

Regulations for funding of vaccination and travel expenses for internship/thesis 2019-2020

Under certain circumstances, the Executive Board will provide students of Wageningen University with a reimbursement of expenses incurred in relation to vaccination (including prophylaxis) and/or travel due to an internship or thesis outside of the Netherlands. This applies when the learning objectives of the programme establish that it is compulsory for the student, within the framework of their study programme, to do their full internship or thesis abroad.

I General conditions for reimbursement of expenses

The general conditions to qualify for a reimbursement of costs related to vaccination/prophylaxis and/or travel expenses are:

1. The person concerned is enrolled as a student for one or more of the following programmes at Wageningen University:
 - (flexible*) Bachelor's International Land and Water Management (BIL)
 - (flexible*) Master's Development and Rural Innovation (MDR)
 - (flexible*) Master's International Development Studies (MID)
 - (flexible*) Master's International Land and Water Management (MIL)
2. The internship or thesis is a compulsory part of the study programme, the content and destination of which have been approved by the WU supervisor of the internship or thesis.
3. The reimbursement of vaccination/prophylaxis expenses or travel expenses for an internship or thesis will be provided to students only once in the framework of the programme.
4. When processing the request and calculating the reimbursement amount, the conditions that apply are those specified in the Regulations for vaccination and travel expenses for internship/thesis in force on the first day of the internship or thesis (see also Section IV and V).

The specific additional conditions applicable for a reimbursement of vaccination/prophylaxis or travel expenses are listed under Section II and III respectively.

* Flexible Bachelor's or Master's degree programme: see 'Rules flexible BSc-MSc programmes' on <https://www.wur.nl/en/Education-Programmes/Current-Students/Examining-Boards.htm>

II Vaccination and prophylaxis expenses

In addition to the general terms and conditions specified under Section I, specific conditions apply to reimbursement for vaccination/prophylaxis expenses:

5. Reimbursement for vaccination/prophylaxis expenses only applies to vaccinations/prophylaxis required for the relevant destination, as stated on the GGD Nederland website (<https://www.ggdreisvaccinaties.nl/heb-ik-een-vaccinatie-nodig>).
6. Reimbursement is €65.

III Travel expenses

In addition to the general terms and conditions listed under Section I, specific conditions apply to reimbursement for travel expenses:

7. The student has received the necessary vaccinations and/or prophylaxis.
8. The amount of the reimbursement:
 - Destinations outside of Europe: 75% of the travel expenses, up to a maximum of €750. Travel expenses include the cost of bus, train, or plane ticket(s), including airport tax and surcharges, to the destination and back. Students must travel in 'economy class'. Any contribution to the travel expenses by the internship or thesis provider will be deducted from the expenses that qualify for reimbursement.
 - Destinations within Europe, excluding the Netherlands: 75% of travel costs up to €200 for trips taken by plane and 100% of travel costs up to €200 for trips taken by train. Travel expenses include the cost of bus, train, or plane ticket(s), including airport tax and surcharges, to the destination and back. Students must travel in 'economy class'. Any

contribution to the travel expenses by the internship or thesis provider will be deducted from the expenses that qualify for reimbursement.

9. If the student receives a grant for completing an internship or thesis that includes a contribution towards travel expenses (such as scholarships including a research fee or Erasmus+), the student is not eligible to apply for reimbursement of travel expenses under these regulations.

IV Request reimbursement for vaccination/prophylaxis or travel expenses

An application for the reimbursement of the vaccination/prophylaxis or travel expenses must be submitted to the Student Service Centre (SSC):

- a. The student submits the request by completing and signing the *2019-2020 Application Form Funding Costs of Travel and Vaccination/Prophylaxis for Internship/Thesis Abroad* form (see link below).
- b. Additionally, the form needs to be signed for approval by the internship/thesis supervisor.
- c. The student must submit the request, along with all the relevant documents specified on the form, after the trip, within four weeks of the date that the mark for the internship or thesis is entered into the student information system of Wageningen University.
- d. The SSC will check whether the internship/thesis is included in the approved study programme and whether the vaccination/prophylaxis was required for the destination.
- e. The student will be informed about the decision in relation to the reimbursement within six weeks after receipt of the complete application.

The application form can be found on the Wageningen University website:

<https://www.wur.nl/en/Education-Programmes/Student-Service-Centre/Show-SSC/Forms-Student-Service-Centre.htm>

In *exceptional cases*, the student can submit a request to one of the student deans for an advance payment of the travel expenses before departure. The student must comply with all the relevant conditions specified in these regulations, and must use the abovementioned application form. The student also needs to provide the quotation from the travel agent / the airline where the ticket will be bought. If granted, the maximum amount of the advance is 50% of the expected travel allowance. The determination of the final travel allowance will take place after the end of the internship or thesis, in line with the abovementioned conditions. The advance will then be offset against the costs actually incurred by the student.

V Changes to the Regulations

The department of Education and Student Affairs (ESA) will amend these regulations when there are changes to the learning objectives of the programmes in relation to the compulsory character of an internship/thesis outside of the Netherlands.

VI Entry into force of the regulations/transitional provisions

These regulations enter into force on 1 September 2019 and apply for an undefined period, but are subject to any changes as specified in Section V.

These regulations will replace the Vaccination and Travel Funding Regulations from the 2018-2019 Student Charter.

There are transitional regulations for students who request reimbursement of costs for vaccination/prophylaxis or travel *whose first day of their internship or thesis falls between 1 September 2019 and 31 December 2019*. These students can follow either the rules set out in these regulations or those specified in the Vaccination and Travel Funding Regulations in the 2018-2019 Student Charter.

For students *whose first day of their internship or thesis was before 1 September 2019* and who face travel costs and/ or costs for vaccinations and/ or prophylaxis, possible refund of the costs is arranged in the Vaccination and Travel Funding Regulations as published in the 2018-2019 Student Charter. For their application, they must use the forms '2018-2019 Application Form Travel Funding Internship/Thesis in Tropical/Developing Countries' and 'Application Form Refund Vaccination costs Internship/Thesis'.