

Short guide for the application & selection process of Orange Knowledge Programme - Individual Scholarships master's degree programmes (MA), Short Courses (SC)

This document is intended for Dutch institutions that participate in the OKP - Individual Scholarships. It provides an overview of the roles of the various parties involved per step in the application and selection process.

Overall aim

The Orange Knowledge Programme aims to advance the development of the capacity, knowledge and quality of both individuals as well as organisations both in the field of Technical and Vocational Education and Training and Higher Education and in other fields related to the priority themes in the OKP partner countries.

Target group

Professionals who are nationals of and working and living in one of the OKP countries.

Country list

OKP- Individual scholarships is open to candidates from the OKP partner countries

OKP Focus

Check the [Nuffic website](#) for up to date information on the country focus areas per country. Ensure that you nominate candidates that meet the country focus areas.

Atlas

Atlas is the grant application system. Individual candidates register in Atlas for an OKP scholarship. Through Atlas Dutch institutions can request a grant (nominate candidates). Nuffic will communicate with Dutch institutions and embassies via Atlas, by sending email updates. Dutch institutions and embassies have their own access to a shielded part of Atlas.

For more information see the [Atlas manual](#).

Application deadlines (for grant request by Dutch institution)

The deadlines for submitting a grant request are published on the [Nuffic website](#).

Deadline for candidates to register for a scholarship are determined by the Dutch institutions.

Nuffic will **not** compile a course list or publish a list on the Nuffic website. Candidates can, for instance, consult www.studyfinder.nl for information about courses and programmes (specifying in the search criteria: 'OKP qualified: Yes').

Nuffic and institution prepare for application period

In this phase Nuffic and the Dutch institutions make preparations for the application period.

Nuffic

- Determine the maximum number of candidates each institution can nominate (per modality and per deadline)
- Import course information from *HODEX/Studiekeuze Webformulier*

Dutch institution

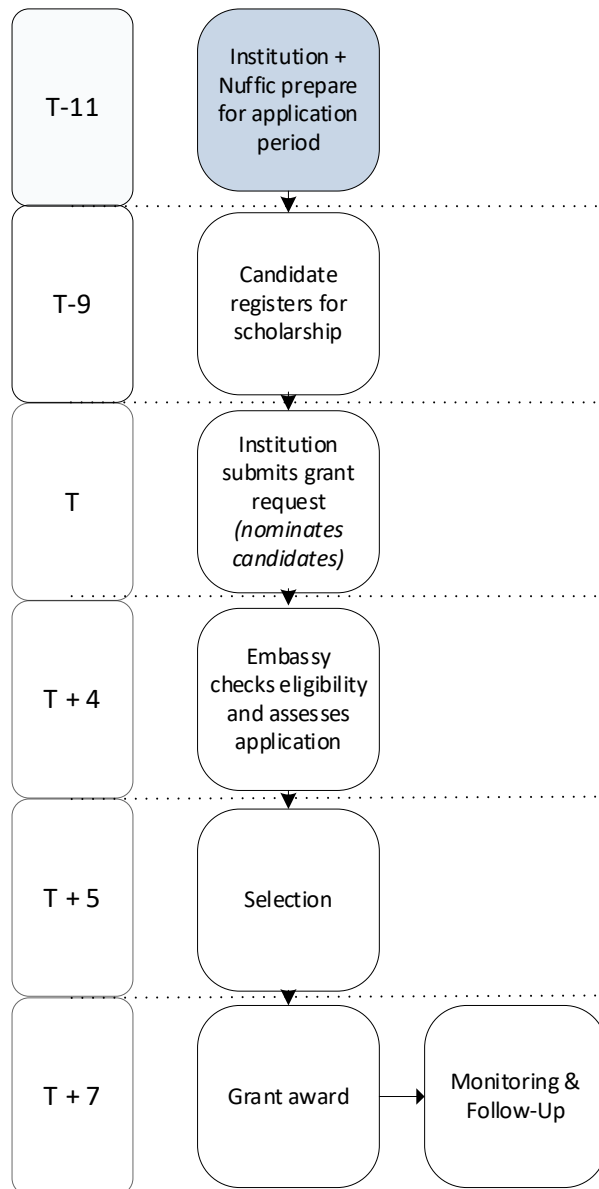
- Check Atlas accounts
- Register in *HODEX/SWF* courses for OKP
- As soon as courses are imported in Atlas: check and, if necessary, update course information in Atlas
- Update information concerning OKP on, for instance, website, letters, emails
- Determine deadline for academic admission and scholarship application and publish information (on for instance website, letters, emails)
- Check and, if necessary, update candidate registration form.

Embassy

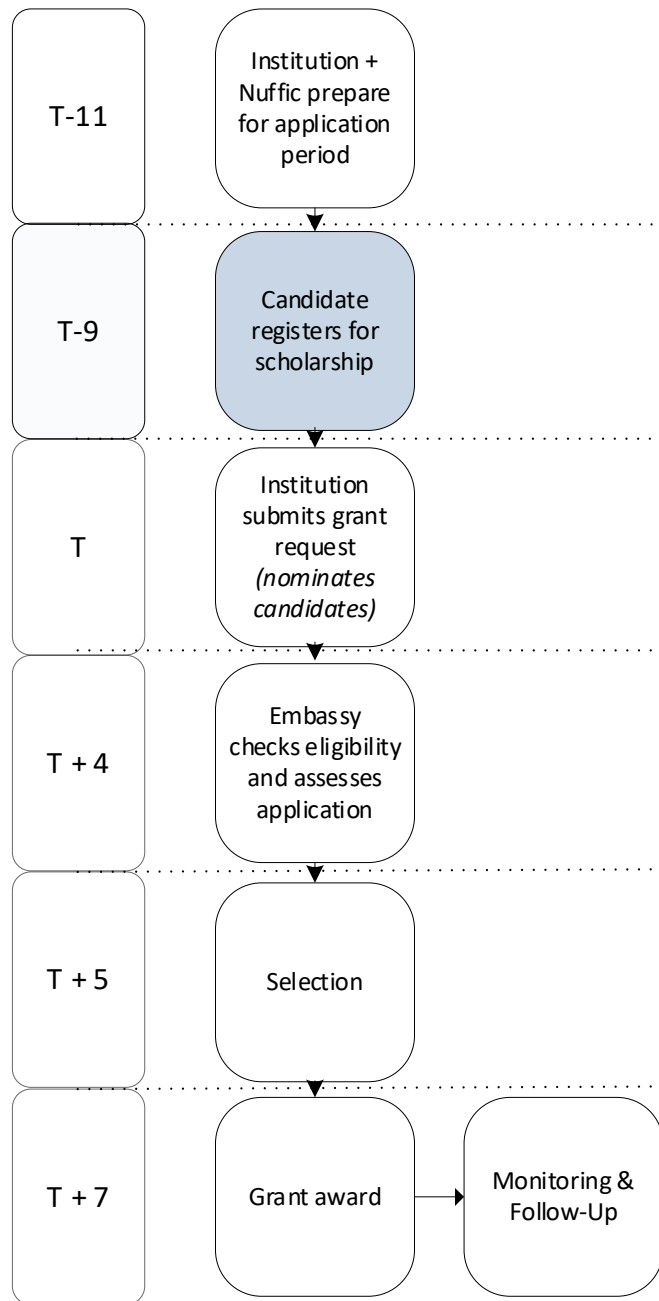
- Check Atlas accounts

Candidate

- No task for candidate



T = application deadline



T = application deadline

Candidate registers for scholarship

Nuffic

No tasks Nuffic

Dutch institution

- Process all applications for an OKP scholarship:
 - Check applications if details and uploads are present and correct
 - Uploads: copy ID, employer's statement, government statement (if applicable)
 - Decide if candidate will be nominated

Institutions are advised to check applications against eligibility. Non eligible applications will be rejected and reduce the number of fellowships that might be granted.

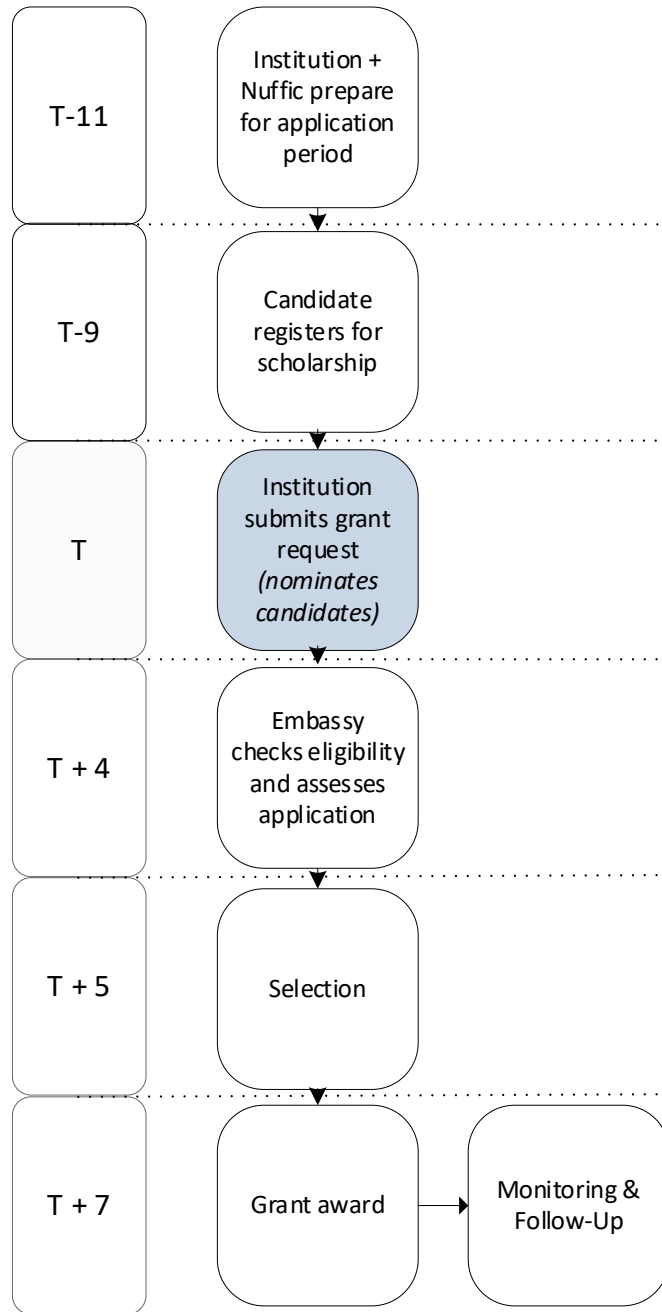
Embassy

No tasks for embassy

Candidate

- Check information regarding course and deadlines published by Dutch institution
- Check information regarding registering for an OKP scholarship published by Dutch institution
- Collect information and documents
- Request academic admission
- Register for scholarship via registration form (supplied by Dutch institution)

The candidate must comply with the eligibility criteria for candidates as set out in the Annex 1, chapter 2 of the [Orange Knowledge Programme Policy Framework](#).



T = application deadline

Dutch institution submits grant request (nominates candidates)

Nuffic

- Atlas: checks a submitted grant request: do candidates and course meet the criteria (for candidates criteria with regard to...). If these criteria are not met, the grant request cannot be submitted.

Dutch institution

- Check in Atlas the maximum number of nominations
- Apply for additional housing (OKP-SC); if applicable
- Submit grant request (nomination of candidates for which institution would like a grant):
 - Before application deadline expires
 - OKP: one grant request per sub-programme per deadline
 - Via Atlas
- Inform candidates who have **not** been nominated

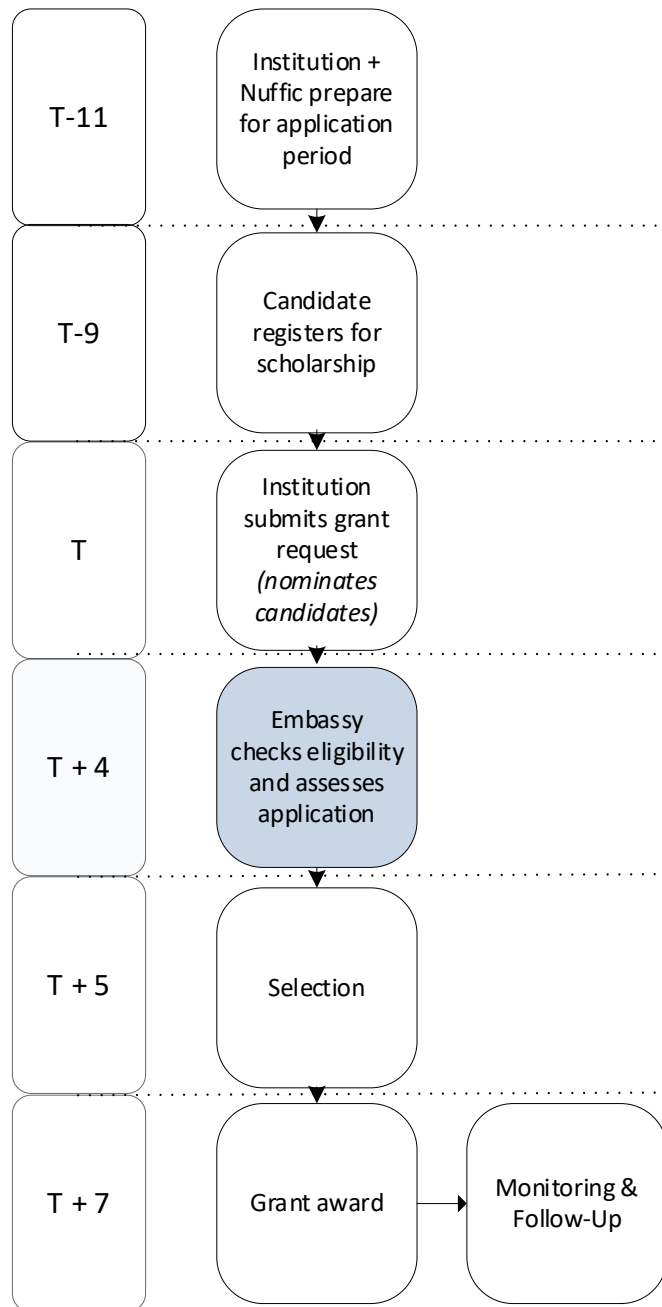
Institutions are advised not to submit a grant request close to an application deadline. If the request does not meet a criterion, the request cannot be submitted.

Embassy

No tasks embassy

Candidate

No tasks candidate



T = application deadline

Embassy checks eligibility and assesses application

Nuffic

No tasks Nuffic

Dutch institution

No tasks Dutch institution

Embassy

- Check eligibility candidates
 - Only nominated candidates
 - Not eligible applications will be rejected
- Assess eligible candidates
 - Only eligible application

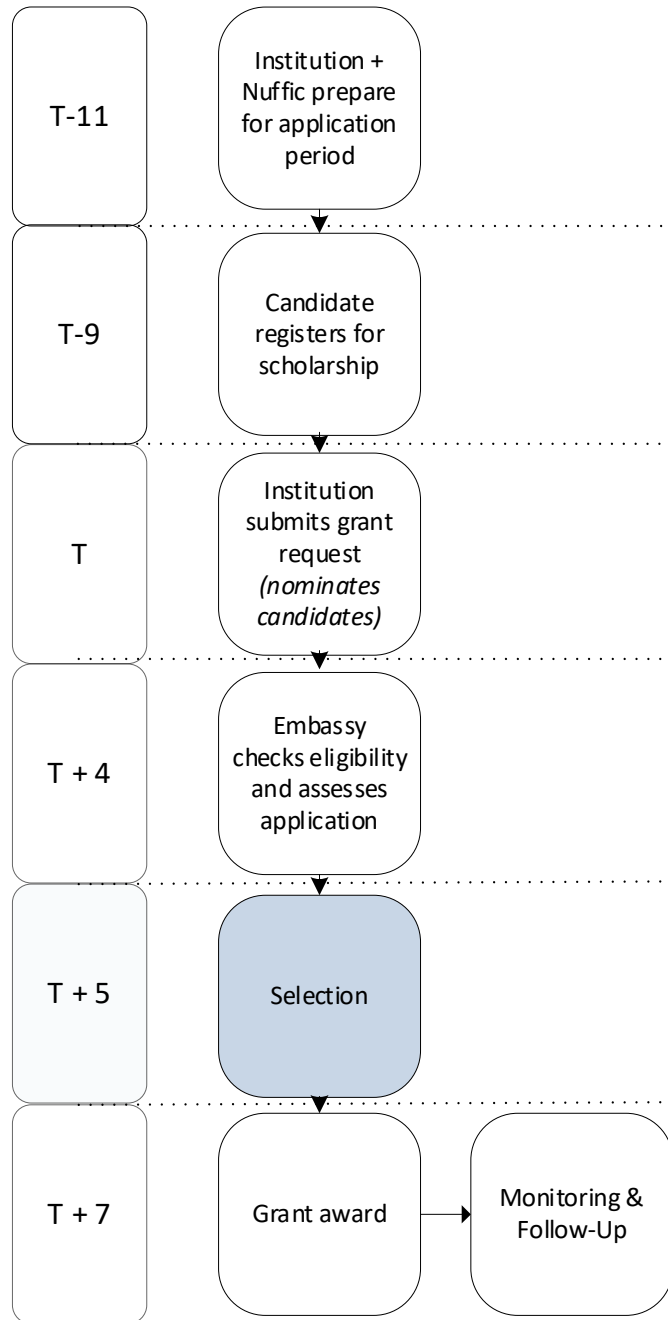
Assessment is based on relevance application for the country on:

- The degree to which the application fits into the target group;
- How well the candidate is able to implement the newly-acquired knowledge in his daily work;
- To what extent the knowledge will contribute to the development of the country.
- How well the plans for the time after returning to the employer are described and how easily they can be implemented.

The assessment of a candidate consists of answering questions. Each question indirectly leads to a number of points. A not assessed application will receive 0 points. However, this application is still eligible and can still be selected for a scholarship.

Candidate

No tasks candidate



T = application deadline

Selection

Nuffic

- Performs selection through Atlas
- Only eligible applications
- The assessment leads to a ranking
- The highest ranked applications are selected, but taking the policy principles into consideration. The priorities are based on the country scan from the embassies

Dutch institution

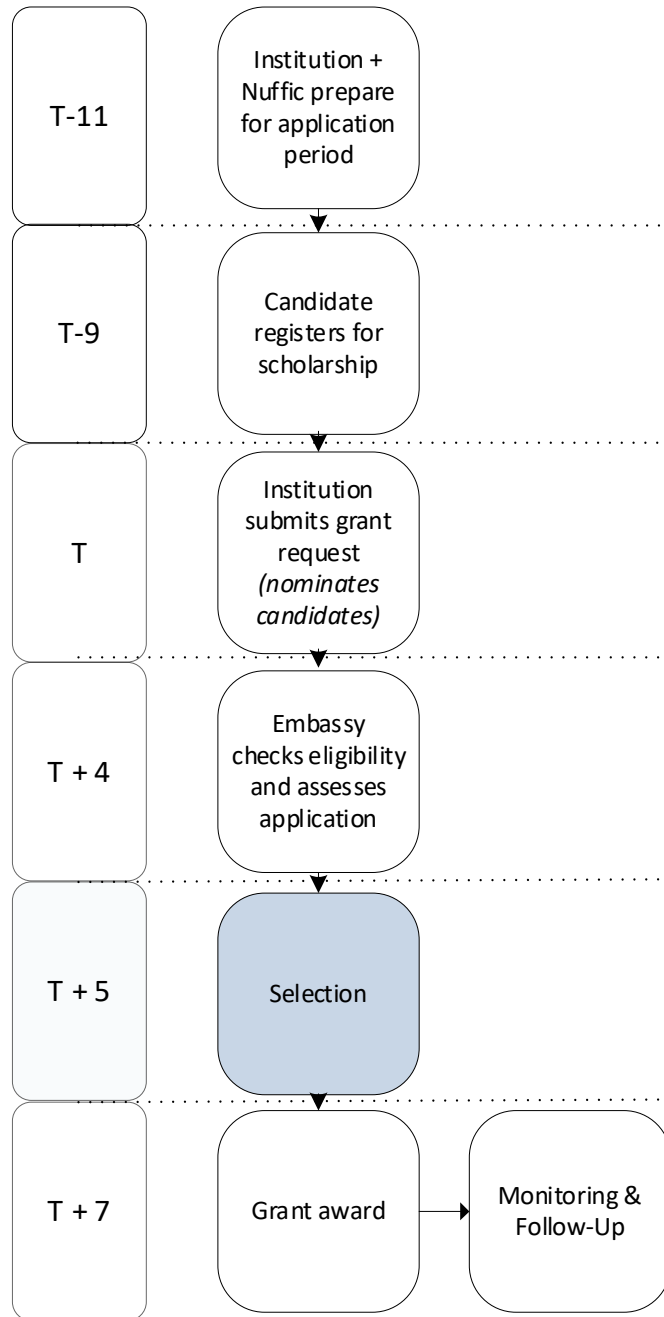
No tasks institution

Embassy

No tasks embassy

Candidate

No tasks embassy



T = application deadline

Grant award

Nuffic

- Send grant award letter to Dutch institution
 - OKP: per sub-programme per deadline
 - Gives an overview of which nominated candidates are selected, which are not selected, which applications have been rejected (for instance not eligible application)

Dutch institution

- Check the grant award letter
- Inform **all** nominated candidates of the result of the selection
- Inform selected candidates of further procedure with regard to scholarship

Embassy

No tasks embassy

Candidate

No tasks embassy

More information:

www.nuffic.nl

<https://www.nuffic.nl/okp>



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