

# Obligations for scholarship holders

## Orange Knowledge Programme (OKP) – Individual Scholarships

### OKP Obligations for scholarship holders – version 5.0

This document is meant for candidates who apply for and scholarship holders who have been selected for a scholarship under the Orange Knowledge Programme – Individual Scholarships. 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 Orange Knowledge Programme

1. The aim of the Orange Knowledge Programme is to aid the development of the capacity, knowledge and quality of individuals as well as institutions in the field of higher and vocational education.
2. The scholarship holder must endorse the overall aim of the Orange Knowledge Programme.
3. The aim of the Orange Knowledge Programme cannot be achieved if the scholarship holder does not return to his or her home country and employer.
4. The scholarship holder is expected to have taken note of the information available on the programme. Information is available on [www.studyinholland.nl/okp](http://www.studyinholland.nl/okp) and through the Dutch Institution.

### Roles & responsibilities

5. The programme is initiated and funded by the Dutch Ministry of Foreign Affairs under the budget for Development Cooperation and managed by Nuffic.
6. Scholarship holders are selected exclusively for the course or programme at the Dutch institution for which they applied for a scholarship.
7. Nuffic awards a grant to the Dutch institution that provides the course or programme 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.
8. The Dutch institution is responsible for the grant activities and for managing the grant and is accountable to Nuffic for this.
9. The Dutch institution is explicitly responsible for:
  - all decisions with regard to the scholarship. This also includes decisions regarding possible financed extensions (short courses only) and scholarship withdrawals;
  - organising and conducting the course(s) or programme (s) for which the scholarship holder is selected;
  - 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 scholarships to scholarship holders as outlined in Annex 1: Fixed reimbursements;
  - the communication with the scholarship holder, under which informing the scholarship holder about these Obligations for scholarship holders.
10. The candidate and/or the scholarship holder must:
- comply with the eligibility criteria for individual scholarship holders set out in the [Orange Knowledge Programme Policy Framework](#);
  - be full-time available to attend the course or programme for which he or she applied for a scholarship (this does not apply to e-learning courses);
  - 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.

## Scholarship reimbursements

11. 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.
12. Allowances and reimbursements only apply to the actual number of days or months the scholarship holder attended the course or programme. The Dutch institution determines how the reimbursements are paid (e.g. in cash, in kind, by bank transfer etc).
13. The fixed reimbursements for subsistence allowance, study materials and if relevant e-learning facilities as stated in Annex 1: Fixed reimbursements are paid by the Dutch institution to or on behalf of the scholarship holder. The other fixed reimbursements are allocated by Nuffic to the Dutch institution.

## Duration of the scholarship

14. The scholarship is only intended for the duration of the course or programme for which the scholarship holder has been selected.
15. The scholarship has the duration of the nominal study period (from start to end date) of the course or programme for which the scholarship holder was selected.
16. The Dutch institution may grant a financed extension with a maximum duration of 3 days after the end date of study (nominal study period) for scholarships for Short Courses only in case of severe health issues of the scholarship holder or death of a first-degree relative of the scholarship holder.
17. 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.
18. Further extension of the scholarship is not possible.

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

## **Withdrawal**

20. 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 (short courses only);
  - 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**

21. The scholarship holder and alumni must cooperate in surveys or evaluations conducted by or commissioned by Nuffic or the Netherlands Ministry of Foreign Affairs and provide the requested information.

## **Privacy**

22. 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 OKP grant for the purposes of administration, assessment, selection, monitoring and evaluation of the Orange Knowledge 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).
23. 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.
24. 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.
25. If the scholarship holder does not agree with the way his/her personal data is processed within the framework of the Orange Knowledge 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 OKP grant.

26. The scholarship holder can also submit a complaint to the Dutch Data Protection Authority ([www.autoriteitpersoonsgegevens.nl](http://www.autoriteitpersoonsgegevens.nl)).

## **Liability**

27. 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.
28. After the end of the scholarship period all rights and claims related to the scholarship expire.

## Annex 1: Fixed reimbursements

### 1.1 Fixed reimbursements for Short Courses

	Face-to-face learning, in the Netherlands	Face-to-face or blended learning, partly in the Netherlands	Face-to-face or blended learning, in an OKP country	E-learning, in an OKP country
<b>Tuition fee</b>	As agreed with the Dutch institution			
<b>Travel costs</b>	See table <i>Travel costs</i>	See table <i>Travel costs</i>	See table <i>Travel costs</i>	N/A
<b>Visa costs &gt; 90 face-to-face learning days</b>	174	174	174	N/A
<b>Visa costs &lt; 90 face-to-face learning days</b>	80	80	80	N/A
<b>Subsistence allowance in the Netherlands</b>	32 x number of days	32 x number of face-to-face learning days	N/A	N/A
<b>Subsistence allowance in an OKP country</b>	N/A	16 x number of face-to-face learning days	16 x number of face-to-face learning days	N/A
<b>Insurance</b>	1,31 x number of days	1,31 x number of face-to-face learning days	1,31 x number of face-to-face learning days	N/A
<b>Study materials</b>	30	30	30	N/A
<b>Additional housing 12-42 days</b>	70 x number of days	70 x number of face-to-face learning days	70 x number of face-to-face learning days	N/A

Amounts are in euros (€).

**Table: Travel Cost reimbursement for Short Courses**

South America	€ 1.350,-
Asia	€ 1.000,-
Africa	€ 1.150,-
Middle East & North Africa	€ 700,-

## 1.2 Fixed reimbursements for Master's degree programmes

	Face-to-face, in the Netherlands	Face-to-face or blended learning, partly in the Netherlands	Face-to-face or blended learning, in an OKP country	E-learning, partly in the Netherlands
<b>Tuition fee</b>	As agreed with the Dutch institution			
<b>Travel costs</b>	See table <i>Travel costs</i>	See table <i>Travel costs</i>	See table <i>Travel costs</i>	See table <i>Travel costs</i> . x 2, if >12 months
<b>Visa costs &gt; 90 days</b>	174	174	174	N/A
<b>Visa costs &lt; 90 days</b>	N/A	80	80	80 x 2, if >12 months
<b>Subsistence allowance in the Netherlands</b>	970 x number of months	970 x number of months	N/A	970 x 1 if >12 months
<b>Subsistence allowance in an OKP country</b>	N/A	485 x number of (starting from 3 months onwards)	485 x number of months	N/A
<b>Insurance</b>	40 x number of months	40 x number of months	40 x number of months	40 x 1
<b>E-learning facilities</b>	N/A	N/A	N/A	100,00
<b>Study materials</b>	585	585	585	N/A

Amounts are in euros (€).

**Table: Travel Cost reimbursement for Master's degree programmes**

South America	€ 1.800,-
Asia	€ 1.550,-
Africa	€ 1.400,-
Middle East & North Africa	€ 1100,-