

# STUDENT AND STAFF EXCHANGE AGREEMENT

BETWEEN

University College of Norwegian Correctional Service (KRUS)

AND

LAUREA UNIVERSITY OF APPLIED SCIENCES

Recognizing the mutual benefits to be gained through educational and scientific cooperation and through strengthened contacts between faculty members and students of the two higher education institutions, Laurea University of Applied Sciences, Finland, (hereinafter Laurea) and University College of Norwegian Correctional Services, (hereinafter Krus), hereby agree to enter into a cooperative agreement on student and staff exchanges.

The purpose of this agreement is to facilitate and develop educational and research cooperation and mobility between Laurea and Krus, exchange of students, teachers, researchers and other staff. This agreement establishes the general principles and conditions under which the collaboration will be pursued. Subject to mutual consent, the areas of cooperation includes the field/s of correctional services. This agreement provides for exchange opportunities for Bachelor level students.

## 1. MOBILITY NUMBERS PER ACADEMIC YEAR

The partners commit to amend the table below in case of changes in the mobility data by no later than the end of January in the preceding academic year, so as to allow sufficient time to communicate the information to students and staff. If possible the same numbers of students and staff are exchanged between the partners in each exchange period. Both institutions agree to resolve any exchange inequalities through mutual agreement and adjustment either by increasing or decreasing the number of students or staff sent or received. Students can be accepted for one semester or two semesters.

| FROM   | TO     | Subject area             | Study cycle<br>(Bachelor,<br>Master) | Number<br>of<br>students,<br>months | Number<br>of<br>teachers<br>or<br>other<br>staff<br>members, days |
|--------|--------|--------------------------|--------------------------------------|-------------------------------------|---|
| Laurea | Krus   | Correctional<br>Services | BA                                   | 2 x 5 months                        | 2 x 5 days  |
|        |        |                          |                                      |                                     |   |
| Krus   | Laurea | Correctional<br>Services | BA                                   | 2 x 5 months                        | 2 x 5 days  |

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## 2. ORGANISATION OF STUDENT MOBILITY

### Students' status and rights

Each institution accepts incoming exchange students as non-regular students (i.e., students who do not aim at obtaining a degree or other formal qualification from the host Institution). However, the students are subject to rules and regulations of the host Institution. Students will register in their home institution, but have equal access to teaching staff, academic resources and students' services as the students at the host institution. Students participating in the exchange will not be charged tuition fees by the host Institution.

### Selection of students

The partner Institutions agree to promote and market the programme to the students in a professional, honest and efficient manner.

Students participating in the exchange will be selected by their home institutions according to criteria established jointly by both institutions. The students participating must have completed at least one year of studies before the start of the mobility. The home institution considers that the selected students are suitable to undertake study abroad and have sufficient language proficiency in the language of instruction. The language of study at Laurea is English, and the required language level is B2 according to the Common European Framework of Reference for Languages (CEFR), see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr> . The language of study at Krus is English, and the required language level is B2.

Prior to the start of the host institution's exchange period, the home institution will provide the host institution with details of the academic record of each proposed student using the appropriate application form and respecting deadlines set by the host Institution. The host institution will confirm the programme and choice of courses in which the students wishes to enrol.

Students from both institutions must have their course selections approved by their home department and appropriate academic authority in order to obtain transfer of credits.

Prior to the start of the exchange period, the host institution will confirm that it will accept the students proposed by the home institution. The host institution will send a letter of acceptance and information on the programme.

Every year the partners will provide each other with the various deadlines that apply in the admission process. The indicative semester dates are:

University College Graduate in Correctional Services KRUS

Fall Semester: from September to December

Spring Semester: from January to May

Laurea:

Fall Semester: from September to December

Spring Semester: from January to May

### **Organisation of studies**

The partner institutions agree to arrange support to help student's integration: formalities once in the country, orientation programme, follow up and feedback. Optional courses on the local language and culture are organised for exchange students.

The host Institution shall determine the study programme of each exchange student in consultation with academic advisors of both the home and host Institutions. Depending on the study programme, language requirements and/or other prerequisites may be imposed in accordance with the regulations of the host Institution. Exchange students will normally be permitted to enter programmes unless these programmes are subject to limited enrolments.

The credit system used at Laurea is ECTS, European credit transfer system, according to which 1 ECTS is equivalent to 27 hours of work. The credit system used at KRUS is also ECTS, European credit transfer system, according to which 1 ECTS is equivalent to 27 hours of work.

The host institution shall evaluate the academic performance of each exchange student according to its rules and shall send the home institution the academic record/transcript of each exchange student. The partner institutions agree to send the student's transcripts and grades in approximately 6 (six) weeks of the end of the exchange period (i.e. after the end of exam period). The home institution may give credit to each student according to its regulations.

### **Fees and other costs**

Students will pay tuition fees to the home university and will be responsible for their own travel and living expenses. Host institutions will not be responsible for the cost of room, board, travel, meals or other personal expenses (including books). The students will be responsible for these costs.

The students are responsible for taking insurances to cover the cost of all necessary medical care during the period of exchange study. Each institution will assist incoming students to secure suitable housing for the exchange period.

### 3. ORGANISATION OF STAFF MOBILITY

The timing and contents of the teacher, researcher or other staff mobility will be agreed by both institutions in good time before the planned mobility. The home institution will cover the staff member's travel expenses and accommodation. The staff member's salary and daily subsidy, in accordance with each national practice, is paid in the home country.

### 4. CONTACT PERSONS

Each institution has designated a liaison officer to develop and coordinate the exchanges :

Partner:  
Vigdis Hult  
Head of Section  
Solheimsgt. 21, N-2000 Lillestrøm, Norway  
Tel. +47 97488404  
Email: [vigdis.hult@krus.no](mailto:vigdis.hult@krus.no)


Laurea :  
Päivi Haapanen  
Planning officer, international affairs  
Vanha Maantie 9, 02650 Espoo, Finland  
Tel. + 358 41 5298770  
Email: [paivi.haapanen@laurea.fi](mailto:paivi.haapanen@laurea.fi)

Partner institutions will work closely and exchange information in order to facilitate the implementation of this cooperation. Any relevant matters not included in this agreement should be resolved by discussion between institutions.

### 5. SIGNATURES

The agreement will come into effect with the appropriate signatures of each institution. It will continue until 30<sup>th</sup> September 2021. However, either institution may terminate the agreement in writing at least six months prior to the beginning of each academic year, provided that the mobility in progress is not interrupted i.e., the host institution shall honour the terms of the agreement for students whose exchange has been approved prior to termination of the agreement.

For Laurea University of Applied Sciences

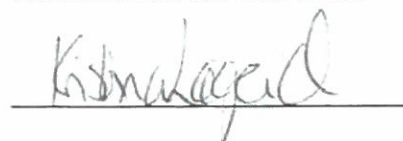


Name: Katri Ojasalo

Status: Vice-President

Date: 3.2.2020

For University College Graduate in  
Correctional Service KRUS



Name: Kristina Lægheid

Status: Director

Date: 22.01.20