

Obligations for KOP fellowship holders

Corresponding to KOP Grant Conditions version 7 November 2017

Knowledge Development Program (KOP)

The overall aim of KOP is to aid the development of the capacity, knowledge and quality of individuals as well as institutions in the field of higher and vocational education. The five year programme is initiated and funded by the Dutch Ministry of Foreign Affairs and managed by Nuffic.

Ministry of Foreign Affairs under the budget for Development Cooperation.

KOP fellowships

An KOP fellowship is intended to supplement the salary that the fellowship holder should continue to receive during the study period. The allowance is a contribution towards the costs of living, the costs of tuition fees, visa, travel, insurance and thesis research. If applicable, the fellowship holder is expected to cover the difference between the actual costs and the amount of the KOP fellowship amount.

The fellowships are awarded in a very competitive selection to highly motivated professionals who are in a position to introduce the newly-acquired skills and knowledge into their employing organization.

Obligations for KOP fellowship holders

KOP fellowship holders should be informed by the Dutch institution about the articles in the Obligations for KOP fellowship holders to which they must comply.

1. The Dutch institution as well as the fellowship holder and alumni is required to cooperate in surveys or evaluations conducted by Nuffic or the Netherlands Ministry of Foreign Affairs and to provide the requested information.
2. The fellowship holders personal data will be used by the KOP programmes, Nuffic, the Ministry of Foreign Affairs, external evaluators of the programmes, the Netherlands embassies and Dutch institutions for administrative, assessment, selection, evaluation of the program, and alumni purposes (Holland Alumni Network - www.hollandalumni.nl/KOP) in accordance with the Dutch Personal data Protection Act (*Wet Bescherming Persoonsgegevens*).

3. Nuffic and the Dutch Ministry of Foreign Affairs do not accept any responsibility, financially or otherwise, for expenditures (or liabilities emerging from these expenditures) or liabilities arising from activities funded by the grant.
4. The Dutch institution can submit a request for a KOP grant to subsidize individual KOP fellowships for candidates, who comply with the following eligibility criteria:
 - a) The candidate must be a professional and a national of, and working and living in one of the countries on the [KOP country list](#) valid at the time of application;
 - b) The candidate must not be employed by an organisation which can be expected to have their own funds for staff development, e.g.:
 - a multinational corporation (e.g. Shell, Unilever, Microsoft)
 - a large national and/or a large commercial organisation;
 - a bilateral donor organisation (e.g. USAID, DFID, Danida, Sida, Dutch ministry of Foreign affairs, FinAid, AusAid, ADC, SwissAid);
 - a multilateral donor organisation (e.g. a UN organisation, the World Bank, the IMF, Asian Development Bank, African Development Bank, IADB);
 - an international NGO (e.g. Oxfam, Plan, Care).
 - c) The candidate must have a current employer's statement which complies with the format Nuffic has provided. All information must be provided and all commitments, which are included in the format, must be endorsed in the statement;
 - d) The candidate must have a government statement that meets the requirements of the country in which the employer is established (if applicable);
 - e) The candidate must have an official passport valid at least three months after the submission date of the registration form by the candidate.
5. The candidate must not be nominated for more than one KOP fellowship for courses/programmes that take place at the same time.
6. The Dutch institution is explicitly responsible for:
 - a) organising and conducting the course(s) or programme(s) to which fellowships are awarded;
 - b) guaranteeing that the fellowship holders participates in the course(s) or programme(s) as agreed at the time of application without any further charges;
 - c) applying for visas and residence permits for fellowship holders, if applicable;
 - d) arranging fellowship holders' flights;
 - e) arranging health insurance for the fellowship holders;
 - f) arranging housing for the fellowship holders;
 - g) disbursing the fellowships to fellowship holders as outlined in Annex 1;

7. The fellowship holder must comply with the immigration procedures of the Netherlands or KOP 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.

The aims of the KOP cannot be achieved if the fellowship holder does not return to his or her home country and employer.

The fellowship holder is required to leave the Netherlands at the end of the fellowship period. After the end of the fellowship period all rights and claims related to the fellowship expire. The Immigration Authorities (IND) will be notified of the end of the fellowship period by the Dutch institution.

For more information on visa and the residence permit, fellowship holders should contact the Dutch institution.

8. If the fellowship holder arrives after the start date of the course or programme or leaves before the end of the course or programme, allowances and reimbursements covered by the fellowship will only apply to the actual number of days or months the fellowship holder attended the course or programme.
9. The fixed reimbursements for subsistence allowance, study materials and if relevant E-learning facilities as stated in Annex 1 are to be disbursed in cash or kind to the fellowships holder. The other fixed reimbursements are expected to meet on average the fellowship expenses paid for by the Dutch institution.

The Dutch institution determines how the reimbursements are paid (e.g. in cash, in kind, by bank transfer etc).

10. All fellowships for short courses have a nominal study period which can be extended with 3 months unfinanced (budgetary neutral) extension.
11. The Dutch institution may grant a financed extension with a maximum duration of 3 days for fellowships for KOP-Short Courses. The Dutch institution can only grant a financed extension if the following conditions apply:

- a) Only severe health issues of the fellowship holder or death of a first-degree relative of the fellowship holder are justifications for a financed extension with a maximum of 3 days;
- b) A financed extension comprises of the fixed reimbursement for subsistence allowance and the insurance fee times the amount of days which are approved for financed extension;

Annex 1: Fixed reimbursements

1.1 Fixed reimbursements for KOP-Short Courses

	<i>Not E-learning, in the Netherlands</i>	<i>Not E-learning, partly in the Netherlands</i>	<i>Not an E-learning programme, in an KOP country</i>	<i>E-learning, in an KOP country</i>	<i>Frequency</i>
Tuition fee	As indicated by the Dutch institution				x 1
Travel costs	See table	See table	See table	N/A	x 1
	<i>Travel costs</i>	<i>Travel costs</i>	<i>Travel costs</i>		
Visa costs > 90 days	317	317	317	N/A	x 1
Visa costs < 90 days	30	30	30	N/A	x 1
Subsistence allowance	32	32	N/A	N/A	x number of days
Subsistence allowance in a KOP country	N/A	16	16	N/A	x number of days
Insurance	1,31	1,31	1,31	N/A	x number of days
Study materials	30	30	30	N/A	x 1
Additional housing 12-42 days	70	70	70	N/A	x number of days

Amounts are in euros (€).

- The fellowship is a contribution to the costs and is composed of fixed amounts, with exception of the tuition fee.
- The entries *Subsistence allowance* and *Study materials* must be paid on behalf of the fellowship holder.
- Other entries are allocated to the Dutch institution.

Table: Travel Costs

Eastern Europe	€ 500,-
South America	€ 1.350,-
Asia	€ 1.000,-
Africa	€ 1.150,-
Middle East & North Africa	€ 700,-