



Follow these steps to organise your internship abroad



1) Orientation

Think about what kind of research you would like to perform and in which field. Contact your programme coordinator about your plans. Search the internet, e.g. publications on PubMed, for labs/groups of your interest. Ask a UU or UMCU group leader working in the field, if (s)he has any relevant contacts with labs/groups in other countries.



2) Safety

Please take into consideration the safety of the region you are considering. The actual travel advice of the Dutch Ministry of Foreign Affairs ([link](#)) is leading. The website is in Dutch only, but the explanation of areas is clear. Orange and red areas are considered to be unsafe and students do not get permission to do their research in these areas. The situation in an area may change and accordingly the advice/decisions of the International Office.



3) Indicate costs / check your deadline

Contact the institution of interest. Every institution has its own application procedure and deadline. Most likely you need to send your motivation letter, letter of recommendation, transcript of records ("cijferlijst"), and CV. Make a budget overview: besides the regular travelling costs (flight ticket, housing, visa etc.) you sometimes need to pay a fee at the institution.



4) Confirmation letter host institute

You need to obtain a confirmation letter from the host institute, including information on when you are welcome for which research project. Ask for a formal letter sent by e-mail as PDF. You will need this letter for grant applications in some cases.



5) Find an examiner within UU/UMCU

Besides a supervisor at the host institute, you need to have an examiner within the UU/UMCU. Make agreements with your examiner about the supervision during the project (e.g. schedule skype meetings). Your examiner should sign the general application form. Please note that the master's programme CSDB and SBM participate in a pilot in which the entire procedure is [digitized](#).



6) Get permission from the Board of Examiners

With the signed internship contract and General Application form (available at the [study guide](#)) you ask permission from the Board of Examiners (BoE) of the GSLS. Please consider the rules that apply for research projects (Rules and Regulations of the BoE of the GSLS are available in your [study guide](#)).



7) Register in Osiris

Once your internship abroad is arranged and you have permission from the BoE, you have to register in Osiris 'Stay Abroad' and upload a pdf of the approval of the Board of Examiners. This approval is sent by e-mail to you by your research project coordinator directed at your supervisors. Osiris registration will normally be approved within 5 working days. If your research project is in Europe you can then apply for an [Erasmus+ grant](#) through Osiris. **You are automatically insured for liability by Utrecht University once you have received approval for your internship via Osiris.**



- 8) OV product and confirmation letter**

Once your Osiris registration has been approved you can apply for 'OV-vergoeding' (for Dutch students only). Also, you can ask for a confirmation letter for your stay abroad, that can be used for several purposes (application for visa, grants, proof of registration for your host institution). Ask for this letter by e-mail via [Study Information Point](#) (STIP, for students at the faculty of Medicine) or at [International Office Faculty of Science](#) (for students at the faculty of Science). You can pick up the confirmation letter 1 working day after your request by e-mail.
- 9) Check your insurances**

You are obliged to arrange your own insurances (health care, medical repatriation, personal liability, and -if applicable- accidents in and outside the workplace). A document to get you started in arranging your insurances is available [here](#).
- 10) Funding / Scholarships**

For funding of your research project abroad, please check this [website](#). Take at least 3-6 months for the exploration and preparation for possible grant applications, since for all grants different requirements and deadlines apply.
- 11) Assessment form**

Download the required assessment form via the study guide.
- 12) Pre-departure information**

On this [website](#) you will find specific pre-departure information. Topics such as applying for visa, getting advice on vaccinations and arranging accommodation abroad are mentioned.
- 13) Interim assessment**

Stay in touch with Utrecht examiner. Schedule an [interim assessment](#) in the third month of your project between you and your supervisor's host institute. At the end of your project, make sure your assessment form is filled out and signed by the host institute.
- 14) Assessment form and procedure**

You are obliged to give your final presentation both at the host institute and at the research group of your Utrecht examiner. Hand in your report at your Utrecht examiner for review. For more information on examination and procedures, please visit the [website](#).
- 15) Share your experiences on the Blackboard community 'UMCU-UU GSLS Research Project Abroad'**

The GSLS has a Blackboard community where you can find reports with experiences from fellow students who performed their research project abroad. You are kindly invited to share your experiences abroad. Once you have logged in into Blackboard the community *UMCU-UU GSLS Research Project Abroad* should be visible. If you do not see the community, but would like to contribute: please send an e-mail to your International Officer.
- 16) Contact**