

Obligations for scholarship holders MENA Scholarship Programme (MSP)

Version 2.0

This document is meant for candidates and scholarship holders who have been selected for a scholarship under the MENA Scholarship Programme. 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

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

The scholarship holder must endorse the overall aim of the MENA Scholarship Programme.

The MSP objectives cannot be achieved if the scholarship holder does not return to his or her home country and employer.

The scholarship holder is expected to have taken note of the information available on the programme. Information is available on www.studyinholland.nl/mena and through the Dutch Institution.

Roles & responsibilities

The programme is initiated and funded by the Dutch Ministry of Foreign Affairs under the budget for Shiraka and managed by Nuffic.

Scholarship holders are selected exclusively for the course at the Dutch institution for which they applied for a scholarship.

Nuffic awards a grant to the Dutch institution that provides the course 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.

The Dutch institution is responsible for the grant activities and for managing the grant and is accountable to Nuffic for this.

Dutch institution is explicitly responsible for:

- all decisions with regard to the scholarship. This also includes decisions regarding possible financed or unfinanced extensions and scholarship withdrawals;
- organising and conducting the course(s) to which scholarships are awarded;
- 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 scholarship to scholarship holders as outlined in Annex 1: Fixed reimbursements.

The candidate and/or scholarship holder must:

- comply with the eligibility criteria for individual scholarship holders set out in article 8 of this document;
- be full-time available to attend the course or programme for which he or she applied for a scholarship;
- 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.

Eligibility

The candidate and/or scholarship holder must comply with the following eligibility criteria:

- The candidate must be a professional and a national of, and living and working in one of the countries on the MSP country list valid at the time of application.
- The candidate 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, e.g.: a multinational corporation like Shell, Unilever, Microsoft, a large national and/or a large commercial organisation, a bilateral donor organisation like USAID, DFID, Danida, Sida, Dutch ministry of Foreign affairs, FinAid, AusAid, ADC, SwissAid, a multilateral donor organisation like a UN organisation, the World Bank, the IMF, Asian Development Bank, African Development Bank, IADB, an international NGO like Oxfam, Plan, Care.
- 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.
- The candidate must have a government statement that meets the requirements of the country in which the employer is located (if applicable).
- The candidate must have an official passport valid at least three months after the candidate has submitted his/her scholarship registration form.
- The age of the MSP candidate must not exceed 45 years at the time the grant request is submitted.

Scholarship reimbursements

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.

Allowances and reimbursements only apply to the actual number of days or months the scholarship holder attended the course. The Dutch institution determines how the reimbursements are paid: in cash, in kind, by bank transfer etc.

The fixed reimbursements for subsistence allowance and study materials as stated in Annex 1: Fixed reimbursements are to be disbursed in cash or in kind to the scholarships holder. The

other fixed reimbursements are expected to meet on average the scholarship expenses paid for by the Dutch institution.

Duration of the scholarship

The scholarship is only intended for the duration of the course or programme for which the scholarship holder has been selected. The scholarship has the duration of the nominal study period (from start to end date) of the course for which the scholarship holder was selected.

The Dutch institution may grant a financed extension with a maximum of 3 days after the end date of study (nominal study period) only in case of severe health issues of the scholarship holder or death of a first-degree relative of the scholarship holder.

A financed extension comprises of the fixed reimbursement for subsistence allowance and the insurance fee times the number of months or days which are approved for financed extension. Further extension of the scholarship is not possible.

The Immigration Authorities (IND) will be notified by the Dutch institution of the end of the scholarship period.

Withdrawal

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;
- 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

The Dutch institution, as well as the scholarship holder and alumni are required to cooperate in surveys or evaluations conducted by Nuffic or the Netherlands Ministry of Foreign Affairs and to provide the requested information.

Privacy

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 the 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).

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.

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.

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.

The scholarship holder can also submit a complaint to the [Dutch Data Protection Authority](#).

Liability

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.

After the end of the scholarship period all rights and claims related to the scholarship expire.

Annex 1: Fixed reimbursements

	Not E-learning, in the Netherlands	Frequency
Tuition fee	As agreed with the Dutch institution	Once
Travel costs	€ 700 for Middle East and North Africa	Once
Visa costs < 90 days	€ 30	Once
Subsistence allowance	€ 32	Times number of days
Insurance	€ 1,31	Times number of days
Study materials	€ 30	Once
Additional housing 12-42 days	€ 70	Times number of days