GRANT REGULATIONS FOR STUDYING, INTERNSHIPS OR RESEARCH ABROAD

Are you a student at Radboud University Nijmegen and will you be spending time abroad as part of your studies? In certain situations, you will be eligible for a grant from the Radboud University. The grant is intended to mitigate some of the high costs – plane tickets and accommodation, for example - that are intrinsic to a long stay abroad. These regulations explain the various options and how to apply for a grant.

Individual Travel Grants

If you wish to apply for a foreign travel grant, you must meet the following conditions:

1. You must be enrolled as a full-time student at Radboud University Nijmegen;
2. You must be going abroad for a study, internship or research period lasting between 2 months and 1 year;
3. The study assignment and/or the subjects you are taking must earn you credits;
4. You must not be eligible for government funding (Socrates or Erasmus grant) for the project;
5. You don’t receive funding from the Holland Scholarship Programme or the Radboud Honours Academy or Erasmus Programme;
6. There must be no special agreements with your faculty regarding the project;
7. You have not received an Individual Travel Grant through the Radboud University before.

Amount of the grant

The grant is awarded on the basis of a fixed monthly amount:

- A sum of € 200 per month, up to a maximum of 4 months, for countries inside Europe (total maximum €800);
- A sum of € 300 per month, up to a maximum of 4 months, for countries outside Europe (total maximum €1200).

The size of the grant to which you are entitled will be decided once the criteria have been assessed. Any fees you may be paid for your internship and any funding you may receive from third parties will be taken into account when deciding on the amount of your grant. It is therefore important that you draw up a budget detailing your expected income and expenditure.
Applying for a grant

To apply for a grant, fill in the online application form at least 6 weeks before your planned departure. Additionally, you have to e-mail the following attachments to reis-studentlife@ru.nl.

- A clear description of the project, stating the aim of your time abroad in relation to your study programme;
- A signed declaration from your supervisor or academic advisor at Radboud University or the examination board stating:
  - the aim of the project;
  - the relevance of the project to your study programme;
  - the duration of the project: with departure and return date
  - the number of credits for the project;
- A statement of your projected income and expenditure during your stay abroad.

A provisional grant sum will be set on the basis of this information. If you wish, an advance payment of 75% of this amount can be transferred to your bank account: just check this option on your application form. You will receive the remaining part of your grant when you return.

Handling your grant application

All applications are dealt with by the travel grant committee, which meets every 2 weeks (dates may vary during holiday periods). You will receive a confirmation by e-mail of the amount you have (or have not) been allocated in the week after the hearing. If you have asked for an advance, this will also be transferred to your account during that week.

Objections

It is possible to object to decisions with are made on the basis of these regulations. Objects must be sent through e-mail towards reis-studentlife@ru.nl within 3 weeks of the grant confirmation.

Conclusive talk

In order to receive the remaining amount of your grant (or in some cases, the entire sum) you must hand in a number of documents to the Radboud university within two months of the end of your study, internship or research period abroad. Please send these to reis-studentlife@ru.nl.

Please send the following documents:

- An overview of your actual expenses and income during your stay abroad using the format supplied on our website;
- A copy of your plane tickets or other travel documents;
- A report of your experiences (maximum of 1 A4);
- A digital photo of yourself taken on location during the study, internship or research period.