

5. General Conditions

for StuNed Tailor-Made Training

1. The activities made possible by the grant will be carried out under your responsibility. You undertake to observe the StuNed procedures (see guidelines), 6. Rules and Regulations, 3. Budget Form, and 4. Financial Guidelines.
2. You are explicitly responsible for the following:
 - *For all training programmes:*
 - a. organizing and conducting the training course as approved;
 - b. preparing the participants, introducing them to the new environment and providing them with day-to-day advice and assistance;
 - c. arranging housing for the participants;
 - d. paying the participants the allowances mentioned in the StuNed Rules and Regulations for scholarship holders;
 - e. monitoring the course implementation and the progress made by the participants;
 - f. administering the personal information provided by the scholarship holders and, on request by Nuffic Neso Indonesia, making this information available to Nuffic Neso Indonesia for alumni communication purposes.
 - *If the training or a part of the training will take place in the Netherlands or outside Indonesia:*
 - g. Arranging pick up service of the participants' (airport- training place- airport);
 - h. arranging international flight ticket and insurance for participants;
3. **You must obtain written permission from Nuffic Neso Indonesia before any substantial changes are made to the manner in which the course is carried out or to its approved budget. Nuffic Neso Indonesia will respond to your request within 4 (four) weeks of receipt, failing which the changes can be considered to have been approved.**
4. An advance payment of 80% of the total grant is made at the time of the grant award. The final payment will be transferred once the final amount of the grant has been calculated, based on the information provided in the report. If an objection is filed against this decision, any outstanding payments will be suspended.
5. You must submit a report to Nuffic Neso Indonesia within two months of the end of all activities associated with the tailor-made training. The post training funded by StuNed should be completed within six months after the completion of the main training. The final report will be regarded as the final request for a grant for a specific amount. The report should contain:
 - The final report in the prescribed format in accordance with the Guidelines for StuNed – Tailor made Training report
 - A final statement in accordance with the Financial Guidelines
 - An auditor's report provided in accordance with the Audit Guidelines should meet the requirements set out in the Guidelines for StuNed – Tailor made Training report
6. Nuffic Neso Indonesia will decide on the exact amount of the grant within three months of receiving the report. Any remaining claims will be transferred to you. Advance payments that have not been spent must be returned to Nuffic Neso Indonesia immediately and unconditionally.
7. If you do not fulfil the obligations arising from the grant, Nuffic Neso Indonesia can withdraw or amend the award of this grant and demand the return of all or part of any transferred funds.
8. Nuffic Neso Indonesia can decide to withdraw or amend the grant for other reasons, but only after discussing the matter with you. If this happens, a financial balance sheet will be drawn up showing the correct disbursements and a reasonable estimate of future expenditure based on commitments made within the context of the grant.
9. You are required to cooperate in online surveys conducted by Nuffic Neso Indonesia which has to be filled out upon the completion of the training and to provide any information requested.

10. If Dutch government policy is violated by the funding of a particular activity that has not taken place as agreed or because circumstances have changed, Nuffic Neso Indonesia will issue binding instructions regarding the implementation of the tailor-made training course.
11. You are not allowed to offer or give to a third party – nor to solicit or accept from a third party – any gift, reward, compensation or benefit of any kind in a way that could be construed as illegal or corrupt. Any such practice could be reason for Nuffic Neso Indonesia to withdraw all or part of the grant.
12. In accordance with section 5, subsection 4 of the Foreign Affairs (Grants) Framework Act (Kaderwet Subsidies Ministerie van Buitenlandse Zaken), any objection filed against this decision to award a grant could result in the suspension of the grant.
13. This grant is regulated by the relevant sections of the General Administrative Law Act (Algemene Wet Bestuursrecht), and the laws and regulations governing subsidies provided by the Ministry of Foreign Affairs (Kaderwet Subsidies Ministerie van Buitenlandse Zaken and Subsidieregeling Ministerie van Buitenlandse Zaken).