Terms, conditions and procedures TU/e Fund International Experience 2016/2017

Application procedure TU/e Fund International Experience 2016/2017
(for mobility from July 1, 2016)

- A student who wishes to apply for the Fund International Experience (FIE) can fill in the online application form: https://studiegids.tue.nl/verbreding/buitenland-en-stages/voorbereiding/beurzen-en-fondsen/tue-beurzen-buitenland/aanmeldformulier-beurzen-buitenland/
The student will receive, when he meets all requirements to FIE, the digital FIE application form and the format of the Learning Agreement (LA). The student will also receive information about study abroad, scholarships, the free collective business travel insurance from TU/e and additional information concerning practical matters.
- The student fills out the FIE application form, has it signed by the internationalization coordinator of his department and emails the document to goingabroad@tue.nl or delivers the hard-copy to the STU Service Desk. For deadlines for application see table below.
- The student completes the Learning Agreement (LA) and will send it to STU/io goingabroad@tue.nl.
- The LA is signed by: student, departmental internationalization Coordinator of TU/e and the Supervisor/departmental coordinator of the host institution
- The FIE application is complete when the LA is handed in at STU/io. The LA may be submitted after the deadline for application, but must be handed in before the start of the internship/exchange abroad.

### Deadlines for application

<table>
<thead>
<tr>
<th>Quartile</th>
<th>Exchange/internship start date between</th>
<th>Deadline registration for mobility with start date on quartile</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quartile 1</td>
<td>1 July</td>
<td>30 September</td>
</tr>
<tr>
<td>Quartile 2</td>
<td>1 October</td>
<td>31 December</td>
</tr>
<tr>
<td>Quartile 3</td>
<td>1 January</td>
<td>31 March</td>
</tr>
<tr>
<td>Quartile 4</td>
<td>1 April</td>
<td>30 June</td>
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</tbody>
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### Fund International Experience grant 2016/2017: 750 Euro

The scholarship amount is determined per academic year. The above amount is set for mobility abroad which takes place in academic year 2016/2017. (Start date mobility between 1-7-2016 and 30-6-2017.)

### Selection procedure FIE

- The number of available scholarships per academic year is divided into 4 quartiles.
- The distribution of the number of available scholarships per quartile is based on the historical trend in the past 4 academic years.
- Deadline for application for FIE: at least 1 month before the first date of the quartile in which the study/internship starts. (For example, for quartile 1 commencing on 1 July; deadline 1 June.)
- After the deadline the ranking of students/applicants will take place, based on the weighted average grades of the applicant on the date of the deadline and the study progress of the applicant. (For example: average grade on June 1st for the applicants for quartile 1.)
- The top of the quartile list is eligible to receive a grant from the Holland Scholarship Program. https://studiegids.tue.nl/verbreding/buitenland-en-stages/voorbereiding/beurzen-en-fondsen/holland-scholarship/ The number of available Holland Scholarship grants per quartile is also associated with the percentages on the basis of historical trend of mobility per quartile. By applying for Fund International Experience, the student will automatically enter to the selection for the Holland Scholarship grant.
- The followers up on the ranking list, will receive the Fund International Experience grant, based on the established quota of available scholarships for the specific quartile.
- If the internship or exchange period of a student will take place at a later date than the quartile for which the scholarship is awarded to him, the grant cannot be used automatically for a mobility period in a new quartile: his application will be included in the new ranking period.
- Per quartile there will be a reserve list of up to 10 runners-up in case selected candidates withdraw, as well as a list of students who are definitively not selected for the FIE grant. These applicants will be registered as Zero-scholarship students. They are eligible for registration for the Business Travel Insurance of the TU/e and are requested to hand in an Experience Report after completing their exchange/internship abroad for the database of experience reports in OASE.
- If the exchange/internship abroad of a student is cancelled or will not start in the quartile for which he has been selected for FIE, the first candidate on the reserve list will receive the renewed available grant.

**Payment FIE grant**

- An amount of 75% of the FIE scholarship is paid in advance to students who are selected through the ranking-list and have completed their application (including Learning Agreement).

**After the end of the exchange/internship period abroad**

- Within six weeks after returning to the Netherlands, the student will email the signed Statement of Host Institution and Experience report to goingabroad@tue.nl.
- Within three months of return the student provides STU/io with the final LA and the transcript of records (TOR) (when applicable), LA and TOR have to match.
- Note: the student will contact his departmental internationalization coordinator to discuss what forms he has to submit to the department to finalize his exchange/internship period abroad.
- After receiving the Statement of Host Institution, Experience report, final LA and transcript of records, STU/io will transfer the remaining amount of the FIE grant (25%).
- When the student fails to hand in the required documents, the already paid FIE grant will be claimed by STU/io.
- In case the exchange or internship abroad has not been performed, the amount already paid will be recovered.

**Fund International Experience 2016/2017: Terms and conditions**

- Fund international Experience (FIE) provides financial support to TU/e students for travel and extra expenses during their exchange/internship abroad.
- A student is eligible to apply for FIE when he meets the following criteria:
  a. Student is enrolled as a fulltime student with main registration at the TU/e;
  b. Student actually studies at TU/e;
  c. Student is eligible for the statutory rate tuition fee, i.e. does not pay the ‘high’ institute rate tuition fee;
  d. Student cannot participate in the Erasmus+ Study, Erasmus + Placement, Holland Scholarship program or does not participate in a Summer school where TU/e refunds a significant part of the costs;
  e. The exchange or internship takes place outside the EU/EEA;
  f. The student is selected by means of the ranking list based on weighted average grade and study progress of the applicants and quota of the available number of grants for the quartile in which he starts his exchange/internship abroad.
- There is no right to receive a FIE grant when the exchange/internship abroad period of the student is shorter than ten consecutive weeks.
- The student is only entitled to receive a financial contribution when the student obtains at least 10 ECTS for his exchange/internship abroad.
- A student can receive the FIE grant only once during his study program at TU/e.
- During his exchange/internship, the student actually lives abroad in the country where the foreign host university, institute or company is located.