*The Learning Agreement is a contract between USN and the student about the content of the practice abroad. This contract must state what placement the student will undertake abroad, and which part of the original programme at home that is being replaced by an international practice.*

*The document must be signed by the student, academic responsible and at certain institutions – the recieving partner. For those cases, the English version of the Learning Agreement must be used.*

*The student must have a copy of the signed agreement, and one copy must be registered in system by the administrative responsible at the institute the students are connected to*.

*If there are any changes to the content of the placement programme, a new Learning Agreement must be signed*.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | **Last name(s)** | | **First name(s)** | **Date of birth** | | **Nationality** | | **Student number** | | | **Sex [M/F]** | **Study cycle** | | | | **Field of education** | |
| Student | |  | |  |  | |  | |  | | |  |  | | | |  | |
| Sending Institution | | **Name** | | **Adress** | **Campus** | | **Academic contact person: Name, email, phone** | | | | **Administrative contact person at institute:**  **Name, e-mail, phone** | | | | | **Contact person in the International Relation Section: Name, e-mail, phone** | | |
| University College of Southeast Norway | | P.O Box 235, 3603 Kongsberg |  | |  | | | |  | | | | |  | | |
|  | |
| Receiving  University/Organisation  /Enterprise | | **Name** | | **Department** | **Address; website** | | **Country** | | | | | **Academic contact person: Name, e-mail; phone** | | | **Administrative contact person : Name, position, e-mail, phone** | | | |
|  | |  |  | |  | | | | |  | | |  | | | |
|  | | | | | | | | | | | | | | | | | | |
|  | **Programme** | | | | | | | | | | | | | | | | | |
| Planned period of the mobility: from ……………. to ……………. | | | | | | | | | | | | | | | | | | |
| **Traineeship title: …** | | | | | | | | | | | | **Number of working hours per week: …** | | | | | | |
| **Detailed programme:** | | | | | | | | | | | | | | | | | | |
| **Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):** | | | | | | | | | | | | | | | | | | |
| **Placement programme at home institution that is being replaced by the international placement. If extra work is required, placement periods have to be adjusted**  **back home, it must be specified here:** | | | | | | | | | | | | | | | | | | |
| **Monitoring plan:** | | | | | | | | | | | | | | | | | | |
| **Evaluation plan:** | | | | | | | | | | | | | | | | | | |
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| --- | --- | --- | --- | --- | --- |
| By signing this document, the student, the Sending Institution and the Receiving University/Organisation/Enterprise confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. The student and Receiving University/Organisation/Enterprise will communicate to the Sending Institution any problem or changes regarding the placement period. | | | | | |
| **Commitment** | **Name** | **Email** | **Position** | **Date** | **Signature** |
| **Student** |  |  | Student |  |  |
| **Academic responsible person at the Sending Institution** |  |  |  |  |  |
| **Supervisor at the Receiving Organisation (if applicable).** |  |  |  |  |  |