Application Form Internationalization-fund AHK & outgoing Holland Scholarship for

Study Exchange/ Internship Abroad/ Graduation Research 2022/ T2

#### (For travel period between July 1 till December 31, 2022)

Please [download the application](https://www.ahk.nl/en/facilities/student-affairs/going-abroad/student-grants-abroad/ahk-internationalisation-fund/) form and fill in digitally: **Deadline: May 16, 2022.**

**information applicant:**

|  |  |
| --- | --- |
| Name |  |
| Address+ zip code + City |  |
| E-mail address  |  |
| Mobile phone number |  |
| Age |  |
| Nationality |  |
| Academy |  |
| Name study department |  |
| Study year |  |

**destination and goal of your destination:**

|  |  |
| --- | --- |
| Name guest institution or internship company  |  |
| City |  |
| Country |  |
| Start and End date of the period abroad |  |
| Quarantaine period (if applicable) |  |
| My period abroad is (please make a choice) | Study/ Internship/ Research for graduation\*\*I have included an approved graduation plan in this application.  |
| My study/ internship is confirmed | Yes, my study/ internship period is confirmed. I’m including the confirmation or internship letter in this application. Or the latest email correspondence.  |
|  | No, my study/ internship period is not confirmed yet. I am expecting to be confirmed: (fill in expected date) |

Are you applying for the outgoing Holland Scholarship at the same time? Yes/ No

The outgoing Holland Scholarship is offered by the Ministry of Education in collaboration with the AHK and consists of a fixed amount of € 1.250 for the entire travel period and is meant for talented applicants to a destination outside the EU & EER for at least three months. The criteria can be found at <https://www.ahk.nl/en/facilities/student-affairs/going-abroad/student-grants-abroad/outgoing-holland-scholarship/>

Does your study programme/ school have a bilateral agreement or structural cooperation with the guest institution? Yes/ No

**Motivation**

**Please motivate your study/ internship abroad in maximum a separate document (on 1 A4):**

* What is your motivation to do this study or internship and how does it fit into your study plan?
* What will this study/internship period add additionally to what you have learned at the AHK? What do you hope to learn during this period abroad?
* Can you explain and elaborate the choice of the guest institution/ teacher?

**Budget**

### Please provide a realistic budget of your study or internship abroad. It is important that you can provide a clear and realistic budget of this trip to the committee. The total of the expenses should equal your total income in a sound budget.

### Expenses for the entire travel period

|  |  |
| --- | --- |
| Study costs/ tuition fee guest institution | € |
| Other study costs/ materials: | € |
| Travel costs based on one return travel | € |
| Visa costs if applicable | € |
| Accommodation costs for the entire period | € |
| Subsistence expenses | € |
| Insurance | € |
| Others.. | € |
| Total Expenses | **€** |

### Income for the entire travel period

|  |  |
| --- | --- |
| Scholarships, funds | € |
| Contribution from school/ department | € |
| Income received from internship company if applicable | € |
| Allowance from the Internationaliseringsfonds (number of months x € 250 + travel costs\*) | € |
| Other funds | € |
| Other Income (loan, savings etc.) | € |
| Total Income | **€** |

\* please read the criteria for calculating the travel costs

**Recognition of your study exchange/ internship/ graduation research**

How much study points in EC’s\* do you receive for the study/ internship?

\*EC stands for European Credit and aims to show the student’s workload for a study programme. One EC equals 28 hours. The head of your study programme can give you an estimate the amount of EC’s your internship or study could stand for. Note: for studies with an integral assessment system, it’s still possible to calculate the amount of ECs, even though your study programme doesn’t apply EC’s.

**Approval of your department head for your study/ internship abroad\***

Name:

Date & Signature:

\*You can include an email from your head of study programme/ department head as proof of approval for this application.

**CHECKLIST**

* The application form has been filled in completely
* A motivation letter is included
* The head of the study programme has approved the internship/ study exchange by signing this application
* The budget shows how the total expenses are covered.
* The acceptance letter for the guest institution is included

Additionally for Graduation research trips:

* Copy of the approved graduation plan
* Schedule of the research trip (with names, locations and dates)

##### Undersigned:

The undersigned declared that the information that is provided is truthful and declared to have read the criteria of this fund carefully.

City:...........................................

Date: ...........................……………………...Signature:.............................................

**Deadline application is May 16, 2022.**

**Please send your complete application to the internationalization coordinator of your academy by e-mail.**

 **(This part only to be filled in by the contact person of your academy)**

Contact person internationalization of the AHK academies:

Conservatorium van Amsterdam Ruth Graf (ruth.graf@ahk.nl)

Nederlandse Filmacademie Nicolette Jongkind (nicolette.jongkind@ahk.nl)

Breitner Academie Ans Hom (ans.hom@ahk.nl)

Reinwardt Academie Daphne van Ebbenhorst-Tengbergen (daphne.ebbenhorsttengbergen@ahk.nl)

Academie van Bouwkunst Mildred van der Zwan (mildred.vanderzwan@ahk.nl)

Master Kunsteducatie Stella Blok (stella.blok@ahk.nl)

Academie voor Theater en Dans - Dance dept: Maria Ines Villasmil

-Theatre & Design dept: Tom Willems

(email for both: atd-internationaldesk@ahk.nl)

-Das Graduate School: Juul Beeren (juul.beeren@ahk.nl)

##### Commentaar +akkoord contactpersoon Internationalisering (verplicht! )

##### (To be filled in by contactperson internationalization)

Commentaar/aanbeveling:………………………………………………………………….……………………

………………………………………………………………………………………………………………………

Akkoord contactpersoon Internationalisering:........................Datum:………………………..…..

##### aanbeveling studieleiding op talent aanvrager (tbv uitgaand holland scholarship)

Aanbeveling studieleiding:

(dit kan ook apart worden aangeleverd; prints van emails worden eveneens geaccepteerd)

Handtekening Datum:

##### ranking door de directie (tbv uitgaand holland scholarship)

Toelichting directie:

Handtekening: Datum

**Checklist voor de coördinator**

De aanvraag bevat:

* Een volledig ingevuld aanvraagformulier
* Handtekening van de studieleider voor akkoord
* Het aantal EC-punten is vermeld
* Een bevestigingsbrief is toegevoegd
* Een motivatiebrief is bijgevoegd
* Een kloppende begroting

Bij een gecombineerde aanvraag met het uitgaand Holland Scholarship:

* Een gemotiveerde aanbeveling van de studieleiding over het talent van de student
* Ranking door de directeur bij meer dan één uitgaand HS-aanvraag per academie