

Acknowledgement of Responsibility

By accepting the offered International Campus placement, I acknowledge my responsibility of the following:

- ✓ To ensure that my application to the partner university is completed and submitted on time. It is my responsibility to ensure that I have all the necessary documents for this application.
- ✓ To ensure that I have my program manager's approval of my study plan before I leave. I also need to have entered my study plan in IntApps. If changes occur to courses, I must contact the program manager as soon as possible. I also need to ensure that I study full time, equivalent to 30 credits/ECTS. I need to be aware that my study week depends on the specific course schedules as well as the placement schedule at my company. There is no guarantee that certain days will be free. I am expected to adjust to the study times of the company and university.
- ✓ To register on the exchange semester in Ladok at JU
- ✓ To pay any additional costs/fees that may occur in relation to the Exchange semester (I don't have to pay tuition fees)
- ✓ To notify JTH immediately if I for any reason can't fulfill my International Campus semester
- ✓ To be aware that JTH strives to allocate company placements as early as possible, but it may take until the week before the start of the International Campus semester before the companies are allocated to the students. In rare occasions, when the conditions of a company placement change, students should be allocated to a new company at the latest 2 weeks into the placement. JTH allocates the companies but, in some cases, gives the students the opportunity to have a say and wish for a certain placement. I understand that the transportation time to the company may be long, since the companies are mainly located in larger cities. It is my responsibility to organize the transport to the company as well as the university.
- ✓ To hold a mandatory presentation at my allocated company towards the end of my company placement
- ✓ To be aware that the contact with CSN is my responsibility
- ✓ To organize an appropriate insurance for my time abroad. JU has a liability insurance that covers you at your company placement.
- ✓ To ensure that I have all the necessary information for my VISA application and make the application in time
- ✓ To investigate country specific vaccinations before departure
- ✓ To organize my accommodation, either through the partner university or on my own. JTH is however able to assist and give recommendations when needed.
- ✓ To be a good ambassador for the School of Engineering at the partner university as well as the partner company and to be a contact person for future students and participate in information activities. I may also be asked to participate in some networking events during my time abroad.
- ✓ To read my JTH-emails while on International Campus
- ✓ To complete an evaluation of the International Campus semester if requested