

1. Definitions

In this document, the following terms shall have the following meaning:

«**Award Letter**»: The administrative decision made by Diku regarding provision of financial support to the Language Assistant, to which these Terms and Conditions are attached.

«**Evaluation Course**»: An evaluation course which may be arranged in Oslo after the Language Assistant's placement at the Host School is finished.

«**Host School**»: The Norwegian lower/upper secondary school where the Language Assistant has been allocated a placement for the school year set out in the Award Letter.

«**Language Assistant**»: The master student named in the Award Letter.

«**Preparatory Course**»: A preparatory course which may be arranged in Oslo upon the Language Assistant's arrival.

«**Scholarship**»: The financial support awarded the Language Assistant in the Award Letter.

«**Diku**»: Norwegian Agency for International cooperation and quality enhancement in Higher Education (www.siu.no).

«**Supervisor**»: The pedagogic staff member appointed by the Host School to supervise the Language Assistant during his/her placement with the Host School.

2. Conditions for entitlement to the Scholarship

The Language Assistant's entitlement to the Scholarship is conditional upon the him/her meeting the following conditions:

- a) Attendance at the Preparatory Course and the Evaluation Course if arranged.
- b) Due fulfilment of the obligations set out in Article 3 herein.

Upon breach of these conditions, Diku may decide to stop payment of the Scholarship in accordance with Article 9.

3. Obligations of the Language Assistant

During his/her placement with the Host School, the Language Assistant shall meet the following obligations:

- a) Comply with the at any time applicable rules, regulations and policies at the Host School, and refrain from improper and/or unlawful conduct on the premises of the Host School;
- b) Carry out reasonable preparations for and ensure timely arrival at all classes and other meetings scheduled during his/her placement at the Host School; and
- c) Follow all reasonable instructions made by the Supervisor and/or other staff members at the Host School regarding pedagogic and administrative matters (incl. reporting to Diku).

In addition, the Language Assistant shall inform Diku without undue delay if his/her arrival to Norway will be delayed/cancelled.

4. Limits on working hours for Language Assistants

The weekly limit for the Language Assistant's working hours is 12 hours of teaching, plus necessary preparation/revision.

The above limit may be exceeded if the Language Assistant consents in writing and is remunerated in accordance with the Host Schools' ordinary remuneration rates for substitute teachers (*vikar*). The Host School is responsible for ensuring that the terms of such employment are in accordance with applicable laws and regulations.

5. The Scholarship

The Scholarship provided by Diku is intended to cover the Language Assistant's living costs during his/her placement at the Host School (incl. accommodation). The Scholarship will be paid to the Language Assistant in accordance with Article 6.

The Scholarship awarded the Language Assistant is limited to the amounts set out in the table below:

Portion	Amount (NOK)
Travel scholarship (to Norway)*	1,500.-
Monthly scholarships (Sept. – May)**	14,000.-
Travel scholarship (return journey)*	1,500.-
Total:	129,000.-

* Does not apply to French Language Assistants.

** The monthly scholarships are comprised of a living cost component of NOK 8,000.- and an accommodation cost component of NOK 6,000.-.

Diku reserves the right to make adjustments of the Scholarship during the Language Assistant's placement insofar this is deemed necessary to accommodate instructions from the Ministry of Education and Research. The Language Assistant will be informed well in advance of any such adjustments are effected. The right to the Scholarship is a personal right for the Language Assistant and may not be transferred.

6. Payment of the Scholarship

The Scholarship will be paid out to the Language Assistant's designated bank account in accordance with the following tentative schedule:

Portion	Tentative payment date
Travel scholarship (to Norway)	15 August
Scholarship September	15 August
Scholarship October	15 August
Scholarship November	15 October
Scholarship December	15 November
Scholarship January	15 December
Scholarship February	15 January
Scholarship March	15 February
Scholarship April	15 March
Scholarship May	15 April
Travel scholarship (return journey)	15 April

7. Tax, health care and insurance

The Language Assistant is personally responsible for any tax liabilities arising due to his/her receipt of the Scholarship, whether in Norway or abroad.

The Language Assistant must himself/herself effect such insurance arrangements as he/she deem appropriate during his/her stay in Norway.

The Language Assistant will have access to the Norwegian health care system in accordance with the at any time applicable rules concerning foreign citizens' access to the said system.

8. Reduction of the Scholarship

The Language Assistant is obliged to inform Diku insofar he/she receives any other financial support from the Norwegian state.

To the extent such alternative support is aimed at covering the same costs as the Scholarship, Diku may make a proportionate reduction of the Scholarship. Such reduction will not affect the Language Assistants obligations under these Terms and Conditions.

9. DIKU's right to stop payment of the Scholarship

Diku may partly or wholly effect a stop in the payment of the Scholarship in the following circumstances:

If the Language Assistant fails to arrive in Norway and attend the Preparatory Course in accordance with Article 2 (a), Diku may stop further payments of the Scholarship until the Language Assistant has arrived in Norway and the Host School has confirmed his/her arrival at the Host School. This does not apply if the Language Assistant has received a prior written approval of absence from Diku/the Host School.

If the Language Assistant is in breach of his/her obligations under Article 3, letters (a) to (c) in such a manner that it results in the Host School electing to terminate the placement before 31 May in the relevant school year, Diku may stop further payments of the Scholarship from the date of termination by the Host School. The Host School's decision will be regarded final by Diku.

10. Obligation to repay Scholarship funds

If the Language Assistant for any reason fails to arrive in Norway and commence his/her placement with the Host School, he/she shall immediately return to Diku any Scholarship funds he/she has received.

11. Reporting to Diku

The Language Assistant will receive a survey which serves as an interim report to be submitted to Diku latest within 31 January. The status report shall provide a brief account of the work that the Language Assistants have performed (incl. substitution teaching, if any), and describe the nature and content of any sharing arrangements entered into in accordance with Article 6. The status report will upon receipt be forwarded to the Facilitator for its evaluation and comments.

The Language Assistant will further receive a survey which serves as a final report to be submitted to Diku latest within 31 May. The final report shall provide a brief evaluation of how the placement has worked throughout the school year and highlight any perceived potential for improvement. Upon receipt, Diku will forward a copy of the final report to the Facilitator.

12. Administrative procedures, complaints, etc.

Decisions regarding stop/reduction of payment of the Scholarship are «individual decisions» (*enkeltvedtak*) and may be appealed in accordance with the Norwegian Public Administration Act 1967, cf. Sections 2 and 28. Further information on the right to complain will be provided if any such decisions are made.

Decisions regarding stop/reduction of payment of the Scholarship may be made without prior notification to the Language Assistant, cf. Section 16, third paragraph, letter a).

13. Limitation of liability

Diku's liability vis-a-vis the Language Assistant is strictly limited to payment of the Scholarships on the terms and conditions set out herein.

The Language Assistant is personally responsible for adhering to Norwegian laws and regulations, and for any liabilities he/she might incur during his/her stay in Norway (whether by tort, contract or otherwise).

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