**Minutes from a meeting about a warning about the risk of not passing the practical placement**

Sent to [FHS-praksis@hvl.no](mailto:FHS-praksis@hvl.no) with a copy to the department head for the study programme.

1. **Information**

|  |  |
| --- | --- |
| Name of student: | |
| Studyprogram: | Course code/name: |
| Name practical placement | Name of the teacher |

1. **What the student does not master**

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1. **The following requirements must be met in order to pass the practical placement:**

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| In addition to the points mentioned above, the student must achieve the other learning outcomes for the course and the attendance requirement for the rest of the practical placement in order to pass |

1. **Agreement on follow-up after receiving notification:**

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| Example  Weekly dialogue with supervisor. Weekly dialogue with the teacher.  Weekly written report from the student on how he/she has worked with the requirements under section 3. |

**5. Place, date and signature**

I confirm that I was present at the meeting.

|  |  |  |
| --- | --- | --- |
| Place | Date: | Signature: |
|  |  | Student: |
|  |  | Supervisor: |
|  |  | Teatcher: |

The student has the right to submit comments to the minute. The deadline for this is 1 week after the report has been received. Comments are sent to the contact teacher with a copy to FHS-praksis@hvl.no.