

Regulations for the Jo Keur Fund (for Master students)

For academic year 2026/2027 and 2027/2028

Article 1: Objective

- 1.1. The Jo Keur Fund is exclusively granted for intra-curricular research conducted abroad (i.e., linked to the awarding of European credits from Leiden University).
- 1.2. The Jo Keur Fund is intended solely for LUMC students who are enrolled at Leiden University in at least one of the following Master programmes:
 - Medicine Master
 - Biomedical Sciences Master
 - Population Health Management;
 - Health, Ageing and Society;
 - Farmacie;
 - Technical Medicine.

Article 2: Conditions

- 2.1. If the Erasmus grant or a comparable European mobility scheme can be applied for, the Jo Keur Fund grant cannot be requested.
- 2.2. The study component or educational program at the destination must be recognized as university education (ECTS or equivalent).
- 2.3. The activity must be approved as part of the program by the relevant mandated body (such as the scientific committee).
- 2.4. For a Jo Keur application, the research must be related to one of the LUMC research themes (Academic Pharma, Cancer, Cardio-Vascular, Cell Tissue & Organ (Tx), Immunity, Infection, Lifecourse, Medical Genomics, Neuroscience, Prevention & Lifestyle) or Medical Education.
- 2.5. The period abroad for the respective study component or educational program must be at least 60 days and at most one year.
- 2.6. The student has completed a bachelor's degree at a Dutch higher education institution prior to submitting the application.

Article 3: Application and Granting Procedure

- 3.1. Grants from the Jo Keur Fund are awarded based on conditions and available budget.
- 3.2. There are multiple application deadlines. Efforts are made to distribute the funds evenly across the different application rounds within a year. The deadlines for these application rounds are:
 - April 1 before 23:59
 - October 1 before 23:59

If budget remains after the end of an application round, this budget can be carried over to a subsequent application round.

- 3.3. The grant application must be submitted digitally to LUMC Global Education prior to the start of the period abroad and no later than the deadline mentioned in Article 3.2 (intoff@lumc.nl).
- 3.4. For the digital application, the available format (Appendix 1) must be completed. The following documents must be attached to this format:
- Curriculum Vitae of the student;
 - Project proposal in the prescribed format describing the study component, research/master internship, or research (max. 2 A4), as well as the contact details of the host institution, department, and project leader/education coordinator/research group, and the LUMC supervisor;
 - Motivation: describe the research you will conduct, why you have chosen this specific international research environment, how this aligns with your academic development and future ambitions, and which personal qualities and experiences prepare you for this international experience;
 - Realistic budgetproposal;
 - The signed and completed Declaration on Internship and Study Abroad by the student (see Brightspace page International Office);
 - The approval required under Article 2.3.
- 3.5. A grant from the Jo Keur Fund may be applied for multiple times during a student's academic career but can be awarded only once.
- 3.6. The maximum amount of the Jo Keur Fund grant is €3000.
- 3.7. The Jo Keur grant is assessed and awarded by the LUMC Vice Dean of Education, also acting as fund holder of the Jo Keur Fund.
- 3.8. Applications will be checked for completeness in accordance with Article 3.4 and assessed against the inclusion and exclusion criteria set out in Article 2. Applications that meet the conditions are eligible for funding. If the number of complete and eligible applications exceeds the number of available grants within the relevant application round, grants will be allocated by means of a lottery.
- 3.9. The student will receive notification within 20 working days after the next application deadline (as mentioned in Article 3.2) whether the grant is awarded or not, after the application has been received by LUMC Global Education.

Article 4: Final Determination and Payment

- 4.1. The final grant award is subject to the submission of:
- a) a complete application;
 - b) a report demonstrating compliance with the examination, research, and clinical rotation requirements of the host institution, to be submitted within one month after the end of the international experience.

The grant will be paid to the student as an advance after approval. Final confirmation of the grant will take place once the conditions set out in Article 4.1 have been met.

4.2. The student must use the "Internationalization Grant Student Report Form" for the report. The student must fully repay the grant if they do not travel abroad or fail to meet the conditions outlined in Article 4.1

4.3. Objections to decisions regarding the processing of awarded grants, such as the assessment of the conditions for final determination in Article 4.1, can be submitted digitally to LUMC Global Education of the Directorate of Education and Training (intoff@lumc.nl) for decision-making by the dean. The procedure is as follows:

- If the student disagrees with a written decision regarding the final determination, they may submit a formal objection addressed to the Dean of LUMC.
- The objection must be submitted digitally within 30 working days from the date of the decision to LUMC Global Education of the Directorate of Education and Training (intoff@lumc.nl).
- The objection must include:
 - The name and address of the applicant;
 - The date and signature;
 - The grounds for the objection, including motivation;
 - A description of the decision being contested, along with a copy of the decision.
- If the objection is submitted on time and is complete, the student will receive a confirmation of receipt. A substantive response will be provided within 30 working days.
- If the objection is not submitted on time, it will not be considered.

Article 5: Publication

The regulations are established by the LUMC Vice Dean of Education, also acting as fund holder of the Jo Keur Fund, and published via the university website.

Article 6: Entry into Force

These regulations will enter into force on September 1, 2026.

Bijlage 1: Format scholarship application

LUMC Jo Keur student scholarship application form

The undersigned, enrolled as a student at Leiden University, declares that they accept the grant, if awarded, in accordance with the conditions set out below.

Applied scholarship and amount	<u>Jo Keur Scholarship € 3000,-</u>
Name student + initial(s)	_____
Street	_____
Postal code + city	_____
Phone	_____ (cell phone)
Email address	_____ (email 2)
M/F/X	☐ M / ☐ F / ☐ X
Date of birth + age	_____ dd.mm.year age
Faculty and study programme	<u>LUMC</u>
Student number	_____
Type of (fundable) activity	_____
Name foreign institution	_____
Place	_____
Country	_____
LUMC Supervisor	_____
Host Contactperson (name,	_____
email address and phone)	_____
Period (from / till)	_____
No. months / weeks	_____
Planned departure date	_____
BSN	_____
IBAN Bankrekening !	_____

The grant amount to be awarded is fixed at €3,000, regardless of the duration of the period abroad.

The undersigned declares that they:

1. Is enrolled during the current academic year as a student at Leiden University in one of the master's programmes mentioned in the regulations and has successfully completed a bachelor's degree at a Dutch higher education institution prior to the application;
2. Will carry out an international research project that forms part of the curriculum of the programme and for which academic credits (ECTS or equivalent) are awarded, and that the activity has been approved by the authorised body of the programme (such as a scientific committee);
3. Is not eligible for an Erasmus grant or a comparable European mobility scheme for the same international activity and has not previously received a grant from the Jo Keur Fund;
4. Will provide proof that the examination, research, internship and/or clinical placement obligations at the host institution have been fulfilled to a satisfactory extent and that the period abroad lasts a minimum of 60 days and a maximum of one year;
5. Will fully or partially repay the grant if they do not depart abroad, do not comply with the conditions set out in the regulations, or if the duration of the period abroad substantially differs from the approved period;
6. Is aware of the conditions and the applicable regulations of the Jo Keur Fund.

Name:

Applicant's signature:

Date: .. / .. / ..