



Ministry of Foreign Affairs



# **Netherlands Fellowship Programmes (NFP)**

**Rules and regulations for candidates and fellowship holders**

#### Disclaimer

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

Copyright © 2010 Nuffic. All rights reserved. This work may not be reproduced or published without the 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 is properly acknowledged as the source of the work.

## Contents

Definitions.....	3
1. General.....	4
2. Aim/Purpose.....	4
3. Eligibility.....	4
4. Procedural obligations.....	5
5. Fellowship period.....	6
6. Allowances and reimbursements.....	7
7. Immigration procedures.....	8
8. Housing.....	9
9. Insurance.....	9
10. Long term illness and personal circumstances.....	10
11. Extension of the fellowship.....	10
12. Deferral of the fellowship.....	11
13. Change of study programme or research topic with respect to NFP master's degree programmes and PhD studies.....	12
14. Problems and conflicts.....	13
15. Withdrawal of fellowship.....	13
16. Liability.....	14

## Definitions

NFP	Netherlands Fellowship Programmes
NFP-MA	Netherlands Fellowship Programmes for master's degree programmes
NFP-SC	Netherlands Fellowship Programmes for short courses
NFP-PhD	Netherlands Fellowship Programmes for PhD-studies
NFP-RC	Netherlands Fellowship Programmes for refresher courses
SOL	Scholarships Online
Personal allowance	One time allowance for settling in, sending luggage, etc.
Study materials allowance	One time allowance intended for purchasing the requiring study materials. It is up to the Dutch institution to hand it over to the fellowship holder or to use it to obtain the study materials themselves.
Visa costs	Costs for an entry visa, residence permit and/or any other permits or documents required by Dutch law or by the law of the NFP country where the course or programme is held, including the possible costs of extending the residence permit after one year.
Travel costs	<p>These costs refer to:</p> <ul style="list-style-type: none"> <li>– A 2<sup>nd</sup>-class return airline ticket, if applicable, from the international airport nearest to the fellowship holder's place of residence to the international airport nearest to the location of the course or programme.</li> <li>– 2<sup>nd</sup>-class public transport, if applicable, from the international airport, on arrival, to the destination in the Netherlands and vice versa at the time of departure.</li> <li>– Daily travel by 2<sup>nd</sup>-class public transport, if applicable, between the place of residence and the location where the course or programme is held, if in different municipalities.</li> </ul>

## 1. General

- 1.1 This booklet sets out the rules and regulations governing NFP fellowships for candidates as well as for fellowship holders for all NFP sub-programmes: master's degree programmes, short courses, PhD studies and refresher courses, including e-learning programmes.
- 1.2 By submitting an NFP fellowship application, candidates and fellowship holders agree to comply with NFP rules and regulations. Moreover candidates and fellowship holders are expected to prepare themselves properly and to have taken note of the information available on the NFP.

## 2. Aim/Purpose

The overall aim of the NFP is to help alleviate qualitative and quantitative shortages of skilled manpower within a wide range of governmental, private and non-governmental organizations. This by offering fellowships to mid-career professionals to improve the capacity of their employing organizations. The need for training has to be evident within the context of an organization. This implicates that applicants have to be nominated by their employers. Applications without employer support are considered not eligible.

## 3. Eligibility

A candidate applying for an NFP fellowship must:

- 3.1 be a mid-career professional with at least three years' work experience;
- 3.2 be a national of, and working in one of the developing countries on the NFP country list valid at the time of application;
- 3.3 be nominated by his or her employer, who pledges to continue paying the candidate's salary and guarantees the candidate will be able to return to an equivalent position after the termination of the fellowship period;
- 3.4 have been *unconditionally* admitted to a Dutch institution for the course or programme for which the candidate applies for an NFP fellowship. This means that the candidate must have met all the academic and administrative requirements set by the Dutch institution;
- 3.5 not be employed by:
- a multinationals
  - b UN organizations
  - c the World Bank
  - d the IMF
  - e a bilateral or multilateral donor organization; a large national commercial organization.
- 3.6 have submitted a complete application with all the required documentation before the appropriate fellowship application deadline on paper or digitally through Scholarships Online (SOL);
- 3.7 be employed in an area to which the study will make a relevant contribution;
- 3.8 have a clear-cut, functional relationship with a relevant employing organization and be in a position to introduce the newly acquired skills and knowledge to that employing organization;
- 3.9 be available full-time to pursue the course or programme without interruption, and be physically and mentally able to participate in the entire programme;

- 3.10 endorse the objectives and aims of the NFP. The aims of the NFP cannot be achieved if the fellowship holder does not return his or her own home country;
- 3.11 A candidate applying for an NFP PhD fellowship must:
- a not have received an NFP PhD fellowship in the past;
  - b pursue the PhD study following a 'sandwich' or 'picnic' model, which means that at least a quarter of the PhD study must take place in the candidate's home country and/or region;
- 3.12 A candidate applying for an NFP short courses fellowship must:
- a not have received more than two NFP short course fellowships in the past;
  - b not have received an NFP short course fellowship in the year prior to the fellowship application.
- 3.13 A candidate applying for an NFP master's degree programme (NFP-MA) fellowship must: not have received an NFP master's degree programme fellowship in the past;
- 3.14 A candidate participating in an NFP refresher course (NFP-RC) fellowship must: be an NFP alumni, having completed any NFP-funded training or education course at least two years prior to the planned starting date of the refresher course.

#### **4. Procedural obligations**

- 4.1 A candidate and/or fellowship holder must follow the NFP procedures as described on the Nuffic website [www.nuffic.nl/nfp](http://www.nuffic.nl/nfp).
- 4.2 The candidate must:
- a request admission directly from the Dutch institution, not via Nuffic. The candidate must contact the Dutch institution for information regarding admission;
  - b submit the fellowship application before the appropriate fellowship application deadline. Fellowship applications received after the fellowship application deadline will be cancelled and will not be assessed further for a fellowship;
  - c apply for a fellowship for a short course or master's degree programme on the NFP course list or apply for a fellowship for a PhD study at one of the eligible institutions. Fellowship applications for courses or programmes that are not on the NFP course list or for PhD-studies at institutions that are not eligible will be cancelled and will not be assessed further for a fellowship;
  - d submit a complete fellowship application. The candidate cannot make any changes or additions to the fellowship application it has been submitted, even if the fellowship deadline has not yet passed. Fellowship applications that are not complete when submitted will be cancelled and will not be assessed further for a fellowship;
  - e only apply for one fellowship per NFP sub-programme per fellowship application deadline. If a candidate submits two or more applications for the same NFP sub-programme to which the same fellowship application deadline applies, Nuffic will
    - process the application that was submitted online;
    - process the application that was received latest;
    - destroy the excess application(s) without consideration.
  - f confirm, in SOL, his or her availability to participate in the course or programme for which he or she applied for a fellowship within seven days after receiving the request. Nuffic will cancel the applications from candidates that fail to confirm their availability within the prescribed time or from candidates that indicate that they are not available;

- g inform Nuffic as soon as possible if the candidate has been selected for a fellowship for two NFP sub-programmes with the same fellowship application deadline. The candidate will only be awarded one fellowship of his or her choice. The other fellowship will be cancelled and cannot be claimed at any later time. If a candidate fails to inform Nuffic, Nuffic will decide which fellowship will be withdrawn.
- 4.3 Fellowship applications are not eligible for a fellowship and the fellowship application will not be assessed any further if:
- the Dutch institution indicates that the candidate has not been admitted to the course or programme;
  - the Dutch institution has not indicated or not timely indicated the admission decision with respect to the course or programme;
  - the Dutch institution indicates that less than a quarter of the PhD-study takes place in the candidate's home country and/ or region;
  - the application does not meet the eligibility criteria;
  - the Netherlands embassy has not indicated or not timely indicated the candidate's eligibility.
- 4.4 If a course or programme is cancelled by the Dutch institution for whatever reason, the fellowship application or fellowship will be cancelled. The candidate cannot claim the fellowship for another course or programme. Nuffic is not responsible for the cancellation of courses by the Dutch institution.
- 4.5 Online fellowship applications that do not meet a minimum set of eligibility criteria cannot be submitted and will be excluded automatically.
- 4.6 Fellowship applications (whether online or on paper) will be registered in Nuffic's Scholarships Online (SOL) database. The candidate and/or fellowship holder agrees that his or her personal data will be entered in Nuffic's Scholarship Online (SOL) database and be used by embassies, Dutch institutions and Nuffic for administrative, assessment and selection purposes.
- 4.7 The candidate and/or the fellowship holder agree that his or her personal data to be entered in a database and be used for alumni purposes.
- 4.8 A candidate certifies that all the answers on the application form, whether submitted online or on paper, are true, complete and correct.
- 4.9 The fellowship holder must
- a do his or her best to successfully complete the course or programme for which the fellowship was granted within the fellowship period;
  - b comply with any additional conditions prescribed by Nuffic that are deemed necessary to achieve the aim of the NFP;
  - c follow the instructions of the Dutch institutions regarding the course or programme and fellowship to the extent that these do not contravene NFP Rules and Regulations;
  - d fill out the *end of study questionnaire* or any other survey or evaluation issued by Nuffic or the Minister of Development Cooperation regarding the NFP fellowship both during and after the fellowship period;
  - e observe Dutch laws or the laws of the country where the course or programme is (partly) held.

## 5. Fellowship period

*For master's degree programmes, short courses and refresher courses*

- 5.1 The fellowship is only intended for the duration of the course or programme for which the fellowship holder has been selected.

- 5.2 The fellowship period begins on the start date of the course or programme, or up to three days earlier if the fellowship holder requires additional time to travel to the location of the course or programme, depending on the available flights.
- 5.3 The fellowship holder must arrive before the start date of the programme or course as indicated by the Dutch institution.
- 5.4 The fellowship will be cancelled if the fellowship holder arrives after the start of the course or programme in the Netherlands or the NFP country where the course or programme is held through by his or her own fault and/or without the permission of the Dutch institution.
- 5.5 The fellowship period ends no later than up to three days after the course or programme finishes.
- 5.6 If the fellowship holder successfully finishes the course or programme before the official end date of the course or programme, the fellowship period ends up to three days after the fellowship holder's successful completion of the course or programme, depending on the available return flights.
- 5.7 If the fellowship holder arrives after the start date of the course or programme or leaves before the end date of the course or programme, allowances and reimbursements covered by the fellowship will only apply to the shorter period.

*For PhD-studies*

- 5.8 PhD studies have a maximum duration of four years, starting from the date indicated by the Dutch institution.

## **6. Allowances and reimbursements**

- 6.1 The fellowship is a contribution to the costs of the chosen course or programme and covers costs as specified in the *Annex: Allowances and reimbursements*.
- 6.2 It is the responsibility of the fellowship holder to check the Annex to see whether or not he or she is entitled to receive allowances or reimbursements.
- 6.3 Subsistence allowance
- a The subsistence allowance is intended to supplement the salary which the fellowship holder continues to receive during the fellowship period;
  - b The applicable amounts for subsistence allowance are fixed and cannot be adjusted to the actual cost of housing, meals or other costs;
  - c If part or all of a master's degree programme, short course or PhD study is held in an NFP country, the subsistence allowance for the period in question will be adjusted to the cost of living in the NFP country concerned, with a maximum of half of the subsistence allowance applicable for the Netherlands;
  - d An exception to (c) above: in the case of a fellowship holder participating in a master's degree programme in the Netherlands and who intends to conduct the research fieldwork for his or her master's thesis in his or her home country or another NFP country, the subsistence allowance will only be adjusted after a period of three months;
  - e The fellowship holder taking an e-learning programme is only entitled to receive subsistence allowance if part of the e-learning programme is held in the Netherlands or in a country other than the fellowship holder's home country.
- 6.4 Travel costs



- a If only part of the course or programme is held in another country, 2<sup>nd</sup>-class international travel between the Netherlands or the fellowship holder's home country and the other country will be covered only if this travel was part of the originally 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;
  - b If the fellowship holder chooses not to return to his or her home country immediately after the fellowship period as prescribed under *Fellowship period*, the fellowship holder cannot claim the reimbursement of the return flight to his or her home country;
  - c Under no circumstances may airline tickets or any other tickets be redeemed for cash.
- 6.5 Costs incurred in picking up the visa, such as travel, hotel and other costs are not covered.
- 6.6 Insurance:
- a The fellowship covers insurance for the entire fellowship period (see *Insurance*), with the exception of fellowships for e-learning programmes;
  - b If part of an NFP e-learning master's programme or short course requires one or more short periods of time in the Netherlands or in a country other than the fellowship holder's home country, the fellowship holder will be insured for the short period(s) in question only.
- 6.7 Contribution to fieldwork research for the master's thesis
- a A onetime €850 contribution to fieldwork research for the master's thesis can be made available to the Dutch institution to contribute to the additional costs involved, but only if
    - the proposed fieldwork forms an integral part of the master's degree programme and has been approved by the fellowship holder's supervisor at the Dutch institution;
    - the research is being carried out by the fellowship holder himself or herself;
    - the proposed fieldwork takes place in the fellowship holder's home country or another NFP country.
  - b The Dutch institution decides on a case-by-case basis how the contribution to fieldwork research for the master's thesis is to be used. Usually, the fellowship holder prepares a budget for this fieldwork period in cooperation with the Dutch institution. In some cases, however, the Dutch institution prepares a budget for the fieldwork and integrates the contribution to the fieldwork research into that budget without notifying the NFP fellowship holder;
  - c The fellowship holder is obliged to follow the Dutch institution's rules and regulations with regard to the budgeting and organization of the period during which fieldwork research for the master's thesis is conducted in an NFP country.
- 6.8 Payments
- a NFP allowances and reimbursements are paid to the fellowship holder by the Dutch institution;
  - b The Dutch institution determines how the allowances are paid (e.g. in cash, by bank transfer).
- 6.9 Tuition fee
- The tuition fee of the course or programme for which the fellowship has been granted is reimbursed directly to the Dutch institution by Nuffic.

## 7. Immigration procedures

- 7.1 When (part of) the course or programme is held in the Netherlands, the fellowship holder must obtain an entry visa from the Netherlands embassy in his or her country of residence before travelling to the Netherlands.
- 7.2 An entry visa may also be required when (part of) the course or programme is held in an NFP

country other than the fellowship holder's country of residence.

- 7.3 The fellowship holder must comply with the immigration procedures of the Netherlands or NFP country where the course or programme is held. The fellowship will be cancelled if the fellowship holder does not comply with these immigration procedures or cannot obtain a visa for any reason.
- 7.4 If the course or programme is held in the Netherlands and has a duration of more than 90 days, the fellowship holder must obtain a residence permit.
- 7.5 The Dutch institution applies for a residence permit for the fellowship holder that is valid for the duration of the fellowship period only, and only for the purpose of study or training in the Netherlands.
- 7.6 The Immigration Authorities will be notified of the end of the fellowship by the Dutch institution.
- 7.7 The fellowship holder must inform the city council of his or her arrival and departure.

## **8. Housing**

- a The fellowship holder is obliged to accept the accommodation reserved by the Dutch Institution for the duration of the course or programme;
- b In general the fellowship holder will pay the rent from his or her subsistence allowance; however, in some cases, the Dutch institution may adjust the subsistence allowance. The Dutch institution can deduct a fixed amount for housing and/or meals from the subsistence allowance before paying the (remainder of) the subsistence allowance to the fellowship holder (see *Allowances*);
- c The fellowship holder is obliged to follow the Dutch institution's rules and regulations regarding accommodation.

## **9. Insurance**

- a During the fellowship period, the fellowship holder must be insured by a private insurance company against a number of risks, such as medical treatment, theft or loss of luggage during the travel, accidents, repatriation in case of an emergency (a flight home), and liability;
- b Nuffic will cancel or withdraw the fellowship of any fellowship holder who cannot be insured during the fellowship period;
- c The fellowship holder is obliged to read the insurance policy carefully to make sure he or she understands the details of the coverage provided and that he or she knows how to make a claim;
- d The fellowship holder is aware that the insurance coverage provided has its limitations. It does not cover treatment for medical conditions that were present before the fellowship period began. An example of a condition not covered is pregnancy. If the fellowship holder wants any other risks to be covered by the insurance, he or she will be responsible for paying the supplemental coverage.
- e The fellowship only covers the costs of insurance premiums charged by companies such as AON or Lippman. The fellowship holder is responsible for paying any premium costs that exceed this limit.

## **10. Long term illness and personal circumstances**

- 10.1 The fellowship holder is obliged to inform the Dutch institution about any circumstances that might influence the fellowship holder's performance in the course or programme and/or might influence the fellowship itself.
- 10.2 If the fellowship holder needs to return to his or her home country because of urgent personal or family circumstances, he or she must notify the Dutch institution.
- 10.3 If the fellowship holder needs to return to his or her home country because of a life-threatening illness or the death of a first-degree family member (father, mother, spouse or child), travel costs will be covered by the fellowship holder's insurance policy. In all other cases, travel costs will be the fellowship holder's own responsibility.
- 10.4 If the fellowship holder is absent for more than three weeks, the fellowship holder will not receive the subsistence allowance for the remaining period of absence.
- 10.5 If the fellowship holder is hospitalized, the monthly subsistence allowance normally remains unchanged for six weeks. After six weeks it is up to the Dutch educational institution to adjust the subsistence allowance to suit the circumstances.
- 10.6 If the fellowship holder is forced to return to his or her home country to recover from a long-term illness, the fellowship holder will not receive the subsistence allowance during this period.
- 10.7 If the fellowship holder can be expected to return to finish his or her course or programme, the fellowship covers a ticket from the fellowship holder's home country to the location of the course or programme.
- 10.8 The fellowship will be cancelled if it is sufficiently clear or there is reasonable doubt that the fellowship holder will not recover early enough to allow him or her to successfully complete the course or programme within the fellowship period, even if the maximum extension of the fellowship period were to be granted. If the fellowship holder is recovering in the Netherlands, the fellowship will cover a ticket for him or her to return to his or her home country.
- 10.9 If a fellowship holder taking an e-learning programme that involves a period of time in the Netherlands or a country other than the fellowship holder's home country is forced to return to his or her home country to recover from a long-term illness, the Dutch institution will not continue to pay the subsistence allowance during this time. A one-way ticket will be provided if it then becomes clear or there is reasonable doubt that the fellowship holder will not recover early enough to allow him or her to successfully complete the study period in the Netherlands or another country within the prescribed time limit, even if the maximum fellowship extension period of three months were to be granted.

## **11. Extension of the fellowship**

- 11.1 The fellowship holder enrolled in a master's degree programme, short course or PhD study may apply to extend the duration of their fellowship if, due to exceptional circumstances beyond their control, they are unable to complete the course or programme within the prescribed time limit. These circumstances include personal circumstances, long-term illness or circumstances beyond the fellowship holder's control including but not limited to natural disasters.
- 11.2 For master's degree programmes and short courses, a covered extension can be granted for a maximum of three months.
- 11.3 For PhD study a covered extension can be granted for a maximum of six months.
- 11.4 For PhD study a non-covered extension can be granted for a maximum of one year.

- 11.5 Requests for extensions are only granted to enable the fellowship holder to finish a master's degree programme or a short course as described and approved by Nuffic at the time that the NFP Course List was published or to finish an approved PhD study.
- 11.6 Extensions are not granted to allow the fellowship holder to take additional modules or to undertake field study or additional research that does not form part of the regular and approved programme as published in the NFP Course List/Brochure or that are not essential to finish the PhD study.
- 11.7 Extensions are not granted if it becomes clear or there is reasonable doubt that the fellowship holder will not be able to successfully complete the course or programme within the fellowship period, even if the maximum extension of the fellowship period were to be granted.
- 11.8 A request for extension must be made by the Dutch institution and meet the following criteria:
- a indicate the cause of the delay;
  - b propose a plan on how to resolve the delay and complete the course or programme successfully;
  - c include a realistic study plan;
  - d be signed by both the Dutch institution as well as the fellowship holder or include a statement from the fellowship holder supporting the request;
  - e include an overview made by the Dutch institution of the extra costs required for extension;
  - f include documents that verify the cause for delay (such as a medical statement);
  - g include an original statement from the fellowship holder's employer stating that there is no objection to the fellowship holder spending a longer period on the study programme than was originally agreed. This statement must be printed on the company's official stationery, bearing an original signature and the company's seal.
- 11.9 Nuffic considers the requests on a case-by-case basis and will base its decision whether or not to grant an extension on these documents as well as on the availability of programme resources.
- 11.10 Nuffic will notify the Dutch institution on the decision regarding the extension request, after which the Dutch institution will then inform the fellowship holder.
- 11.11 In the event of an extension period being granted, the fellowship holder's subsistence allowance, insurance and any costs relating to the extension of the fellowship holder's residence permit will be covered.

## **12. Deferral of the fellowship**

- 12.1 A fellowship that has already been awarded can be deferred only in very exceptional circumstances and only with approval of Nuffic.
- 12.2 The maximum deferral period is one academic year. Should the need for deferral arise, Nuffic will discuss the options with the Dutch institution concerned.
- 12.3 Deferrals are not granted if it becomes clear or there is reasonable doubt that the fellowship holder will not be able to successfully complete the course or programme within the fellowship period, even if the maximum period for deferral of the fellowship period were to be granted.
- 12.4 A request for deferral must be made by the Dutch institution and meet the following criteria:
- a indicate the reason for the fellowship holder not being able to take the course or programme during the originally agreed fellowship period;
  - b propose a plan on how and when the fellowship holder is to resume and take the course or programme successfully;
  - c include a realistic study plan;

- d be signed by both the Dutch institution as well as the fellowship holder or include a statement from the fellowship holder supporting the request;
  - e include an overview made by the Dutch institution of the extra costs required for deferral;
  - f include documents that verify the reason for not being able to take the course or programme during the originally agreed fellowship period (such as a medical statement);
  - g include an original statement from the fellowship holder's employer stating that there is no objection to the fellowship holder deferring the period of the course or programme. This statement must be printed on the company's official stationery, bearing an original signature and the company's seal.
- 12.5 Nuffic considers the requests on a case-by-case basis and will base its decision whether or not to grant a deferral on these documents as well as on the availability of programme resources.
- 12.6 Nuffic will notify the Dutch institution on the decision regarding the deferral request, after which the Dutch institution will inform the fellowship holder.
- 12.7 In the event of a deferral being granted, any additional international travel expenses and any costs relating to the extension of the fellowship holder's residence permit will be covered.

### **13. Change of study programme or research topic with respect to NFP master's degree programmes and PhD studies**

- 13.1 Fellowships are awarded exclusively for the course or programme at the Dutch institution for which the fellowship holder applied for a fellowship. Nuffic awards a grant to the Dutch institution that provides the course or programme to enable the Dutch institution to finance the fellowship for which the fellowship holder was selected. The fellowship is inextricably linked with the grant award to the Dutch institution. Changing of Dutch institution is not permitted.
- 13.2 A request for a change of programme or research topic will only be considered in exceptional cases, and only for NFP master's degree programmes and PhD studies.
- 13.3 A request for a change of programme or research topic must be made by the Dutch institution and meet the following criteria:
- a the new programme or research topic must be offered by the same Dutch institution that provides the programme or PhD study for which the NFP fellowship was originally awarded;
  - b the fellowship holder must be admitted to the new programme and/or have a promoter for the new research topic. An admission letter for the newly requested programme or an admission letter for the newly requested research topic, confirming the availability of a promoter must be attached to the request;
  - c the new programme or research topic must be in a related field, and, in the event of a master's degree programme, also be included in the NFP course list;
  - d the change in study programme/field of research must not affect the budget of the NFP fellowship concerned;
  - e the new programme must take place within the same period of time as the original programme. A change of programme or research topic will not be considered a valid reason for extension or deferral;
  - f the request must be made within one month of the starting date of the original programme/study;
  - g the request must be signed by both the Dutch institution as well as the fellowship holder or include a statement from the fellowship holder supporting the request;
  - h the request must include the reason for changing the programme or research topic;

- i an original statement from the fellowship holder's employer must be included stating that there are no objections to the change of programme or research topic.
- 13.4 Nuffic may forward any request to change a programme or research topic to the Netherlands embassy in the fellowship holder's home country for advice.
- 13.5 Nuffic considers the requests on a case-by-case basis and will base its decision whether or not to allow the change of programme on these documents as well as on the availability of programme resources.
- 13.6 Nuffic will notify the Dutch educational institution on the decision regarding the request for the change of programme or research topic. The Dutch educational institution will then inform the fellowship holder.

#### **14. Problems and conflicts**

- 14.1 If a conflict arises between the fellowship holder and the Dutch institution regarding the fellowship, either party can ask Nuffic to mediate.
- 14.2 Mediation can only take place when both parties agree to participate. In such cases, Nuffic's decision is binding.

#### **15. Withdrawal of fellowship**

- 15.1 If the fellowship holder decides to end his or her course or programme early for personal reasons or because he or she realizes that he or she will not be able to complete the course or programme successfully, the fellowship holder must inform the Dutch institution and Nuffic immediately. Nuffic will then withdraw the fellowship.
- 15.2 The fellowship will be terminated at any point during the fellowship period by Nuffic and all fellowship costs can be claimed back from the fellowship holder if:
  - a it becomes clear or if there is reasonable doubt that the fellowship holder will not be able to successfully complete the course or programme;
  - b the fellowship holder does not comply with immigration procedures or for whatever reason cannot obtain a visa, residence permit or any other documents required by the law of the country where the course or programme is held;
  - c the fellowship holder cannot be insured during the fellowship period;
  - d the fellowship holder supplied information on the application form or accompanying documents (which formed the basis for the award) that is found to be inaccurate;
  - e the fellowship holder makes a false declaration of any sort, such as a misrepresentation regarding his or her ability in the language of instruction;
  - f the fellowship holder commits a criminal offence;
  - g the fellowship holder fails to observe NFP rules and regulations;
  - h the fellowship holder refuses to follow instructions issued by the Dutch Institution or Nuffic in connection with the fellowship and/or course and/or programme;
  - i the fellowship holder arrives in the Netherlands too late to take part in the intended course or programme;
  - j the fellowship holder is forced to withdraw from the course or programme;
  - k the fellowship holder is not available on a full-time basis to pursue the course or programme without interruption and/or is not physically and mentally able to participate in the entire programme.

- l the fellowship holder experiences a change in circumstances, including but not limited to a breakdown in relations between the fellowship holder, the institution or the supervisor or promoter as a result of which the activities for which the fellowship was provided can no longer be continued in their present form;
  - m the fellowship holder has his or her enrolment terminated by the institution for whatever reason.
  - n the fellowship holder does not participate in the course or programme without the explicit permission of the Dutch institution and/or without notifying the Dutch institution.
- 15.3 Nuffic will inform the Netherlands embassy or consulate in the fellowship holder's home country about the withdrawal of the fellowship.
- 15.4 The Dutch institution will provide the fellowship holder with certificates or transcripts of study credits gained so far and, if applicable, arrange a flight home for the fellowship holder.
- 15.5 The Dutch institution will inform the Immigration Authorities about the withdrawal of the fellowship.
- 15.6 After withdrawal of the fellowship, the Dutch institution will cancel the fellowship holder's insurance effective the date of the flight home.

## **16. Liability**

- 16.1 The Dutch government, Nuffic and the Dutch institution providing the course or programme accept no responsibility for the consequences of any illness, accident or other risk that the fellowship application and/or acceptance of the fellowship may entail.
- 16.2 Neither the Dutch government nor Nuffic are liable for any damage caused by the Dutch institution and/or its staff.
- 16.3 In all cases not covered by these regulations, and if unforeseen developments or situations arise, Nuffic will act on behalf of the Minister and its decisions will be binding. This provision also applies to the Annex on allowances and reimbursements.
- 16.4 The NFP fellowship is regulated by the relevant section of the General Administrative Law Act (*Algemene Wet Bestuursrecht*).

## Annex

### Allowances and reimbursements per NFP sub-programme

#### **Annex 1**

Fellowships for NFP Master's degree programmes

#### **Annex 1.1**

Fellowships for NFP Master's degree programmes:  
e-learning programmes

#### **Annex 2**

Fellowships for NFP Short Courses

#### **Annex 2.1**

Fellowships for NFP Short Courses:  
e-learning programmes

#### **Annex 3**

Fellowships for NFP PhD Studies

#### **Annex 4**

Fellowships for NFP Refresher Courses



## Annex 1 Allowances and reimbursements

### Fellowships for NFP Master's degree programmes

	In the Netherlands	In an NFP country <sup>1</sup>
<b>1 Subsistence allowance<sup>2</sup></b>		
1.a All costs of subsistence including housing <sup>3</sup>	€ 970,00 (per month)	€ 485,00 (max per month)
1.b All costs of subsistence excluding housing <sup>4</sup>	€ 520,00 (per month)	€ 260,00 (max per month)
1.c Incidental expenses only <sup>5</sup>	€ 165,00 (per month)	€ 82,50 (max per month)
<b>2 Personal allowance<sup>6</sup></b>	€ 275,00 (one time allowance)	€ 275,00 (one time allowance)
<b>3 Study materials<sup>7</sup></b>	€ 310,00 (one time allowance)	€ 310,00 (one time allowance)
<b>4 Visa costs<sup>8</sup></b>	The actual costs are reimbursed	The actual costs are reimbursed
<b>5 Travel costs</b>		
5.a International travel	Arranged and paid for by the Dutch institution	Arranged and paid for by the Dutch institution
5.b Travel from the international airport nearest to the fellowship holder's place of residence to the international airport nearest to the location of the course or programme 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 Dutch institution
5.d Other costs of travel in connection with programme <sup>9</sup>	Actual costs of travel by public transport (2nd class)	Arranged and paid for by the Dutch institution
<b>6 Contribution to Master's thesis research in an NFP country<sup>10</sup></b>	n.a.	A single payment of € 850
<b>7 Insurance</b>	Arranged and paid for by the Dutch institution	Arranged and paid for by the Dutch institution

<sup>1</sup> If the programme takes place in one of the NFP countries, the subsistence allowance will be determined by the Dutch institution, with a maximum of 50% of the subsistence allowance in the Netherlands.

<sup>2</sup> Categories 1.a, 1.b or 1.c cannot be applicable simultaneously.

<sup>3</sup> The Dutch institution provides housing that offers possibilities for cooking and/or subsidized meals.

<sup>4</sup> The Dutch institution provides housing that offers possibilities for cooking and/or subsidized meals, the rent has already been deducted from the subsistence allowance.

<sup>5</sup> The Dutch institution provides housing and all meals.

<sup>6</sup> One time allowance a.o. for settling in and for sending luggage. It is awarded either in the Netherlands or in an NFP country.

<sup>7</sup> One time allowance meant for ensuring the availability of the study literature needed. It is up to the Dutch institution to hand it over to the fellowship holder or to use it for acquiring study literature. It is awarded either in the Netherlands or in an NFP country.

<sup>8</sup> Reimbursement of fees paid for entry visa or other permits required by Dutch law or by the law of the NFP country where the course is conducted.

<sup>9</sup> The fellowship holder must obtain the Dutch institution's approval for this in advance.

<sup>10</sup> The contribution of € 850 is meant to enable Master's thesis related fieldwork in an NFP country. The academic supervisor decides per case about the way the contribution is used.

## Annex 1.1 Allowances and reimbursements

### Fellowships for NFP Master's degree programmes e-learning programmes

		In the Netherlands		In an NFP country	
<b>1</b>	<b>Subsistence allowance<sup>1</sup></b> All costs of subsistence including housing <sup>2</sup>	Per month	Per day	Per month	Per day
		n.a.	€ 32,00	€ 485,00 (max)	€ 16,00 (max)
<b>2</b>	<b>Personal allowance<sup>3</sup></b> per month for the duration of the programme	€ 17,00	n.a.	€ 17,00	n.a.
<b>3</b>	<b>Study materials<sup>4</sup></b> per month for the duration of the programme	€ 17,00	n.a.	€ 17,00	n.a.
<b>4</b>	<b>Visa costs<sup>5</sup></b>	The actual costs are reimbursed		The actual costs are reimbursed	
<b>5</b>	<b>Travel costs</b>				
5.a	International travel	Arranged and paid for by the Dutch institution		Arranged and paid for by the Dutch institution	
5.b	Travel from the international airport nearest to the fellowship holder's place of residence to the international airport nearest to the location of the course or programme 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 Dutch institution	
5.d	Other costs of travel in connection with the programme <sup>6</sup>	Actual costs of travel by public transport (2nd class)		Arranged and paid for by the Dutch institution	
<b>6</b>	<b>Contribution to Master's thesis research in an NFP country<sup>7</sup></b>	n.a.		A single payment of € 850	
<b>7</b>	<b>Insurance</b>	Arranged and paid for by the Dutch institution		Arranged and paid for by the Dutch institution	
<b>8</b>	<b>Other costs (Internet, e-mail, etc.)<sup>8</sup></b>	n.a.		€ 100	

<sup>1</sup> If an e-learning programme requires one or more short periods of time in a NFP country other than the country of residence of the fellowship holder, the subsistence allowance will be determined by the Dutch institution, with a maximum of 50% of the subsistence allowance in the Netherlands.

<sup>2</sup> The Dutch institution provides housing that offers possibilities for cooking and/or subsidized meals.

<sup>3</sup> One time allowance a.o. for settling in and for sending luggage. It is awarded either in the Netherlands or in an NFP country.

<sup>4</sup> One time allowance meant for ensuring the availability of the study literature needed. It is up to the Dutch institution to hand it over to the fellowship holder or to use it for acquiring study literature. It is awarded either in the Netherlands or in an NFP country.

<sup>5</sup> Reimbursement of fees paid for entry visa or other permits required by Dutch law or by the law of the NFP country where the course is conducted.

<sup>6</sup> The Dutch institution must obtain the Dutch institution's approval for this in advance.

<sup>7</sup> The contribution of € 850 is meant to enable Master's thesis related fieldwork in an NFP country. The academic supervisor decides per case about the way the contribution is used.

<sup>8</sup> The fellowship holder is allowed to spend € 100 per month on costs for e-learning facilities or equipment.

## Annex 2 Allowances and reimbursements

### Fellowships for NFP Short Courses

	In the Netherlands		In an NFP country <sup>1</sup>	
	Per month	Per day	Per month	Per day
<b>1 Subsistence allowance<sup>2</sup></b>				
1.a All costs of subsistence including housing <sup>3</sup>	n.a.	€ 32,00	€ 485,00 (max)	€ 16,00 (max)
1.b All costs of subsistence excluding housing <sup>4</sup>	n.a.	€ 17,00	€ 260,00 (max)	€ 9,00 (max)
1.c Incidental expenses only <sup>5</sup>	n.a.	€ 5,50	€ 85,00 (max)	€ 3,00 (max)
<b>2 Personal allowance<sup>6</sup></b> per month for the duration of the course	€ 17,00	n.a.	€ 17,00	n.a.
<b>3 Study materials<sup>7</sup></b> per month for the duration of the course	€ 17,00	n.a.	€ 17,00	n.a.
<b>4 Visa costs<sup>8</sup></b>	The actual costs are reimbursed		The actual costs are reimbursed	
<b>5 Travel costs</b>				
5.a International travel	Arranged and paid for by the Dutch institution		Arranged and paid for by the Dutch institution	
5.b Travel from the international airport nearest to the fellowship holder's place of residence to the international airport nearest to the location of the course or programme 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 Dutch institution	
5.d Other costs of travel in connection with course <sup>9</sup>	Actual costs of travel by public transport (2nd class)		Arranged and paid for by the Dutch institution	
<b>6 Insurance</b>	Arranged and paid for by the Dutch institution		Arranged and paid for by the Dutch institution	

<sup>1</sup> If the course takes place in one of the NFP countries, the subsistence allowance will be determined by the Dutch institution, with a maximum of 50% of the subsistence allowance in the Netherlands.

<sup>2</sup> Categories 1.a, 1.b or 1.c cannot be applicable simultaneously.

<sup>3</sup> The Dutch institution provides housing that offers possibilities for cooking and/or subsidized meals.

<sup>4</sup> The Dutch institution provides housing that offers possibilities for cooking and/or subsidized meals, the rent has already been deducted from the subsistence allowance.

<sup>5</sup> The Dutch institution provides housing and all meals.

<sup>6</sup> One time allowance a.o. for settling in and for sending luggage (€ 17 per month or part of a month, max € 204). It is awarded either in the Netherlands or in an NFP country.

<sup>7</sup> One time allowance meant for ensuring the availability of the study literature needed. It is up to the Dutch institution to hand it over to the fellowship holder or to use it for acquiring study literature. It is awarded either in the Netherlands or in an NFP country.

<sup>8</sup> Reimbursement of fees paid for entry visa or other permits required by Dutch law or by the law of the NFP country where the course is conducted.

<sup>9</sup> The fellowship holder must obtain the Dutch institution's approval for this in advance.

## Annex 2.1 Allowances and reimbursements

### Fellowships for NFP Short Courses e-learning courses

		In the Netherlands		In an NFP country	
<b>1</b>	<b>Subsistence allowance<sup>1</sup></b> All costs of subsistence including housing <sup>2</sup>	Per month n.a.	Per day € 32,00	Per month € 485,00 (max)	Per day € 16,00 (max)
<b>2</b>	<b>Personal allowance<sup>3</sup></b> per month for the duration of the course	€ 17,00	n.a.	€ 17,00	n.a.
<b>3</b>	<b>Study materials<sup>4</sup></b> per month for the duration of the course	€ 17,00	n.a.	€ 17,00	n.a.
<b>4</b>	<b>Visa costs<sup>5</sup></b>	The actual costs are reimbursed		The actual costs are reimbursed	
<b>5</b>	<b>Travel costs</b>				
5.a	International travel	Arranged and paid for by the Dutch institution		Arranged and paid for by the Dutch institution	
5.b	Travel from the international airport nearest to the fellowship holder's place of residence to the international airport nearest to the location of the course or programme 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 Dutch institution	
5.d	Other costs of travel in connection with the course <sup>6</sup>	Actual costs of travel by public transport (2nd class)		Arranged and paid for by the Dutch institution	
<b>6</b>	<b>Insurance</b>	Arranged and paid for by the Dutch institution		Arranged and paid for by the Dutch institution	
<b>7</b>	<b>Other costs (internet, e-mail, etc.)<sup>7</sup></b>	n.a.		€ 100	

<sup>1</sup> If an e-learning programme requires one or more short periods of time in a NFP country other than the country of residence of the fellowship holder, the subsistence allowance will be determined by the Dutch institution, with a maximum of 50% of the subsistence allowance in the Netherlands.

<sup>2</sup> The Dutch institution provides housing that offers possibilities for cooking and/or subsidized meals.

<sup>3</sup> One time allowance a.o. for settling in and for sending luggage. It is awarded either in the Netherlands or in an NFP country.

<sup>4</sup> One time allowance meant for ensuring the availability of the study literature needed. It is up to the Dutch institution to hand it over to the fellowship holder or to use it for acquiring study literature. It is awarded either in the Netherlands or in an NFP country.

<sup>5</sup> Reimbursement of fees paid for entry visa or other permits required by Dutch law or by the law of the NFP country where the course is conducted.

<sup>6</sup> The Dutch institution must obtain the Dutch institution's approval for this in advance.

<sup>7</sup> The fellowship holder is allowed to spend € 100 per month on costs for e-learning facilities or equipment.

## Annex 3 Allowances and reimbursements

### Fellowships for NFP PhD Studies

	In the Netherlands	In an NFP country <sup>1</sup>
<b>1 Subsistence allowance</b>		
All costs of subsistence including housing <sup>2</sup>	€ 1.190,00 (per month)	€ 595,00 max (per month)
<b>2 Personal allowance<sup>3</sup></b>	€ 275,00 (one time allowance)	€ 275,00 (one time allowance)
<b>3 Study materials<sup>4</sup></b>	€ 310,00 (one time allowance)	€ 310,00 (one time allowance)
<b>4 Visa costs<sup>5</sup></b>	The actual costs are reimbursed	The actual costs are reimbursed
<b>5 Travel costs</b>		
5.a International travel	Arranged and paid for by the Dutch institution	Arranged and paid for by the Dutch institution
5.b Travel from the international airport nearest to the fellowship holder's place of residence to the international airport nearest to the location of the course or programme 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)	n.a.
5.d Other costs of travel in connection with the PhD study <sup>6</sup>	Actual costs of travel by public transport (2nd class)	Arranged and paid for by the Dutch institution
<b>6 Insurance</b>	Arranged and paid for by the Dutch institution	Arranged and paid for by the Dutch institution

<sup>1</sup> If the PhD study takes place in one of the NFP countries, the subsistence allowance will be determined by the Dutch institution, with a maximum of 50% of the subsistence allowance in the Netherlands.

<sup>2</sup> The Dutch institution provides housing that offers possibilities for cooking and/or subsidized meals.

<sup>3</sup> One time allowance a.o. for settling in and for sending luggage. It is awarded either in the Netherlands or in an NFP country.

<sup>4</sup> One time allowance meant for ensuring the availability of the study literature needed. It is up to the Dutch institution to hand it over to the fellowship holder or to use it for acquiring study literature.

<sup>5</sup> Reimbursement of fees paid for entry visa or other permits required by Dutch law or by the law of the NFP country where the course is conducted.

<sup>6</sup> The fellowship holder must obtain the Dutch institution's approval for this in advance.

## Annex 4 Allowances and reimbursements

### Fellowships for NFP Refresher Courses

		In an NFP country
<b>1</b>	<b>Subsistence allowance<sup>1</sup></b>	
1.a	All costs of subsistence excluding lodging <sup>2</sup>	€9,00 (per day)
1.b	Incidental expenses only <sup>3</sup>	€3,00 (per day)
<b>2</b>	<b>Visa costs<sup>4</sup></b>	The actual costs are reimbursed
<b>3</b>	<b>Travel costs</b>	
3.a	(International) travel	Arranged and paid for by the provider
3.c	Daily travel between place of residence and training site if in different municipalities	Arranged and paid for by the provider
3.d	Other costs of travel in connection with course	Arranged and paid for by the provider
<b>4</b>	<b>Insurance</b>	Arranged and paid for by the provider

<sup>1</sup> Categories 1.a and 1.b cannot be applicable simultaneously.

<sup>2</sup> The Dutch institution provides lodging that offers possibilities for cooking and/or subsidized meals.

<sup>3</sup> The Dutch institution provides board and lodging.

<sup>4</sup> Reimbursement of fees paid for entry visa or other permits required by Dutch law or by the law of the NFP country where the course is conducted.