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## Placements abroad

The starting point is that students themselves make arrangements for any placements abroad. First, however, they need a go-ahead from the module coordinator to ensure that the course content and quality requirements are met. Most students who have done placements abroad have opted for the Swedish School or the Scandinavian School, but some have also chosen other pre-schools/schools.

When the student has been offered a place at a pre-school/school, they are required to put the placement supervisor in touch with the module coordinator for them to discuss specific course information and other practical issues. The student plans the placement period together with the placement supervisor, based on the intended course learning outcomes, assignments and examinations applicable for the course in question.

The student is also responsible for ensuring that the form [Agreement placement abroad](#) is signed by all parties (the form may be scanned and emailed between the parties). The student hands in a copy of the form to the module coordinator, as well as to the placement coordinators at the Teacher Education Office.

### [Insurance for placements abroad](#)

The teacher education division at Örebro remunerates pre-schools/schools for student placements, see below. The student is responsible for conveying this information to the head teacher at the placement pre-school/school.

The student must also send a message to the placement coordinators, [vf.u.lararprogram@oru.se](mailto:vf.u.lararprogram@oru.se), as soon as possible, notifying them where the placement will take place. This is particularly important in case the form [Agreement placement abroad](#) has not yet been signed. The placement coordinators need the following information: country, town, name of the placement pre-school/school, as well as the email addresses for the placement supervisor and head teacher.

## Exchange studies during a full semester

Contact the study advisors at the following email address: [studievagledning.lararprogram@oru.se](mailto:studievagledning.lararprogram@oru.se)

## Payment of remuneration to the placement pre-school/school

The placement remuneration for 2021 amounts to SEK 1,050 per student and placement week (max. 5 weeks/25 days).

The placement pre-school/school is responsible for issuing an invoice to Örebro University following completion of the placement period. The university cannot pay remuneration to the placement coordinator directly.

**To enable processing of the invoice in the university's finance system, the following reference data must be included on the invoice:**

Reference code: 21MMN

Reference: Marie Modin

The invoice must also include information on the pre-school's/school's organisation registration number or equivalent, name of contact person, pre-school's/school's address, name of bank to which the payment should be made, account number, IBAN number, Swift/Bic code, what the invoice is for, total amount, and applicable currency.

**Invoice address:** Örebro University, Box 1252, SE-701 12 Örebro, Sweden

The invoice may also be scanned and emailed to [vf.u.lararprogram@oru.se](mailto:vf.u.lararprogram@oru.se).

## Information

Teacher education programmes

Last revised 31 March 2021



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Örebro University organisation registration number: 202100-2924