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# International Desk Academy of Theatre and Dance



**Academy of Theatre and Dance**  
**Amsterdam University of the Arts**

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# International Desk ATD

## General Guidance for Studying abroad and Applying for International Funding

### **Studying abroad**

The Amsterdam University of the Arts has a highly international student population; more than a quarter of the students are from outside the Netherlands. The international students are already experiencing the richness and challenges of studying in a culturally and artistically different environment than their home country.

The Amsterdam University of the Arts offers its international (and national) students two possibilities to finance a short study or internship period abroad. The student exchange program from the European Union (the [Erasmus program](#)) aims to stimulate students to study or to do an internship in another EU country. The AHK has several bilateral agreements with institutions in Europe.

For students who cannot meet the criteria of the Erasmus program, it is possible to apply for the [AHK Internationalization Fund](#).

### **Erasmus+ Program**

The AHK takes part in the Erasmus program. All ATD students can take part once during their study in this exchange program for study and internship abroad. The exchange has to be approved first by the institution as part of the student's study program; the student should receive European Credits for the exchange study abroad. Also, the institution or head of the study program has to approve the exchange first. Students of all nationalities are entitled to apply for an Erasmus grant.

The exchange study period abroad is minimum 3 months and maximum 12 months. For internship/placement, the period is minimum 2 months and maximum 12 months. The Erasmus program provides financial support in terms of monthly allowance. The monthly allowance varies between € 150 to € 270 per month for study exchange depending on the living standard of the destination. For internship, the allowance varies between € 270 and € 390. No separate grant will be given for travel or insurance.

It's possible to do a Erasmus exchange for study or internship in two parts as long as the exchange is also considered and approved by the head of study

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program as 'one exchange'. Both travel period (even if the destination is different), should last at least 3 months for study and 2 months for internship.

### **Study exchange**

The study exchange can only take place at a European institution that has a so-called bilateral agreement with the ATD. The ATD has over 60 of these bilateral agreements. Students should inform at the coordinator internationalization of their institution whether the guest institution of their choice is on the bilateral agreement list of the AHK.

### **Internship**

The ATD has contacts with many international institutions and organizations that have offered AHK students' placements. In all cases, the school has to approve the guest institution for internship first. The Erasmus program requires that a Learning Agreement between the institution and the guest institution. Please inquire with the coordinator internationalization of your institution.

### **Internship (after graduation)**

The new Erasmus+ program provides Erasmus grants for graduated students to take an internship within the EU immediately after the graduation at the ATD. The internship period is minimum 2 months and maximum 12 months. Students need to apply for this grant before their graduation date.

### **Procedure**

First contact the head of your study program for an approval of your exchange plans (both study and internship). After the approval, then contact the coordinator internationalization to start the Erasmus exchange procedure in order to get an Erasmus grant. Please be aware that other EU partner schools may have a fixed number Erasmus spots for study. We advise you to apply for a study exchange prior February in order to start the study exchange in the following academic year.

(For example: the application for an Erasmus study exchange from September 2016 till August 2017 should have been applied in February 2016).

Once the coordinator internationalization of your faculty confirmed that your Erasmus study or internship exchange is approved, you will be invited to make an appointment for signing the student contracts, and to receive all the required documents and explanation for your exchange.

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# Going Out of EU? (Not Erasmus+)

## **Internationalization ATD- Time Frames**

The November application round will be opened in October and can be used to apply for study and internship that starts in the following period January till June. The May application round will be opened in April and can be used to apply for a study or internship that starts in the following period of July till December.

## **Procedure**

The application form can be downloaded from the AHK site once the application round is opened. The study or internship period has to be integrated within your study program; so official acknowledgement from the head of your study program is required. Furthermore, students need to hand in a strong motivation but also a sound budget, which allows the selection committee to decide whether the study/ internship period is well prepared. The applications should be handed in to the coordinator internationalization for Dance (Maria Ines Villasmil) or Theater (Tom Willems) of your institution, who does a final checking of all the requirements. A selection committee consisting of policy advisors, coordinators study program and internationalization will make a final revision and decision over your proposal.

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## **Individual grant**

Each ATD student can receive once during their study at the AHK a travel grant for a study/ internship abroad that is approved by the school. The grant consists of travel costs for 100% for travels within Europe (max. €350) and 50% outside Europe (max. €500) and a monthly allowance of €175 per month during your stay abroad (max. €1000). Upon return, the student hands in a student report and the financial breakdown of the costs made during the stay abroad.

## **Criteria**

- The study or placement period is at least 2 weeks and maximum 9 months. The committee prefers a study or placement period of two months and longer.

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- A foreign stay of shorter than 4 weeks are possible but also exceptional; the applicant has to provide a very strong motivation letter and a well layout planning for the period abroad.
  - The applicant includes a motivation letter for the foreign study or internship.
  - The study period or placement abroad is approved by the head of the study program as part of the student's curriculum. The student will receive study points (EC's) for this period accordingly. The head of the study program has to sign the application form for approval.
  - The applicant can proof the need for financial support for this trip with a realistic budget.
  - The applicant provides in a separate letter his/her motivation for this study or placement abroad.
  - Acceptance letter: the applicant has to proof that he or she is accepted at the school or placement abroad, on original letter head with signature of the representative of the school or company. A copy of the original email correspondence can be considered eligible as well (but a copy of part of the text out of the original email will NOT be considered as proof).
  - The application form is signed by the student, the coordinator internationalization of the faculty and the head of study program.
  - Exceptional criteria applies for application proposals for a research period abroad for student's graduation project:
    1. The subject of the graduation is finalized;
    2. The graduation research can only be done outside the Netherlands
    3. The graduation proposal has been accepted by the exam committee of the school; a written approval by the head of the study program or exam committee is included in the application for the Internationaliseringsfonds

### **Not eligible:**

Individual projects by students abroad.

Summer courses, attendance of workshops, seminars or conferences.

Courses at private institutions.

### **Bursary**

Applicants can apply for financial support for travel cost and monthly allowance:

a) Travel costs:

Within Europe:

Travel costs according to the cheapest way of travel to a maximum of € 350.

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### Outside Europe:

50% of the travel costs according to the cheapest way of travel, and to a maximum of € 500.

### b) Allowance for Subsistence:

Monthly allowance of € 175 to a maximum of € 1.050 (> 6 months allowance).

## **Nationality**

Students of all nationality can apply. Exceptions for those students who want to go back to their birth country to study are not eligible.

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## **Personal invitation**

Excellent ATD students who are invited to perform at internationally highly renowned events like a prestigious festival or exhibition abroad, can apply throughout the study year for financial support for travel. The application should be sent in as soon as possible and preferably at least 4 weeks before the event takes place.

### **Criteria:**

- The event for which you are invited is very prestigious in your professional field.
- You are invited on personal title to participate at the event.
- A copy of the personal invitation letter is included with the application form.
- The festival/ organization that invited you stated clearly in correspondence that your trip is not included in the invitation.
- A statement or a letter of recommendation from your head of study program (half to 1 page max.) should be included with the application which she or he stated how important your presence at the event is for your career.
- The budget is realistic.
- The applicant provides in clear words (max. half page) his/her motivation to participate at this event.
- The application form is signed by the student, the coordinator internationalization of the faculty and the head of study program.
- Students can apply more than once for these criteria at the Internationaliseringsfonds. Each case will be judged individually.

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## **Not eligible:**

Summer courses, attendance of workshops, competitions, private institutions that offers courses that are not accredited in their countries.

## **Bursary**

Applicants can only apply for financial support for travel.

### Within Europe:

100% of the travel costs according to the cheapest way of travel to the maximum of € 350.

### Outside Europe:

50% of the travel costs according to the cheapest way of travel to a maximum of € 500.

## **Forms**

Can be downloaded at the AHK site

Link: <http://www.ahk.nl/en/facilities/student-affairs/studying-abroad/>

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## **Holland Scholarship for outgoing exchange**

### **What is a Holland Scholarship for outgoing exchange?**

The Holland Scholarship is a new program offered by the Ministry of Education, Science and Culture of the Dutch government. It aims to stimulate students with excellent study results to take a study exchange or internship in one of the non-EER countries during their study in Holland.

The Holland Scholarship for outgoing exchange is an amount of €1,250.

### **What is the criteria?**

- You study fulltime at the AHK (exception: students of the Master of Museology);
- The study or internship period has a minimum of three months;
- The study or internship period takes place outside the European Union and the EVA-countries Liechtenstein, Iceland, Norway;
- You obtained excellent study results;
- The study or internship takes place at a renowned institution;
- Your motivation is excellent;
- The application is complete;
- The application meets all criteria of the AHK Internationalization Fund.

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## **How can you apply for Holland Scholarship for outgoing exchange?**

You can apply for a Holland Scholarship for outgoing exchange at the same time as for the AHK Internationalization Fund. The application rounds are twice a year: mid-May and mid-November. Applications sent in after the deadline will not be accepted.

## **How will an application for a Holland Scholarship for outgoing exchange be assessed?**

The application will go through a pre-selection process at the academy before sending to the selection committee of the AHK Internationalization Funds. The coordinator of internationalization and the head of the study course will provide comments on your application, followed by a ranking by the faculty director. The AHK Selection Committee will assess the applications carefully on quality and excellent results and will take the recommendation from the heads of the study course and the ranking of the directors into consideration.

**A preference will be given to study or internship periods of minimum 4,5 months.**

## **Administrative Path**

If your project is granted, together with the grant letter, there is an instruction letter how each student can apply for the advance payment, with the names of Silke Schroder and Marit Ruperit on it. They are the financial administrators for the Academy. Their contacts are included in the instruction letter.

The coordinator internationalisation doesn't need to intervene in this; the ATD students can contact Silke Schroder directly for this by themselves.

After you have finalized your study or internship abroad, you'll be required to hand in a report (a feedback form on the quality of your exchange) and the financial report. This is explained in detailed in the instruction letter. To receive the full grant, you have to hand in the reports.

Prepared by

Internationalising Coordinators:

Dance: Contact Maria Ines Villasmil @ [atd-internationaldesk@ahk.nl](mailto:atd-internationaldesk@ahk.nl)

Theatre: Contact Tom Willems @ [atd-internationaldesk@ahk.nl](mailto:atd-internationaldesk@ahk.nl)

Sources: Kam Wui Kui and AHK Website