



*Subject* Subsidy scheme for excursions abroad  
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### *Introduction*

Lecturers can organise excursions abroad. In addition to gaining subject-specific knowledge, an excursion abroad offers students the opportunity to experience other cultures, gain new insights and establish connections with an international context. Excursions abroad are often used to visit museums, local businesses and government or research institutions. This document explains the subsidy scheme for excursions abroad. It is intended in particular for lecturers who wish to organise such an excursion as part of a course.<sup>1</sup>

### *Funding opportunities*

The Faculty of Humanities can award a subsidy under certain conditions. The subsidy is a contribution towards travel and accommodation costs. The amount of the subsidy depends on the duration of the stay; the destination is not taken into account. There is a fixed financial contribution per student and per supervisor. The subsidy does not cover all the costs. Students who need further financial support can contact the student counsellor or apply for an additional grant from the Leiden University Fund (LUF).<sup>2</sup>

The subsidy is awarded for an indefinite period, until the amount of the subsidy is changed, or the course is amended or discontinued. Each year, the actual costs incurred will be reviewed and, if necessary, the amount of the subsidy will be adjusted in the budget. If the subsidy is not used after it has been awarded, it will lapse.

The Faculty of Humanities encourages lecturers and students to travel to their destination by sustainable means of transport, such as train, bus or carpooling with fellow students. You can find useful routes and compare tickets for train travel in Europe on [The Trainline](#) and [Omio](#) websites.

### **Excursion < 5 days**

- Contribution for student: €100
- Contribution for lecturer/supervisor: €300

### **Excursion ≥ 5 days**

- Contribution for student: €200
- Contribution for lecturer/supervisor: €600

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<sup>1</sup> For more information about other forms of financial support for students wishing to go abroad, visit the [University website](#).

<sup>2</sup> [Other student grants - Leiden University Fund \(luf.nl\)](#)



*Conditions*

1. The subsidy scheme only applies to degree programmes that do not involve a standard stay abroad.
2. The excursion abroad is an integral part of a course and contributes to the learning objectives of the curriculum. Stand-alone extra-curricular excursions are not eligible for faculty funding.<sup>3</sup>
3. The excursion abroad is preferably part of a compulsory course.
4. If the course is no longer taught, the subsidy will lapse. If the course is revised substantially, a new application must be submitted.
5. Only one excursion per course will be funded.
6. A maximum of two excursions will be funded per Bachelor's degree programme. A maximum of one excursion will be funded per Master's degree programme/specialisation.
7. The maximum group size is 30 students<sup>4</sup> and two lecturers/supervisors per excursion.
8. The excursion may not be a compulsory part of the course. A free alternative must always be offered (e.g., an alternative written assignment). An exception is made for excursions for which there is no alternative. This only applies in exceptional cases, such as excursions that are so intertwined with or essential to the learning objectives set for the programme that the absence of an excursion would be too detrimental to one of these objectives. The irreplaceable nature of the excursion must be agreed with the Programme Committee.
9. The application will only be considered if excursions to the intended destination do not conflict with restrictive measures taken by the government and Leiden University or with measures in the country of destination.
10. The organiser of the excursion will register the students with the Humanities International Office (HIO) so that Leiden University knows where the students are in case of an emergency.

*Procedure*

The lecturer of the relevant course is responsible for submitting applications for subsidies for excursions abroad. The deadline is **1 December** for excursions to be offered in the following academic year. Applications must include the following information:

- Name of lecturer(s)/supervisor(s)
- Name of degree programme

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<sup>3</sup> For extra-curricular excursions organised or co-organised by a study association, subsidies can be applied for from LUF. For more information, visit [Student activity - Leiden University Fund \(luf.nl\)](http://Student%20activity%20-%20Leiden%20University%20Fund%20(luf.nl)). Study associations can also contact the assessor of the Faculty Board ([assessor@hum.leidenuniv.nl](mailto:assessor@hum.leidenuniv.nl)) about additional funding opportunities.

<sup>4</sup> Unless it is a compulsory subject with a larger group size.



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- Name of course (possibly with link to the prospectus)
- Brief explanation of how the excursion meets the eligibility criteria, including the Programme Committee's approval of conditions 2 and 8 (if applicable)
- Summary of the excursion programme, including planned arrival and departure dates
- Maximum number of participants

The application must be submitted to HIO at [studyabroad@hum.leidenuniv.nl](mailto:studyabroad@hum.leidenuniv.nl). HIO is responsible for allocating the subsidy and will coordinate with the Internationalisation policy officer if necessary. **The awarding of the subsidy depends on the available budget.**

Once the subsidy has been allocated, the administrative process is as follows:

- The excursion receives its own SAP number from the Finance (FEZ) department, or the affiliated institute provides a SAP number.
- The organiser pays the shared costs using this SAP number (this may be in the red) and arranges receipt of the students' own contribution, e.g. via Paylogic (to be requested via [fssc-debiteuren@assc.leidenuniv.nl](mailto:fssc-debiteuren@assc.leidenuniv.nl))<sup>5</sup>.
- After the excursion, the organiser sends a brief financial statement to [studyabroad@hum.leidenuniv.nl](mailto:studyabroad@hum.leidenuniv.nl) stating the number of students and staff.
- HIO then pays out the faculty subsidy to the SAP number.

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<sup>5</sup>The financial handling for students can be arranged differently. Organisers can use the contribution for students directly to pay (part of) the accommodation or travel costs, for example. It is also possible to ask students to claim their expenses up to a certain amount using a [PNIL-form](#). The subsidy must *never* be paid into a student's personal bank account in the form of a sum of money. The scheme is set up so that expenses can be claimed or the overall cost to the student can be reduced by having the organiser partially pay invoices for the students.