

Grant Obligations & Conditions

Individual scholarships

MENA Scholarship Programme (MSP)

Table of Content

Glossary	3
Introduction	4
1. General Obligations and Conditions	5
2. Eligibility	7
3. Grant management	9
<i>The grant period</i>	<i>10</i>
<i>Grant administration</i>	<i>10</i>
<i>Payments</i>	<i>10</i>
<i>Replacement of scholarship holders</i>	<i>11</i>
<i>Reporting</i>	<i>11</i>
<i>Publicity</i>	<i>12</i>
4. Eligible costs	12
<i>Financed extension of a scholarship</i>	<i>13</i>
<i>Additional housing costs</i>	<i>13</i>
<i>Additional costs for arrival and departure of scholarship holders</i>	<i>13</i>
5. Settlement of the grant by Nuffic	14
Annex 1: Fixed reimbursements MSP	15
Annex 2: Audit protocol for the auditor's report	16

Glossary

Application deadline	Deadline for submitting the MSP grant request via Nuffic's grant application system by the Dutch institution.
Candidate	Individual that registers him/herself at the Dutch institution for an MSP scholarship.
Dutch institution	Dutch higher education institution that can submit a request for a grant under the MENA Scholarship Programme.
Fixed amount	A fixed amount of compensation for expenses incurred which is paid to grant recipient and/or scholarship holders regardless of actual costs.
Grant application system	Online accessible support system for managing grant applications, scholarship registrations and grant awards.
Grant award	Grant awarded to the Dutch institution by Nuffic as funding for individual MSP scholarships.
Grant period	Period between the start and end date of a grant as specified on the grant award.
Grant request	Request for an MSP grant submitted by the Dutch institution via Nuffic's grant application system.
Nominal study period	The study period of a short course as registered in Nuffic's grant application system.
Nominee	Candidate that has been nominated by the Dutch institution for an MSP scholarship. The Dutch institution includes this candidate in the grant application.
Nuffic	Netherlands organisation for international cooperation in education which awards MSP grants to the Dutch institution for funding of individual MSP scholarships.
MSP grant recipient	The Dutch institution which has been awarded a grant to subsidize individual MSP scholarships.
Scholarship holder	Candidate for which the Dutch institution can fund a scholarship out of the grant.
Scholarship period	Period in which the scholarship holder is entitled to the MSP scholarship as indicated on grant award.

Introduction

This document presents the terms for Dutch institutions that submit a grant request and for Dutch institutions that receive a grant for the MENA Scholarship Programme (MSP).

It provides information a Dutch institution needs to know before submitting a grant request. By submitting a grant request the Dutch institution accepts these Grant Obligations & Conditions. If a grant can be awarded these Grant Obligations and Conditions will be part of the grant award and will provide the obligations that apply to the grant.

The grant recipient must take note of all information provided about the MSP on the Nuffic website.

1. General Obligations and Conditions

- 1.1. The grant applicant and the grant recipient must endorse the objectives of the MENA Scholarship Programme (MSP) set out in the [MENA Scholarship Programme policy framework](#).
- 1.2. The activities for which the grant is awarded will be carried out under the responsibility of the MSP grant recipient.
- 1.3. The grant recipient must implement the activities in an effective, efficient and accountable manner.
- 1.4. Grant applicants and grant recipients must take note of all information provided about the MENA Scholarship Programme on the [Nuffic website](#).
- 1.5. The following framework of standards apply to the MSP programme:
 - a) [General Administrative Law Act](#)
 - b) [Ministry of Foreign Affairs Framework Act on Grants](#)
 - c) [Ministry of Foreign Affairs Grant Decree](#)
 - d) [Ministry of Foreign Affairs Grant Regulations](#)
 - e) [Policy framework MENA Scholarship Programme](#)
- 1.6. The grant is awarded subject to the condition that sufficient funds are made available out of the national budget.
- 1.7. The grant recipient as well as the MSP scholarship holder and MSP alumnus are required to cooperate in surveys or evaluations conducted by Nuffic or the Netherlands Ministry of Foreign Affairs and to provide the requested information.
- 1.8. The grant applicant and grant recipient must comply with the [EU General Data Protection Regulation](#) (GDPR).
- 1.9. The personal data of nominees, scholarship holders, trainees and any other persons involved in grant activities will be used by Nuffic, the Ministry of Foreign Affairs, external evaluators of the programmes, the Netherlands embassies and Grant applicants/ grant recipients who request for and/or receive an MSP grant, for administration, assessment, selection, monitoring and evaluation of the programme, in accordance with the EU General Data Protection Regulation (GDPR).
- 1.10. If Dutch government policy is violated by the funding of a particular activity, because for instance circumstances have changed, Nuffic can issue binding requirements regarding the activities funded by the grant.
- 1.11. The grant recipient is not allowed to offer or give or solicit or accept from a third party any gift, reward, compensation or benefit of any kind in any way that could be construed as illegal or corrupt. Any such practice could be grounds for Nuffic to withdraw the entire grant or parts of the grant.

- 1.12. The grant recipient is obliged to establish processes and/or to take other measures in order to prevent fraud or other illegitimate use of the grant. If (suspicion of) fraud occurs, this should be reported to Nuffic immediately.
- 1.13. 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. As a result, 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. Third parties are not permitted to use the work for commercial purposes.
- 1.14. The grant recipient and possible other parties implementing the grant activities are jointly considered owner of all materials wholly or partly produced out of the grant
- 1.15. Any communication or publication made by the grant recipient that relates to the subsidised activities, including at conferences, seminars or in any information or promotional materials (such as brochures, leaflets, posters, presentations, website, video, social medial, etc.), must:
 - indicate that the activities are part of the MENA Scholarship Programme (MSP), which is funded by the Ministry of Foreign Affairs as part of the Shiraka programme and managed by Nuffic.
 - where possible/relevant include the above mentioned parties' logos: the orange coloured Nuffic - meet the world logo, as well as the English version of the Ministry of Foreign Affairs' logo. Logos can be downloaded from www.nuffic.nl.
- 1.16. The obligation to display the logo does not confer on the grant recipient or any partner a right of exclusive use. The grant recipient or any other partner may not appropriate the logo or any similar trademark or logo, either by registration or by any other means.
- 1.17. Any communication or publication that relates to subsidised activities in any form and using any means, must indicate that it reflects only the author's view; and that Nuffic and/or the Netherlands Ministry of Foreign Affairs are not responsible for any use that may be made of the information it contains.
- 1.18. The grant recipient is obliged to inform Nuffic immediately as soon as it becomes clear the activities for which the grant was awarded will not take place or will not take in time, or will not take place in full or the grant obligations will not be met.
- 1.19. The grant recipient must comply with the economic sanctions laws or other financial or economic restrictions by the European Union (EU) and the United Nations (UN). In particular the grant recipient may not directly or indirectly make any transfers out of the grant to organisations or individuals sanctioned under these laws.
- 1.20. Nuffic accepts no responsibility, financially or otherwise, for expenditures (or liabilities emerging from these expenditures) or liabilities arising from activities funded by the

grant. Nuffic will not indemnify the grant recipient, the scholarship holder or any other person working on the grant against any claims for compensation or against any other claims (whether under any statute or regulation or at common law) for which the grant recipient may be liable as an employer or otherwise or for which any such person may be liable.

- 1.21. The grant applicant and/or grant recipient is responsible for all communication and for correctly informing partners, candidates, scholarship holders or any other party involved in the grant activities about the details (e.g. aim, criteria, procedures, obligations and conditions) of the MENA Scholarship Programme and the specific grant.
- 1.22. Nuffic can withdraw, amend, settle the grant to a lower amount and demand the return of all or part of any sum it has already transferred if the grant recipient fails to fulfil the obligations and conditions attached to the grant or if the output(s) and/or the outcome(s) and/or the activities for which the grant was awarded have not or will not be achieved, have not or will not be achieved in time or have not or will not be achieved in full.
- 1.23. The grant recipient must keep the grant administration and files for seven (7) years after the grant settlement.
- 1.24. Nuffic can in exceptional circumstances deviate from the provisions in these Grant Obligations & Conditions if implementation and /or execution of the Grant Obligations & Conditions results in injustice or inequities of considerable nature.
- 1.25. The grant recipient is responsible for administering the grant. The grant administration entails a range of activities and obligations, which are set out in this document.
- 1.26. The Dutch institution (potential grant applicant) is responsible for informing (future) candidates about the details (e.g. aim, criteria, application and selection process, etc) of the MSP.
- 1.27. The MSP Grant Obligations & Conditions are applicable to specific application deadlines. The grant recipient must take note which version of the MSP Grant Obligations & Conditions apply to which deadline.
- 1.28. Nuffic is authorized to deviate from the provisions in the Grant Obligations & Conditions in exceptional circumstances if implementation and /or execution of the Grant Obligations & Conditions result in injustice or inequities of considerable nature. When applied, the application of this provision will be stated in a well-founded decision.

2. Eligibility

- 2.1. The grant applicant can submit a request for an MSP grant to finance individual MSP scholarships for candidates, who comply with the following eligibility criteria:

- a. The candidate must be a professional and a national of, and working and living in one of the countries on the [MSP country list](#) valid at the time of opening of the application round;
 - b. The candidate must not be employed by an organisation which can be expected to have its own funds for staff development, e.g.:
 - o a multinational corporation (e.g. Shell, Unilever, Microsoft)
 - o a large national and/or a large commercial organisation;
 - o a bilateral donor organisation (e.g. USAID, DFID, Danida, Sida, Dutch ministry of Foreign affairs, FinAid, AusAid, ADC, SwissAid);
 - o a multilateral donor organisation (e.g. a UN organisation, the World Bank, the IMF, Asian Development Bank, African Development Bank, IADB);
 - o an international NGO (e.g. Oxfam, Plan, Care).
 - c) The candidate must have a current employer's statement which complies with the [format](#) Nuffic has provided. All information must be provided and all commitments, which are included in the format, must be endorsed in the statement;
 - d) The candidate must have a government statement that meets the requirements of the country in which the employer is established (if applicable);
 - e) The candidate must have an official passport valid at least three months after the submission date of the registration form by the candidate;
 - f) The age of the MSP candidate must not exceed 45 years at the time the grant request is submitted.
- 2.2. The grant applicant can only submit a request for an MSP grant to finance individual scholarships for short courses which are registered in Nuffic's grant application system. The information in this system is leading in the determination of the grant amounts. The grant applicant is responsible to verify that all details of the eligible programmes and courses are correctly registered in the grant application system.
- 2.3. The grant applicant is responsible for providing correct and complete information in the grant application. Nuffic will use the information provided to handle the application and to possibly award the grant.
- 2.4. The following criteria apply for courses to qualify for MSP:
- a) The course must be registered in HODEX or *Studiekeuze Webformulier*;
 - b) The duration of the course (maximum grant period excluding possible extensions) must be between 12 and 90 days;
 - c) The course must be full-time;
 - d) the course must take place fully in the Netherlands;
 - e) The course must have English, French or Spanish as language of instruction;
 - f) The course must be within one of the following disciplines:
 - Mathematics, natural sciences and computer science;
 - Law, public administration, public order and safety;
 - Agriculture and environment;
 - Humanities, social sciences, communication and arts;
 - Economics, commerce, management and accounting;
 - Engineering.

- 2.5. The grant applicant must submit the grant request before the applicable deadline. Grant requests that are not submitted before the applicable deadline and/or which are not submitted via the grant application system will not be accepted.
- 2.6. The grant applicant can only submit one grant request per deadline.
- 2.7. An individual candidate must not receive more than one MSP scholarship for courses that take place at the same time. If the candidate is selected for two or more scholarships for courses that take place at the same time:
 - The scholarship application that was registered first in the grant application system will be selected;
 - The other scholarship applications will be declared not eligible.

3. Grant management

- 3.1. The grant recipient is explicitly responsible for:
 - a) all communication and decisions towards candidates, nominees and scholarship holders, including decisions regarding possible (unfinanced) extensions and withdrawals of scholarships;
 - b) carrying out the activities for which the grant was awarded (i.e. organising and conducting the course(s);
 - c) guaranteeing that the scholarship holders receive the course(s) as agreed without any further charges;
 - d) applying for visas and residence permits for scholarship holders, if applicable;
 - e) arranging scholarship holders' flights;
 - f) arranging health insurance for the scholarship holders;
 - g) arranging housing for the scholarship holders, preferably including furnishings, a kitchen or cooking facilities and services;
 - h) disbursing the reimbursements to scholarship holders as outlined in Annex 1: Fixed reimbursements;
 - i) monitoring the implementation of the course(s) and progress made by the scholarship holder(s) and keep the administration in the grant application system accurate and up to date during the scholarship period;
 - j) keeping the administration accurate and up to date during the scholarship period;
 - k) committing to a successful completion of the course(s) by the scholarship holder;
 - l) awarding a certificate or, diploma to the scholarship holder upon successful completion of the course(s), or if not completed, providing certificates or transcripts of total study credits earned at termination;
 - m) making information on scholarship holders available to Nuffic on request, for administration of the grant and monitoring and/or evaluation purposes;
 - n) sending the document 'Obligations for scholarship holders' to the newly selected scholarship holders (available on the Nuffic website for [participating Dutch institution](#)) and upholding these rules;

- o) informing all nominees individually in writing on the outcome of the selection. Formats for the various letters and the document 'Obligations for scholarship holders' can be found on the Nuffic website for [participating Dutch institution](#).
 - selected candidates: send the newly selected scholarship candidates an MSP scholarship selection letter including the MSP 'Obligations for scholarship holders';
 - Non-selected candidates: send the 'non-selected' letter. This letter must inform the applicable candidates that the application was eligible but other candidates ranked higher;
 - Non-eligible candidates: send a 'non-eligible' letter. This letter must include the reason their application is non-eligible.

The grant period

- 3.2. The grant period starts from the first start date of a scholarship stated on the grant award until the last end date of a scholarship stated on the grant award.
- 3.3. The grant recipient receives one grant award per grant application deadline.

Grant administration

- 3.4. The grant award and all other decisions will be sent by email and/or through Nuffic's grant application system only.
- 3.5. The grant recipient must keep an administration that complies with the following:
 - a) procedures allow for an efficient implementation of the grant;
 - b) the administration is open to external audit;
 - c) files concerning scholarship holders and payments to scholarship holders should be kept for seven years after grant settlement;
 - d) the grant recipient must be able to provide orderly records from which it can be established that expenditures are taking place in accordance with the grant award and the applicable grant conditions.
- 3.6. Nuffic or an appointed independent third party can carry out (on the spot) checks and audits in order to investigate the grant activities and/or expenditures, also after the subsidy has been settled. The grant recipient must cooperate with such an investigation and be able to provide Nuffic with all necessary details and documentation to ascertain whether the expenditures are in agreement with the grant award, the Grant obligations & conditions and the submitted report(s), if so requested.

Payments

- 3.7. All payments will be made in Euro's (EUR).
- 3.8. Expenditure in currencies other than Euro (EUR) are converted in accordance with the prevailing average exchange rate of the month the costs are incurred. Any exchange rate losses will not be reimbursed.

- 3.9. All payments will be made in name of the grant recipient to the Dutch bank account number provided by the grant recipient.
- 3.10. Any interest earned on the advance payments must be administered separately. Interest that remains after bank costs have been deducted must be added to the subsidy funds.
- 3.11. Nuffic will transfer the following payments:
 - a) An initial advance payment of 80% of the total grant is made at the time of the grant award. The final payment will be made after grant settlement.
 - b) Nuffic can deviate from the advance payment scheme in case of significant under expenditure or if any doubt arises about the financial capacity of the grant recipient.

Replacement of scholarship holders

- 3.12. The grant recipient may substitute a scholarship holder until seven (7) days after the start of the course if this scholarship holder has withdrawn.
- 3.13. The grant recipient must use Nuffic's grant application system to select a replacement candidate out of the eligible nominees who were selected for a scholarship in the applicable grant application deadline.
- 3.14. The fixed reimbursements for scholarship holders according to the specification in Annex 1: Fixed reimbursements) also apply to the selected replacement scholarship holders.
- 3.15. The grant recipient is entitled to:
 - a) In case of a no-show (the scholarship holder did not attend the course or programme): the fixed reimbursement for travel and visa costs incurred as specified in Annex 1: Fixed reimbursements and only in case the grant recipient actually made the costs and cannot claim the costs from their own insurance;
 - b) In case of a withdrawal (for a period larger than 0 days/months): the fixed reimbursement for travel, visa costs, handling fee, study materials as specified in Annex 1: Fixed reimbursements. Subsistence allowance, insurance and tuition fee are reimbursed in proportion to the attended course or programme period. If applicable also: e-learning facilities and additional housing as specified in Annex 1: Fixed reimbursements.

Reporting

- 3.16. The grant recipient must report about the grant activities and possible changes through the prescribed reporting formats in the grant application system. This includes but is not limited to the following changes:
 - a) withdrawal of a scholarship holder and (if applicable) selection of a replacement;
 - b) financed extension of a scholarship;
 - c) changes in start/end date of the course;
 - d) lack of co-financing (if applicable);

- e) if the scholarship holders have successfully completed the course/programme, with or without diploma/degree.
- 3.17. Reports relating to different grants must be submitted separately.
- 3.18. The grant recipient has to submit the report within two months after the end date of the grant period.
- 3.19. If the grant amount is € 125.000 or higher the grant recipient must also attach an auditor's report of an accountant. The auditor's report must comply with the Audit protocol as stated in Annex 2.
- 3.20. If the grant recipient does not fulfil the reporting obligations, Nuffic can decide to cease further payments related to the grant, and amend, settle or withdraw the grant and/or demand the refund of payment of all or part of any transferred funds.
- 3.21. Submitting the report will be considered as a request to settle the grant.

Publicity

- 3.22. For the sustainability and visibility of MSP, Nuffic would like to encourage grant recipients to invest time and energy in seeking publicity for the results and future plans of the scholarship holders. Examples of this publicity (i.e. articles) are to be included in the final report.

4. Eligible costs

- 4.1. The grant is awarded in order for the grant recipient to finance one or more specific individual scholarships as described in the grant award.
- 4.2. The grant is a contribution towards the costs for the scholarships. Costs that are not eligible or exceed the maximum grant amount will not be reimbursed.
- 4.3. The grant recipient may not use the funds for any other purposes or to fund scholarships of any other individuals.
- 4.4. The grant consists of the tuition fee, fixed amounts for scholarship costs and institutional costs as stated in Annex 1: Fixed Reimbursements.
- 4.5. The other fixed reimbursements are expected to meet on average the scholarship expenses paid by the grant recipient, as further explained in [Mena Scholarship \(MSP\) - toelichting normbedragen](#).
- 4.6. The grant recipient must pay the following fixed amounts to or on behalf of the scholarship holder:
- a) Subsistence allowance;
 - b) Study materials.

- 4.7. The amount of the grant is calculated using the course details as registered in the grant application system (i.e. course duration, the MSP-tuition fee, the educational form of the course, etc) and the fixed reimbursements for scholarship holders according to the specification in Annex 1: Fixed reimbursements.
- 4.8. A maximum of € 2.000 per grant award will be reimbursed for audit costs if the total grant amount exceeds € 125.000.

Financed extension of a scholarship

- 4.9. Costs for a so called 'financed extension of a scholarship' are reimbursed with a maximum duration of 3 days but only in case of severe health issues of the scholarship holder or death of a first-degree relative of the scholarship holder.
- 4.10. 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.
- 4.11. The grant recipient must administrate the financed extension of a scholarship in the grant application system as soon as it becomes clear that the extension is needed and the situation is eligible for extra funding. The grant recipient must include these in the intermediate and/or final report.
- 4.12. The grant recipient must be able to substantiate the financed extensions with documentation in which the interdependence between the cause of delay of the scholarship holder, the actual study delay and the emergence of it during the study period is apparent.
- 4.13. Upon Nuffic's request the grant recipient must provide all documentation concerning the financed extension.

Additional housing costs

- 4.14. Additional housing costs are reimbursed:
- a) only if the grant recipient cannot fulfil the obligation to arrange suitable housing for the scholarship holder using the subsistence allowance alone;
 - b) only for courses with a duration between 12 and 42 days;
 - c) the reimbursements for additional housing costs is a fixed amount per day as stated in Annex 1: Fixed reimbursements.
- 4.15. The grant applicant must include the request for additional housing in the grant request. Additional housing costs will otherwise.

Additional costs for arrival and departure of scholarship holders

- 4.16. Costs up to a maximum of 3 days for arrival and departure of the scholarship holder can be reimbursed.

- 4.17. For these extra days only the fixed amounts for subsistence allowance, insurance and if applicable additional housing costs can be reimbursed.
- 4.18. The grant recipient must administrate these extra days as soon as it becomes clear it is needed and must include these in the final report.
- 4.19. The grant recipient must be able to substantiate the extra stay (show evidence of the extra stay) with documents (i.e. flight ticket).
- 4.20. Upon Nuffic's request the grant recipient must provide documentation substantiating the need for the reimbursement of extra days.

5. Settlement of the grant by Nuffic

- 5.1. Nuffic will determine the exact grant amount within thirteen weeks after receiving the complete final report and the included auditor's report (if applicable (i.e. the grant recipient's request to settle the grant):
 - a) The grant will be settled based on the grant award and possible amendments in the final report submitted by the grant recipient in the grant application system:
 - the actual number of days/months of study by the scholarship holder (taking in consideration extensions and possible premature ending of the study);
 - the standard amounts as listed in Annex 1: Fixed reimbursements;
 - the tuition fee.
 - b) If Nuffic concludes that funds have not been spent in accordance with the Grant Obligations & Conditions and/or any other terms under which the funds are made available Nuffic can decide to amend the grant and/or settle the amount to a lower amount;
 - c) If advance payments exceed the final settled amount (after final reporting), the difference must be returned to Nuffic unconditionally;

Annex 1: Fixed reimbursements MSP

	Not E-learning, in the Netherlands	Frequency
Handling fee	455	x 1
Tuition fee	As registered in the grant application system	x 1
Travel costs	See table <i>Travel costs</i>	x 1
Visa costs < 90 days	30	x 1
Subsistence allowance	32	x number of days
Insurance	1,31	x number of days
Study materials	30	x 1
Additional housing 12-42 days	70	x number of days

Amounts are in euros (€).

Table: Travel Costs

Middle East & North Africa	€ 700,-
---------------------------------------	---------

Annex 2: Audit protocol for the auditor's report

1.1 Introduction

This audit protocol provide information for both the audit firm as well as for grant recipients on submitting reports in accordance with the MENA Scholarship Programme (MSP) requirements of Nuffic.

1.2 Framework of standards

The following framework of standards applies to the MENA Scholarship Programme:

1. [General Administrative Law Act](#);
2. [Ministry of Foreign Affairs Framework Act on Grants](#);
3. [Ministry of Foreign Affairs Grant Decree](#);
4. [Ministry of Foreign Affairs Grant Regulations](#);
5. [Policy framework MENA Scholarship Programme](#)

In addition, the following documents are relevant for the auditor's activities:

1. the grant award letter in connection with the MSP grant;
2. the MSP Grant Obligations & Conditions;
3. the document [Mena Scholarship \(MSP\) - toelichting normbedragen](#);
4. if applicable, findings and recommendations of previous audits.

For more information on the MENA Scholarship Programme go to the [Nuffic website](#).

1.3 Reporting requirements

Reports are made in Nuffic's grant application system based on data as recorded in this system by the grant recipient. Data in the grant application system are recorded based on the grant recipients administration. Once the data are recorded in the grant application system, the grant recipient can print the report and submit it to Nuffic by uploading it in the system. The reports that have been made in the grant application system are leading in the process of grant settlement.

Reporting requirements are stated in the MSP Grant Obligations & Conditions. All reports for a grant with an amount of EUR 125.000 or higher must include an auditor's report (unless Nuffic decides otherwise).

1.4 Choice of audit firm and audit method

The audit must be conducted by an independent auditor who is acceptable to both Nuffic and the grant recipient. In principle, grant recipients are strongly advised to choose an auditor registered with the national, legally recognised institute of registered accountants in the country of residence, which in turn is a member of the International Federation of Accountants (IFAC). If an accountant without this requirement is chosen, this must be communicated to Nuffic in advance for Nuffic's approval. The audit may not be conducted, however, by the organisation's own internal audit department.

The auditor holds primary responsibility for the audit method. This audit protocol therefore does not intend to prescribe any particular audit method to be used. Auditors mostly base their audit on a (risk) analysis of the accounting system and related internal controls in respect of the grant recipients' submitted report and, based on this, they are in the best position to decide on what means of auditing to apply. As this results in custom solutions per grant recipient, it is impossible to prescribe any particular method. The audit should be carried out in accordance with the International Standards on Auditing (hereinafter: ISA), or equivalent standards i.e. Dutch Standards on Auditing (herinafter: NV COS).

The auditor who is responsible for the audit of the submitted report is to ensure an adequate audit method and a client-specific work programme, in which context sufficient attention is given to the internal controls of the subsidy accounts and to the level of audit tolerance.

1.5 Objective of the audit protocol and objective and scope of the audit

This audit protocol provides further instructions for the auditor's work and report, and lays down the auditor's tasks and responsibilities. However, this audit protocol does not intend to prescribe an audit approach and it is not an (exhaustive) work programme.

The auditor examines to what extent the submitted report meets the relevant requirements, as set out in the audit protocol. While doing so, the auditor must give adequate attention to the provisions of the framework of standards. The auditor performs the assurance engagement with due regard to this audit protocol. The auditor's examination results in an auditor's report accompanied by the submitted report.

The objective of the audit is to give an opinion on the submitted report in order to assess, in particular, its accuracy and the legitimacy in all material respects. Expenditures will be regarded as legitimate if: they comply with the conditions of the grant, including Addenda. Furthermore, the auditor has to evaluate the grant recipients' own system of internal control with respect to the MSP grant, to estimate the audit risk, and to identify any matters worthy of mention, including any material weaknesses in the internal control system.

In addition, the auditor provides in its report an opinion on the submitted report. The auditor is to sufficiently consider whether the grant recipient has complied in all material respects with the grant award letter and with the Grant Obligations & Conditions that apply.

1.6 Accuracy

The auditor organises his audit in such a way that he can state with a reliability rate of 95% that the submitted report contains no misstatements with a significance larger than the prescribed levels of materiality. To determine the opinion of the auditor's report, the following levels of materiality apply:

Levels of materiality in percentage of the report amount	Misstatement in the submitted report		Uncertainties in the submitted report	
	Qualified	Adverse	Qualified	Disclaimer of opinion

Compliance	> 1 and < 3	≥ 3	> 3 and < 10	≥ 10
------------	-------------	-----	--------------	------

1.7 Points of attention

This section provides points of attention for the auditor in conducting his audit.

General

The auditor takes cognisance of the framework of standards, the grant award letter and any additional written agreements. In addition, the auditor takes cognisance of relevant correspondence.

The auditor must receive a letter of representation from the grant recipient's management stating that, to the best of its knowledge, the submitted report, is accurate and complete in every respect and that all grant conditions have been met.

The auditor must ensure that the audit file contains sufficient documents of an appropriate and relevant nature and must record the audit procedures used and the outputs obtained in the file.

Audit requirements

In performing the audit, the auditor is to establish that at least the following has been complied with:

- 1) The data derived from the administration are correct and agree with the underlying records and other documents held by the grant recipient, either in Nuffic's grant application system or the institutions' student administration. The following should be audited, based on underlying documentation:
 - a. All scholarship holders reported have actually followed the course as reported;
 - b. In case of scholarship holders with the status *withdrawn*, fixed reimbursements for visa cost and travel costs can only be declared if these costs have actually been made;
 - c. Scholarship holder start and end date are as reported, including extensions;
 - d. In case of financed extension: the conditions relating to financed extension have been applied correctly in conformity with paragraph 'Financed extension of a scholarship' (articles 4.9 – 4.13) of the Grant Obligations & Conditions. Please note that the *Extension* field in the grant application system and as included in the report can also be used by the institution to register the additional costs for arrival and departure of scholarship holders, if applicable. If applicable: period of study in an MSP country as described in Annex I of the MSP Grant Obligations & Conditions;
 - e. Country of Origin of employer as reported is correct as indicated on the MSP employer statement of the scholarship holder;
 - f. The tuition fee as reported is correct as registered in the institutions' student administration.
- 2) the fixed reimbursements for subsistence allowances, study materials and if applicable e-learning facilities included in the submitted reports have actually been made during the

grant period and paid to or on behalf of the scholarship holder before submitting the final report.

Points of attention

If the auditor detects any unlawfulness in connection with the grant recipient and other parties involved, for example any gift, reward, compensation or benefit of any kind offered or accepted in a way that could be construed as illegal or corrupt, the auditor acts in accordance with ISA 240 (NV COS 240) and he is obliged to report this to Nuffic.

The auditor's report concerns the certified (stamped and signed) submitted report.

The auditor obtains a Letter of Representation.

1.8 Review

Nuffic reserves the right to have the audit reviewed by engaging an independent auditor who will conduct the review. The auditor concerned, grant recipients and other parties involved must fully cooperate with this review, supplying the reviewer with all relevant documentation related to the audit, provided that supplying this documentation will not be contrary to any law and regulation. The auditor is obliged to provide the reviewer, in mutual understanding, with any information included in the audit file, provided that doing so is not contrary to his professional standards.

1.9 Audit files

The audit firm must keep an orderly and accessible audit file for the subsidy account. This file must be kept for 7 years from the date the audit was completed. All working papers and reports must be in the English language.

1.10 Prescribed model for auditor's report

An unqualified auditor's report must be worded as follows or in accordance with a more recent model text as published on the IAASB (NBA) website:

INDEPENDENT AUDITOR'S REPORT

To: [Appropriate addressee]

We have audited the accompanying report generated in Nuffic's grant application system (herin further: report) of ... (name of entity) at ... (place of registered office) for ... (reporting period).

Management responsibility

Management (or other body, such as, 'the foundation's board', 'the company's executive board', etc.) is responsible for the preparation and fair presentation of this report in accordance with the conditions laid down in the Grant Obligations & Conditions of the MENA Scholarship Programme (MSP) for the purpose of determining subsidy grant

number... . Furthermore management is responsible for such internal control as it determines is necessary to enable the preparation of the report that is free from material misstatement, whether due to fraud or error.

Auditor's responsibility

Our responsibility is to express an opinion on this report based on our audit. We conducted our audit in accordance with Dutch law, including the International Standards on Auditing and Annex 2: Audit protocol for the auditor's report of the Grant Obligations & Conditions (version 2.0) of the MENA Scholarship Programme (MSP). This requires that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the report. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the report, whether due to fraud or error.

In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the report generated in Nuffic's grant application system of ... (name of entity) for ... (reporting period) with a total amount of ... (amount in €) is prepared, in all material aspects, with the requirements laid down in the Grant Obligations & Conditions of the MENA Scholarship Programme (MSP), laid down in subsidy grant number....

Restriction on use and distribution

The report generated in Nuffic's grant application system is intended solely for ... (name of entity) and Nuffic and is prepared to assist ... (name of entity) to comply with the requirements as set out in subsidy grant number..... As a result, the report may not be appropriated for another purpose. Therefore, our auditor's report is intended solely for ... (name of entity) and Nuffic and should not be distributed to or used by other parties than ... (name of entity) and Nuffic.

Place and date

... (name of audit company)
... (name of auditor)