

# Erasmus Internship Grant Application Procedure

2011/2012



Onderwijs en Cultuur

**erasmus**

## Application Erasmus Internship Grant

### Check the Eligibility Criteria

# 1

- ✓ Read the grant eligibility criteria in this brochure carefully

### Register at the International Office

# 2

- ✓ Complete the form *ERASMUS* internship grant application
- ✓ Have it signed by your faculty contact person
- ✓ Have it signed by the International Office
- ✓ Send the application form to Eindhoven via regular mail

### Approval by TU Eindhoven

# 3

- ✓ Wait for a reply and further instructions from TU/Eindhoven

# 1

## Grant Eligibility Criteria

You must apply for an ERASMUS INTERNSHIP GRANT **before beginning your internship**. Applications submitted afterwards will not be accepted.

Before applying for an Erasmus internship grant, first check that you satisfy the criteria.

- ✓ You must be a national of one of the countries participating in the Erasmus programme<sup>1</sup>
- ✓ You must be registered as a full-time student at Tilburg University<sup>2</sup>
- ✓ You have successfully completed your first year
- ✓ You have not received an Erasmus internship or a Leonardo grant before
- ✓ The internship must last a minimum of 3 months<sup>3</sup>
- ✓ Your internship enterprise or institution must be 'admissible'<sup>4</sup>
- ✓ You must not be in receipt of any other European Union grant or subsidy
- ✓ Your internship must form part of your programme of study at Tilburg University, and you must receive ECTS credit for it
- ✓ Your faculty contact person must be in agreement with your application

**1** The Erasmus countries are: the 27 EU member states, and Liechtenstein, Norway, Turkey, Croatia, Iceland and Switzerland and their overseas territories.

List of overseas territories:

- Greenland
- New Caledonia and Dependencies
- Isle of Pines and Loyalty Islands (Ouvéa, Lifou, Maré, Tiga, Mouli, Faiava)
- French Polynesia
- Tahiti, Bora Bora. Polynesia consists of 6 groups of islands: Austral Islands, Bass Islands, Gambier Islands, Society Islands, Tuamoto Islands, Marquesas Islands
- French Southern and Antarctic Territories' research islands: St Paul and Amsterdam, Crozet Islands, Kerguelen, Adélie Land
- Wallis and Futuna Islands
- Mayotte
- St Pierre and Miquelon
- Aruba
- Netherlands Antilles
- Bonaire
- Curaçao
- Saba
- Saint Eustatius
- Saint Martin (Sint Maarten)
- Anguilla
- Cayman Islands = Gran Cayman, Cayman Brac, Little Cayman
- Falkland Islands
- South Georgia and the South Sandwich Islands = research station on Bird Island
- Montserrat
- Pitcairn
- Saint Helena, Ascension Island, Tristan da Cunha
- British Antarctic Territory = Graham land, South Shetland Islands, South Orkney Islands
- British Indian Ocean Territory = Diego Garcia
- Turks and Caicos Islands = Salt Cay, Grand Turk, South/ East/ Middle /North/ West Caicos, Providenciales
- British Virgin Islands = 50 islands: Tortola, Virgin Gorda, Anegada, Jost van Dijke, Peter Island, Salt Island, Beef Island, Cooper Island, Ginger Island, Norman Island

For the sake of clarity: students at Dutch higher education institutions are not allowed to go to a Dutch overseas territory, e.g. Curaçao.

**2** You are a regular Tilburg University student if you are registered at Tilburg University during your stay abroad and intend to graduate from Tilburg University with a degree. Exchange students and free-mover students are not considered regular students.

**3** The number of hours for a full-time internship must be in line with the standard number of hours worked by staff in Europe (between 36 and 40 hours). Half months are rounded off as follows: a period of less than half a month i.e. less than 14 days, is rounded down; a period of more than half a month, i.e. 14 days or more, is rounded up.

4 European Institutions, organisations managing EU programmes, and Dutch consulates and embassies in the host country are not admissible.  
(<http://europa.eu/whoiswho/whoiswho.html>)

## **2 Register at International Office**

If you satisfy the eligibility criteria, you may apply for the Erasmus internship grant through the Tilburg University International Office by filling in the 'Application form ERASMUS internship grant'. Complete, print and sign this form before having it signed for approval by your faculty contact person (see below). You should then hand in the signed form to the International Office (Rachel Lindsay, Room A 407). The International Office will register your application, sign your application form and contact you by e-mail when the signed form is ready to be picked up from the Front Office (A 408). You should then fax or mail this form to the Regional Leonardo Bureau at TU Eindhoven. We wish you the very best with your application and your internship!

### **Faculty contact details**

#### **ECONOMICS AND BUSINESS ADMINISTRATION**

Maike Wachters  
Coordinator Student Mobility  
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#### **HUMANITIES**

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#### **LAW**

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Coordinator Student Mobility  
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#### **SOCIAL AND BEHAVIOURAL SCIENCES**

Kim Horsten  
Coordinator Student Mobility  
Room P 310  
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## **THEOLOGY**

Annemarie LaTour  
International Officer  
Room S 725  
Tel: 013 466 8994  
a.f.latour@uvt.nl

# **3** **Approval by TU Eindhoven**

Tilburg University has outsourced the final assessment of your application, the administrative process and the payment system to the Regional Leonardo Bureau (RLB) of the TU Eindhoven (TU/e).

## **TU Eindhoven - Regional Leonardo Bureau**

### **Jan Willem Oortwijn**

Traverse 0.20  
P.O Box 513  
5600 MB Eindhoven  
e-mail: [rlb@tue.nl](mailto:rlb@tue.nl)

tel. 040 2478087  
fax: 040 2467961

Mail your application form signed by the International Office to Jan Willem Oortwijn so that she has proof of our approval. Do not forget to include copies of some form of ID (identity card or passport) and your student card.

You will receive confirmation and further instructions directly from TU/e Eindhoven, once they have received and evaluated your application.

## **Useful Information**

### **Erasmus Internship Grant**

#### **Before departure**

You must apply for an ERASMUS internship grant before beginning your internship. Applications submitted afterwards will not be accepted. The sum of money awarded is determined by the choice of destination and whether the student has any other sources of income.

#### **ERASMUS Student Charter**

The status of Erasmus student applies to students who satisfy the Erasmus eligibility criteria and who have been selected by their university to spend an

Erasmus internship period abroad. Students may carry out an internship in an enterprise or other appropriate organisation. For internships in enterprises, the home university must hold an extended Erasmus University Charter (i.e. also covering rights and obligations relating to internships). More information about the ERASMUS Student Charter is available on the website of the National Agency (Nuffic): [www.nuffic.org](http://www.nuffic.org).

