



LeidCEu 2008-2011 Academic Staff

Universiteit Leiden

(LeidCeu admin-code: 9971103)

Last name	_____		
Initials	_____	Title	Gender M/V
Faculty	_____		
Internal address	_____		
Telephone / mobile phone	_____		
E-mail address 1	_____		
E-mail address 2	_____		
Name host institution	Central European University, Budapest (Hungary)		
Department at CEU	_____		
Contact person at CEU	_____		
E-mail address contact person at CEU	_____		
Purpose	(guest)lectures / research / other: namely		
Period abroad (dd/mm/yyyy)	From :	till:	
Date of departure	_____		
Bank account number	_____		
Preferred payment	In advance /after submitting the expense account		

The maximum amount depends on the total period (maximum 2 months), spent at the host institution. The grant will be paid in two instalments. An amount of € 100 will be deducted from the amount granted and will be paid after the International Office has received the report. The International Office must receive the report within 1 month after the indicated period abroad.

The undersigned states that:

1. He/she is employed by Leiden University
 2. He/she does not get any funding/scholarship from 3rd parties for this period
 3. 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 is granted
 4. He/she is aware of the Rules and regulations of the LeidCEu scholarship programme and will submit a written report within 1 month after the period abroad.
 5. He/she will enclose the following documents:
 - Letter of motivation, including topics like: relevance for present and/or /future academic career, expected outcome of the teaching/research activities.
 - Acceptance letter from the host institution
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Signature: _____

Date: .. / .. / ... (dd/mm/yyyy)

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



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Rules and Regulations LeidCEu Scholarship Staff

Aim and description of the scholarship programme

To acquire international experience and specific professional 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 are available through Leiden University.

A) Eligible Candidates

The programme is open to:

Academic staff, hosting guest lectures or doing research.

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 and Application Procedures for Academic Staff :

1. Academic staff members make arrangements with the host institutions for lectures and/or research prior to departure themselves.
2. The final arrangements are to be formulated in the acceptance letter from the host university, including the exact period to be spent at the host institution and the name of the academic supervisor/contact person.
3. The application file consist of:
 - Completed application form
 - Letter of motivation, including topics like: relevance for present and/or /future academic career, expected outcome of the teaching/research activities
 - Acceptance letter from the host institution
4. After receiving the application, within five work days, the International Office will send a short message by e-mail that the application has been received.
5. The International Office will check the application and will send an e-mail within two weeks after receiving the application, informing the applicant if items are missing.
6. Within 1 month after the scholarship period has expired, the staff member will hand in a written report. The staff member will receive the outcome of the scholarship request , with an 'Acceptance of the LeidCEu Scholarship" form. By signing this form the staff member accepts the scholarship and the enclosed Rules and Regulations.
Enclosed with the letter is a Report form.
7. After returning the recipient will send in a written report and documents which proof that the abroad period has taken place (travel tickets, hotel bills, train tickets etc.)
8. Applicants need to notify the International Office in writing of any changes in the agreed arrangements, prior and/or during the abroad period.
9. Should the applicant 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 grant for the (remaining) period will have to be returned to Leiden University. The procedure is as follows:
 - The applicant must inform the International Office immediately in writing (or by e-mail) in case this might occur.
 - The International Office will inform the applicant about the amount that needs to be returned.
10. In case the scholarship has been paid in advance, the deducted amount will be paid after the report has been received by the International Office.

C) Financial issues:

The scholarship consists of:

1. International travel costs maximum € 300.
2. The amount of the scholarship is € 140 per day for a maximum of 4 days.
3. The amount of the scholarship is € 600 per week in case the period abroad is 5 days to a maximum of 3 weeks.
4. The amount of the scholarship is € 2000 per month in case the period abroad 3 to 8 weeks. Maximum period of the scholarship is 2 months.



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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.

Calculation of the period abroad:

5,6 of 7 days	= 1 week
8 to 13 days	= per day €100 extra
14 days	= 2 weeks
15 to 20 days	= per day €100 extra
21 days	= 3 weeks

3 to 4 weeks	= 1 month
4 to 5 weeks	= 1,25 months
5 to 6 weeks	= 1,5 months
6 to 7 weeks	= 1,75 months
7 to 8 weeks	= 2 months