

# Obligations for scholarship holders

## MENA Scholarship Programme (MSP) – Individual Scholarships

This document is meant for candidates who apply for and scholarship holders who have been selected for a scholarship under the Mena Scholarship Programme – Individual Scholarships. It states the obligations for candidates and scholarship holders, informs about the various roles and responsibilities of the parties involved and informs about the scholarship reimbursements.

### Aim of the MENA Scholarship Programme

1. The overall aim of the MSP is contributing to capacity building within organisations by enabling employees to take part in short courses in the Netherlands. It also aims at strengthening the relations between the participating countries and The Netherlands by building a sustainable alumni network.
2. The scholarship holder must endorse the overall aim of the MENA Scholarship Programme.
3. The aim of the Mena Scholarship Programme cannot be achieved if the scholarship holder does not return to his or her home country and employer.
4. The scholarship holder is expected to have taken note of the information available on the programme. Information is available on [www.studyinholland.nl/msp](http://www.studyinholland.nl/msp) and through the Dutch Institution.

### Roles & responsibilities

5. The programme is initiated and funded by the Dutch Ministry of Foreign Affairs and managed by Nuffic.
6. Scholarship holders are selected exclusively for the course or programme at the Dutch institution for which they applied for a scholarship.
7. Nuffic awards a grant to the Dutch institution that provides the course or programme to enable the Dutch institution to finance the scholarship for which the scholarship holder was selected. The scholarship is inextricably linked with the grant award to the Dutch institution.
8. The Dutch institution is responsible for the grant activities and for managing the grant and is accountable to Nuffic for this.
9. The Dutch institution is explicitly responsible for:
  - all decisions with regard to the scholarship. This also includes decisions regarding possible financed extensions (short courses only) and scholarship withdrawals;
  - organising and conducting the course(s) or programme (s) for which the scholarship holder is selected;
  - applying for visas and residence permits for scholarship holders, if applicable;
  - arranging scholarship holders' flights;
  - arranging health insurance for the scholarship holders;
  - arranging housing for the scholarship holders;

- disbursing the scholarships to scholarship holders as outlined in Annex 1: Fixed reimbursements;
- the communication with the scholarship holder, under which informing the scholarship holder about these Obligations for scholarship holders.

10. The candidate and/or the scholarship holder must:

To be eligible for an MSP scholarship:

- one must be a professional and national of, and living and working in one of the countries on the MSP country list valid at the time of application;
- one must have a current employer's statement that complies with the format Nuffic has provided. All information must be provided and all commitments that are included in the format must be endorsed in the statement;
- one must not be employed by an organisation that has its own means of staff development. Organisations that are considered to have their own means of staff development are for example: multinational corporations (e.g. Shell, Unilever, Microsoft), large national and/or a large commercial organisation, bilateral donor organisations (e.g. USAID, DFID, Danida, Sida, Dutch ministry of Foreign affairs, FinAid, AusAid, ADC, SwissAid), multilateral donor organisations, (e.g. a UN organisation, the World Bank, the IMF, Asian Development Bank, African Development Bank, IADB), international NGO's (e.g. Oxfam, Plan, Care);
- one must have an official and valid passport (valid at least 3 months after the candidate submission date);
- one must have a government statement that meets the requirements of the country in which the employer is established (if applicable);
- the age of the MSP candidate must not exceed 45 years of age at the time of the grant submission.
- the candidate is only allowed to submit one scholarship application. If the candidate submits more than one application only the last application will be taken into consideration. All other applications will be marked as not eligible without notifying.
- the scholarship application is in line with the priority areas mentioned in the MSP Country Focus Document.

The candidate and/or the scholarship holder must:

- be full-time available to attend the course or programme for which he or she applied for a scholarship (this does not apply to e-learning courses);
- do his or her best to successfully complete the course or programme for which the scholarship was granted within the scholarship period;
- follow the rules and regulations and instructions of the Dutch institutions;
- observe Dutch laws or the laws of the country where the course or programme is (partly) held.

## Scholarship reimbursements

11. The scholarship is a contribution towards the costs of the course or programme and covers costs as specified in Annex 1: Fixed reimbursements. All other costs are the responsibility of the scholarship holder.

12. Allowances and reimbursements only apply to the actual number of days or months the scholarship holder attended the course or programme. The Dutch institution determines how the reimbursements are paid (e.g. in cash, in kind, by bank transfer etc).
13. The fixed reimbursements for subsistence allowance, study materials and if relevant e-learning facilities as stated in Annex 1: Fixed reimbursements are paid by the Dutch institution to or on behalf of the scholarship holder. The other fixed reimbursements are allocated by Nuffic to the Dutch institution.

## **Duration of the scholarship**

14. The scholarship is only intended for the duration of the course or programme for which the scholarship holder has been selected.
15. The scholarship has the duration of the nominal study period (from start to end date) of the course or programme for which the scholarship holder was selected.
16. The Dutch institution may grant a financed extension with a maximum duration of 3 days after the end date of study (nominal study period) for scholarships for Short Courses only in case of severe health issues of the scholarship holder or death of a first-degree relative of the scholarship holder.
17. A financed extension comprises of the fixed reimbursement for subsistence allowance and the insurance fee times the amount of days which are approved for financed extension.
18. Further extension of the scholarship is not possible.
19. The Immigration Authorities (IND) will be notified by the Dutch institution of the end of the scholarship period.

## **Withdrawal**

20. The Dutch institution may decide to withdraw the scholarship at any point if:
  - it becomes clear or if there is reasonable doubt that the scholarship holder will not be able to successfully complete the course or programme within the nominal scholarship period and possible extension (short courses only);
  - the scholarship holder is not available on a full-time basis to pursue the course or programme without interruption during the nominal study period;
  - the scholarship holder does not comply with these obligations, or rules and regulations and/or instructions of the Dutch institution;
  - the scholarship holder cannot be insured;
  - the scholarship holder does not comply with the applicable immigration procedures or cannot obtain a visa for any reason;
  - the scholarship holder supplied information on the application form or accompanying documents (which formed the basis for the selection) that is found to be inaccurate or makes a false declaration of any sort;
  - the scholarship holder commits a criminal offence.

## Monitoring and Evaluation

21. The scholarship holder and alumni must cooperate in surveys or evaluations conducted by or commissioned by Nuffic or the Netherlands Ministry of Foreign Affairs and provide the requested information.

## Privacy

22. The personal data of candidates and/or scholarship holders provided in the scholarship application and/or the subsequent grant application will be used by Nuffic, the Ministry of Foreign Affairs (including the Netherlands embassies in the relevant country), external evaluators of the programme, and the relevant grant applicants/ grant recipients (Dutch institutions) who apply and/or receive an MSP grant for the purposes of administration, assessment, selection, monitoring and evaluation of MENA Scholarship Programme. All personal data will be processed in accordance with the EU General Data Protection Regulation (GDPR). The scholarship holder's data is not stored longer than necessary (8 weeks after a grant has been awarded to the Dutch institution).
23. The scholarship holder may request to see all personal data relating to him/her is stored under his/her name, and/or ask for it to be amended or removed. These requests must be submitted to the Dutch education institution where the scholar has studied.
24. The scholarship holder's data is not removed if the data are legally required. Requests for removal of personal data cannot be granted as long as there is a legal obligation to retain data for a defined period of time.
25. If the scholarship holder does not agree with the way his/her personal data is processed within the framework of the MENA Scholarship Programme, the scholarship holder can submit a complaint to the Data Protection officer of the Dutch education Institution grant applicants/ grant recipients who apply and/or receive an MSP grant.
26. The scholarship holder can also submit a complaint to the Dutch Data Protection Authority ([www.autoriteitpersoonsgegevens.nl](http://www.autoriteitpersoonsgegevens.nl)).

## Liability

27. Nuffic and the Dutch Ministry of Foreign Affairs do not accept any responsibility, financially or otherwise, for the consequences of any illness, accident or other risk that the scholarship application and or scholarship may entail.
28. After the end of the scholarship period all rights and claims related to the scholarship expire.

## Annex 1: Fixed reimbursements

### 1.1 Fixed reimbursements for Short Courses

|   | Not E-learning,<br>in the<br>Netherlands | E-learning,<br>in an MSP<br>country* | Frequency                          |
|---|--|--------------------------------------|------------------------------------|
| <b>Tuition fee</b>                            | x 1                                      |                                      |                                    |
| <b>Travel costs</b>                           | See table<br>Travel costs                | N/A                                  | x 1                                |
| <b>Visa costs &lt; 90 non-E-learning days</b> | 30                                       | N/A                                  | x 1                                |
| <b>Subsistence allowance</b>                  | 32                                       | N/A                                  | x number of<br>non-E-learning days |
| <b>Insurance</b>                              | 1,31                                     | N/A                                  | x number of<br>non-E-learning days |
| <b>Study materials</b>                        | 30                                       | N/A                                  | x 1                                |
| <b>Additional housing 12-42 days</b>          | 70                                       | N/A                                  | x number of<br>non-E-learning days |

Amounts are in euros (€).

\*For MSP e-learning is only admitted after approval by Nuffic.

#### Table: Travel Costs

|                                       |                |
|---------------------------------------|----------------|
| <b>Middle East &amp; North Africa</b> | <b>€ 700,-</b> |
|---------------------------------------|----------------|