

CONTRACT OF EMPLOYMENT FOR EMPLOYEES BASED ABROAD
(The contract should be signed before departure. Points 1 – 7 must be completed).

1. Name:

Identification number:

Permanent address:

Position: Position code: Percentage of full-time employment:

Salary level:

NTNU unit (department and base unit):

has signed the following contract with the Norwegian University of Science and Technology - *Norges teknisk-naturvitenskapelige universitet*- (NTNU) in respect of the employee's forthcoming employment abroad:

2. Legal basis for working abroad (contract /resolution of approval of application to change place of employment):

3. Place of employment /institution abroad:

Name:

Address:

Country:

4. Length of stay (from [date] to [date]):

5. During the period of residence abroad, the salary/ remuneration from NTNU will be paid in the following currency:

6. Monies and /or benefits in kind additional to the ordinary salary from NTNU connected with employment abroad (where this is applicable and has been agreed in the case in question):

7. Will the employee receive monies and /or benefits in kind from any other employment / institution during his/ her stay? Please put a cross in the correct box

Yes

No

If yes - state who will provide such benefits, the

nature of

the benefits in question, and the estimated or calculated value of such benefits in NOK per month:

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8. Accommodation during the stay (if NTNU is to provide accommodation or is to cover all or part of the costs of accommodation, in accordance with the contract):

9. Do you want NTNU to assist in renting out your home while you are abroad? (Please put a cross in the correct box)

Yes

No

10. Travel home in connection with holidays (if relevant - see point 4- and if NTNU is to cover whole or part of the costs of homeward travel in accordance with the contract):

11. Insurance (Does not apply to National Insurance. The employee is himself /herself responsible for applying for membership of the National Insurance scheme while living outside Norway. Contact Folketrygdkontoret for utenlandssaker, (*the National Insurance Office for Overseas Affairs*) Postboks 8138 Dep., 0033 Oslo (tel. 29 76 00) well before you are due to travel. Applications for membership should be submitted via NTNU, OU-department, Personnel Section.)
(See also Regulativ for reiser i utlandet for statens regning - § 14. ("*Regulations governing travel abroad at the government's expense*"). However, this only deals with contracted coverage of expenses for insurance premiums beyond those which are covered by the travel costs scale!)

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12. Other conditions

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NTNU has no responsibility for ensuring that the employee's income while abroad will be correctly dealt with for taxation purposes. The employee should contact the local taxation office well before departure to obtain further information about relevant tax conditions, including the question of whether the income will be subject to total or partial tax exemption in accordance with bilateral tax agreements.

The contractual protection regulations of The Employment Conditions Act / Public Servants Act (delete that which does not apply) will apply during the stay abroad.

It is assumed that, while working abroad, the employee will adhere to the regulations on working hours which apply for the group in the foreign institution to which he/ she is attached. Deviations in working hours in relation to regulations which apply in Norway will not entitle the employee to any form of compensation from NTNU unless it is explicitly stated in this agreement- see point 6 above.

Trondheim, / 2001

For NTNU:

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Director of faculty

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Employee