

BAS1 STAGE LINGUISTIQUE AGREEMENT SHEET

Department of English, University of Fribourg



UNIVERSITÉ DE FRIBOURG
UNIVERSITÄT FREIBURG

TO BE COMPETED BY THE PROGRAMME COORDINATOR AND THE STUDENT
BEFORE DEPARTURE

Student's name: _____

Student number: _____

A. Duration and nature of Stay Abroad

Duration of stay	Projected activity (studying abroad, working abroad <u>or</u> language school) Options: 12 weeks, 6+6 weeks, 8+4 weeks
4 weeks	
6 weeks	
8 weeks	
12 weeks	

B. ECTS points to be credited for courses taken at institutions abroad (this section can be replaced with a learning agreement issued by the International Office, see C.)

Courses	ECTS	To be counted where?

C. SEMP learning agreement (if applicable) → separate form

Date: _____

Signature student: _____

Signature programme coordinator: _____

In order to ratify the agreement described above, returning students must submit hardcopy dossiers to their programme coordinator including:

- The original Stay Abroad Agreement Sheet
- Proof of the duration of the stay (e.g. plane tickets, employer's letter, booking confirmation from language school)

And either:

- A university transcript, or other certificate; or
- A letter from the student's employer/manager confirming:
 - duration (exact dates) of employment
 - percentage worked = 40% (= 16 hours) or more
- The certificate your language school provided you with

If the Stay Abroad is split over two trips, copies of these documents are required for each trip.

Once the student has completed the requisite number of months abroad, the full stay abroad dossier must be submitted to the programme coordinator in hardcopy (piecemeal submissions will not be accepted). In addition to the documents specified above, this dossier should also include the report of the *stage linguistique*, for which the student will eventually receive 2 ECTS. More information can be found here:

http://www3.unifr.ch/english/en/assets/public/plans_detudes/Stagelinguistique2020_report_style_sheet.pdf

**YOUR PROGRAMME COORDINATOR WILL NOT KEEP COPIES OF STAY
ABROAD DOCUMENTS ON YOUR BEHALF.
MAKE SURE THAT YOU KEEP COPIES OF ANY DOCUMENTS SIGNED BY OR
SUBMITTED TO THE PROGRAMME COORDINATOR!**