



LUSTRA+ Scholarship Rules & Regulations

Purpose and nature of the scholarship

Leiden University Executive Board wants to stimulate students to go abroad during their studies to gain international experience and specialist knowledge outside Europe by means of a temporary study and/or research project at an international institution of higher education or taking an internship (in the context of the study) at a foreign company or a higher education institution. This period should be a recognised part of the study programme for which credits will be awarded (*Memorandum of the Executive Board of 4 March 2014*).

Target group

Bachelor and master students who visit a country outside Europe for the purpose of study or research or for an internship.

Conditions

1. The student must be registered as a Bachelor or Master student at Leiden University during the academic year for which the scholarship is to be awarded. During his/her stay abroad the student will pay the tuition fee to Leiden University.
2. The Board of Examiners (*Examencommissie*) must give permission (in writing) to include the period abroad in the study programme.
3. The study, research or internship is a fully recognised part of the diploma and the student will receive study credits accordingly.
4. Students who are eligible for funding from the Sustainable Humanities Scholarship (*Stagefonds Duurzame Geesteswetenschappen*) for their period abroad cannot apply for the LUSTRA+ Scholarship. Check with the International Exchange Coordinator of Humanities.
5. If you have been awarded an Erasmus+ International Credit Mobility grant for your period abroad you cannot apply for the LUSTRA+ Scholarship.
6. Students who are going to a country outside Europe which is on the Erasmus+ country list cannot apply for a LUSTRA+ Scholarship.¹
7. The period of study, research or internship should be for a minimum of 14 days and a maximum of 12 months.
8. Holidays at the beginning or the end of the study, research or internship period abroad cannot be included in the LUSTRA+ Scholarship.
9. Students are allowed to apply for a LUSTRA+ Scholarship more than once with a maximum of 12 months in total during their bachelor and 12 months in total during their master programme.
10. Students must submit the LUSTRA+ Scholarship online **and** scanned and signed application form at least two weeks prior to the start of their period abroad. Please note that the required time for processing an application may result in the amount of the accorded LUSTRA+ Scholarship being transferred after the student's departure to the hosting institution.
11. A project proposal of max. one page A4 (English or Dutch) or a learning agreement approved by or on behalf of the Board of Examiners of the student's institute should be included when requesting a signature from the International Exchange Coordinator.
12. The student must write a Report. The Report must be sent to the International Exchange Coordinator. A template for the Report can be downloaded from the LUSTRA+ website.²

¹ Erasmus+ country list: <http://media.leidenuniv.nl/legacy/overview-of-erasmus-programme-and-partner-countries-2017.pdf>



13. Upon return, students must submit a 'Lustra+ Scholarship Statement' within two months after the study, research or internship period abroad has ended.³ This statement must be signed by the International Exchange Coordinator. The International Exchange Coordinator will not sign the Statement if he/she has not received the Report. The Lustra+ Scholarship Statement must be sent to outbound@sea.leidenuniv.nl. The LUSTRA+ Scholarship Statement will be attached to the decision letter and can be downloaded from the LUSTRA+ website.²
14. If the student does not submit the Statement within the timelines given in the decision letter, no claim can be made on the grant and the student will be obliged to pay back the total LUSTRA+ Scholarship to Leiden University.

² <http://www.students.leiden.edu/your-study/study-abroad/funds/scholarships/lustra-scholarship-2017-2018.html>

³ If you plan to travel after the termination of your Scholarship, make sure you will be able to send your Statement and Report in time.



Periods and scholarship amounts

14 days up to and including 30 days	€ 200
31 days up to and including 90 days (3 months)	€ 300
91 days up to and including 210 days (7 months)	€ 450
211 days up to and including 12 months	€ 650

A calculation will be made on the basis of one month is the equivalent of 30 days.

Extension, early withdrawal, or cancellation of the study or research programme once the grant has been received

Any extension of the study, research or internship period spent abroad should be approved of by the International Exchange Coordinator and applied for in writing via the Scholarships Department of Student and Educational Affairs, so that a recalculation of the Scholarship can be made. To apply for an extension the Scholarships Department of Student and Educational Affairs must have received the student's request **INCLUDING** an approval by the International Exchange Coordinator **in writing** and two weeks **prior** to his/her original LUSTRA+ end date **by e-mail** to outbound@sea.leidenuniv.nl.

Should the student decide to withdraw earlier from the study, research or internship programme or if the period abroad is cancelled once the grant has been received, please note that the student will be required to repay the grant for the remaining period, or in case of total cancellation the full period, to Leiden University. In such case, the student must inform the Scholarships Department of Student and Educational Affairs and the International Exchange Coordinator **as soon as possible** by e-mail.

The Scholarships Department of Student and Educational Affairs will subsequently inform the student about any repayment of (a part of) the Scholarship to Leiden University.

Scholarship procedure

Step 1

The student must complete and submit the online LUSTRA+ Scholarship Application Form at least **two weeks prior** to the start of his/her study, research or internship abroad.

The student prints a copy for signatures prior to online submission.



Step 2

After submitting the application online the student must sign the printed LUSTRA+ Scholarship Application Form.



Step 3

The student must have the LUSTRA+ Scholarship Application Form signed by the International Exchange Coordinator.

When requesting a signature from the International Exchange Coordinator on the LUSTRA+ Scholarship Application Form, the student must include a project proposal of max. one page A4 (English or Dutch) or a learning agreement signed by or on behalf of the Board of Examiners of the student's institute. This proposal must include the expected number of study credits.





Step 4

The student sends the (scanned) signed LUSTRA+ Scholarship Application Form at least two weeks prior to the start of his/her study, research or internship period abroad to:

outbound@sea.leidenuniv.nl



Step 5 (after the period abroad)

The student writes a Report. The Report must be sent to the International Exchange Coordinator.



Step 6

Upon return, the student must submit a 'Lustra+ Scholarship Statement' within two months after the study, research or internship period abroad has ended.⁴ This statement must be signed by the International Exchange Coordinator. The International Exchange Coordinator will not sign the Statement if he/she has not received the Report. The Lustra+ Scholarship Statement must be sent to outbound@sea.leidenuniv.nl. The LUSTRA+ Scholarship Statement will be attached to the decision letter and can be downloaded from the LUSTRA+ website.⁴

If the student does not submit the Statement within the timelines given in the decision letter, no claim can be made on the grant and the student will be obliged to pay back the total LUSTRA+ scholarship to Leiden University.

⁴ If you plan to travel after the termination of your Scholarship, make sure you will be able to send your Statement and Report in time.