

# International Office

## Practical matters



Annelies de Koning, December 2017

# International Office

## Faculty of Sports and Nutrition

- **Coordinating student exchange with foreign partner universities**
  - AUAS (HvA) students → partner universities
  - Students from partner universities → AUAS (HvA)
- Providing information on and helping with **practical matters** (like grants, checklists, DUO, etc.)
- You can find information on the **AZ page 'Abroad study & internship'/'Studie & stage buitenland'**

# Practical matters presentation

- **Scholarships – minor/internship abroad**
  - Erasmus grant
  - Holland Scholarship
  - FBSV scholarship
  - Other grant via Beursopener
- **Scholarships – studying abroad after graduation (f.i. master)**
  - Other grant via Beursopener
  - VSB scholarship
- **Practical matters, f.i.:**
  - Insurances
  - Visa
  - DUO

# Scholarships – Erasmus grant

- You can apply for the **Erasmus grant**, if you:
  - are going to study at one of the European partner universities of the Faculty of Sports and Nutrition
  - or are going to do an internship in a European country
  - did not receive the Erasmus grant before during your studies at the AUAS
  - have obtained all 60 ECTS credits of the first year
  - hold a nationality different than the nationality of the destination country
  - in case of an internship: do not receive financial support from the receiving organisation.

# Scholarships – Erasmus grant

Country	Studies		Traineeship	
	Grant per month / day	Max. total grant	Grant per month / day	Max. total grant
Bulgaria, Estonia, Hungary, Latvia, Lithuania, Macedonia, Malta, Poland, Romania, Slovakia	€ 150 / € 5	€ 550	€ 270 / € 9	€ 990
Belgium, Croatia, Cyprus, Czech Republic, Germany, Greece, Iceland, Luxembourg, Portugal, Slovenia, Spain, Turkey	€ 210 / € 7	€ 770	€ 330 / € 11	€ 1210
Austria, Denmark, Finland, France, Ireland, Italy, Liechtenstein, Norway, Sweden, United Kingdom	€ 270 / € 9	€ 990	€ 390 / € 13	€ 1430

# Scholarships – Erasmus grant

<b>Start date of the Erasmus+ mobility</b>	<b>Semester</b>	<b>Application deadline</b>
<u>Between 1 August and 31 October</u>	<u>Fall semester</u>	<b><u>1 June</u></b>
Between 1 November and 31 December		1 September
<u>Between 1 January and 31 March</u>	<u>Spring semester</u>	<b><u>1 November</u></b>
Between 1 April and 31 July		1 February

- **More information about the Erasmus grant:** AZ page International Office: 'Abroad study & internship'/'Studie & stage buitenland' .

# Scholarships – Holland Scholarship

The **Holland Scholarship** is a one time only gift of €1250,-. You can apply in case you:

- are going to study or do an internship outside of Europe for at least three months and a minimum of 15 ECTS;
- Have a GPA of at least 7,5
- You can apply until the 1st of May 2018 for the academic year 2018-2019
- Each faculty can select only a limited number of students.
- You could try applying if your GPA is between 7,0 and 7,5, but the chance of being selected is very small then.
- **More information:** AZ page International Office: 'Abroad study & internship'/'Studie & stage buitenland'

# Scholarships – FBSV scholarship

- **FBSV Scholarship** → scholarship of the Faculty of Sports and Nutrition
- You can apply if you: will follow a minor or internship outside of Europe and if you don't meet the requirements for any other scholarship.
- One time only scholarship of €250.
- Maximum number of scholarships per semester
  
- Apply before 1 September for an internship/minor abroad in the Fall semester.
- Apply before 1 February for an internship/minor abroad in the Spring semester.
  
- **More information:** AZ page International Office: 'Abroad study & internship'/'Studie & stage buitenland'



# Scholarships – other scholarships

- Check the ‘Beursopener’ (<https://www.wilweg.nl/financiering/beursopener>) to see if there is another grant you can apply for.
- Non-Dutch students: perhaps you can apply for a scholarship from your home country!

# Scholarships – VSB scholarship

- The VSB scholarship is meant for graduated AUAS students who are planning to continue their studies abroad (within or outside Europe).
- The application deadline for the VSB scholarship 2018 is 1 March 2018
- For the VSB scholarship 2018, your (planned) graduation date lays between 1 March 2017 and 31 December 2018. The start date of your study abroad lays between 1 Juli 2018 and 30 juni 2019.
- You can apply if you have a non-Dutch nationality, you however will need to hand in all documents in Dutch and proof that you are connected with the Netherlands.
- Note that you have to be in the Netherlands in March/April for face-to-face interviews

# Checklist – practical matters

- Check whether your **passport or ID-card is valid** for the required duration of your stay
- **Arrange your visa**, if applicable
  - You have to organise your visa yourself. Make sure to do this on time! It usually takes about a month.
  - In case you have to show proof that you are going abroad as part of your studies, please fill out the 'Format visa letter' document.
- **Arrange insurances** that cover your stay abroad
  - Having a medical insurance is compulsory when studying, doing an internship or travelling abroad.
  - It is recommended to get a liability insurance
  - You should have a travel insurance during your time abroad. In case you already have one, check whether it covers your entire stay abroad and whether it is also valid for a study abroad period or an internship abroad.

# Checklist – practical matters

- Arrange your **OV-card allowance** or '**uitwonende beurs**', if applicable
  - You can organise both with a DUO form, which the international office can sign for you.
- Get the **required vaccinations**, if applicable
- Arrange your **certificate of conduct** (verklaring omtrent het gedrag), if applicable
  - In case you will be doing an internship abroad, you might need this
- Make sure the **exam board approves** your study programme or internship abroad
  - This is necessary in order to make sure that the credits you receive abroad will be accepted here.

# Checklist – practical matters

- Make **travel arrangements**
  - It is recommended to wait to make your travel arrangements until you are informed that your stay is confirmed by the partner institute or the internship company.
- **Fill out the emergency form**, so that we know who to contact in case of an emergency during your stay abroad.
  - If you will be doing an internship, you can fill out the form on Centuri.
  - If you will study abroad, you complete the online emergency form on the AZ page
- Read the **safety document** and follow the advice and tips mentioned

# Checklist – practical matters

- Set your **debit card on world coverage** ('werelddekking').
  - You should do this in case you are going to a place outside of Europe
- Pay your **HvA tuition fees**
  - If you leave in the Fall semester, do not forget to complete your registration at the HvA and to pay your tuition fees beforehand!
- The website [www.wilweg.nl](http://www.wilweg.nl) offers a lot of very useful information on studying or doing an internship abroad. It also offers more checklists.

# GO!



# Questions?

For curricular questions and questions about the content of the internship, your assignment or study programme, please see your coach, Claire Powell or Jaap van Hulten

For questions about following a minor abroad, scholarships or other practical matters, please see the A-Z page or make an appointment with Annelies de Koning of the International Office

Email: [sn-international@hva.nl](mailto:sn-international@hva.nl)

Phone number: 06-21155111

Office: A3.08

Working days: Monday, Tuesday and Thursday

**AZ page 'Abroad study & internship'/'Studie & stage buitenland'**

<https://student.amsterdamuas.com/ismb/az-lemmas/studenten/faculties/fsn/abroad---study--internship/abroad---study-internship.html?origin=%2FGmGCmcUS4iC93kkyEJf6g>