

## **Obligations for OKP scholarship holders**

Corresponding to OKP Grant Conditions version 1 May 2018

### **Orange Knowledge Programme (OKP)**

The overall aim of OKP 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 under the budget for Development Cooperation and managed by Nuffic.

### **OKP scholarships**

An OKP 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, insurance and thesis research. If applicable, the scholarship holder is expected to cover the difference between the actual costs and the amount of the OKP 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. For each scholarship deadline the number of applicants highly exceeds the number of available scholarships.

### **Obligations for OKP scholarship holders**

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

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 OKP 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/OKP](http://www.hollandalumni.nl/OKP) ) 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 OKP grant to subsidize individual OKP scholarships 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 [OKP 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 receive more than one OKP 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 participate 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 scholarships to scholarship holders as outlined in Annex 1;
  
7. The scholarship holder must comply with the immigration procedures of the Netherlands or OKP country where the course or programme is held. 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 aims of the OKP 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 or months the scholarship 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 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 scholarships for short courses and master's degree programmes 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 scholarships for OKP-Short Courses and a maximum of 3 months for scholarships for OKP-Master's degree programmes. 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;
  - 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 OKP-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 OKP country</i> | <i>E-learning, in an OKP country</i> | <i>Frequency</i> |
|---|---|--|---|--------------------------------------|------------------|
| <b>Tuition fee</b>                            | As indicated by the Dutch institution     |  |   |                                      | x 1              |
| <b>Travel costs</b>                           | See table<br><i>Travel costs</i>          | See table<br><i>Travel costs</i>                 | See table<br><i>Travel costs</i>                      | N/A                                  | x 1              |
| <b>Visa costs &gt; 90 days</b>                | 192                                       | 192  | 192   | N/A                                  | x 1              |
| <b>Visa costs &lt; 90 days</b>                | 30  | 30   | 30  | N/A                                  | x 1              |
| <b>Subsistence allowance</b>                  | 32  | 32   | N/A   | N/A                                  | x number of days |
| <b>Subsistence allowance in a OKP country</b> | N/A                                       | 16   | 16  | N/A                                  | x number of days |
| <b>Insurance</b>                              | 1,31                                      | 1,31   | 1,31  | N/A                                  | x number of days |
| <b>Study materials</b>                        | 30  | 30   | 30  | N/A                                  | x 1              |
| <b>Additional housing 12-42 days</b>          | 70  | 70   | 70  | N/A                                  | 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>Eastern Europe</b>                 | € 500,-   |
| <b>South America</b>                  | € 1.350,- |
| <b>Asia</b>                           | € 1.000,- |
| <b>Africa</b>                         | € 1.150,- |
| <b>Middle East &amp; North Africa</b> | € 700,-   |

## 1.2 Fixed reimbursements for OKP-Master's degree programmes

|  | <i>Not E-learning, in the Netherlands</i> | <i>Not E-learning, partly in the Netherlands</i> | <i>Not E-learning, in an NFP country</i> | <i>E-learning, partly in the Netherlands</i>             | <i>Frequency</i>                                  |
|--|---|--|--|--|---|
| <b>Handling fee</b>                                | 455                                       | 455  | 455                                      | 455  | x 1   |
| <b>Tuition fee</b>                                 | As registered in Atlas                    |  |  |  | x 1   |
| <b>Travel costs</b>                                | See table<br><i>Travel costs</i>          | See table<br><i>Travel costs</i>                 | See table<br><i>Travel costs</i>         | See table<br><i>Travel costs</i> ,<br>x 2, if >12 months | x 1   |
| <b>Visa costs &gt; 90 days</b>                     | 192                                       | 192  | 192                                      | N/A  | x 1   |
| <b>Visa costs &lt; 90 days</b>                     | N/A                                       | 30   | 30                                       | 30<br>x 2, if >12 months                                 | x 1   |
| <b>Subsistence allowance</b>                       | 970                                       | 970  | N/A                                      | 970 x 1<br>if >12 months                                 | x number of months                                |
| <b>Subsistence allowance in <u>NFP country</u></b> | N/A                                       | 485  | 485                                      | N/A  | x number of months, starting from 3 months onward |
| <b>Insurance</b>                                   | 40  | 40   | 40                                       | 40 x 1   | x number of months                                |
| <b>E-learning facilities</b>                       | N/A                                       | N/A  | N/A                                      | 100,00   | x number of months                                |
| <b>Study materials</b>                             | 585                                       | 585  | 585                                      | N/A  | x 1   |

Amounts are in euros (€).

- The scholarship is a contribution to the costs and is composed by fixed amounts, with exception of the tuition fee.
- The entries *Subsistence allowance*, *Study materials*, and if relevant *E-learning facilities* must be paid on behalf of the scholarship holder. Other entries are allocated to the grant recipient.
- If the total grant amount exceeds € 125.000,-, a maximum of € 2.000,- per grant award will be reimbursed for audit costs.

**Table: Travel Costs**

|                                       |           |
|---------------------------------------|-----------|
| <b>Eastern Europe</b>                 | € 750,-   |
| <b>South America</b>                  | € 1.800,- |
| <b>Asia</b>                           | € 1.550,- |
| <b>Africa</b>                         | € 1.400,- |
| <b>Middle East &amp; North Africa</b> | € 1100,-  |