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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Student - background information** | | | | | | | | |
| **Last name**  Click or tap here to enter text. | | | | | **First name**  Click or tap here to enter text. | | | |
| **Date of Birth (dd.mm.yyyy)**  Click or tap here to enter text. | | | | | **Student code**  Click or tap here to enter text. | | | |
| **Email address**  Click or tap here to enter text. | | | | | **Phone number**  Click or tap here to enter text. | | | |
| **Degree Programme** (drop down list)  Choose an item. | | | | | **Year of study**  Click or tap here to enter text. | | | |
| **Completed practical trainings in Finland** (number of weeks, speciality)  Click or tap here to enter text. | | | | | | | **Number of ECTS prior to planned practical training abroad** (an estimation)  Click or tap here to enter text. | |
| **Preferred practical training abroad** | | | | | | | | |
| Priority 1 | | | | | | | | |
| **Country**  Click or tap here to enter text. | | **Name of the practical training at Arcada**  Click or tap here to enter text. | | | | | | |
| **University**  Click or tap here to enter text. | | | **ECTS**  Click or tap here to enter text. | | | | | **Estimated time for the practical training abroad**  Click or tap here to enter text. |
| Priority 2 | | | | | | | | |
| **Country**  Click or tap here to enter text. | | **Name of the practical training at Arcada**  Click or tap here to enter text. | | | | | | |
| **University**  Click or tap here to enter text. | | | **ECTS**  Click or tap here to enter text. | | | | | **Estimated time for the practical training abroad**  Click or tap here to enter text. |
| **Describe the goals and planned working tasks**  Click or tap here to enter text. | | | | | | | | |
| **Language skills and possible International Tutor Experience**  Do you have the required language skills in the language of work at the host organisation? Scandinavian languages are often needed for practical training in Scadinavia  Yes  No  If no, please describe your plans on fullfilling the requirements before departure  Click or tap here to enter text.  I have an International Tutor Certificate Provided by ASK (I have been an active I-tutor). I am prepared to submit the certificate later in the process.  Yes  No | | | | | | | | |
| **Practical training through one of the following (choose a, b or c)**  A) Nordplus (practical training via Nordplus partner universities within Nordic and Baltic counties).  B) Erasmus+ (practical training abroad arranged by the student with funding through Erasmus+) - either 5-30 days of work abroad + an online part OR minimum 60 days of work abroad for the same organisation.  C) Freemover. The work is abroad. There is no contract between Arcada and the employer. Please use the template for practical training contract (signed by student, work place and Arcada). | | | | | | | | |
| **The planned practical training has been approved as part of my studies at Arcada** | | | | | | | | |
| **I have discussed the plan according to this document and have them approved by my programme director/lecturer**  Yes  No | | | | **Planned ECTS to be approved**  Click or tap here to enter text. | | | | |
| **Approved by** (name of programme director/lecturer – fill in the name) | | | | **Date when approved** | | | | |
| **Disclaimer** | | | | | | | | |
| I certify that the information given in this application and the documents provided are correct and complete to the best of my knowledge and belief. I understand that any discrepancies in these details may result in my enrolment being cancelled. I understand that the application is binding.  I have taken notice that the information on this form will be stored electronically and used by the international contact person in accordance with the provisions of the Data Protection Act.  I agree that my name and email address and motivation letter can be forwarded to the host organisation  I hereby confirm that I will comply with the laws of my host country and with the rules and regulations of the hosting institution.  I understand that it is my responsibility to make sure that I have sufficient insurance when going abroad. | | | | | | | | |
| **Signature – I understand that this application is binding** | | | | | | | | |
| **Student** | | | | | | | | |
| **Name** | **Signature of student** | | | | | **Place and date** | | |
| **Submission and attachments** | | | | | | | | |
| Please attach the following document to your application.  A motivation letter in English or in Swedish. In Swedish if a Scandinavian host country. Max. one A4 sheet. Describe why and what you want to do during your practical training abroad and what your study and career related goals for the practical training abroad are.  Save this application form and the motivation letter as separate pdf-files. | | | | | | | | |

Updated 12/2023