



Netherlands Fellowship Programmes (NFP)

Rules and regulations for candidates and fellowship holders

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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
Home country	The NFP country in which the applicant lives and works.
Subsistence allowance	Grant towards the costs of living during the fellowship period. Depending on the needs of the fellowship holder this grant might not be cost-covering. It is therefore necessary that the employer keeps paying the fellowship holder's salary.
Personal allowance	One time allowance for settling in, sending luggage, etc.
Study materials allowance	One time contribution for purchasing required 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 itself.
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. Costs for exit visa are excluded as are costs incurred to obtain the visa.
International travel	<p>These costs refer to:</p> <ul style="list-style-type: none"> – An economy-class return airline ticket, from the international airport nearest to the fellowship holder's place of residence as stated in SOL to the international airport in the Netherlands nearest to the location of the course or programme, to be decided by the Dutch institution. – 2nd-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.

1. General

- 1.1 This document 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 the NFP rules and regulations. Moreover candidates and fellowship holders are expected to endorse the aim of NFP and 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 is achieved by offering fellowships to 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 professional with at least three years work experience;
- 3.2 be a national of, and working and living in one of the countries on the NFP country list valid at the time of application. If for whatever reason a candidate stays in another country than his or her home country for more than 90 days before the start of the course and/ or programme, he or she is not considered to be living and working in his or her home country;
- 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. a multinational corporation
 - b. a bilateral donor organisation;
 - c. a multilateral donor organisation;
 - d. a large national and/or large commercial organisation;
 - e. an international NGO.
- 3.6 have submitted a complete application with all the required documentation before the appropriate fellowship application deadline;
- 3.7 be employed in a subject 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 home country;
- 3.11 A candidate applying for an NFP-PhD fellowship must:
 - a. not have accepted 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 activities in the context of field research must take place in the candidate's home country and/or region. A quarter of the PhD study is calculated from the start date of the PhD-study (research) until the end of the NFP-PhD fellowship.
- 3.12 A candidate applying for an NFP-SC fellowship must:
 - a. not have accepted more than one NFP-SC fellowship in the past;
 - b. not have accepted an NFP-SC fellowship in the year prior to the fellowship application.
- 3.13 A candidate applying for an NFP-MA fellowship must:
 - not have accepted an NFP-MA fellowship in the past;
- 3.14 A candidate participating in an NFP-RC fellowship must:
 - a. be an NFP, MENA, NPT or MENA alumni, having completed
 - b. not have accepted more than one NFP-RC fellowship in the past;
 - c. not have accepted an NFP-RC fellowship in the year prior to the fellowship application.

4. Procedural obligations

- 4.1 A candidate and/or fellowship holder must follow the NFP procedures as described on the Nuffic website www.studyinholland.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 not be considered 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 not be considered 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 after it has been submitted, even if the fellowship deadline has not yet passed. Fellowship applications that are not complete when submitted will not be considered and will not be assessed further for a fellowship;

- e. only apply for one fellowship per fellowship application deadline. If a candidate submits two or more applications per 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.
- 4.3 confirm, in SOL, if he/ she accepts the fellowship offer within seven days after receiving the request. Nuffic will cancel fellowship applications from candidates that fail to confirm within the prescribed time or from candidates that indicate that they do not accept the fellowship offer. If a candidate withdraws from the fellowship after accepting the fellowship there will be a restriction when applying in the future following articles 3.11, 3.12 and 3.13.
- 4.4 not have been awarded any other scholarship or funding for the course or programme for which he/ she applies for a fellowship.
- 4.5 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.
- 4.6 If a course or programme is cancelled by the Dutch institution for whatever reason, the fellowship application will be cancelled or the fellowship will be withdrawn. The candidate cannot claim the fellowship for another course or programme. Nuffic is not responsible for the cancellation of courses by the Dutch institution.
- 4.7 Fellowship applications that do not meet a minimum set of eligibility and procedural criteria cannot be submitted and will be excluded automatically.
- 4.8 Fellowship applications 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 the Ministry of Foreign Affairs, the Netherlands embassies, Dutch institutions and Nuffic for administrative, assessment, selection and alumni purposes.
- 4.9 A candidate certifies that all the answers on the application form are true, complete and correct.
- 4.10 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. The fellowship holder has to follow the instructions of the Dutch institution both during the fellowship period and in the preparatory phase preceding the fellowship.

- d. fill out the *end of study questionnaire* or any other survey or evaluation issued by Nuffic or the Ministry of Foreign Affairs 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 NFP-MA, NFP-SC and NFP-RC

- 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 start and end date of the course or programme are subject to changes. Nuffic is not responsible for possible changes of these dates.
- 5.3 The fellowship period begins on the start date of the course or programme, or up to three days earlier depending on the available flights.
- 5.4 The fellowship holder must arrive before the start date of the programme or course as indicated by the Dutch institution.
- 5.5 The fellowship period ends no later than up to three days after the course or programme finishes depending on the available return flights.
- 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 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*. All other costs are for the responsibility of the fellowship holder.
- 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 fellowship holder receives a subsistence allowance for the duration of the course or programme;
 - b. The subsistence allowance is intended to supplement the salary which the fellowship holder continues to receive during the fellowship period;
 - c. The applicable amounts for subsistence allowance are fixed and cannot be adjusted to the actual cost of housing, meals or other costs;
 - d. 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;

- e. 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;
- f. 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, 2nd-class international travel between the Netherlands or the fellowship holder's home country and the other country will be covered by the tuition fee only if this travel was part of the originally planned course or programme, i.e. if it is already included in the tuition fees ;
- b. If the fellowship holder departs from another country than his/ her NFP home country to the place where the course or programme will be held, these travel costs will not be covered;
- c. 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;
- d. Under no circumstances may airline tickets or any other tickets be redeemed for cash.

6.5 Visa

- a. The costs of the entry visa to the country where the course or programme is held are covered by the fellowship.
- b. Costs incurred in picking up the visa within the fellowship holders home country or any other country, are not covered in any case;
- c. If the fellowship holder departs from another country than his/ her NFP home country to the place where the course or programme will be held, the fellowship holder is responsible for obtaining the visa. In this case he/ she must inform the Dutch institution as soon as possible.

6.6 Insurance:

- a. The fellowship contributes to the costs of insurance for the entire fellowship period (see *Insurance*), with the exception of fellowships for e-learning programmes where an insurance is not mandatory;
- 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 must follow the Dutch institution's rules and regulations with regard to the budgeting and organisation 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 or a country other than the fellowship holder's home country, the fellowship holder must obtain an entry visa

7.2 The fellowship holder must comply with the immigration procedures of the Netherlands and/or the country where the course or programme is (partially) 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.

7.3 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.

7.4 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.

7.5 The Immigration Authorities will be notified of the end of the fellowship by the Dutch institution.

7.6 The fellowship holder must inform the city council of his or her arrival and departure.

8. Housing

- a. The fellowship holder must accept the accommodation reserved by the Dutch institution for the duration of the course or programme;
- b. Depending on the decision of the Dutch institution the fellowship holder will either pay the rent from his or her subsistence allowance or 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 must 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. The fellowship holder must 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;
- c. 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.
- d. The fellowship only covers a contribution to the costs of insurance premiums. The fellowship holder is responsible for paying any premium costs that exceed this contribution.

10. Long term illness and personal circumstances

- 10.1 The fellowship holder must 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, travel costs may 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 from the course or programme 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 withdrawn 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 period of time, even if the maximum fellowship extension period were to be granted.

11. Extension of the fellowship

- 11.1 The fellowship holder with a NFP-MA, NFP-SC or NFP-PhD fellowship may apply to extend the duration of his or her fellowship if, due to exceptional circumstances beyond their control, they are unable to complete the course or programme within the prescribed period of time. These circumstances include very exceptional personal circumstances, long-term illness or circumstances beyond the fellowship holder's control including but not limited to natural disasters.
- 11.2 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 or that are not essential to finish the PhD study.
- 11.3 For NFP-MA and NFP-SC, a covered extension can be granted for a maximum of three months.
- 11.4 For NFP-PhD a covered extension can be granted for a maximum of six months.
- 11.5 For NFP-PhD a non-covered extension can be granted for a maximum of one year.
- 11.6 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.
- 11.7 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 as soon as the cause for extension occurs but in any case no later than 8 weeks before the end of the fellowship period 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 planning;
 - 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 and that the fellowship holder's salary will continue to be paid during the possible extension. This statement must be printed on the company's official stationery, bearing an original signature and the company's seal.
- 11.9 Requests that do not meet the criteria will not be considered. 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 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 A fellowship can under no circumstances be deferred if the fellowship holder did not already start his or her study.
- 12.3 The maximum deferral period is one academic year. Should the need for deferral arise, Nuffic will discuss the options with the Dutch institution concerned.
- 12.4 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.
- 12.5 A request for deferral must be made by the Dutch institution as soon as the cause for deferral occurs but in any case no later than 8 weeks before the end of the fellowship period 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 planning;
 - 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.
- 12.6 Request that do not meet the criteria will not be considered. 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.
- 12.7 Nuffic will notify the Dutch institution on the decision regarding the deferral request, after which the Dutch institution will inform the fellowship holder.
- 12.8 In the event of a deferral being granted, any additional international travel expenses and 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 very 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. This statement must be printed on the company's official stationery, bearing an original signature and the company's seal.
- 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 The fellowship holder must solve possible problems with the Dutch institution;
- 14.2 The Dutch institution acts in accordance with the Code of Conduct (www.internationalstudy.nl). If the fellowship holder feels that the Dutch institution has not acted in accordance with the Code of Conduct, he or she must submit a complaint to the responsible office at that institution by means of the complaints procedure of the Dutch institution;
- 14.3 If the fellowship holder 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, the

fellowship holder may submit a complaint to the National Commission. For further information on this subject, please refer to www.internationalstudy.nl.

- 14.4 If a conflict arises between the fellowship holder and the Dutch institution regarding the fellowship, either party can ask Nuffic to mediate.
- 14.5 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, the fellowship holder must inform the Dutch institution and Nuffic immediately by withdrawing his/her fellowship application in SOL.
- 15.2 The fellowship application will be cancelled or the fellowship will be terminated at any point 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 within the fellowship period;
 - b. the fellowship holder does not comply with immigration procedures or for whatever reason cannot or cannot timely 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. it becomes clear that the fellowship holder does not or will not comply with the eligibility criteria (anymore);
 - g. the fellowship holder commits a criminal offence;
 - h. the fellowship holder fails to observe the NFP rules and regulations;
 - i. 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;
 - j. the fellowship holder arrives in the Netherlands too late to take part in the intended course or programme;
 - k. the fellowship holder is forced to withdraw from the course or programme;
 - l. If the fellowship holder decides to end his or her course or programme early;
 - m. 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.
 - n. 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;
 - o. the fellowship holder has his or her enrolment terminated by the institution for whatever reason;
 - p. 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 If the fellowship is cancelled or withdrawn for whatever reason after the fellowship holder has

accepted the fellowship, the fellowship is considered to be used which has possible implications for the eligibility of future applications.

- 15.4 Nuffic will inform the Netherlands embassy or consulate in the fellowship holder's home country about the withdrawal of the fellowship.
- 15.5 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.
- 15.6 The Dutch institution will inform the Immigration Authorities about the withdrawal of the fellowship.
- 15.7 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 his 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 (NFP-MA)

Annex 2

Fellowships for NFP Short Courses (NFP-SC)

Annex 3

Fellowships for NFP PhD Studies (NFP-PhD)

Annex 4

Fellowships for NFP Refresher Courses (NFP-RC)

Annex 1

(see paragraph 6 of the NFP Rules and Regulations)

Fellowships for NFP Master's degree programmes (NFP-MA)

	In the Netherlands	In an NFP country	E- Learning
1 Subsistence allowance There are various ways the Dutch institution can determine the subsistence allowance (1a or 1b or 1c). These cannot be applied simultaneously.		The subsistence allowance will be determined by the Dutch institution, with a maximum of 50% of the subsistence allowance in the Netherlands.	
1.a Subsistence allowance including housing The Dutch institution provides housing that offers possibilities for cooking and/or subsidized meals, but the fellowship holder is responsible for all payments.	€ 970.00 per month	Max. € 485.00 per month	€ 32.00 per day in the Netherlands € 16.00 per day in NFP country other than country of residence of fellowship holder
1.b Subsistence allowance excluding housing The Dutch institution provides housing that offers possibilities for cooking and/or subsidized meals, the rent has already been deducted from the subsistence allowance.	€ 520.00 per month	Max. € 260.00 per month	n.a.
1.c Subsistence allowance including housing and all meals The Dutch institution provides housing that offers possibilities for cooking and/or subsidized meals. Both rent and the costs for all meals have already been deducted from the subsistence allowance. For incidental expenses only.	€ 165.00 per month	Max. € 82.50 per month	n.a.
2 Personal allowance One time allowance a.o. for settling in and for sending luggage	€ 275.00 once	€ 275.00 once	€ 17.00 per month in the Netherlands € 17.00 per month in NFP country other than country of residence of fellowship holder
3.a Study materials 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.	€ 310.00 once	€ 310.00 once	€ 17.00 per month
3.b E-learning facilities or equipment i.e. internet, email, etc.	n.a.	n.a.	€ 100.00 per month
4 Visa costs Reimbursement of fees paid for entry visa or other permits required by Dutch law or by the law of the NFP country where the programme is conducted.	The actual costs are reimbursed	The actual costs are reimbursed	The actual costs are reimbursed
5.a International travel Travel from the international airport nearest to the fellowship holder's place of residence to the international airport nearest to the location of the programme and back	Arranged and paid for by the Dutch institution	Arranged and paid for by the Dutch institution	Arranged and paid for by the Dutch institution
5.b Travel from Amsterdam Schiphol Airport to the location of the course or programme and back	Actual costs of travel by public transport (2nd class)	n.a.	Actual costs of travel by public transport (2nd class)
6 Insurance Arranged and paid for by the Dutch institution	Fixed maximum contribution per month	Fixed maximum contribution per month	Fixed maximum contribution if in the Netherlands or an NFP country other than

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		country of residence of fellowship holder
7	Contribution to Master's thesis research in an NFP country The contribution is meant to enable Master thesis related fieldwork in an NFP country. The academic supervisor decides per case on the way the contribution is used.	€ 850 once

Annex 2

(see paragraph 6 of the NFP Rules and Regulations)

Fellowships for NFP Short courses (NFP-SC)

	In the Netherlands	In an NFP country	E- Learning
1 Subsistence allowance			
1.a Housing allowance	€ 15.00 per day <i>The institution uses this amount to pay for the fellowship holder's housing.</i>	<i>The Dutch institution provides board and lodging</i>	n.a.
1.b Subsistence allowance	€ 17.00 per day <i>This amount will be paid directly to the fellowship holder to provide for meals and other daily expenses.</i>	<i>The Dutch institution provides board and lodging</i>	n.a.
or Pocket money for incidental expenses only <i>Some institutions provide both housing and all meals for their fellowship holders. In this case they will pay a daily pocket money for expenses other than housing and meals.</i>	€ 5.50 per day	n.a.	n.a.
2 Personal allowance <i>Allowance for settling in and for sending luggage</i>	€ 15.00 once	€ 15.00 once	n.a.
3.a Study materials <i>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.</i>	€ 15.00 once	€ 15.00 once	€ 15.00 once
3.b E-learning facilities or equipment <i>i.e. internet, email, etc.</i>	n.a.	n.a.	€ 3.20 per day
4 Visa costs <i>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.</i>	The actual costs are reimbursed	The actual costs are reimbursed	n.a.
5.a International travel <i>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 and back</i>	Arranged and paid for by the Dutch institution	Arranged and paid for by the Dutch institution	n.a.
5.b <i>Travel from Amsterdam Schiphol Airport to the location of the course or programme and back</i>	Actual costs of travel by public transport (2nd class)	n.a.	n.a.
6 Insurance <i>Arranged and paid for by the Dutch institution</i>	Fixed maximum contribution per day	Fixed maximum contribution per day	n.a.

Annex 3
(see paragraph 6 of the NFP Rules and Regulations)

Fellowships for NFP PhD studies (NFP-PhD)

	In the Netherlands	In an NFP country
1 Subsistence allowance <i>All costs of subsistence including housing. 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</i>	€ 1190.00 per month	Max. € 595.00 per month
2 Personal allowance <i>One time allowance a.o. for settling in and for sending luggage</i>	€ 275.00 once	€ 275.00 once
3.a Study materials <i>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.</i>	€ 310.00 once	€ 310.00 once
4 Visa costs <i>Reimbursement of fees paid for entry visa or other permits required by Dutch law or by the law of the NFP country where the PhD study is conducted.</i>	The actual costs are reimbursed	The actual costs are reimbursed
5.a International travel <i>Travel from the international airport nearest to the fellowship holder's place of residence to the international airport nearest to the location of the study and back</i>	Arranged and paid for by the Dutch institution	Arranged and paid for by the Dutch institution
5.b <i>Travel from Amsterdam Schiphol Airport to the location of the course or programme and back</i>	Actual costs of travel by public transport (2nd class)	n.a.
6 Insurance <i>Arranged and paid for by the Dutch institution</i>	Fixed maximum contribution per month	Fixed maximum contribution per month

Annex 4

(see paragraph 6 of the NFP Rules and Regulations)

Fellowships for NFP Refresher courses (NFP-RC)

In an NFP country		
1	Board and lodging <i>The Dutch institution provides board and lodging</i>	Arranged and paid for by the Dutch institution
2	Visa costs <i>Reimbursement of fees paid for entry visa or other permits required by the law of the NFP country where the PhD study is conducted.</i>	The actual costs are reimbursed
3.a	International travel 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 and back	Arranged and paid for by the Dutch institution
3.b	Daily travel costs Travel costs for travel between place of residence and training site, only if in different municipalities	Arranged and paid for by the Dutch institution
4	Insurance Arranged and paid for by the Dutch institution	Fixed maximum contribution per day, arranged and paid for by the Dutch institution

