjellhaug International University College	4
2. Your Duties as a Student	5
3. Your Rights as a Student.....	6
4. Important Dates	7
5. Certificate of Good Conduct.....	9
6. Start of the Semester	12
7. Student Life	14
8. Examination.....	16
9. Practical information.....	17
10. SiO: Student Welfare Organization	20
11. Activate or Change Your Password Using Services with Feide	21
12. Log in at StudentWeb and Find Your Student Number.....	22
13. Semester Registration and Invoice in StudentWeb	23
14. Registration for Examination, Information and Examination Result in StudentWeb	28
15. Order Transcript of Records and Physical Copy of Semester Receipt.....	30
16. Get Started with Canvas.....	31
17. Download and Use the Student ID App.....	32
18. Studentdemocracy	34

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.
- Bachelor in Bible, Ministry and Mission - 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)
- Bachelor in Practical Theology
- 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://fi.h.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://fi.h.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 summery 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 2022

August 16 th	Start of the semester (semesteropening August 18 th)
August 25 th	Semester registration deadline for current students
September 1 st	Registration deadline for new and re-scheduled examination in courses with ordinary examination Spring 2022
September 1 st	Deadline for paying the semester fee
September 15 th	Registration deadline for ordinary examination
September 15 th	Semester registration deadline for new students
Week 39	New and re-scheduled examination
Before September 20 th	Election deadline for different student representatives
November 28 th – December 22 nd (Week 48-51)	Examination period
December 1 st	Registration deadline for elective courses with continuous assessment Spring 2022
December 15 th	Submission deadline of Master's thesis
December 22 nd (Week 51)	End of the semester

Spring Semester 2023

January 9 th (Week 2)	Start of the semester, first day of teaching
February 1 st	Deadline for paying the semester fee
February 1 st	Semester registration deadline for current and new students
February 1 st	Registration deadline for new and re-scheduled examination in courses with ordinary examination Autumn 2021
February 1 st	Registration deadline for ordinary examination
Week 8	New and re-scheduled examination
March 1 st	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 3 rd – 10 th	Easter Holiday, teaching starts Tuesday after Easter
April 15 th	Registration deadline for studies in Norwegian Universities and Colleges Admission Service (NUCAS)
April 15 th	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 th	First submission deadline of Master's thesis
May 9 th – June 1 st (Week 19-22)	Examination period
May 20 th	Registration deadline for elective courses with continuous assessment Autumn 2022
June 2 nd (Week 22)	End of the semester
June 15 th	Final submission deadline of Master's thesis
July 1 st	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.

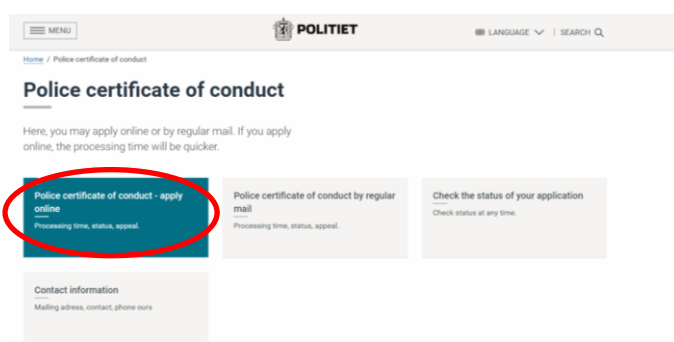
5. Certificate of Good Conduct

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.

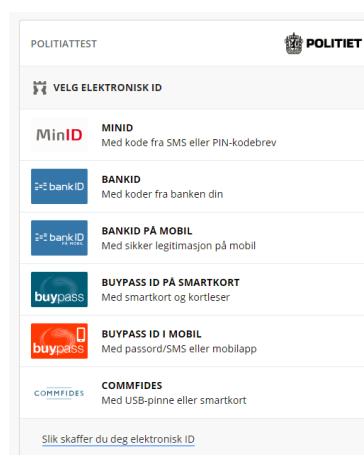
The purpose of obtaining the Certificate of good conduct is to protect frail groups and minors you may encounter during you can meet in your supervised professional training as a student. If your Certificate of good conduct is without comments, we will register that you delivered it, and then shred the 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.

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. 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 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. 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. 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).

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/en/student>. Scroll down to «Schedules». 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/en/studies> 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 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) 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://fi.h.fjellhaug.no/en/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

2

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>

2

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

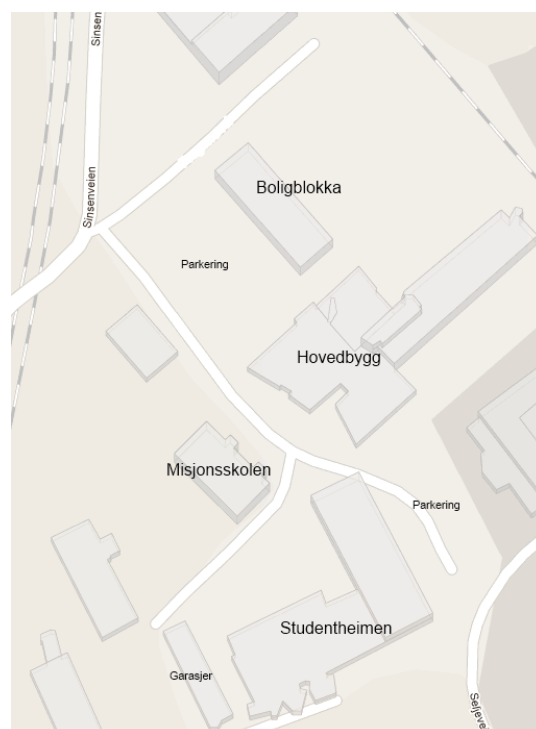
Cars are registered upon arrival, and you can park for free at the designated parking lot in front of "Boligblokka" (see map under, parking space marked *Parkering*). The University College accepts no responsibility in cases of theft of car, bike or luggage stored in cars while the car is parked. The 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), 1st floor: Reception, administration, canteen, living room and some offices for teachers.
- Main Building (Hovedbygg), 2nd floor: Class rooms, meeting rooms, auditorium.
 - 2nd-5th floor: Dorms.
- Library building, 1st floor: Library. 2. floor: Faculty offices. 3rd floor: Study halls.
- «Studentheimen» Basement: Practice rooms, gymnasium hall and fitness room. 1st floor: Faculty offices (Bible school), class rooms. 1st-4th 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 cantine 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 cantine, 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
Breakfast	08:30–09:00	09:00–10:00	Single ticket 35 NOK
Lunch	11:30–12:15	No lunch served on weekends	Single ticket 55 NOK Monthly ticket 870 NOK Monthly ticket dinks (coffee/tee, milk and juice in the lunchbreak) 200 NOK Semester ticket 670,-
Dinner	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. There are additional gatherings throughout the semester where you as a student are welcome to participate.

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 and gymnasium hall that 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.

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/.

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/.

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, Inspira etc.

To activate or change password for services using Feide, go to mega.efide.no and choose "glemt password" (forgot password). Write your username and phonenumber.

You will receive a password on your phone. This can be used immediately, and it is recommended to change your password as soon as possible. Enter <https://mega.efide.no/>. Log in through "Logg inn" and klikk on "Endre ditt password" (change your password) under your name to change this. Please contact Per Hjellen phjellen@fjellhaug.no for questions.

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 fsweb.no/studentweb. Choose Fjellhaug Internasjonale Høgskole (Fjellhaug International University College) as your institution.



Log on using Feide



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

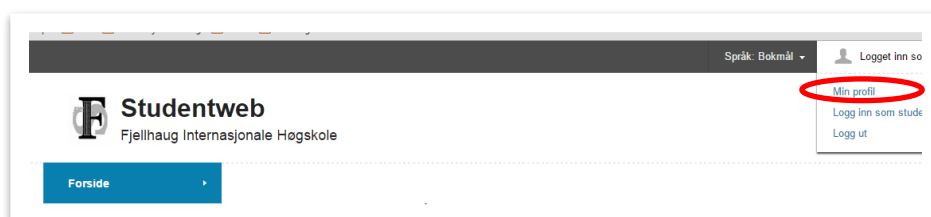
FEIDE Users from Norwegian universities and colleges

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 changes 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**.

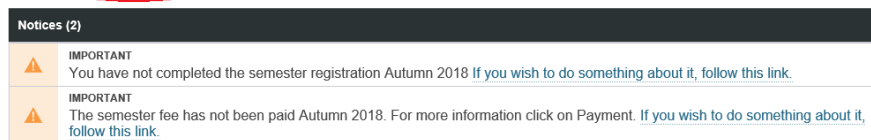
13. Semester Registration and Invoice in StudentWeb

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.

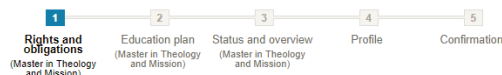
To start your registration, click «Start registration» (1).



You have not started the registration for AUTUMN 2018 yet.



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](#)

[Next](#)

2.

3.

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).

Up to 30 ECTS elective courses (show description)			
Course	Credits	Information	
TM1501 - Biblical Hebrew	20	Information about TM1501	4. Add
TM1502 - Latin	20	Information about TM1502	Add
TM1514 - Christian Education	10	Information about TM1514	Add
TM1506 - Counseling and Diakonia	10	Information about TM1506	Add
TM1510 - Studies of Missionary Contexts With Internship	10	Information about TM1510	Add
TM2504 - The Foundation of Dogmatics and Ethics	10	Information about TM2504	Add
TM2505 - Theological Anthropology	10	Information about TM2505	Add
TM2506A - Alternative Narratives	10	Information about TM2506A	Add
TM2506B - Alternative Narratives	10	Information about TM2506B	Add
TM2507 - Reformation and Lutheranism	10	Information about TM2507	Add
TM2508 - Church History of the Majority World	10	Information about TM2508	Add
TM2509 - Bachelor Essay	10	Information about TM2509	Add
TM2511 - History of Theology	10	Information about TM2511	Add
TM2512 - Judaism	10	Information about TM2512	Add
TM2513 - Apologetics and Christian Mission	10	Information about TM2513	Add
TM2510 - Bachelor Essay	15	Information about TM2510	Add
RLE2002 - Culture, Religious Pluralism and Tolerance	10	Information about RLE2002	Add
RLE2005 - Religious Ethics and Alternative Spirituality	10	Information about RLE2005	Add
RLE2006 - Islam in Context	10	Information about RLE2006	Add
TM2514 - Christian Ethics Meeting Cross-Cultural Challenges	10	Information about TM2514	Add

5.

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

2018 SPRING		30 Credits
2018 AUTUMN		20 Credits
Course	Credits	Information
Up to 30 ECTS elective courses (show description)		
TM1501 (1) Biblical Hebrew	20	Information about TM1501 Class info: Exam registrations:
<input checked="" type="checkbox"/> Delete course from plan		<input type="button" value="Sign up for class"/> <input type="button" value="Register for exams"/>
Include courses <input checked="" type="radio"/> Show only selectable courses <input type="radio"/> Show all courses		
New Testament courses with Greek (Valgritt) (show description)		
Course	Credits	Information
TM2003 - John and Romans	10	Information about TM2003 <input type="button" value="Add"/>
Up to 30 ECTS elective courses (show description)		
Course	Credits	Information
TM1502 - Latin	20	Information about TM1502 <input type="button" value="Add"/>
TM1514 - Christian Education	10	Information about TM1514 <input type="button" value="Add"/>
TM1506 - Counseling and Diaconia	10	Information about TM1506 <input type="button" value="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.

1

2

3

4

5

Rights and obligations
(Bachelor in Theology and Mission)

Education plan
(Bachelor in Theology and Mission)

Status and overview
(Bachelor in Theology and Mission)

Profile

Confirmation

Status and overview

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 independent 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 (FIH) DEMO

Forside

Mine studier

Active events

Mine resultater

Documentation

Betaling

Sperreundersøkelser

8. **Gå til forsiden**

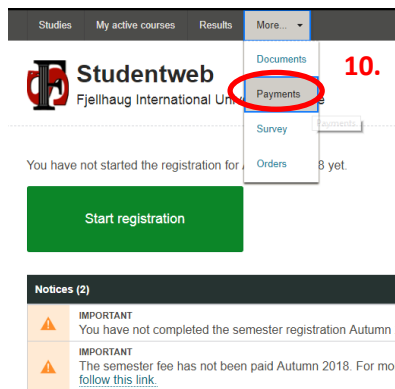
To pay your mandatory fees, click on the link after the phrase «The semester fee has not been paid...» (9). You can also click "Payments" (10) (see image on next page).

Notices (2)

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

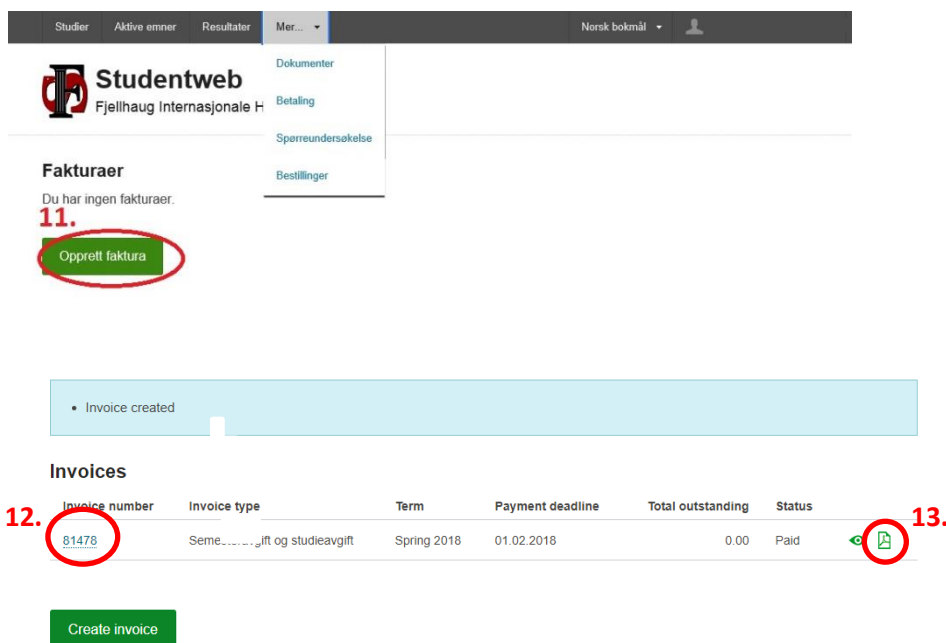
IMPORTANT
The semester fee has not been paid Autumn 2018. For more information click on Payment. [If you wish to do something about it, follow this link.](#)

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).



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).

Studies **my active courses** Results More... English English

Studentweb
Fjellhaug International University College

Active courses

▼ FLE1002 (1) Introduction to Church History and Christian Churches 10 Credits

Class info: Sign up for class

Exam registrations:

Autumn 2018 - Written exam - Signed up Edit Withdraw from exam

Deadline for sign up: 15.09.2018
Language: bokmål
Exam: 20.12.2018 09:00 - 5h ordinary time.
Appearance: 30 minutes before start of exam.
Digital examination system: Inspira assessment -
Candidate number: X

Course search

Course code: Subject: Choose from list

Course name: Faculty: Choose from list Search

Checking Results on StudentWeb

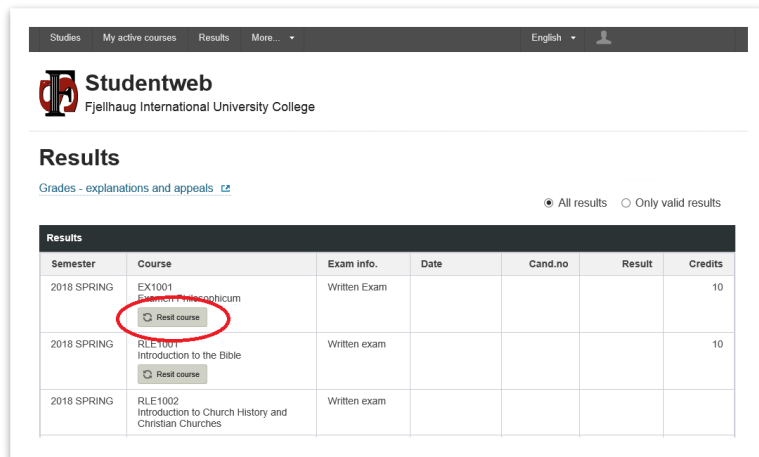
The results from an examination can be found under “Results” once they are made available. You can check your results both for the current and previous semesters.

Studies My active courses **Results** More... ▼



Signing Up for New or Re-Scheduled Examination

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.

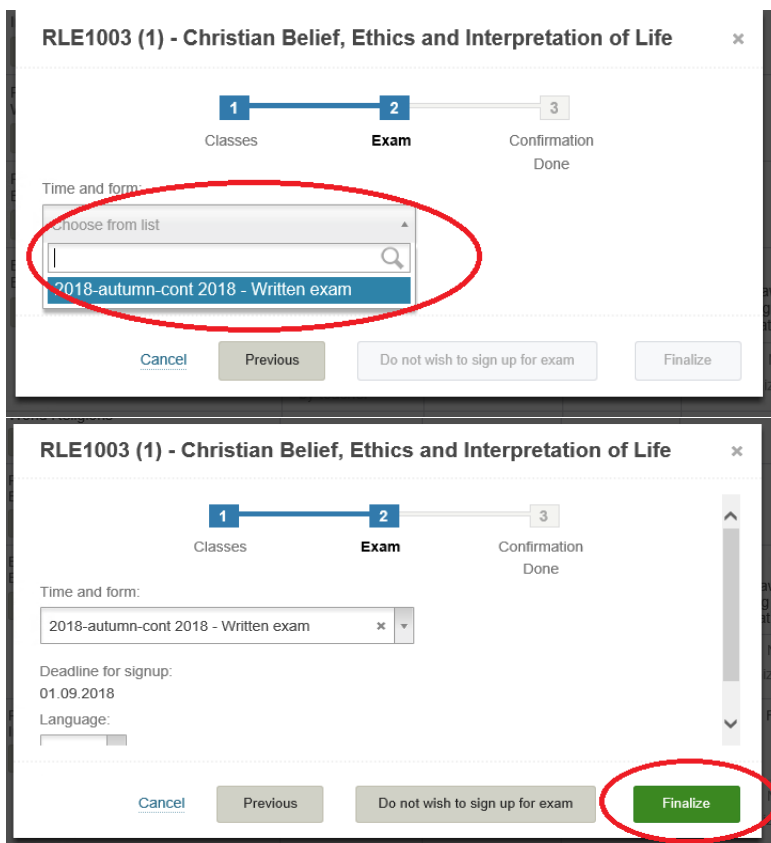


Studentweb
Fjellhaug International University College

Results
[Grades - explanations and appeals](#)

☒ All results ☐ Only valid results

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



RLE1003 (1) - Christian Belief, Ethics and Interpretation of Life

1 Classes 2 **Exam** 3 Confirmation Done

Time and form:

Choose from list

2018-autumn-cont 2018 - Written exam

Cancel Previous Do not wish to sign up for exam Finalize

RLE1003 (1) - Christian Belief, Ethics and Interpretation of Life

1 Classes 2 **Exam** 3 Confirmation Done

Time and form:

2018-autumn-cont 2018 - Written exam

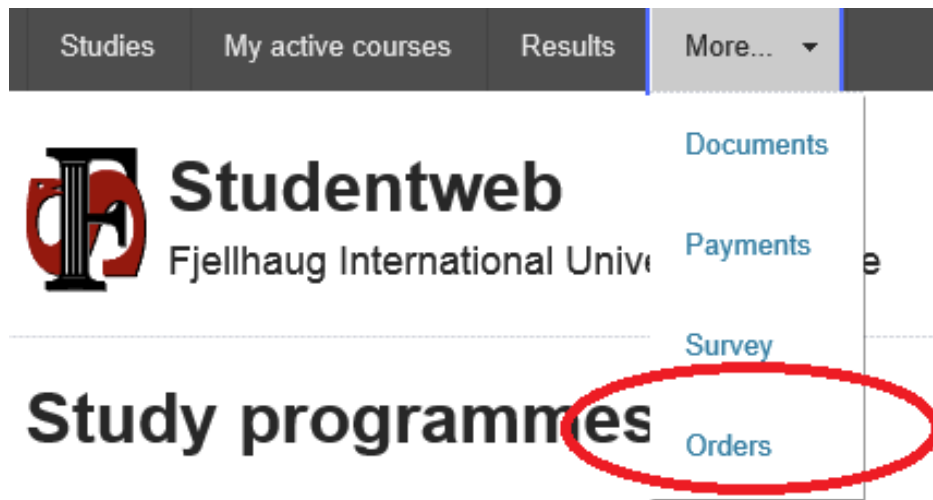
Deadline for signup:
01.09.2018

Language:

Cancel Previous Do not wish to sign up for exam **Finalize**

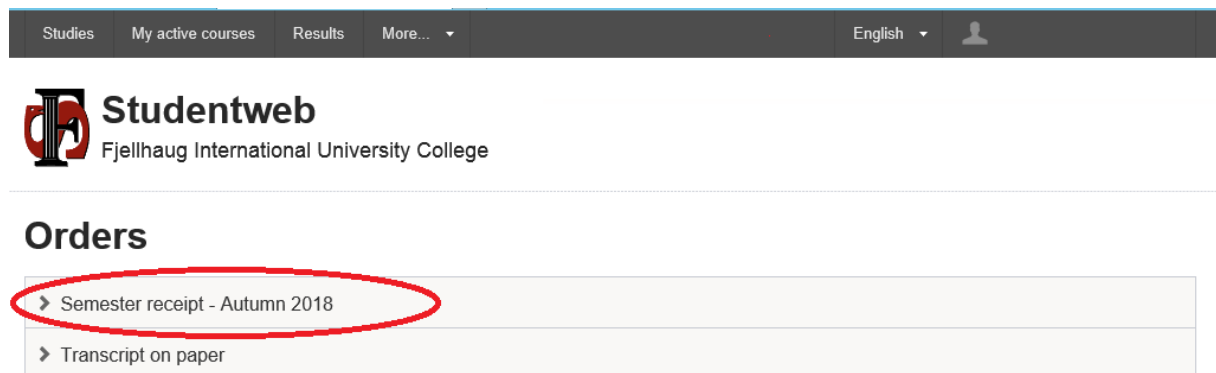
15. Order Transcript of Records and Physical Copy of Semester Receipt

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?

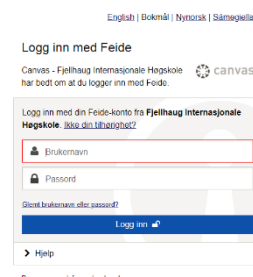
Canvas is an digital educational platform open for integration with several tools, which allows for a variety of lecture methods.

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.

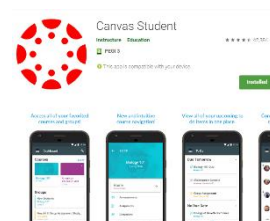


Mobile App

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](#)

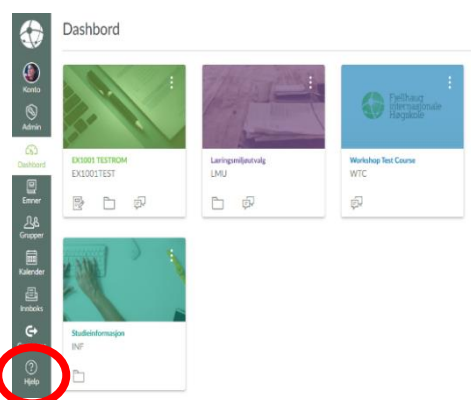
Canvas also has an app for faculty members called **Canvas Teacher**, also available for [Android](#) and [iOS](#).



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

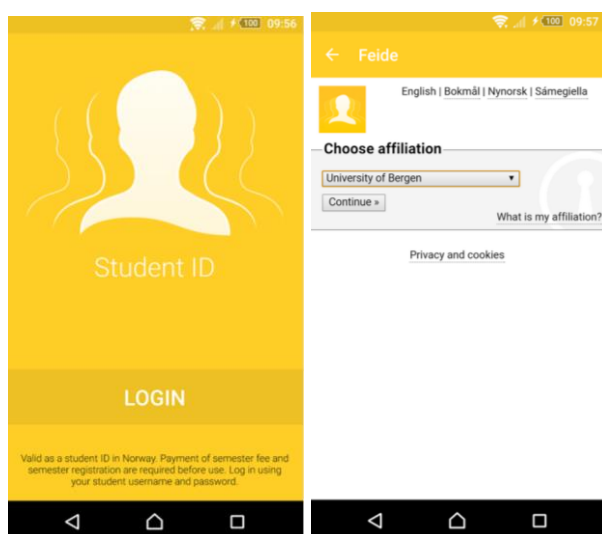
As of Fall Semester 2017, the standard means for student identification in Norway is through the Student ID app. If you still wish to receive a physical copy of the student card and receipt, you can order this through StudentWeb (see chapter 5).

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.



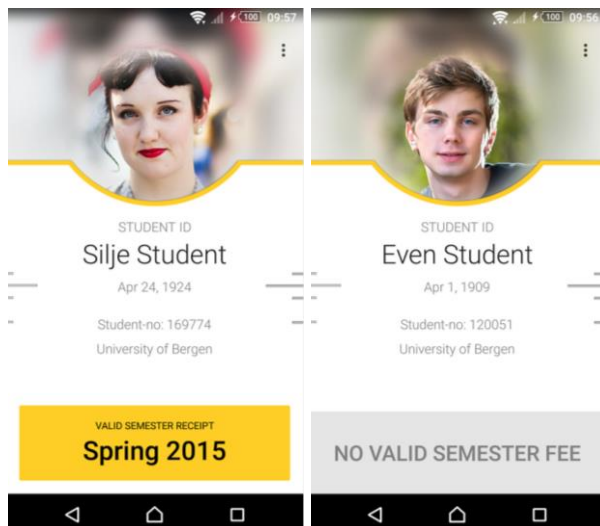
How the App Works

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). 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.

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 31st for students who have registered and paid the fee for the Fall semester, and August 31st 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. For other issues, please contact Mr. Ingar T. Hauge in the student administration (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.

18. Studentdemocracy

To make FIUC a good place to be and a good place to study it is important to have a well functioning student democracy. By using the democracy actively and participate in councils and committees you will participate in making FIUC better, you make new friends and you will gain experiences that will be of benefit in your career.

Students at FIH can participate in the following :

Studentcouncil

The student council consists of up to 8 members and is elected each autumn. The student council discusses cases that are relevant for students, ranging from social events, spiritual gatherings and how studies are being organized. Working language is English.

The board at FIUCS

THE FIUC board is the highest body at our university college. In the board there are two student representatives, each with their personal deputy representative. The student representative should be one male and one female. Being a student representative is a unique opportunity to learn organization management and be able to participate in important decisionmaking. Working language Norwegian.

Learning Environment Committee

The learning environment committee ensures a good learning environment. It consists of the same number of students as employees, and students and employees sit as leader every second year. LEC treats issues such as improvements in classrooms, better equipment and the psychosocial learning environment. About 5 meetings are held each year. Working language is Norwegian or English depending on need.

LOKUT

Lokut is responsible for quality assurance of new studies. As a student you will gradually get used to dealing with study plans and study programmes. LOKUT is involved in deciding what the student plans should be like and which courses you must take to get the different degrees. LOKUT, has one student representative with the right to speak and make proposals, in addition to a deputy for the student representative. 1-2 meetings are held a year. Working language Norwegian.

Appeals committee

When someone appeals against a decision given by FIH (such as a rejection of an application for extra time at the exam, sanctions in connection with cheating, etc.), this is sent to the appeals committee. As a student representative in the appeals committee, you have the chance to get to know more about law and see how you work with cases and legislation. Meetings as needed, usually 1-2 times a year. Working language Norwegian.

Academic Council

Academic Council develop the study quality at the institution. The student representative should be interested in both getting an overview and look at details. In this council you will obtain much useful knowledge about organizational management. 5-6 meetings are held per year. Working language Norwegian.

Technical Council

This is where FIUC's academic staff gather to discuss cases regarding teaching and assessment. Examples of cases can be the right to apply for postponement of work requirements, how practical training should be set up and how students responded on mid term evaluation in the courses. It is important that the students participate to ensure a good and fair study practice. 6 meetings are held per year. Working language Norwegian.

Research Committee

Are you considering a career in the academic world? Then being a student representative in the Research Committee is a golden opportunity to get a peek within the research world. You can influence topics for special lectures and get to know research topics at Fjellhaug. Around 5 meetings are held per year. Working language Norwegian.

ICT committee

The student council can choose one representative for the ICT committee. ICT affects your everyday life as a student. In this committee you can help make improvements. 2-3 meetings can be held per year. Working language Norwegian.

Admissions Committee.

A committee that treats cases of admission based on non-formal competence. Participating in this committee is a possibility to maintain students' rights and get to know how cases are being treated. Meeting depending on need. Working language Norwegian.

Specific Recognitions Committee.

The Specific Recognitions Committee treats applications for approval of courses from other universities and colleges. Meeting depending on need. Working language Norwegian.

Mentorweek Committee:

Mentorweek is about having fun and making new friends. Are you good at having fun, eager to make new friends and like to organize, this is the committee for you. Working language is English.

Contactperson in cases of sexual harassment.**Kontaktperson ved seksuelle krenkelser**

The role of the contact person is to receive notifications and report to rector. This role is important to secure the safety of students through good routines. The contactperson will receive training. The role requires a person of integrity and warmth.

If you are interested in sitting for elections in the student council or be a student representative, please contact the leader of the student council or the student advisor.



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www.twitter.com/FjellhaugIH



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Phone: +45 8616 6300
www.facebook.com/teologi.dk