

## Netherlands Fellowship Programmes II (NFP II)

### MENA Scholarship Programme II (MSP II)

#### Short guide for the application & selection process of

- NFP II Master's degree programmes (MA), Short Courses (SC), PhD
- MSP II

#### Overall aim

**NFP:** to help alleviate qualitative and quantitative shortages of skilled manpower within a wide range of governmental, private and non-governmental organisations. This by offering fellowships to professionals to improve the capacity of their employing organisations. The need for training has to be evident within the context of an organisation.

**MSP:** to contribute to the democratic transition in the participating countries. Furthermore, the MSP aims to contribute to capacity building within a wide range of governmental, non-governmental and private organisations and institutions in the selected countries.

#### Target group

NFP: professionals who are nationals of and working and living in one of the 51 NFP countries.  
MSP: professionals who are nationals of and working and living in one of the 10 MSP countries.

#### Country list

NFP countries have been classified into **categories (I or II)**. Category I<sup>1</sup> countries are priority countries. These countries will receive more fellowships.  
MSP countries: Algeria, Egypt, Iraq, Jordan, Lebanon, Libya, Morocco, Oman, Syria and Tunisia.

#### Priorities

**NFP II** aims to support the bilateral development goals of the Netherlands embassy in each NFP country. The goal is to spend 35% of the budget of NFP II on fellowships and training in food security and private sector development.

Next to the priorities mentioned above, NFP II has maintained the following priorities:

- 50% of the budget is for applications from Sub-Sahara Africa
- 50% of the fellowships has to be awarded to female applicants.

<sup>1</sup> Category 1 countries: Afghanistan, Bangladesh, Benin, Bhutan, Burundi, Colombia, Djibouti, Ethiopia, Ghana, India, Indonesia, Kenya, Mali, Mozambique, Myanmar (Burma), Nigeria, Palestinian Territories, Rwanda, Somalia, South Africa, South Sudan, Tanzania, Uganda, Vietnam, Yemen.



**MSP II** also aims to support the bilateral goals of the embassy, contrary to NFP not with regard to development cooperation. It contributes to democratisation in the MSP countries and supports bilateral activities in these countries. The programme also aims to contribute to creating a positive image of the Netherlands. MSP has women as priority as 50% of the fellowships have to be awarded to women.

#### Country focus

The Ministry of Foreign Affairs specified that the NFP needs more focus to reach a higher impact than in the previous phase. Embassies can therefore choose to support one or more of the four priority areas (food security, water, sexual and reproductive health and rights and safety and rule of law) or other themes and subjects as long as they serve the bilateral development policy.

Embassies in MSP countries also determine a focus.

#### Atlas

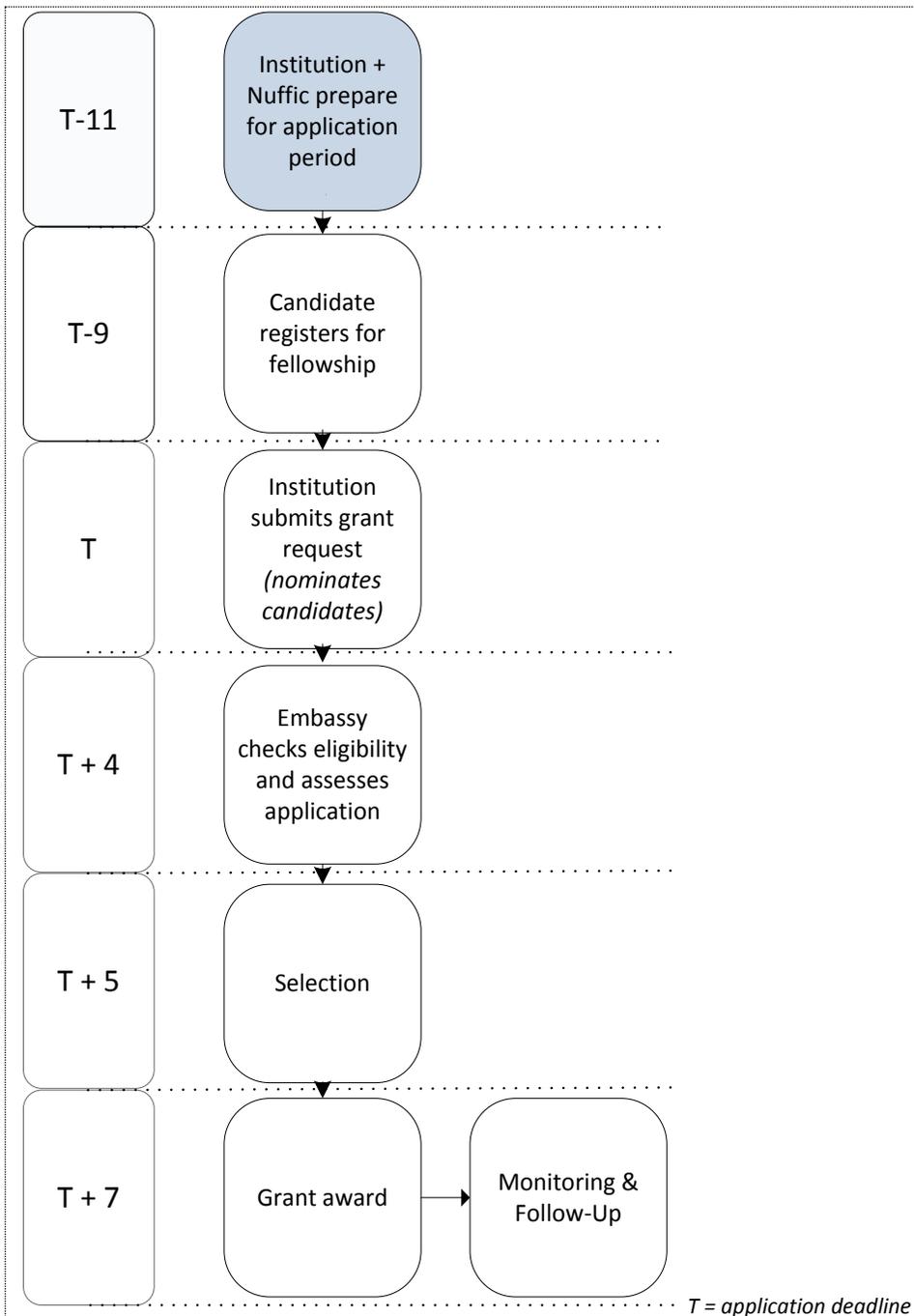
The information in the candidate registration form is entered into the Atlas database. Through Atlas Dutch institutions can request a grant (nominate candidates). Nuffic will communicate with Dutch institutions and embassies via Atlas, by sending email updates. Dutch institutions and embassies have their own access to a shielded part of Atlas.

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

Programme	Application deadline
NFP Master's degree programmes	April, August
NFP Short courses	April, August, November
NFP PhD	November
MSP	April, August, November

Fellowship application deadlines 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](http://www.studyfinder.nl) for information about courses and programmes.



## 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

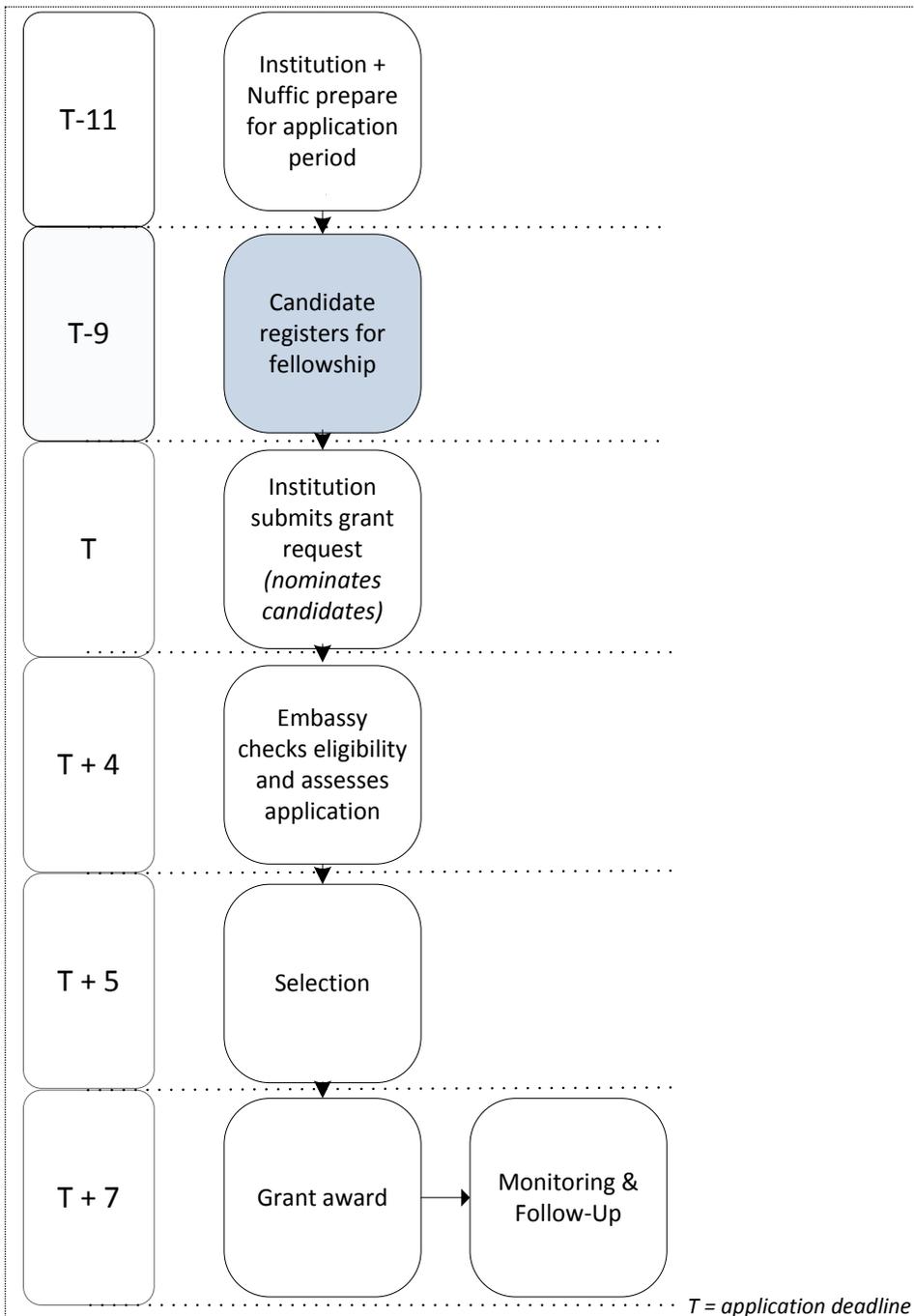
- check Atlas accounts
- register in HODEX/SWF courses for NFP
- as soon as courses are imported in Atlas: check and, if necessary, update course information in Atlas
- for MSP: indicate in **Atlas** if course is eligible for MSP. This is possible after courses are imported to Atlas, but not later than start application period!
- update information concerning NFP and 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 candidate registration form.

### Embassy

- check Atlas accounts

### Candidate

*No task for candidate*



## Candidate registers for fellowship

### Nuffic

No tasks Nuffic

### Dutch institution

- process all applications for NFP/MSP fellowship:
  - \* 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

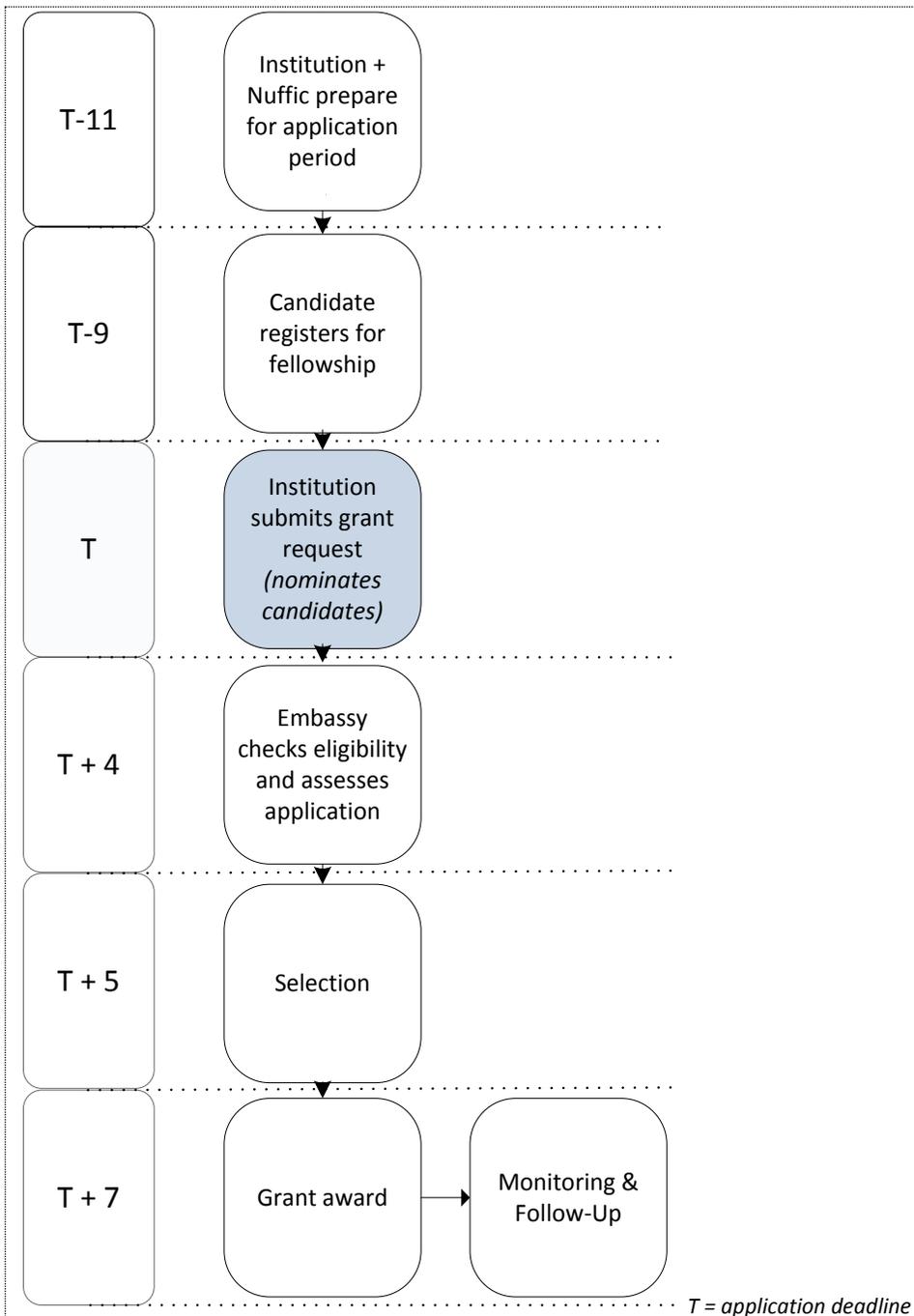
No tasks for embassy

### Candidate

- check information regarding course and deadlines published by Dutch institution
- check information regarding registering for NFP/MSP fellowship published by Dutch institution
- collect information and documents
- request academic admission
- register for fellowship via registration form (supplied by Dutch institution)

To be eligible a nominated candidate:

- must be a professional and national of, and working and living in one of the countries on the NFP / MSP country list;
- must have an 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;
- must not be employed by an organisation that has its own means of staff development. Organisations that are considered to have their own means for staff development are for example: multinational corporations (e.g. Shell, Unilever, Microsoft), large national and/or a large commercial organisations, 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 NGOs (e.g. Oxfam, Plan, Care);
- must have an official and valid passport;
- must not receive more than one fellowship for courses that take place at the same time;
- must have a government statement that meets the requirements of the country in which the employer is established (if applicable).
- For MSP: must not exceed 45 years of age at the time of the grant submission.



## 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 in Atlas the maximum number of nominations
- apply for additional housing (NFP-SC and MSP) if applicable
- submit grant request (nomination of candidates for which institution would like a grant):
  - \* before application deadline expires
  - \* NFP: one grant request per sub-programme per deadline
  - \* MSP: one grant request per deadline
  - \* via Atlas
- inform candidates who have **not** been nominated

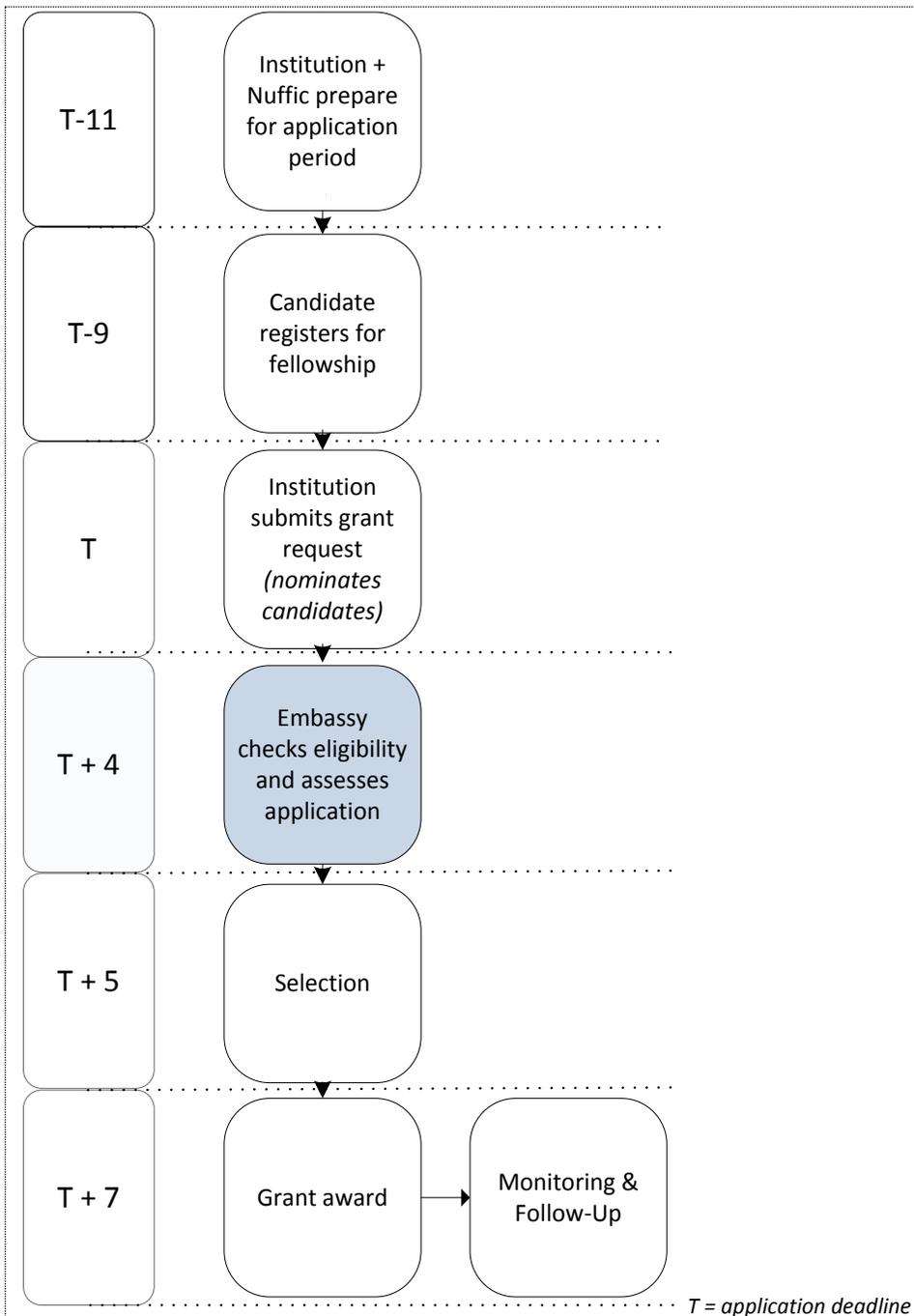
*Institutions are advised not to submit a grant request close to an application deadline. If the request does not meet a criterion, the request cannot be submitted.*

### Embassy

*No tasks embassy*

### Candidate

*No tasks candidate*



## Embassy checks eligibility and assesses 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:

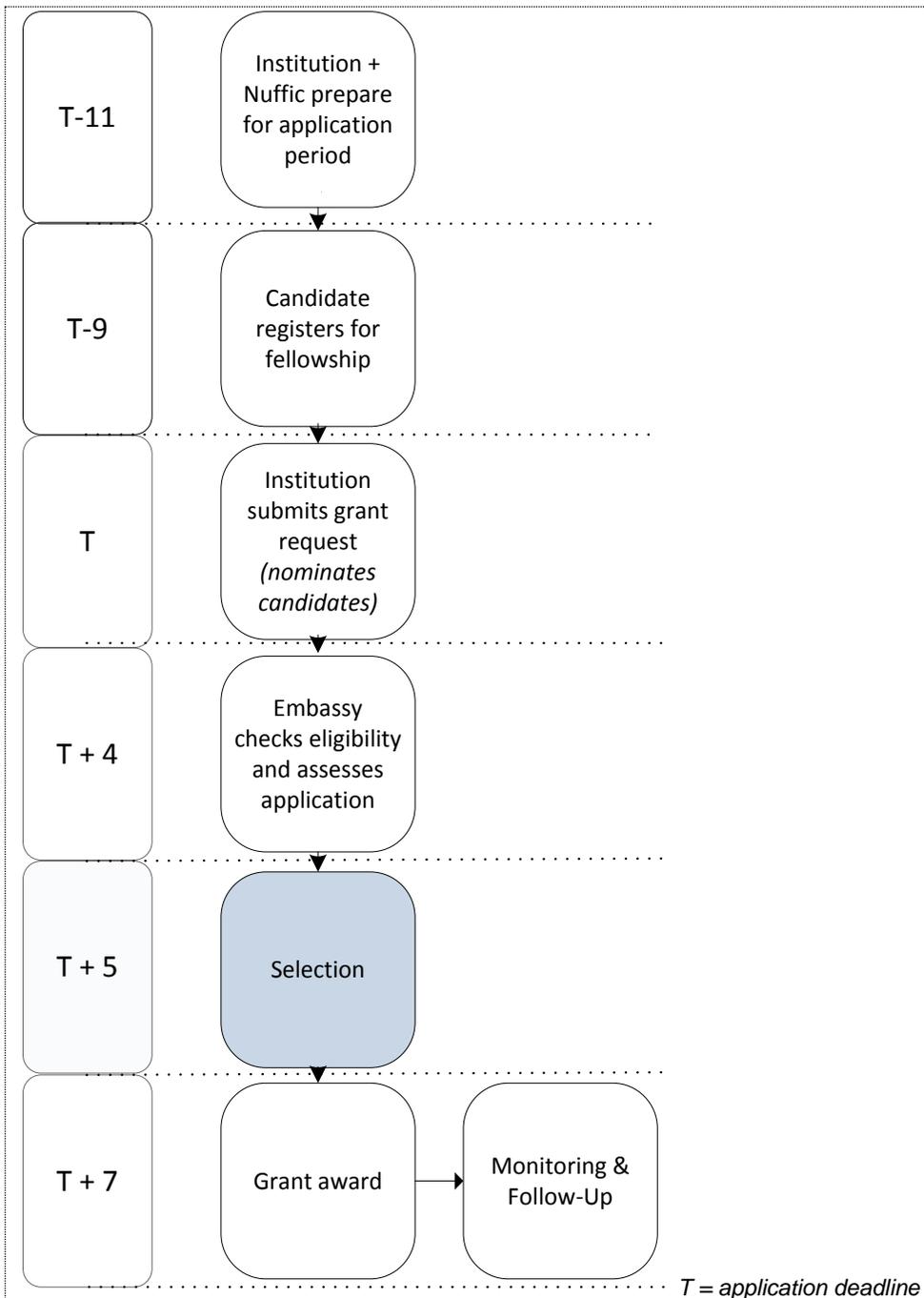
- the degree to which the application fits into the target group
- how well the candidate is able to implement the newly-acquired knowledge in his daily work;
- to what extent the knowledge will contribute to the development of the country.
- how well the plans for the time after returning to the employer 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 fellowship.

### 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, but taking the policy principles into consideration:
  - NFP:*
    - \* Priority country (*application from category I or II*)
    - \* Sub-Sahara Africa (*50% of budget*)
    - \* Food security (*35% of budget*)
    - \* Female applicants (*50% of fellowships to female applicants*)
  - MSP:*
    - \* Female applicants (*50% of fellowships to female applicants*)

### Dutch institution

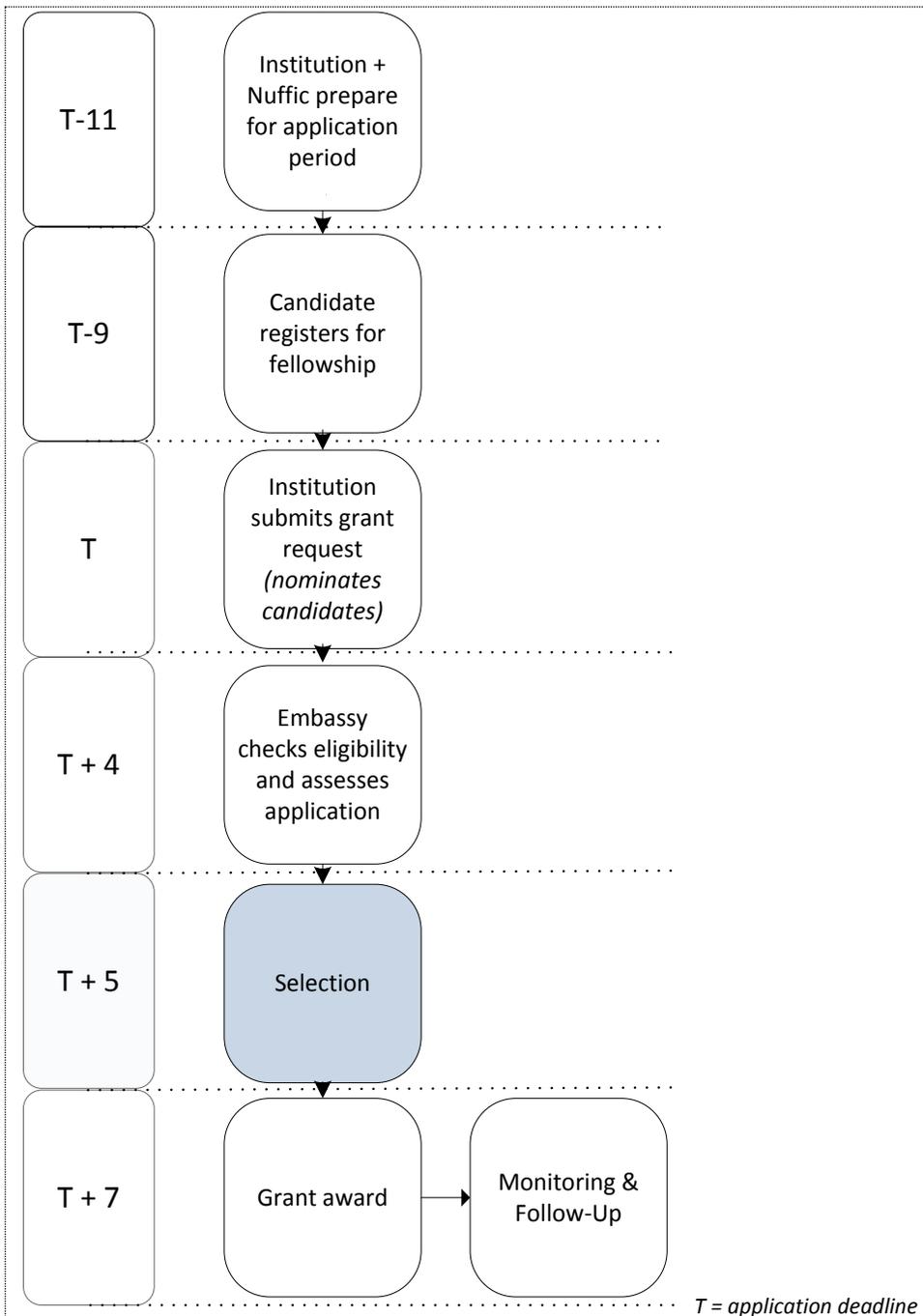
*No tasks institution*

### Embassy

*No tasks embassy*

### Candidate

*No tasks embassy*



## Grant award

### Nuffic

- Send grant award letter to Dutch institution
  - \* NFP: per sub-programme per deadline
  - \* MSP: 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 fellowship

### Embassy

*No tasks embassy*

### Candidate

*No tasks embassy*

**More information:**

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

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

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

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