

STANDARD REGULATIONS FOR HOST SCHOOLS AND SUPERVISORS

The Language Assistant Programme

1. Definitions

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

«**Award Letter**»: The administrative decision made by HK-dir 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.

«**Facilitator**»: The French/Spanish/German entity facilitating the placement.

«**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.

«**HK-dir**»: Norwegian Directorate for Higher Education and Skills (www.hkdir.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. Responsibilities of the Host School

The Host School, represented by its headmaster/rector, has the overall responsibility for ensuring that the placement of the Language Assistant becomes a meaningful and successful experience for both parties.

To this end, the Host School shall exert reasonable efforts to:

- a) Assist the Language Assistant as necessary in arranging practical matters upon his/her arrival (advice regarding accommodation, opening bank accounts, etc.).
- b) Integrate the Language Assistant into the relevant teaching schedules, and include him/her in relevant planning meetings and other relevant administrative work.
- c) Treat the Language Assistant on equal terms with other staff members/substitute teachers; and
- d) Cooperate with the Facilitator to have issued a formal «Europass Mobility» attestation to the Language Assistant upon finalisation of his/her placement <https://hkdir.no/ressurser/europass>

3. Limits on working hours for Language Assistants

The language assistant is required to teach 12 hours per week, 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 (*vika*). The Host School is responsible for ensuring that the terms of such employment are in accordance with applicable laws and regulations.

4. The role of the Supervisor

The Host School shall appoint a suitable pedagogic staff member to function as the Language Assistant's contact person, and as the person responsible for the day-to-day administrative and pedagogical supervision of the Language Assistant, coordinating his/her assignments and work schedules, and for coordinating any sharing arrangements as described in Article 6.

The Supervisor will be remunerated by HK-dir in accordance with Article 5. If the Supervisor is changed during the school year, the Host School must without undue delay notify HK-dir of the new supervisor and his/her account details, cf. Article 5.

5. Remuneration to the Supervisor

The Supervisor will receive the following fixed remuneration from HK-dir as compensation for the extra work involved in supervision of the Language Assistant:

Remuneration	Amount (NOK)	Tentative payment date
Portion 1	15 000/9	15 September
Portion 2	15 000/9	15 October
Portion 3	15 000/9	15 November
Portion 4	15 000/9	15 December
Portion 5	15 000/9	15 January
Portion 6	15 000/9	15 February
Portion 7	15 000/9	15 March
Portion 8	15 000/9	15 April
Portion 9	15 000/9	15 May

Total: 15 000

The remuneration will be paid out directly to the Supervisor's designated Norwegian bank account. The Supervisor is personally responsible for any tax liabilities which may result from his/her receipt of remuneration as described above.

If the placement is cancelled or otherwise terminated before its scheduled end on 31 May, HK-dir may reduce its payment of the remuneration to the Supervisor with an amount of NOK 15 000/9 multiplied by the number of full months remaining. If a new Supervisor is appointed, a proportionate portion (per full months) of the remaining remuneration will be paid out to the new supervisor.

6. Sharing arrangements

The Host School may arrange for the Language Assistant's time to be shared with other local schools which may benefit from his/her lingual competence. The Host School is responsible for ensuring that such other schools adhere to the requirements set out in Article 2.

The Host School shall further ensure that the Language Assistant's weekly working hours do not exceed the limits set out in Article 3.

The headmaster/rector may delegate the responsibilities set out in this Article to the Supervisor or any other competent staff members.

Subject to the procedure set out in Article 3, the weekly limits on the Language Assistant's working hours set out in the same article may not be exceeded under such sharing arrangements.

7. Conflict resolution

If a conflict arises between the Host School/Supervisor and the Language Assistant, the Host School shall seek to resolve the conflict amicably so that the placement may continue. If the conflict cannot be quickly resolved, the Host School shall inform and consult HK-dir on how to proceed.

8. Reporting to HK-dir

The Supervisor will receive a survey which serves as a status report to be submitted to HK-dir latest within 31 January. The status report shall provide a brief account of the work that the Language Assistants have performed and is planned to perform during the school year (incl. substitution teaching, if any), and describe the nature and content of any sharing arrangements entered in accordance with Article 6. The status report will upon receipt be forwarded to the Facilitator for its evaluation and comments.

The Supervisor will further receive a survey which serves as a final report to be submitted to HK-dir 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, HK-dir will forward a copy of the final report to the Facilitator.

9. Administrative procedures, complaints, etc.

Decisions regarding placement of/change in the remuneration are "individual decisions" ("enkelttvedtak") and may be appealed in accordance with the Norwegian Public Administration Act 1967, cf. Sections 2 and 28.

Appeals must be submitted in writing to HK-dir within 3 weeks of the Host School's/Supervisor's receipt of the relevant decision, and the grounds supporting its claims, cf. Section 32.

9. Administrative procedures, complaints, etc.

Decisions regarding placement and payment of/of/change in the remuneration are «individual decisions» ("enkeltvedtak") and may be appealed in accordance with the Norwegian Public Administration Act 1967, cf. Sections 2 and 28.

Appeals must be submitted in writing to HK-dir within 3 weeks of the Host School's/Supervisor's receipt of the relevant decision. In the appeal, the appealing party should describe the changes it claims ought to be made in the decision, and the grounds supporting its claims, cf. Section 32.

10. Limitation of liability

HK-dir's liability vis-a-vis the Host School is strictly limited to payment of the remuneration to the Supervisor/new supervisor on the terms and conditions set out herein.

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