

6. Rules and Regulations

StuNed V

Scholarship Programme

Rules and Regulations

For tailor made training scholarship holders

Disclaimer

The information contained in this publication was compiled with the greatest care. Nevertheless, we are unable to guarantee its accuracy or completeness at the time of reading. Because information is in constantly subject to change, Nuffic Neso Indonesia is unable to accept any liability whatsoever for your use of information. It is up to you to check the accuracy of any information before acting on it.

Copyright© Nuffic Neso Indonesia. All rights reserved. This work may not be reproduced or published without prior written permission of the author. However, sections of up to five pages of this work may be reproduced or published as long as Nuffic Neso Indonesia is properly acknowledged as the source of the work.

CONTENT

1	Introduction	3
2	Basic characteristics of the StuNed short courses scholarship programme	3
3	Basic conditions, rights and obligations	3
3.1	General	3
3.2	International and domestic travel	4
3.3	Immigration procedures	4
3.4	Arrival and accommodation	4
3.5	During the study period	5
3.5.1	General	5
3.5.2	Guidance	5
3.6	Insurance	5
3.7	Allowances	5
3.7.1	Coverage	5
3.7.2	Scholarship period	6
3.7.3	Payment	6
3.8	Calamities and conflicts	6
3.8.1	Problems and conflicts	6
3.8.2	Early end of a scholarship	6
	Annex: Allowances and reimbursements for tailor-made training	7

1 Introduction

StuNed means 'Studeren in Nederland'. StuNed is a scholarship programme that aims to contribute to the development of Indonesia through strengthening the human resources of Indonesian organizations. Around 100 full scholarships are offered per year for professionals to follow master programmes or tailor made training, all conducted in the English language. Graduates commit themselves to return to Indonesia immediately after graduation and to be actively involved in the development of their organization and the country in general.

The programmes are demand-driven and geared towards meeting the needs of organizations in Indonesia. By enabling staff members to obtain specific education and training, StuNed helps these organizations to build their capacity.

This booklet sets out the rules and regulations governing StuNed scholarships. By signing and returning the StuNed Scholarship Award Letter, StuNed scholarship holders, or in short fellows, agree to observe the StuNed rules and regulations as set out in this booklet.

The Netherlands embassy in Jakarta determines the policy that governs the framework of the StuNed programmes. Nuffic Neso Indonesia manages and monitors the programmes as a whole. The Dutch institution selected to provide the required education and training is responsible for awarding and administering the scholarships. See www.nesoindonesia.or.id for detailed information about Nuffic Neso Indonesia. Nuffic Neso Indonesia is part of Nuffic, the overseas representative of the Dutch Organisation for Internationalisation in Education, located in The Hague in the Netherlands. See www.nuffic.nl for more detailed information about Nuffic and its mission, tasks and activities.

The StuNed programme consists of sub-programmes:

- master's degree
- tailor-made trainings

This document only deal with the tailor made training sub-programme.

2 Basic characteristics of the StuNed tailor made training scholarship programme

The overall aim of the StuNed is to support the development policy of the Dutch government, of which the guidelines have been laid out in the Millennium Development Goals, and more specifically for Indonesia in the Multi-annual Inter-ministerial Policy Framework (MIB) of the Netherlands embassy in Jakarta.

The StuNed target group consists of professionals working at Indonesian organisations (governmental, semi-governmental, non-governmental and civil society organisations), in particular those that co-operate directly with the Netherlands embassy. While scholarships are awarded to organization, the need for training must occur within the context of the organization. The training must help the organization to develop its capacity.

3 Basic conditions, rights and obligations

3.1 General

These Rules & Regulations apply to all Indonesians StuNed fellows who take up tailor made training.

An organization who accepts a StuNed scholarship endorses the objectives of the StuNed and agrees to observe the rules and regulations set out in this booklet. These rules and regulations are updated each year. The applicable version of the rules and regulations are issued with the scholarship award letter.

A StuNed scholarship is a contribution to the costs of the chosen course or programme; it includes a subsistence allowance and covers the costs of tuition fees and international travel, if necessary. Other costs may also be covered, as specified elsewhere in these regulations (see 'Allowances and reimbursements' in the Annex of this document). The StuNed fellows must cover any other costs from their own resources.

Please check the Annex to see whether or not a StuNed fellow is entitled to receive StuNed allowances.

Since the Dutch educational institution assumes administrative responsibility for the scholarships, StuNed allowances are paid to the StuNed fellow by the Dutch institution. The StuNed allowances are

considered to be sufficient to cover one person's living expenses during the study period, whether in the Netherlands or particularly during in- country training.

The scholarship takes effect maximum of three days before the start of the course and ends no later than three days after the course or programme has finished. The pertinent dates will be stated in the 'StuNed Award Letter' sent to the StuNed fellow, in which the award is announced.

Nuffic Neso Indonesia may terminate the scholarship any moment during the scholarship period if Nuffic Neso Indonesia considers it evident that the StuNed fellow will not be able to successfully complete the programme or course. If a scholarship is terminated the institution might provide the StuNed fellow with certificates of study credits gained so far.

3.2 International and domestic travel

The only international travel costs covered by the scholarship are the flight from Jakarta to Amsterdam and the return flight. Dutch Institution will arrange the departure and return tickets. Travelling dates will be set by training provider based on the schedule of the training programme. The airline ticket cannot be cashed in or changed without the consent of both Nuffic Neso Indonesia and the airline company. Additional expenses such as excess baggage and airport tax are not covered. Airline tickets cannot be redeemed for cash.

If only part of the training or programme takes place in another country, international travel between the Netherlands or the StuNed fellow's country of residence and the other country will be covered only if this travel was part of the original planned course or programme, i.e. if it is already covered by the tuition fees or it was included in the budget approved for the course or programme.

Domestic travel is provided only for in-country training.

3.3 Immigration procedures

When at least part of the training or programme takes place in the Netherlands, StuNed fellows will have to obtain an entry visa from the Netherlands embassy before travelling to the Netherlands or any third country (if applicable). No visa is needed for short stay (less than 90 days) to enter the NL, including Benelux country, for the holder of service passport.

If part of the training or programme takes place in another country, the StuNed fellow should comply with the immigration procedures of that country. The Dutch institution will provide the necessary information and instructions on how to proceed.

The aim of the StuNed programme cannot be reached if the StuNed fellow does not return his or her country. Nuffic Neso Indonesia insist that the StuNed fellow will return to his or her home country upon finishing your course or programme to meet the StuNed goal in the most effective way.

The StuNed fellow should not engage in commercial or political activities that are not related to the course or programme for which the scholarship has been awarded.

3.4 Arrival and accommodation

Upon arrival, the Dutch institution will give StuNed fellow a student manual in the language of instruction of the course or programme, which will include relevant instructions, a code of conduct and a copy of the complaints procedure (*Klachtenreglement*).

The first instalment of the subsistence allowance (see 'Allowances and reimbursements' in the Annex) is probably not available to be paid until a few days after the StuNed fellow has arrived at the location of course or programme. The StuNed fellow is therefore advised to bring some money to cover expenses during these first few days. Euros can be obtained at the airport in exchange for most internationally convertible currencies or travellers cheques.

The Dutch institution providing the training or programme is obliged to arrange appropriate housing for StuNed fellows. These arrangements can vary from a hotel room to a unit in the Dutch institution's own hostel or student apartments, or accommodation rented from a private landlord. If the Dutch institution has reserved accommodation for a StuNed fellow, the StuNed fellow is obliged to accept this accommodation for the duration of the course or programme.

The StuNed fellow is obliged to follow the Dutch institution's rules and regulations regarding accommodation.

3.5 During the study period

3.5.1 General

The StuNed fellow must do his or her best to complete the course or programme for which the scholarship was granted. If the Dutch institution, Nuffic Neso Indonesia or the Dutch Government conducts a survey or evaluation and asks for information, StuNed fellows should be prepared to cooperate, also after the actual scholarship is terminated.

3.5.2 Guidance

During the StuNed scholarship period, ongoing personal and student guidance, as necessary, can be provided to the StuNed fellow by a staff tutor or student mentor, assigned by the Dutch institution. This tutor or mentor can also provide any assistance needed in order to get to know or cope with the new social and cultural environment. Before the end of the scholarship the Dutch institution should remind the StuNed fellow to fill in the online survey concerning the training at the website of Nuffic Neso Indonesia, as this is a prerequisite for the closing of the scholarship administration.

3.6 Insurance

During the scholarship period in the Netherlands, StuNed fellows are insured against a number of risks by a private insurance company. The Dutch institution makes the necessary arrangements, pays the insurance premium and presents StuNed fellows with an insurance card or certificate shortly after their arrival.

The insurance covers:

- medical treatment;
- theft or loss of luggage during the travel;
- accidents;
- repatriation in case of an emergency (a flight home);
- liability

The insurance covers StuNed fellows from the day they leave their home country until the day they arrive home again. These dates correspond with the dates on the tickets purchased by the training provider. Coverage is worldwide and also including StuNed education and training that take place outside the Netherlands. If StuNed fellows want any other risks to be covered by the insurance, they may pay for supplemental coverage themselves.

The insurance coverage provided has its limitations. It may not always cover treatment for medical conditions that were present before the scholarship period began. An example of a condition not covered is pregnancy. StuNed fellows should read the policy carefully as soon as they arrive to make sure they understand the details of the coverage provided (glasses are not covered, for example), and so they know how to make a claim.

Temporary residents of the Netherlands, such as StuNed fellows, are not required to take out the statutory basic healthcare policy. However, if a StuNed fellow were to take up any form of employment and pay income tax on his or her earnings, she or he would then be under obligation to take out a statutory basic healthcare insurance policy.

Two companies, AON and Lippmann, specialize in short-term insurance for international students. The Dutch institution is also free to choose another policy or insurance broker for StuNed fellows, provided their policies offer the same coverage and their premium is not higher than the premium charged by AON or Lippmann.

3.7 Allowances

3.7.1 Coverage

A StuNed scholarship is a contribution to the costs of the chosen course or programme. The StuNed scholarship provides a subsistence allowance and covers the costs of tuition fees and international travel, if necessary, as specified elsewhere in this booklet (see 'Allowances and reimbursements' in the Annex). The subsistence allowance is intended to supplement the salary which the StuNed fellow continues to receive during the study period. The StuNed scholarship, which is awarded to the StuNed fellow by the Dutch institution offering the course or programme, is considered to be sufficient to cover the cost of living for one person during the study period, whether in the Netherlands or in another country.

The fellowship does not cover the costs of travel for family members, nor does it provide enough money to support them.

The amount of the subsistence allowance is determined by the type of housing that has been arranged for the StuNed fellow, as well as by the duration of the course. The accommodation costs are usually included in this allowance. If they are not, it means that the Dutch institution pays the rent on behalf the StuNed fellow.

3.7.2 Scholarship period

The scholarship period begins on the date stated in the 'StuNed Scholarship Award Letter' (which is usually up to three days before the actual start of the course or programme) and ends up to three days after the course or programme finishes.

If the StuNed fellow arrives after this date and/or leaves earlier, only the shorter period is covered. Costs incurred prior to the scholarship period (for language tests, eye tests, etc.) will not be reimbursed.

3.7.3 Payment

The Dutch institution offering the course or programme assumes responsibility for administration of the scholarship and makes all the payments to the StuNed fellow. If the course or programme takes place in the Netherlands, the Dutch institution determines how the allowances are paid. In the case of short courses, the Dutch institution may pay the allowances to the StuNed scholarship holders in cash.

3.8 Calamities and conflicts

3.8.1 Problems and conflicts

The types of problems that StuNed fellows may face are varied. Problems must generally be resolved with the Dutch institution by means of the complaints procedure of the Dutch institution. This is usually the first port of call in resolving any issues.

If a conflict arises between a StuNed fellow and the Dutch institution regarding the scholarship, either party can ask Nuffic Neso Indonesia to mediate. Mediation can only take place when both parties agree to participate. In such cases, Nuffic Neso Indonesia's decision is binding.

If a StuNed fellow feels that the Dutch institution has not acted in accordance with the Code of Conduct, she or he should submit a complaint to the responsible office at that institution. If the StuNed fellow feels that the complaint has not been handled properly by the Dutch institution, and that the Dutch institution is still not complying with the Code of Conduct, she or he may submit a complaint to the National Commission. For further information on this subject, please refer to the *Informatie Beheer Groep* website: www.internationalstudy.nl.

3.8.2 Early end of a scholarship

If a StuNed fellow decides to end his or her study early for personal reasons or because she or he realizes that she or he will not be able to complete the course or programme successfully, the StuNed fellow should inform the Dutch institution directly so that appropriate steps can be taken. The scholarship may be terminated at any point during the scholarship period by Nuffic Neso Indonesia or the Dutch institution after consultation with Nuffic Neso Indonesia, if it becomes clear or if reasonable doubt arises that the StuNed fellow will not be able to successfully complete the course or programme. The Dutch institution must inform Nuffic Neso Indonesia accordingly. The Dutch institution should also provide the StuNed fellow with certificates study credits gained so far.

The scholarship will be terminated immediately, and any payments received can be claimed back, if the information supplied on the application form (which formed the basis for the award) is found to be inaccurate. The scholarship will also be terminated immediately, and any payments received can be claimed back, if the StuNed fellow:

- makes a false declaration, such as misrepresentation regarding his or her ability in the language of instruction;
- commits a criminal offence;
- fails to observe StuNed rules and regulations or refuses to follow instructions issued by the Dutch Institution or Nuffic Neso Indonesia in connection with the scholarship;
- arrives in the Netherlands too late to take part in the intended course or programme;
- is forced to withdraw from the course or programme;

- experiences a change in circumstances, including but not limited to a breakdown in relations between the StuNed fellow, the institution or the supervisor as a result of which the activities for which the scholarship was provided can no longer be continued in their present form;
- has his or her enrolment terminated by the institution for whatever reason.

If the scholarship ends early the StuNed fellow's insurance will be cancelled with effect from the date of the flight home.

The Dutch government, Nuffic Neso Indonesia and the Dutch institution providing the course or programme accept no responsibility for the consequences of any illness, accident or other risk that acceptance of the scholarship may entail.

Neither the Dutch government nor Nuffic Neso Indonesia are liable for any damage caused by the Dutch institution and/or its staff.

In all cases not covered by these regulations, and if unforeseen developments or situations occur, Nuffic Neso Indonesia will act on behalf of the Minister, and its decisions will be binding. This provision also applies to the Annex on allowances and reimbursements.

Annex: Allowances and reimbursements for tailor made training

	List of participant related cost	In the Netherlands		In Indonesia ¹	
		Per month	Per day	Per month	Per day
1	Subsistence allowance				
1.a	Accommodation ² per participant on sharing room basis	-	Up to € 55,00	-	€ 27,50 max
1.b	Cash allowance	-	€ 30,00	-	€ 12,50 max
1.c	Cash allowance during online training	-	-	-	€ 5,00 max
2	Settling in allowance	€ 100,00	n.a.	n.a.	n.a.
3	Study materials ³	€ 75,00 max	n.a.	€ 75,00 max	n.a.
4	Visa and verification costs ⁴	Arranged for by NESO		n.a.	
5	Travel costs				
5.a	International travel	€ 1.250,00 max, arranged by the training provider.		n.a.	
5.b	Travel from Netherlands airport to destination in the Netherlands and back	Actual costs of travel by public transport (2nd class)		n.a.	
5.c	Daily travel between place of residence and training site if in different municipalities	Actual costs of travel by public transport (2nd class)		Arranged and paid for by the provider	
6	Insurance	Arranged and paid for by the provider, max EUR		n.a.	

¹ If the course or program takes place in Indonesia, the subsistence allowance will be determined by the provider, with a maximum of 50% of the subsistence allowance in the Netherlands.

² The provider of the education or training in the Netherlands provides housing that offers possibilities for cooking and laundry. Full boarding scheme is recommended for in-country training.

³ One time allowance meant for ensuring the availability of the study literature needed. It is up to the provider to hand it over to the scholarship holder or to use it for acquiring study literature.

⁴ Reimbursement of the fees paid for the entry visa, residence permit, and/or any other permits required by Dutch law. Reimbursement of fees paid for entry visa or other permits required by the law of the country where the course is conducted.

	List of participant related cost	In the Netherlands		In Indonesia ¹	
		40 for a month training.			
7	Internet voucher during online training	n.a	n.a	n.a	€ 1,50