

## 2013-2014 Student Charter: Vaccination and Travel Funding Regulations

Under certain conditions, the Executive Board reimburses vaccination costs (incl. prophylaxis) and travel costs incurred by Wageningen University students as part of their minor, internship or MSc-thesis. Reimbursement of travel costs is only possible for specific destinations in tropical or developing countries. Refer to the eligibility conditions for the reimbursement of travel costs below (II).

### I Vaccination costs

The eligibility conditions for the reimbursement of vaccination costs are as follows.

1. The person involved is enrolled at Wageningen University as a BSc or MSc 'student'.
2. The minor, internship or thesis that requires the trip abroad, is part of the student's individual Wageningen University study programme the examination committee approved of.
3. Reimbursement is only for students whose health insurance<sup>1</sup> does not cover costs for the vaccination(s)/ prophylaxis concerned. In case vaccination costs are just partially covered by the health insurance, students are also not eligible for the reimbursement based on this regulations.
4. The number of reimbursements per student is limited: maximum one reimbursement as a BSc student and one reimbursement as a MSc student.

The reimbursement amounts to a maximum of €100 per trip.

The student must apply to the Student Service Centre (SSC) for funding vaccination costs.

To do this, the student has to fill in and sign the form '(Application for funding vaccination minor/ internship/ thesis' (*Aanvraag compensatie vaccinatiekosten minor/ stage/ afstudeervak*). The form must be co-signed by the minor/ internship/ thesis supervisor. SSC will check if the minor/ internship/ thesis is part of the student's approved set of examination subjects.

The student must submit the application, including the evidence of rejection from the insurance company, before the trip or within 13 weeks after completing the minor/ internship/ thesis.

Form can be found on:

<http://wageningenur.nl/en/Education-Programmes/Student-Service-Centre/Show-ssc/Forms-Student-Service-Centre.htm>

### II Travel costs

Eligibility conditions for the reimbursement of travel costs are:

1. The person involved is enrolled at Wageningen University (WU) as a BSc or MSc 'student'.
2. The student is not receiving a student grant or bursary from any third party which includes an amount designated as 'research fees'.
3. The student's study programme at WU -which includes the internship or thesis- is explicitly aimed at the tropics or at development cooperation.

This is the case if:

- the student is enrolled 'a student' in the MSc International Development Studies (MID), International Land and Water Management (MIL), or Development and Rural Innovation (MDR).

or

- the student is enrolled as 'a student' in another Wageningen University MSc than those mentioned above and, previous to the internship or thesis, has earned at least 18 ECTS credits within the MSc programme, aimed at tropical/developing countries<sup>2</sup>.

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<sup>1</sup> The AON insurance via Wageningen University covers the costs so students with an AON insurance cannot apply for refund of vaccination costs.

<sup>2</sup> The WU educational components concerned are included in the list in [Appendix 1](#). A WU course that does not appear in this list still may count in this category provided the examiner certifies in writing that the course

or

- the student is enrolled as 'a student' in a Wageningen University BSc, and the internship for which the student is applying for travel funding is part of the prescribed BSc programme (compulsory or restricted optional programme). In this case, previous to the internship and within his BSc programme, the student must have earned at least 18 ECTS credits aimed at tropical/developing countries<sup>3</sup>.
4. The internship or MSc-thesis for which application for travel funding is being made will take place in a tropical country or in a developing country included in the List of Countries in [Appendix 2](#) of these regulations.
  5. The internship or thesis is part of the student's individual study programme and is –including the destination– approved of by the WU supervisor for the internship or thesis.
  6. The stay in the foreign country as part of the internship/thesis is for a period of at least 3 continuous months (or less, in case the duration of the internship/thesis in the prescribed program is of shorter duration).
  7. The student must have had the necessary vaccinations/ prophylaxis.
  8. The student must have passed the course '*Analysis and prevention of health risks in the tropics*' (ENT-50303) before leaving for the foreign country.
  9. If the gross taxable income of the student's parents for the calendar year 2011 amounts to more than €49.500 no travel funding will be granted<sup>4</sup>. The threshold income above which no further right to financial reimbursement exists will be increased by an amount of €2050 for every other child in the family supported by the student's parents. In case the parents' 2011 gross taxable income is more than €49.500 but in 2012 or 2013 less than that amount, also the final tax assessment of one of those years may be presented.
  10. Travel costs for an internship or thesis will be reimbursed only once to a student (either for an internship or for a thesis), regardless of how many study programmes of Wageningen University he will follow.

The *reimbursement* amounts to 75% of the travel costs to a maximum of €1000. Travel costs include the price of the airline ticket(s) to the destination and back, including airport taxes and surcharges. The student travels as cheap as possible.

A possible contribution to the travel costs made by the person or institution offering the internship or the thesis will be deducted from the costs eligible for reimbursement.

The *student must apply* to the Student Service Centre (SSC) for travel funding once the internship/thesis is completed. To do this, the student has to fill in and sign the form

'(Application for travel funding, internship/ thesis in the tropics/ developing countries' (*Aanvraag reissubsidie stage/ afstudeervak in de tropen/ ontwikkelingslanden*')); this is available from the SSC and on the WU website. The form must be co-signed by the internship/thesis supervisor. SSC will check if the internship/ thesis is part of the student's approved set of examination subjects.

The student must submit the application form, including a copy of the booking confirmation (or tickets) + travel itinerary and proof of payment of travel costs (e.g. copy of bank or credit card statement) , within 13 weeks after completing the internship/thesis.

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content was aimed at tropical/developing countries (for instance Selected Topics). A course taken at another school of higher professional education or university and making up part of the student's approved individual study programme can count as a 'tropics course' or 'development course' provided the study adviser certifies in writing that the course content was aimed at tropical/developing countries.

<sup>3</sup> Idem

<sup>4</sup> This condition does not apply to students who are financially independent of their parents according to a certificate provided by *DUO* or the WU Student Counsellors.

Form can be found on:

<http://wageningenur.nl/en/Education-Programmes/Student-Service-Centre/Show-ssc/Forms-Student-Service-Centre.htm>

The conditions of the regulations will be updated each academic year (see below). The conditions of the travel funding regulations in force on the first day of the internship or the thesis govern both the evaluation of the application and the amount of the funding that might be granted. Travel funding, once granted, will be paid out within 6 weeks of receiving the application.

In *special circumstances*, the student can submit a request to the Student Counsellor for payment of an advance on the travel funding before leaving. To do this, the student must satisfy all the conditions named under points 1 up to and including 10 and use the above-mentioned application form. In addition, the student must submit an estimate from the travel bureau/airline from which the ticket will be bought. The advance (if granted) will be a maximum of 50% of the amount of the travel funding expected to be granted. The definitive amount of the travel funding will be determined after the student's return from the internship/thesis, according to the conditions mentioned in the previous paragraph. At that point, the advance will be adjusted subsequent to the student's account of payments made.

These *regulations apply indefinitely* with the understanding that the department Corporate Education, Research & Innovation will update the conditions included in the regulations before the start of an academic year, making use of the following sources:

- the list of educational components aimed at tropical/developing countries (source: the chair groups on their initiative),
- the list of developing countries (sources: list of Least Developed Countries of the United Nations and the list of Low-income Economies of the World Bank),
- tax year parental income,
- threshold parental income (source: Statistics The Netherlands, average annual income),
- increase in threshold income because of other children in the family supported by the student's parents (source: Statistics The Netherlands, annual correction for inflation).

## Appendix 1 Courses, focussed on Tropical and/or developing countries

Code	Name of Subject
DEC-20306	Rural Households and Livelihood Strategies
DEC-20806	Introduction to Development Economics
DEC-30306	Central Themes in Development Economics
DEC-31306	Cost-Benefit Analysis and Environmental Valuation
DEC-51806	Microfinance and Marketing in Developing Countries
DEC-52806	Macroeconomic and International Development Policy
DEC-53306	Economics of Agricultural and Rural Development II
ENP-33306	Environment and Development
ENT-50303	Analysis and Prevention of Health Risks in the Tropics
ENT-51306	Frontiers in Medical and Veterinary Biology
ENP-33306	Environment and Development
FEM-22803	Agroforestry
FNP-31306	Communities, Conservation and Development
HNE-26806	Introduction to Nutrition and Health in Developing Countries
HNE-36406	Food and Nutrition Security in Developing Countries: Monitoring and Evaluation
HNE-39806	Hidden Hunger: Micronutrient Deficiencies in Developing Countries
IWE-10306	Irrigation and Water Management
IWE-11303	Orientation on International Land and Water Management
IWE-20806	Irrigation and Development
IWE-21312	Design in Land and Water Management 2
IWE-30206	Irrigation System Design and Operation
IWE-30306	Water Systems Design at Catchment Level
IWE-30806	Water Delivery
IWE-31306	Water Institutions, Reforms and Equity (WIRE)
IWE-32306	Research Approaches in Land and Water Management
IWE-33806	Gender and Natural Resources
LAW-20306	International Policies and Institutions
LAW-21306	Law and Public Power
LAW-21806	Law and Legal Complexity in Relation to Natural Resources
LAW-30306	Globalisation and Governance
LAW-31306	Property Rights, Natural Resources and Conflict
LAW-53306	Food, Nutrition and Human Rights
LDD-10306	Land Degradation and Soil and Water Conservation
LDD-11806	Design in Land and Water Management 1
LDD-20306	Land and Water Engineering
LDD-30306	Sustainable Watershed Management
LDD-30806	Physical Aspects of Land Management
LDD-31306	Impact Assessment of Land and Water Management
LDD-32306	Sustainable Land management Policies
LDD-31806	Erosion Processes and Modelling
PPS-30306	Quantitative Analysis of Land Use Systems (QUALUS)
PPS-30806	Quantitative Analysis of Cropping and Grassland Systems
RDS-21306	Methods, Techniques and Data Analysis for Field Research A
RDS-21804	Introduction to the Sociology of Knowledge and Agriculture M
RDS-30306	Sociological Theories of Rural Transformation
RDS-30806	Governance, Livelihoods and Resources
RDS-31806	Theory and Practice of Development
RDS-32306	Anthropology and Rural Development
RDS-32806	Sociology in Development: Towards a Critical Perspective
RDS-33306	Methodology for Field Research in Social Sciences
RDS-33806	Policy, Projects and Programmes for Development
RDS-34306	Conflict, Development and Disaster
RDS-34806	Humanitarian Aid and Reconstruction
RDS-35306	Natural Hazards and Disasters

RDS-51306	Fieldwork in Conflict and Post-conflict settings
RDS-51806	Food Crises: the Big Picture
REG-20306	Resource Ecology
REG-30306	Animal Ecology
RHI-10506	Introduction to International Development Studies
RHI-20306	Globalization in Historical Perspective
RHI-51806	Rural History of Developing Societies
RSO-12806	Sociology and Anthropology of Health
RSO-20806	Agricultural and Rural Development: Sociological Perspectives
RSO-21306	Policy, People and Resources in Comparative Perspectives
RSO-30806	The Sociology of Farming and Rural Life
SCH-32306	Comparative Sociological Analysis of health Problems and Policies
SOQ-31806	Nutrient Management
TAD-10806	Technology, Development and natural Resources
TAD-20804	Introduction to Technology, Agro-ecology and Development M
TAD-30306	Technology, Social Choice and Development
TAD-30806	Technography, Researching Technology and Development
TAD-31306	Investigating Knowledge
TAD-50806	Climate Change and Agrarian Development
TAD-51306	Sociology of Migration and Multi-ethnic Societies
YSD-50306	Sustainable Development: Integrating Worldviews, Disciplines and Practices
YSD-50806	Global Food Security

Courses mentioned in this list are considered automatically as focussed on tropical and/ or developing countries. Courses not mentioned in the list will be considered as such (e.g. capita selecta) on the condition that the lecturer of the course declares that the course for the student involved focussed on tropical/ developing countries.

## **Appendix 2 Tropical countries, developing countries**

Tropical countries:

Countries which are situated (for the largest part) in the area between 23° North latitude and 23° South latitude.

Developing countries:

Countries on the UN-list of Least Developed Countries or on the World Bank list of Low income countries

American Samoa, [Afghanistan](#), [Angola](#), Antigua and Barbuda, Aruba, Ascension Island, Bahamas, [Bangladesh](#), Barbados, Belize, [Benin](#), [Bhutan](#), Bolivia, Botswana, Brazil, Brunei, [Burkina Faso](#), [Burundi](#), [Cambodia](#), Cameroon, Cape Verde, Cayman Islands, [Central African Republic](#), [Chad](#), Christmas Islands, Cocos Islands, Colombia, [Comoros](#), [Dem. Rep. of the Congo](#), Republic of Congo, Cook Islands, Costa Rica, Côte d'Ivoire, Cuba, [Djibouti](#), Dominica, Dominican Republic, Ecuador, El Salvador, [Equatorial Guinea](#), [Eritrea](#), [Ethiopia](#), Fiji, French Polynesia, Gabon, [The Gambia](#), Ghana, Grenada, Guadeloupe, Guam, Guatemala, [Guinea](#), [Guinea-Bissau](#), Guyana, [Haiti](#), Honduras, India, Indonesia, Jamaica, [Kenya](#), [Kiribati](#), [Korea Dem. Rep.](#), [Kyrgyz Rep.](#), [Laos P.D.R.](#), [Lesotho](#), [Liberia](#), [Madagascar](#), [Malawi](#), Malaysia, Maldives, [Mali](#), Marshall Islands, Martinique, [Mauritania](#), Mauritius, Mayotte, Mexico, Micronesia, Montserrat, [Mozambique](#), [Myanmar](#), Namibia, Nauru, [Nepal](#), Netherlands Antilles, New Caledonia, Nicaragua, [Niger](#), Nigeria, Niue, Northern Mariana Islands, Oman, Panama, Papua New Guinea, Paraguay, Peru, Philippines, Puerto Rico, Réunion, [Rwanda](#), Saint-Barthélemy, Saint Helena, Saint Kitts and Nevis, Saint Lucia, Saint Martin, Saint Vincent and the Grenadines, [Samoa](#), [Sao Tome and Principe](#), Saudi Arabia, [Senegal](#), Seychelles, [Sierra Leone](#), Singapore, [Solomon Islands](#), [Somalia](#), Sri Lanka, [Sudan](#), Suriname, [Tajikistan](#), [Tanzania](#), Thailand, [Timor-Leste](#), [Togo](#), Tokelau, Tonga, Trinidad and Tobago, Turks and Caicos Islands, [Tuvalu](#), [Uganda](#), [Vanuatu](#), Venezuela, Vietnam, British Virgin Islands, United States Virgin Islands, Wallis and Futuna, [Yemen](#), [Zambia](#), [Zimbabwe](#)