LEARNING AGREEMENT FOR TRAINEESHIPS

Erasmus+ students from institutions in EU countries, Liechtenstein, North Macedonia, Serbia and Türkiye

Admission to internship, academic research or thesis project

💡 Please read the following instructions carefully before completing the form:

Why is this form required?

This form is a required part of your application for traineeships at UiT.

Please complete this form electronically using Adobe Acrobat Reader or another compatible PDF application.

1. Download and save the PDF to your computer.
2. Open the file in Adobe Acrobat Reader or another PDF compatible application.
3. Complete all required fields directly in the PDF.
4. Sign the form using the designated signature field or Adobe Acrobat's **Fill & Sign** feature.
5. Save the completed and signed form.
6. Upload the signed PDF to the **Application Form Portal**.

Before choosing your courses, please read these important instructions:

The Learning Agreement helps ensure that your traineeship at UiT The Arctic University of Norway is well planned and clearly documented before it begins. It also confirms whether your traineeship can be academically recognised as part of your degree at your home educational institution once it has been successfully completed.

All incoming exchange students must have an individual Traineeship Plan. This form should be completed with support from the responsible persons at both your home institution and UiT, who will guide you through the process.

- ✅ **Responsible person at the sending institution:** This person supports you in completing the Learning Agreement, signing the form, making any necessary updates, and approving the traineeship plan and learning outcomes together with the supervisor/responsible person at UiT.
- ✅ **Supervisor / responsible person at UiT:** This person signs the Learning Agreement, makes updates if needed, supervises you during the traineeship, and signs the Traineeship Certificate (if applicable) in consultation with the responsible person at the sending institution.
- ✅ **Duration of the traineeship:** The responsible person at the sending institution and the responsible person at UiT will help you define the planned start and end dates, traineeship title, and expected working hours per week (if applicable).
- ✅ **Health insurance:** UiT The Arctic University of Norway does not provide insurance for accidents, liability, health care, or travel. We strongly recommend that you purchase travel insurance that includes emergency repatriation. **For more information, please visit:** 🩺 Health & Insurance Essentials for International Students at UiT | UiT

Citizenship considerations: For Non-EU/EEA Applicants

Due to visa restrictions for students who hold citizenship from countries outside the EU/EEA, we recommend that the traineeship period does not exceed 3 months (90 days). This helps avoid unnecessary complications related to visa categories such as "Research with own funds" and "Trainees," unless you meet all the requirements and your supervisor at UiT is willing to provide the necessary documentation for the visa application.

Note: Students who already hold a valid residence permit in a Schengen country may travel to Norway for a traineeship without a visa, provided that the traineeship does not exceed 3 months (90 days). For questions, please contact: 📧 Email: mobility@uit.no

Student housing

Student housing is owned and managed by the Housing Office at Samskipnaden. Neither UiT nor the Incoming Student Exchange Team manages student housing applications or accommodation offers. For more information, please visit: https://samskipnaden.no/en/housing.

Please note that student housing is very limited. Students coming to UiT for an internship, academic research, or a thesis project as guest or independent exchange students are not guaranteed accommodation.

You are welcome to apply for housing through Samskipnaden. However, if you are not offered a room, you will need to find accommodation on the private housing market. The Incoming Student Exchange Team is unable to assist with finding private accommodation.

Orientation programme

UiT's orientation programme for international students is called **Debut WEEK International**. The programme takes place during the **second week of August** for students starting in the autumn semester and during the **first week of January** for students starting in the spring semester.

For more information, please visit: 🎉 Debut Week International – orientation programme for international students | UiT

Please note: If you arrive outside the orientation programme period, please note that it is your traineeship supervisor's responsibility to help you get settled and provide you with the information you need to begin your traineeship successfully.

LEARNING AGREEMENT FOR TRAINEESHIPS

Erasmus+ students from institutions in EU countries, Liechtenstein, North Macedonia, Serbia and Türkiye

Admission to internship, academic research or thesis project

PART 1: STUDENT INFORMATION

Block A: Personal details

📌 **Important:** Enter your name exactly as shown in your passport or national ID card.

First name (given name)	
Middle name(s) (if applicable)	
Last name (family name / surname)	
Date of birth	
Nationality (citizenship)	
Email address	
Mobile number (including country code, e.g. +33 612345678)	

Block B: Permanent home address

💡 **Tip:** Use Google Maps to find the complete and correct format of your address.

Address line 1 (street name and house number)	
Address line 2 (apartment, building, floor, etc.) (if applicable)	
Postal / ZIP code	
City / Town	
Country	

Block C: Educational background

Name of home institution	
Erasmus+ code of home institution	
Main field of study	
Secondary field of study (minor, if applicable)	
ECTS credits completed so far	
Total duration of your current degree programme (in years)	
Current and completed degree level(s)	**Please tick the relevant option(s)**
Diploma / Certificate (EQF 5)	☐
Bachelor's degree (EQF 6)	☐
Master's degree (EQF 7)	☐
PhD / Doctorate (EQF 8)	☐

LEARNING AGREEMENT FOR TRAINEESHIPS

Erasmus+ students from institutions in EU countries, Liechtenstein, North Macedonia, Serbia and Türkiye

Admission to internship, academic research or thesis project

PART 2. YOUR TRAINEESHIP AT UiT

Table A: Duration of traineeship

Academic calendar at UiT: Academic calendar | UiT

Start date	
End date	
Campus at UiT	**SELECT A CAMPUS (ALPHABETICAL ORDER)**

Table B: Traineeship programme / plan at UiT

Traineeship title
Number of ECTS credits or working hours to be completed
Detailed programme of the traineeship (including digital component, if applicable)
Expected learning outcomes (knowledge, skills and competences to be acquired at the end of the traineeship)
Monitoring and supervising plan
Evaluation plan

LEARNING AGREEMENT FOR TRAINEESHIPS

Erasmus+ students from institutions in EU countries, Liechtenstein, North Macedonia, Serbia and Türkiye

Admission to internship, academic research or thesis project

Table C: Assessment and recognition

Item	Details							
ECTS credits awarded upon successful completion								
The final assessment is based on	**Certificate**	☐	**Report**	☐	**Interview**	☐	**Transcript**	☐
Traineeship recorded in Europass Mobility Document	**Yes**	☐			**No**	☐		

Table D: Insurance

The Sending / home institution confirms that the student has the following insurance coverage:

Type of insurance	Details			
Accident insurance	**Yes**	☐	**No**	☐
Health insurance	**Yes**	☐	**No**	☐

Important: UiT does not provide accident, health, liability, or travel insurance. Students must arrange their own insurance before coming to Norway.

We recommend that your insurance covers:

- Health care, including emergency treatment
- Travel insurance
- Personal liability insurance
- Emergency travel home due to serious illness or other unforeseen events
- More information: **Health & Insurance Essentials for International Students at UiT | UiT**

Table E: Financial and in-kind support (if applicable)

Financial support	Details			
Will the student receive financial support during the mobility?	**Yes**	☐	**No**	☐
If yes, amount (EUR per month)				
Will the student receive any in-kind support (e.g. access to laboratory facilities, specialized equipment, office space, fieldwork expenses, training, or other resources)?	**Yes**	☐	**No**	☐
If yes, please specify				
Support period (if different from traineeship period)	**From:**			
	To:			

LEARNING AGREEMENT FOR TRAINEESHIPS

Erasmus+ students from institutions in EU countries, Liechtenstein, North Macedonia, Serbia and Türkiye

Admission to internship, academic research or thesis project

PART 3: COMMITMENT

Table A: Declaration of commitment

By signing this agreement, the **student**, the **home** / **sending institution**, and the **responsible person at UiT** confirm that they approve the planned traineeship and agree to follow the arrangements described in this Learning Agreement.

If any changes occur during the traineeship, the student and the responsible person at UiT will inform the home / sending institution as soon as possible.

The student and the home / sending institution also agree to comply with the conditions of the **Erasmus+ Grant Agreement**, and both institutions commit to the principles of the **Erasmus Charter for Higher Education**.

The student commits to complying with all emergency procedures, preventive measures, and health and safety requirements established by UiT in order to protect both public health and personal safety: Sikresiden.no – Emergency Information and Safety Guidance.

The student	
Name	
Date of signature	
Signature	
Responsible person at the home / sending institution	
Name	
Position	
Email address	
Date of signature	
Signature	
Responsible person at UiT The Arctic University of Norway – Erasmus code: N TROMSO 01	
Name	
Position	
Email address	
Department	
Date of signature	
Signature	