

# MENA Scholarship Programme (MSP)

## Short application and selection guide

### Overall aim

The aim of the MSP is to contribute to democratic transition in the selected MENA countries. It also aims at building capacity within organisations, by enabling employees to take part in short courses in The Netherlands.

### Target group

The MSP is open to professionals who are nationals of – and working in one of the countries listed below:

Algeria, Egypt, Iran, Iraq, Jordan, Lebanon, Libya, Morocco, Syria and Tunisia

MSP is not currently open to applicants applying from Syria. Applicants with the Syrian nationality may apply if they are residing and working in one of the other MSP countries on the list.

### Priorities

MSP aims to contribute to democratization in the MSP countries and supports bilateral activities in those countries. The programme also aims to contribute to creating a positive image of the Netherlands, and strives to award 50% of the scholarships to female candidates.

### Atlas

The MSP application and selection procedures are fully digitalised in Nuffic's online application and selection tool, Atlas. The Dutch institutions and embassies have access to Atlas and use it to carry out the prescribed tasks.

More information on Atlas and the steps, is provided in the Atlas user manuals for Dutch institution and embassies.

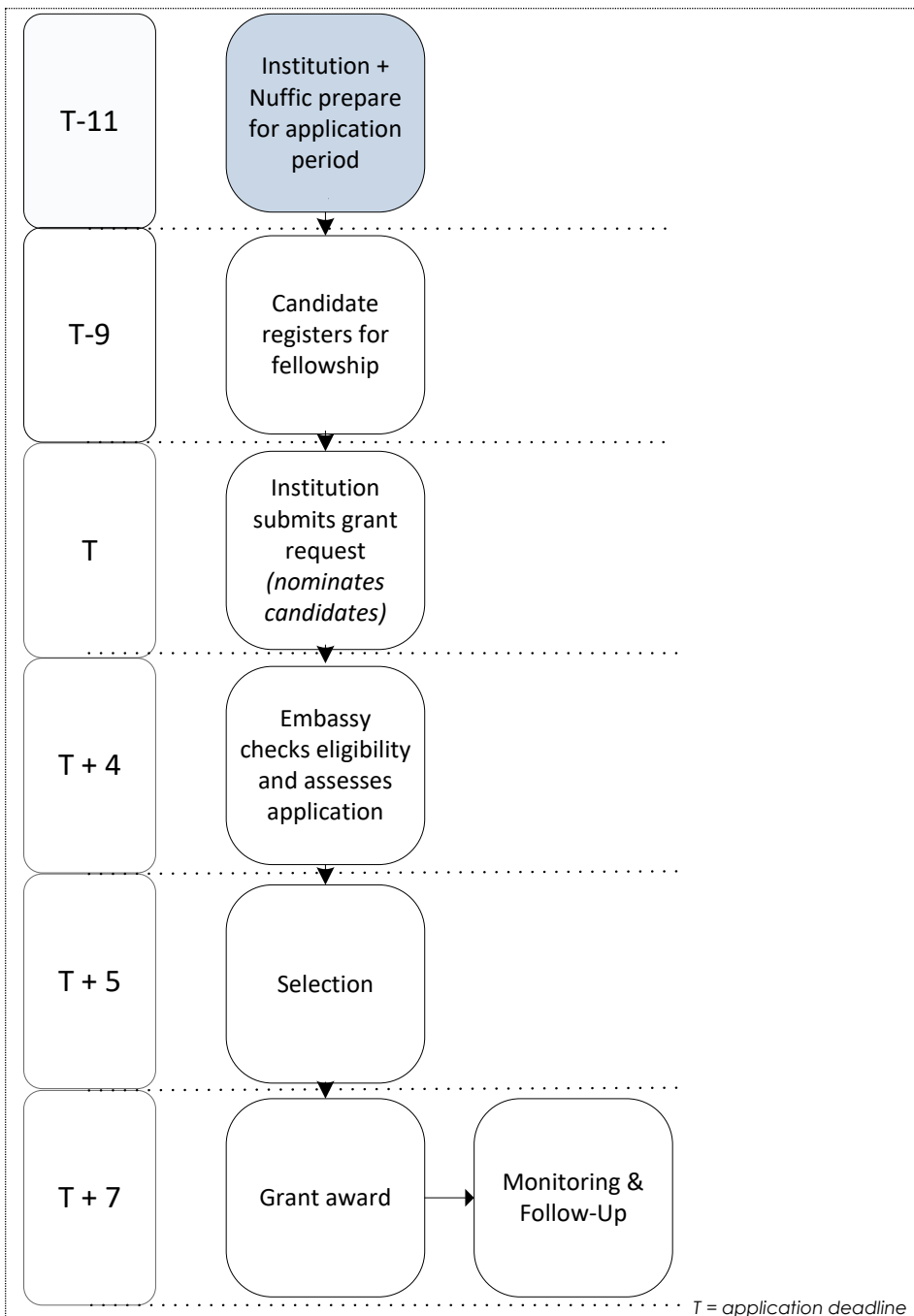
### Application deadlines (for grant applications by Dutch institution)

Programme	Application deadline
MSP short course	April, November

Application for the MSP takes place via the Dutch institutions. Each deadline, the Dutch Institutions provide a list of courses that are available for that deadline. The short courses that are offered fall within several fields of study, and have a duration of 2 to 12 weeks.

Candidates can consult [www.studyfinder.nl](http://www.studyfinder.nl) for information about the available courses. Nuffic also publishes an MSP course list on [www.studyinholland.nl/mena](http://www.studyinholland.nl/mena) when an MSP deadline opens.

As the applications deadlines, can differ per Dutch institution, candidates are advised to contact the Dutch institution directly for any questions concerning the application procedures.



## 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

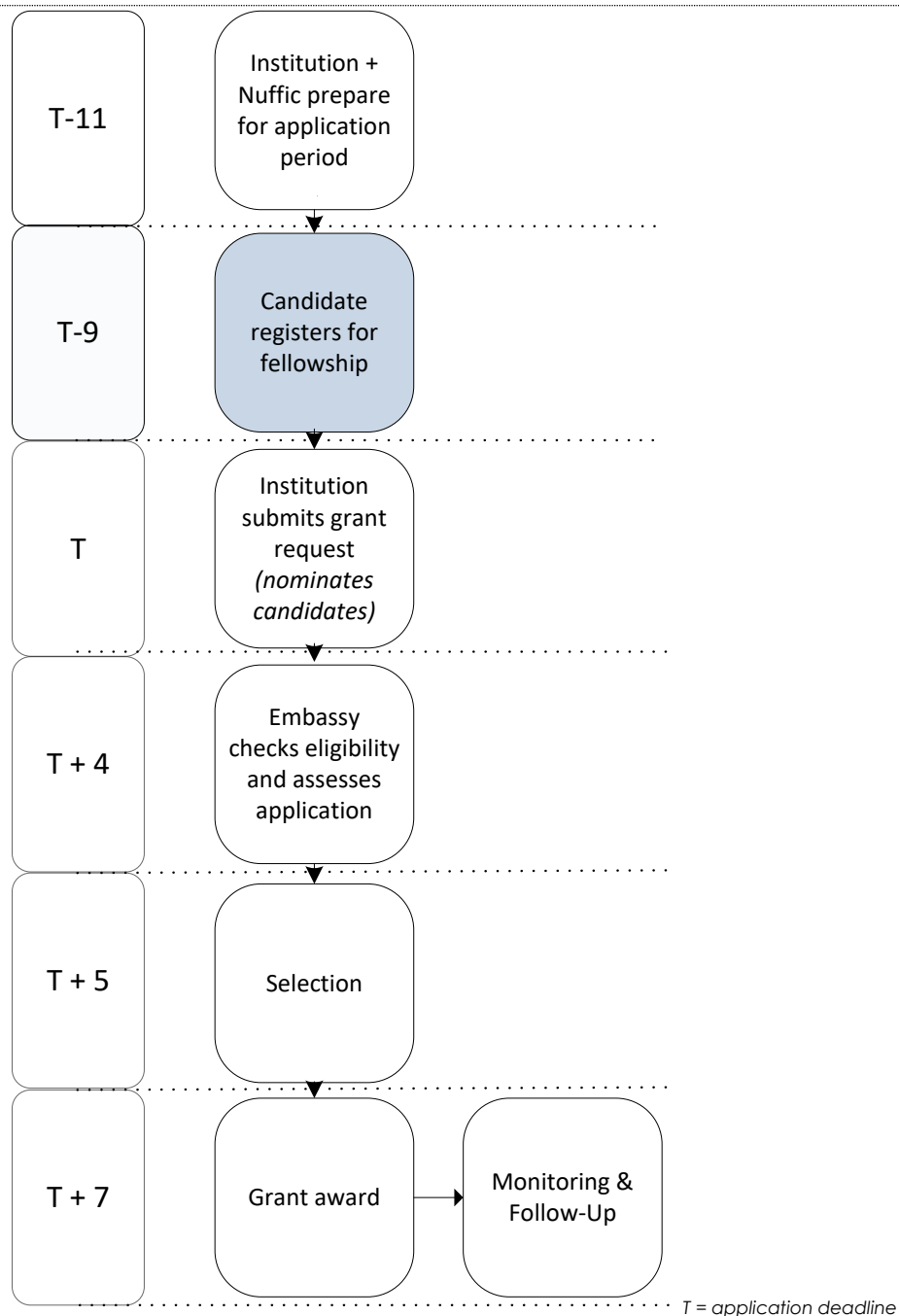
- Check Atlas accounts
- Register in HODEX/SWF courses for MSP
- As soon as courses are imported in Atlas: check and, if necessary, update course information in Atlas
- Update information concerning MSP on, for instance, website, letters, emails
- Determine deadline for academic admission and fellowship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

### Embassy

- Check Atlas accounts

### Candidate

No task for candidate



## Candidate registers for scholarship

### Nuffic

No tasks Nuffic

### Dutch institution

- Process all applications for an MSP 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

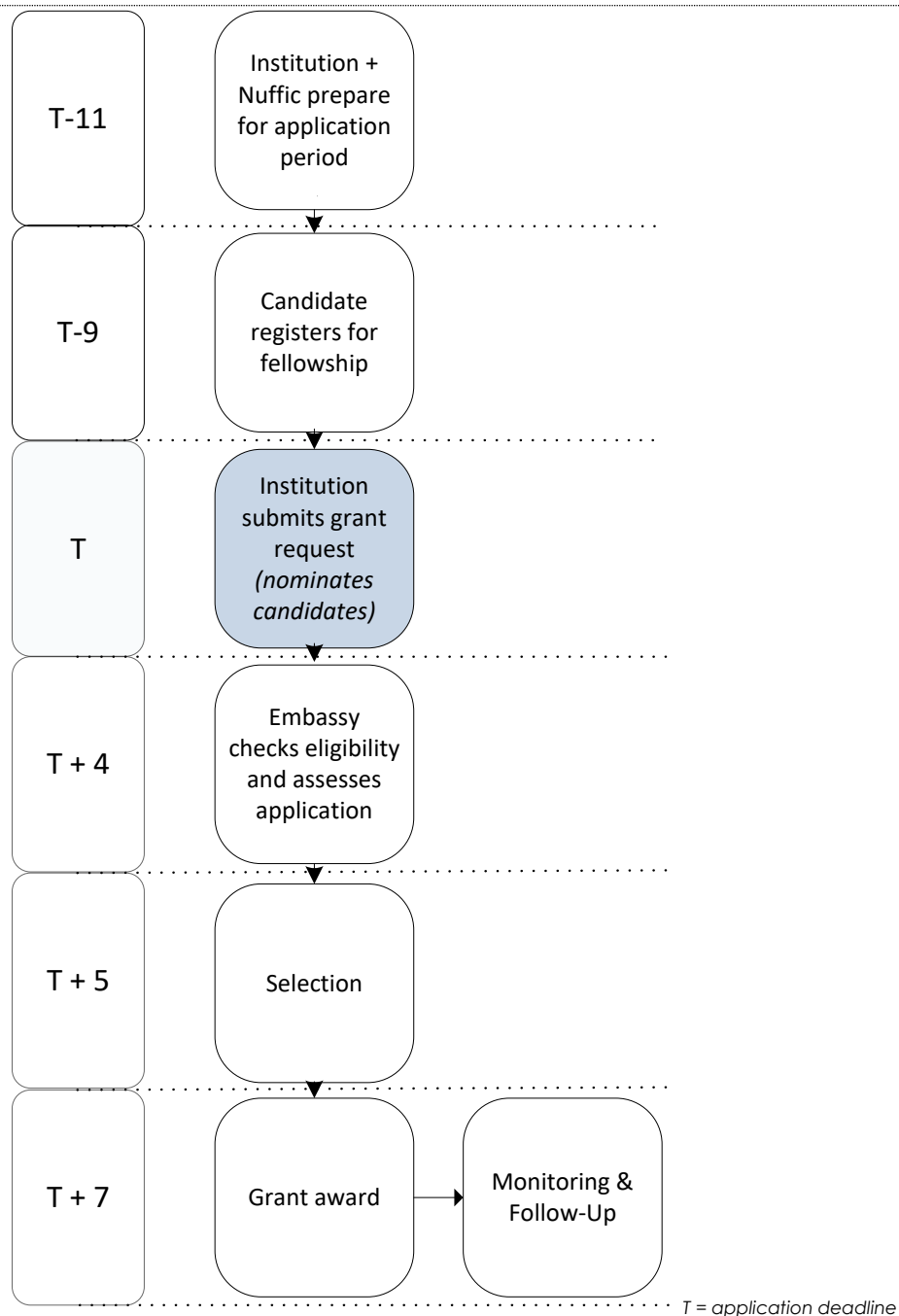
*Institutions are advised to check applications against eligibility. Non-eligible applications will be rejected and reduce the number of scholarships that might be granted.*

### Embassy

No tasks for embassy

### Candidate

- Review the eligibility criteria carefully
- Check information regarding course and deadlines published by the Dutch institution
- Check information regarding registering for an MSP scholarship published by the Dutch institution
- Collect information and documents
- Request academic admission
- Register for scholarship via registration form (supplied by Dutch institution)



## Dutch institution submits grant request (*nominates candidates*)

### Nuffic

- Atlas: checks at the time of submitting a grant request if candidates and course meet the criteria. If these criteria are not met, the grant request cannot be submitted.

### Dutch institution

- Check the maximum number of nominations in Atlas
- Apply for additional housing
- Submit grant request (nomination of candidates for which institution would like a grant):
  - \* before the grant submission deadline expires
  - \* MSP: one grant request per deadline
  - \* via Atlas
- Inform candidates who have **not** been nominated

*Institutions are advised not to submit a grant request close to the grant submission deadline.*

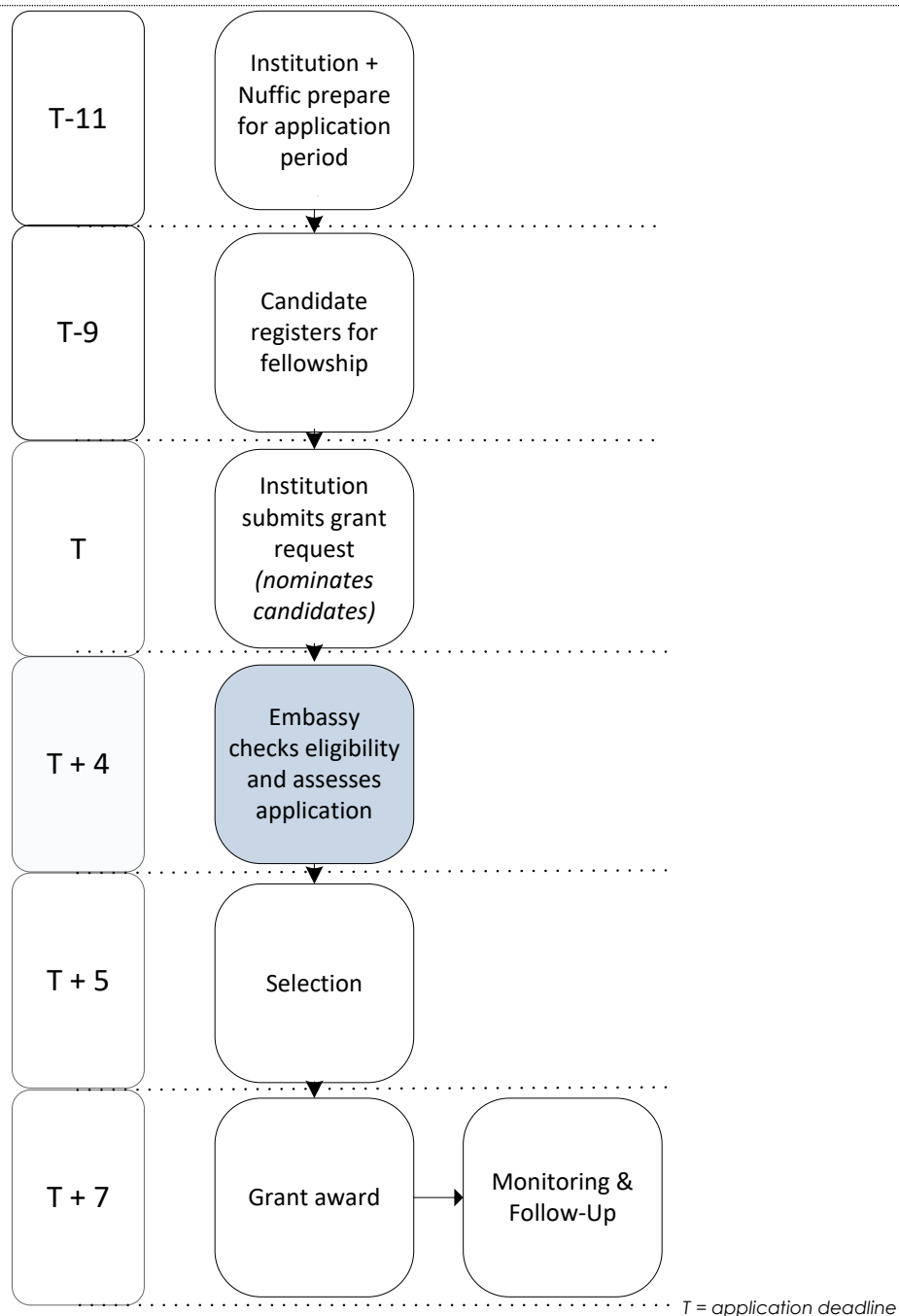
*If the request does not meet a criterion, the request cannot be submitted.*

### Embassy

*No tasks embassy*

### Candidate

*No tasks candidate*



## Embassy checks eligibility and assesses the applications

### Nuffic

- Active monitoring of the eligibility and assessment check

### Dutch institution

*No tasks Dutch institution*

### Embassy

- Check eligibility candidates
  - \* Only nominated candidates
  - \* Non- eligible applications will be rejected
- Assess eligible candidates
  - \* Only eligible applications

Assessment is based on the relevance of an application for the country:

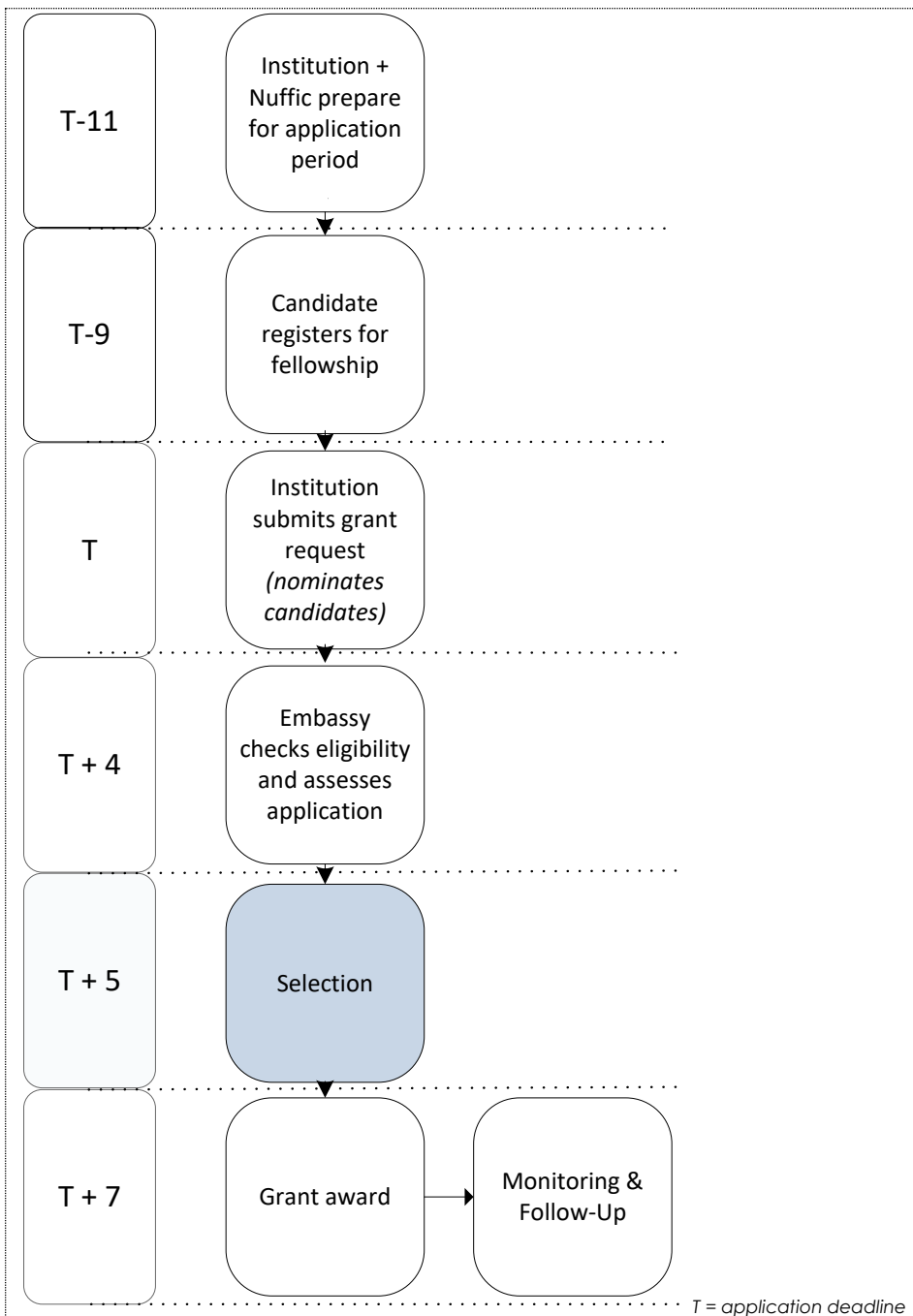
- The degree to which the application fits the target group
- How well the candidate is able to implement the newly-acquired knowledge in his daily work;
- The extent to which the knowledge and skills gained will contribute to the development of the country.
- How well the plans for the time after returning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

The assessment of a candidate consists of answering several questions in Atlas. Each question indirectly leads to a number of points.

An application that is checked on eligibility, but is not assessed will receive 0 points. The application will be included in the selection; however, the selection will not be determined by the quality of the application and/or whether the applications meets the Embassy focus areas, but solely on the MSP eligibility criteria.

### Candidate

*No tasks candidate*



## Selection

### Nuffic

- Performs selection through Atlas
- Only eligible applications
- The assessment leads to a ranking
- The highest ranked applications are selected, and where possible, are proportionately distributed across the participating countries
- 50% of the scholarships are awarded to female applicants

### Dutch institution

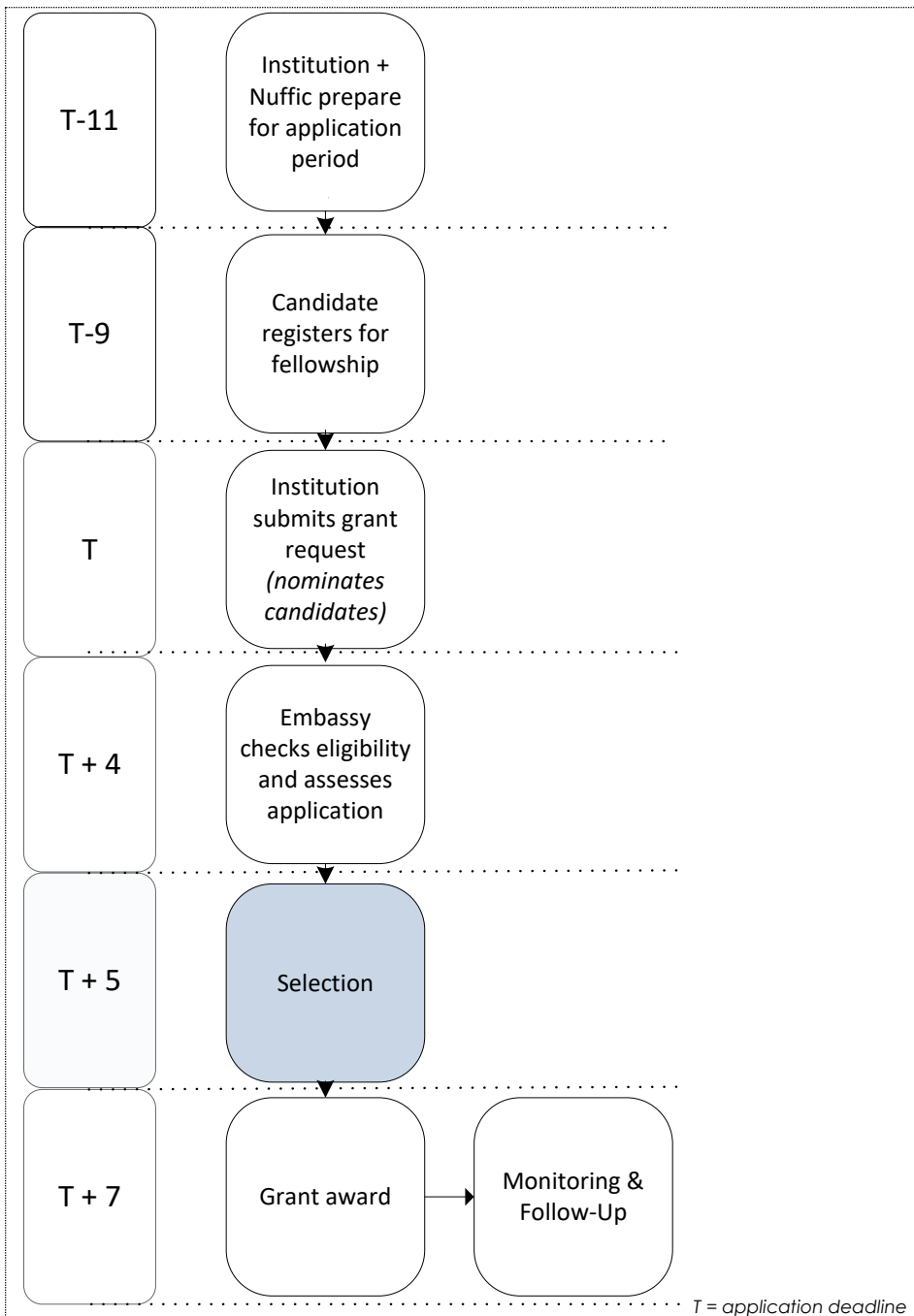
No tasks institution

### Embassy

No tasks embassy

### Candidate

No tasks embassy



## Grant award

### Nuffic

- Send grant award letter to Dutch institution
  - \* per deadline
  - \* it provides an overview of which nominated candidates are selected, which are not selected, as well as, which applications have been rejected (the non- eligible applications)

### Dutch institution

- Check the grant award letter
- inform **all** nominated candidates of the result of the selection
- inform selected candidates of further procedure regarding the scholarship

### Embassy

No tasks embassy

### Candidate

No tasks embassy

**More information:**

[www.nuffic.nl](http://www.nuffic.nl)

[www.studyinholland.nl/mena](http://www.studyinholland.nl/mena)

July 2017

Issued by

Nuffic



Kortenaerkade 11

PO Box 29777, 2502 LT The Hague

The Netherlands

Phone: +31 70 42 60 260

Fax +31 70 42 60 399

[www.nuffic.nl](http://www.nuffic.nl)

All materials wholly or partly produced with the help of the grant, with the exception of images and illustrations, must be published under the Creative Commons License – Attribution Non-commercial. This means that third parties wishing to make use of these materials are required to cite (attribute) the work in the manner specified by the author or licensor and the citation or reuse should in no way imply that the author or licensor endorses the scope of the derived work. The third parties are not permitted to use the work for commercial purposes.