



Universiteit Leiden

LeidCEu 2008-2011
Scholarship application form students
(BA/MA/PhD/AIO)

(LeidCeu admin-code: 9971101)

Family name
First name
Current address
Postal code + place
Telephone number
E-mail address
M / F
Date of birth
Faculty department
Study programme
Academic Year
Student number
Name institution abroad
Study period abroad
Departure date
Dutch Bank account number

The maximum amount depends on the total period, spent at the host institution. The grant will be paid in two terms. An amount of € 100 will be deducted from the amount granted and will be paid after the International Office has received the report and a certified copy of the grades list within 1 month after the indicated period abroad has finished.

The undersigned states that:

- 1. He/she is registered as a full time (PhD/AIO) student at Leiden University for the relevant academic year and has fulfilled his/her propeduse with success.
2. He/she will comply with the rules and regulations for the exams of the host institution and will pass the exam(s).
3. He/she will submit a certified copy of the grades list provided by the host institution together with the report.
4. He/she has not obtained a LeidCEu Scholarship in the past.
5. He/she does not get any funding/scholarship from 3rd parties for this period.
6. He/she will repay the scholarship:
- in full when he/she withdraws from the programme, prior to the starting date
- partly if he/she returns earlier then the period for which the scholarship was granted for
7. He/she is aware of the Rules and Regulations of the LeidCEu scholarship programme and will submit a written report and a certified copy of the grades list within 1 month after the period abroad.
8. It is agreed that the obtained credits will count towards the Leiden degree.

Name Leiden Faculty Coordinator or PhD supervisor:

Signature applicant

Date: .. / .. / ..

Signature

Date: .. / .. / ..

(dd/mm/yyyy)

Stamp Faculty

Completed form to be returned to:
International Office
Ms. D. Driessen/ Ms. F. Joughri
Pieterskerkhof 6
2311 SR Leiden
The Netherlands



Universiteit Leiden

## LeidCEu 2008-2011 (BA/MA/PhD/AIO)

### Rules and Regulations LeidCEu Scholarship Students

#### Aim and description of the scholarship programme

To acquire international experience and specific knowledge through a study and/or research period abroad at the Central European University in Budapest, Hungary (here after named as "CEU"), for which no Socrates or other scholarships / funds / grants are available through Leiden University.

#### A) Eligible Candidates

The programme is open to:

Advanced undergraduate, (post) graduate students and PhD / AIO students, participating in a degree programme and registered at Leiden University. Participants have received permission from their Faculty/department at Leiden University to conduct study or research at the Central European University in Budapest, Hungary, for a particular period. The minimum study/research period abroad is 4 weeks and maximum 1 academic year in a non-degree study programme.

The LeidCEu Scholarship runs from 2008-2011 and is open to all nationalities.

The scholarship programme applies to the Central European University in Budapest, Hungary only.

#### B) Requirements, Application & Selection Procedures for Students :

1. Students first need to agree with their Leiden Faculty Coordinator about their intended study or research period at CEU. And submit their application for admission for the intended study programme at CEU themselves.
2. Secondly students can submit the completed scholarship application form which is **also** signed by the Leiden Faculty Coordinator as approval. Please note that it is not possible to apply for the scholarship more than once.
3. The International Office will accept the completed scholarship application form, accompanied by the following documents:
  - Curriculum vitae
  - Study / research proposal / list of courses to be attended
  - Letter of motivation
  - 2 original reference letters (preferably from your professor and your study advisor at Leiden University)
  - Certified copy of your recently obtained grades list.

The International Office will **only** review the applications which are **complete** and received before the deadline of **October 15** for the Spring semester or by **March 15** for the Fall semester/Academic year.

4. The International Office will submit eligible applications to the LeidCeU Selection Committee.
5. Students will be informed by the International Office about the decision of the Selection Committee in November / December (for the Spring semester) or in April / May (for the Fall semester / academic year).

#### C) Other requirements:

1. Leiden University will acknowledge the study or research period abroad as being part of the study programme at Leiden University and will award this with credits.
2. In case a student has received a LeidCeU scholarship in the past, the student and Faculty Coordinator will be informed that the application will not be considered any further.
3. The Leiden Faculty Coordinator may set up extra academic requirements before deciding to approve of the intended study / research period abroad. The Leiden Faculty Coordinator will inform the student about this.



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### D) Financial issues:

1. Students have to arrange their ticket, visa / residence permit, themselves. (Off campus) accommodation can be arranged with assistance of the CEU international office.
2. The amount of the scholarship is:
  - €500 per month which is meant to cover the costs of living (e.g. food and accommodation etc)
  - €300 for international travel costs (one time allowance)
  - €40 per month for the obligatory health Insurance fee
 The maximum period abroad is **10 months**.
3. The tuition fee will be paid by Leiden University directly to CEU.  
**Please note:** students have to pay the enrolment fee (€100 per semester) themselves.
4. Students holding a non-EU/EER nationality, who need to apply for a visa / residence permit, will be reimbursed for the costs involved upon submitting proof of payment to the International Office.
5. The scholarship will be paid in 2 terms. The International Office will deduct €100 from the scholarship. The 2<sup>nd</sup> payment will be effected after the International Office has received a written report and a certified copy of the transcript. Students must submit these document to the International Office within 1 month after the period abroad has finished.
6. Students need to notify the International Office and the Leiden Faculty Coordinator in writing of any changes in the agreed arrangements, prior and/or during the abroad period.
7. Should the student decide to withdraw from the period abroad:
  - before the starting date or;
  - earlier than the end date, mentioned on the application form,
 please note that the scholarship for the (remaining) period will have to be returned to Leiden University.  
**The procedure is as follows:**
  - a. The student must inform the International Office and Leiden Faculty Coordinator immediately in writing (or by e-mail) in case this might occur clearly describing the reason of their withdrawal or early return.
  - b. The International Office will inform the student about the amount that needs to be returned.

### E) Estimated costs for students:

Enrolment fee	€ 100
Monthly cost of living	€ 500
International travel	€ 300
Visa	€ 100 (approx.)
Insurance (obligatory)	€ 40 (approx. per month)

The scholarship is meant to cover part of the costs towards food and accommodation etc. Please note that the scholarship is NOT a full scholarship.

### F) Other:

Your experiences are important for future study abroad students. If relevant and interesting, we would like to use (part of ) your report for informing students about studying in a foreign country, without mentioning your name. The reports will be available at [www.buitenland.leidenuniv.nl](http://www.buitenland.leidenuniv.nl) and at the PITStop at Plexus.