



KU Leuven – Europe Inside Out Programme 2026 - Terms and Conditions

The Faculty of Arts Humanities and Social Sciences has collaborated with [KU Leuven](#) to offer our students an exciting opportunity to apply to the 3-week long Europe Inside Out Programme in June/July 2026, that will enrich your degree and support your skill development for future employment.

We expect a high level of interest for this opportunity and as such we have developed a competitive application process. Terms and conditions apply.

Anticipated travel dates are **20 June – 10 July 2026, subject to change.**

To apply, please complete the application form and submit a personal statement (200 words max) on how your participation in this programme will add value to your degree, enhance your skills and support your chosen career.

Terms & Conditions

1. This subsidised programme is exclusively for current second year students in good academic standing, studying a degree at Queen's University Belfast within the Faculty of Arts, Humanities and Social Sciences.
2. Should there be a much higher level of interest than anticipated, we reserve the right to enhance the selection criteria to include average first-year marks.
3. Participants must be available to attend the full programme on the advertised dates.
4. Places will be allocated on a competitive basis. The application scoring criteria can be found at the end of this document.
5. Students awarded a place on the programme must agree to stay in accommodation arranged by Queen's University. Accommodation is arranged as a group. **Students are not permitted to upgrade or find alternative accommodation.**
6. Travel for this programme will be via **Dublin Airport** and students will travel as a **group**. Students must ensure that they have the correct documentation to enter and exit the Republic of Ireland from Northern Ireland and to fly out from and return to Dublin airport.
7. Participants must hold a passport which is valid for at least 3 months after the **10 July 2026**, students must be able to **confirm that their visa conditions (where relevant) do not exclude them from travelling from the UK/Ireland to Belgium**. If you are a UK passport holder, please see the FCDO website for entry requirements and foreign travel advice – [Entry requirements - Belgium travel advice - GOV.UK](#). Irish Passport holders should refer to [New To Belgium | Embassy Of Ireland, Belgium | Ireland.ie | Ireland.ie](#). Other passport holders should refer to equivalent government websites for this information. You may also need to refer to the website of the Belgium Embassy in the UK as there may be different entry requirements in place for different passport holders.
8. Students are responsible for paying for and fulfilling all visa requirements. Students should check government foreign travel advice, relevant to the passport they hold. **The university will not be responsible for advising on visa issues and students are required to obtain the correct travel documents in time for travel. Please note that this can take several months.** We therefore recommend you begin the visa application process as soon as your place is confirmed.
9. Students must consult with their GP or travel healthcare practitioner to ensure they are fit for travel. This includes mental health, physical health and vaccinations that may be required for the



host nation. **Queen's University cannot guarantee providing appropriate support in country for any undeclared mental health or physical health needs.**

10. Students must read the following [mental health toolkit](#) and consult their GP in advance of travel should they require assistance. Students should also speak with [Student Wellbeing](#) to access support from Queen's University in advance of travel.
11. To be eligible, you must not be in receipt of any other subsidy/bursary related to outward mobility. This includes, but is not restricted to, the Jetset Your Degree Award, Erasmus/Turing funding, and Travel scholarships that are awarded by the University's Student Scholarships and Awards Group. Checks will be undertaken, and applications will be withdrawn if you have been in receipt of any other subsidy/ bursary relating to this activity.
12. Successful applicants must pay a fee of £600 (or £400 for those receiving the reduced fee) through a Worldpay link provided by the **31 March 2026**. This date may be extended for waitlisted students. This fee is a contribution towards, flights, airport transportation, opening and closing reception meals (does not cover all meals), excursions and accommodation. Acceptance on to the programme is not confirmed until full payment is received by the University, at which point all parties become bound by these terms and conditions. It is therefore important that you read these terms and conditions carefully and make sure that you understand them before accepting a place on the programme.
13. We are committed to ensuring that all students, regardless of personal circumstances or background should have an equal opportunity to participate in Higher Education. Therefore, successful applicants who are in receipt of the maximum amount of Student Finance awarded in England, Wales, Scotland or ROI may be eligible for a reduced fee. Students from NI will only be eligible for a reduced fee if they are in receipt of a full Student Finance Maintenance Grant. **Student Finance letter must be uploaded at time of application as evidence.**
14. Care leavers/care experienced students known to the Widening Participation Unit may also be eligible for a reduced fee. We will confirm this with the WPU.
15. All recipients of this award **must supply either a report** (500-1000 words) of their trip or a 1-minute-long video blog to us within three weeks of their return covering the following:
 - a. What aspects of the programme...
 - inspired you the most? How, and why?
 - challenged your pre-existing assumptions about the city, country, and culture the most? How and why?
 - developed your knowledge, skills and values the most? How and why?
 - b. How do you feel the programme added value to your degree and career opportunities?

For both questions, these could relate directly to the programme, your free time and / or informal exchanges with fellow participants or local people.

16. Photographs of the trip will be welcomed and can include selfies / informal photographs along with photographs of work undertaken. A selection of travel reports and / or video blogs may be used as publicity material.
17. Data held by the Faculty of Arts, Humanities and Social Sciences Office will be processed in accordance with the University's Data Protection Policy and your rights under Data Protection



- Legislation. It will be used to process your application; and to communicate with you prior, during and after the programme. You can view the Student Privacy Notice for more information.
18. If you provide the University with incorrect or incomplete information, or if you fail to complete the activity, or you do not meet the eligibility criteria, or you otherwise do anything which might bring the University into disrepute, without prejudice to its other rights and remedies, the University may terminate its agreement with you pursuant to these terms with immediate effect, including expulsion from the programme.
19. As a consequence of poor conduct, students **may be withdrawn from the programme and sent home immediately, costs incurred to be charged to student.** This may and most likely will result in further consequences from the University in line with [Conduct Regulations](#) - This is especially so if the reputation of the University is put into disrepute, which is a serious offence that can result in expulsion. Participants agree to the following behaviours and attitudes to ensure a positive experience for all:
- Punctual attendance for the programme and any scheduled events.
 - Safety - stay with other participants during travel and look out for each other. Never go off on your own.
 - Professional behaviour - courtesy and consideration towards staff, student peers and company hosts / representatives.
 - During the Programme students will be expected to dress appropriately.
 - All Programme venues are to be treated with respect. Costs incurred through breakages will be charged to the student responsible. Costs incurred through breakages in accommodation will also be charged to the occupants as per allocation.
20. It is advised that successful applicants take out an enhanced travel insurance policy. Queen's University will have no responsibility or liability for loss or damage to your personal property, or any injury to you (financial or otherwise), howsoever caused. You should, therefore, insure any personal property.
21. If for any reason, the programme is unable to go ahead, participants will be provided with a full refund.
22. If a student can no longer participate the refund policy outlined in the cancellation charges table will apply. The date of withdrawal is the date the University receives your cancellation in writing.
23. In exceptional circumstances and at the sole discretion of the University, a cancelled booking may be considered for a refund where a refund is not due. Students are required to demonstrate, with supporting evidence, extenuating personal circumstances (for example, illness or bereavement) which prohibit them from attending.
24. Should a student choose to withdraw from the programme while out of country, they will be responsible for securing their own return flight. Queen's University will not cover these additional costs, and this will be the responsibility of the student. No refund will be issued unless there are exceptional circumstances.
25. If your participation on the programme is delayed or prevented by circumstances beyond Queen's University's reasonable control, including but not limited to war, civil disturbance, riot, terrorism, natural disasters such as storms, floods, lightning, explosions, fires etc, the University will not be in breach of these terms and conditions because of that delay in or prevention of performance.



Cancellation Charges

Date of Withdrawal		Amount refunded
Within 14 days of accepting offer of place on programme or more than 8 weeks before departure.	We will refund you the full amount	£600.00 (£400.00)
Less than 8 but more than 4 weeks prior to departure	50% of full fee will be taken with remainder being refunded	£300.00 (£200.00)
Less than 4 weeks prior to departure	Refund will only be provided in exceptional circumstances	

Assessment Criteria

Students must be 2nd Year Undergraduates at Queen's. As we hope to provide opportunities for students across all AHSS Schools, the number of places allocated to students from each School will be limited.

Criteria	Scoring Criteria
By taking part in this activity, you can clearly evidence three key objectives you aim to achieve. This can include both academic and personal development goals.	Three objectives clearly defined and excellent evidence– 10 marks Three objectives clearly defined and very good evidence– 8 marks Three objectives defined and good evidence– 6 marks Three objectives and some evidence – 4 marks Basic objectives defined– 2 marks No objectives defined– 0 marks
You clearly demonstrate how participating in this activity will add value to your degree. You also clearly indicate how this activity will support you to develop skills which will impress future employers and make you stand out from your peers.	Excellent evidence of relevancy to degree and anticipated career path, detailing skills and achievements to note on a CV or job application – 10 marks Very good evidence of relevancy to degree and anticipated career path, detailing skills and achievements to note on a CV or job application – 8 marks Good evidence of relevancy to degree and anticipated career path, detailing skills and achievements to note on a CV or job application – 6 marks Some evidence of relevancy to degree and anticipated career path, detailing skills and achievements to note on a CV or job application – 4 marks Basic evidence of relevancy to degree and anticipated career path with little to no evidence of skills and achievements to note on a CV or job application – 2 marks



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FACULTY OF
**ARTS, HUMANITIES
AND SOCIAL
SCIENCES**

	No evidence of relevancy to degree anticipated career path – 0 marks
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