



## Internationalisation Fund Terms and Conditions Individual application

### What is the AHK Internationalisation Fund?

The AHK Internationalisation Fund was established in 1987 in the same year as the European mobility programme, which is now called Erasmus+. The Erasmus+ mobility programme provides financial opportunities for mobility within the European Union. In order to be able to stimulate mobility to non-EU countries as well, the AHK established this fund, which makes these study or internship trips outside the EU possible.

### What is the goal of the AHK Internationalisation Fund?

The AHK Internationalisation Fund was established in order to stimulate students in the course of their studies to do a foreign internship, period of study or graduation research in all parts of the world by means of providing financial support.

### Who can submit an application?

All full-time students at the AHK may submit an application for this fund **one time only** from the third academic year of their Bachelor's programme or during their Master's programme. Part-time students may only submit an application for this fund provided that their foreign study or internship period is full-time and forms part of the curriculum, for example as part of their graduation. Different criteria apply for students who have a Personal Invitation; these can be found [here](#).

### What can you apply for?

The student can apply for financial compensation for travel and accommodation expenses during the study or internship period abroad.

Travel costs: *within Europe:* the student may apply for a travel allowance on an 'Economy' basis up to a maximum of €350. *Outside Europe:* maximum 50% of the travel expenses and up to a maximum of €500.  
Accommodation expenses: €250 per month with a maximum allowance of €1,500 (> 6 months).

### How should you submit an application and what should an application include?

Twice a year, the student can submit an application: around mid-May and mid-November. The online application form for the mid-May round is published annually at the beginning of April on the AHK website and on MyAHK; for the round of mid-November this is annually at the beginning of October.

From October 2022, the student can submit the application online via a link that will be opened on the AHK website (<http://www.buitenland.ahk.nl>). This online form is active up to and including the day of the deadline and will be taken offline after that date.

We advise students to first read and download the instruction "How to apply online to the Internationalisation Fund". When making the online application, the student must upload four documents that are ready at the time you submit the application: your motivation letter, your budget / coverage plan, the confirmation letter from the host institution and the agreement of your study management (in a letter or email).

In short: only make the online application when you have all the necessary information and documents ready.

An example of the application form is downloading from this website, including a template for the budget, and as mentioned earlier: an instruction on how best to submit the application online.

In summary: with the online application , the Internationalisation committee receives :

- a motivation at max. 1 A4;
- the confirmation letter from the host institution/ internship company, including the start and end date of the period;
- budget/ coverage plan (use the template that can be downloaded from the website);
- written approval of the head of the study programme, stating the number of ECs for the study/traineeship period
- only in the case of a graduation project: the graduation plan with the approval of the exam committee.

#### **Which conditions does the application needs to meet?**

- The foreign study period or internship period must last at least two weeks and no longer than nine months.
- In the case of period abroad of less than four weeks, the committee will want to know more about the learning outcome of a short internship, study or research period.
- The application must contain a notice of confirmation that the internship or foreign study period has been accepted by the foreign institution. This can be done by including the confirmation letter with the letterhead of the foreign institution, or the original email correspondence with the internship company.
- In the case of graduation research, the following must be included:
  - graduation plan;
  - a schedule of your visits and appointments with local bodies/ stakeholder;
  - written approval of the graduation plan from the graduation/ examination committee;
  - a motivation of the research period.
- The study or internship period abroad forms part of the study programme of the applicant; the student receives at least two EC credits for this (recognized by the board of studies). In the case of study programmes that work with a comprehensive assessment (and therefore not with ECs), the committee still wants to know the equivalent number of ECs (1 EC represents 28 hours).
- The student can demonstrate that financial support is necessary.
- The budget of the study/internship period abroad is drawn up realistically.
- The application form contains the signatures of the student applying, the head of the study programme and the internationalisation coordinator of the academy.
- The student may submit an application for this fund one time only.
- The following obligations apply for the awarding of a grant: the submission of a report and the original receipts for the costs incurred during the period abroad. For more information about this, please see the criteria for the awarding of a grant on the [website](#).

#### **The following are not eligible**

- Individual projects of students (with other students) abroad;
- summer or short courses, participation in conferences or workshops;
- courses at private schools or private lessons from a teacher who is not connected to an university;
- voluntary work;
- non-Dutch students who want to do a study in their country of origin.

#### **Procedure after submitting the application**

Two application rounds take place each year: in May and November. Each year, students may submit an application six weeks before the deadline. Applications that are submitted after the deadlines will no longer be considered.

The assessment committee of the AHK Internationalisation Fund will meet after the submission date in order to assess the applications on the basis of the formal conditions and the motivation. The committee will strive to inform the applicants in writing about the status of their application 8 weeks after the application deadline. All applicants will receive notice in writing by post. We can also send notice by email at the request of the student.

### **In case of cancellation, change of plans**

If the study, internship or research period abroad does not go ahead, the grant will be cancelled. The student is required to inform the assessment committee of the cancellation of the trip. A grant solely relates to the destination and the period that is stated in the application.

The student may not use a grant for another purpose or travel destination without prior consent from the assessment committee. Should this occur, the student will then have to pay back the entire amount awarded.

### **The Erasmus+ grant programme for study exchanges and internships within Europe**

Filling in the application form for the Internationalisation Fund is a condition at some academies in order to be eligible for an [Erasmus+ grant](#).

An Erasmus+ grant is intended for a study of at least 8 weeks at an institution within the European Union and EEA-country; the same for an internship of at least nine weeks at an European company/ organization. If this falls within the existing European partnerships of the AHK, you may be eligible for a grant through the Erasmus+ grant programme. The Erasmus+ grant programme has higher grant amounts than the Internationalisation Fund. Please ask for more information from the internationalisation coordinator at your own academy.

### **Travel insurance**

AHK offers a collective travel insurance through AON to its students abroad for up to 60 days (2 months). Please contact the internationalisation coordinator of your academy before you leave, because she/he/she/they must register your trip before your departure.

If your internship / study trip lasts longer than 60 days, the AHK advises the student to take out travel insurance. The AHK advises its students to consult their own medical health insurance and travel insurance carefully for sufficient coverage. In addition, the AHK advises the student to book flexible trips, ditto with accommodation, preferably with the possibility of free cancellation.