

# MENA Scholarship Programme (MSP)

## Obligations for MSP scholarship holders

### Corresponding to MSP Grant Conditions version 1 February 2018

The main aim of the MSP is to contribute to democratic transition in the selected countries. It also aims at building capacity within organisations in the region, by enabling employees to take part in short courses in the Netherlands.

While the scholarship is awarded to individuals, the need for training must be demonstrated in the context of the organisation the applicant is employed by. The training must help the organisation develop its capacity.

### MSP scholarship

An MSP scholarship is intended to supplement the salary that the scholarship 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 and insurance. If applicable, the scholarship holder is expected to cover the difference between the actual costs and the MSP scholarship amount. The scholarships 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 MSP scholarship holders

MSP scholarship holders should be informed by the Dutch institution about the articles in the MSP Grant Conditions to which they must comply. The information below is the minimum information scholarship holders should be informed about.

1. The Dutch institution, as well as the scholarship holder and alumni are 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 scholarship holders personal data will be used by the MSP programme, Nuffic, the Ministry of Foreign Affairs, external evaluators of the programmes, the Netherlands embassies and Dutch institutions for, administrative, assessment, selection, evaluation of the

programme, and alumni purposes (Holland Alumni Network -[www.hollandalumni.nl](http://www.hollandalumni.nl)) 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 an MSP grant to subsidize individual MSP scholarships for candidates, who comply with the following eligibility criteria:
  - a) The candidate must be a professional and a national of, and living and working in one of the countries on the MSP country list valid at the time of application;
  - b) The candidate must not be employed by an organisation that has its own means of staff-development. Organisations that are considered to have their own means of staff development are for example, 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 located (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.
  - f) The age of the MSP candidate must not exceed 45 years at the time the grant request is submitted.

5. The candidate must not receive more than one MSP scholarship for courses/programmes that take place at the same time. If the candidate submits two or more scholarship applications for courses/programmes that take place at the same time:
  - The scholarship application that was registered first in Atlas will be processed;
  - The other scholarship applications will be declared not eligible.
  
6. The Dutch institution is explicitly responsible for:
  - a) organising and conducting the course(s) or programme (s to which scholarships are awarded;
  - b) guaranteeing that the scholarship 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 scholarship holders, if applicable;
  - d) arranging scholarship holders' flights;
  - e) arranging health insurance for the scholarship holders;
  - f) arranging housing for the scholarship holders;
  - g) disbursing the scholarship to scholarship holders as outlined in Annex 1;
  
7. The scholarship holder must comply with the immigration procedures in the Netherlands. The scholarship will be cancelled if the scholarship holder does not comply with these immigration procedures or cannot obtain a visa for any reason.

The MSP objectives cannot be achieved if the scholarship holder does not return to his or her home country and employer.

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

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

8. If the scholarship 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 scholarship will only apply to the actual number of days the scholarship holder attended the course or programme.
9. The fixed reimbursements for subsistence allowance and study materials as stated in Annex 1 are to be disbursed in cash or kind to the scholarships holder. The other fixed reimbursements are expected to meet on average the scholarship 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 MSP scholarships have a nominal study period which can be extended with 3 months unfinanced extension.
11. For scholarships for MSP-short Courses a financed extension with a maximum of 3 days may be granted by the Dutch institution. The Dutch institution can only grant a financed extension if the following conditions apply:
  - a. Only severe health issues of the scholarship holder or death of a first-degree relative of the scholarship 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 number of months or days which are approved for financed extension;

## Fixed reimbursements for MSP-Short Courses

	<i>Not E-learning, in the Netherlands</i>	<i>Frequency</i>
<b>Tuition fee</b>	As indicated by the Dutch institution	x 1
<b>Travel costs</b>	See table <i>Travel costs</i>	x 1
<b>Visa costs &lt; 90 days</b>	30	x 1
<b>Subsistence allowance</b>	32	x number of days
<b>Insurance</b>	1,31	x number of days
<b>Study materials</b>	30	x 1
<b>Additional housing 12-42 days</b>	70	x number of days

Amounts are in euros (€).

- The scholarship 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 scholarship holder.
- Other entries are allocated to the Dutch institution.

### Table: Travel Costs

<b>Middle East &amp; North Africa</b>	€ 700, -
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