

StuNed Scholarship Programme 2014

- Master's degree programme**
- Short courses
- Tailor made courses

Guidelines for Dutch Institutions

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1 General information

These guidelines are intended for Dutch institutions who are involved in the implementation of the 'Studeren in Nederland' (StuNed) programme of Nuffic Neso Indonesia. There are separate guidelines available for each of the StuNed modalities. The aim of the guidelines is to help Dutch institutions with the procedures, criteria, rules and regulations of the StuNed programme.

Sometimes the reader will be guided by hyperlinks in the text to other documentation, sometimes to a part of the Nuffic Neso Indonesia website or other websites.

These guidelines assume a basic knowledge of the StuNed programmes. This basic information can be found in:

- the booklet StuNed Rules & Regulations for StuNed fellows, which describes the obligations and rights of a fellow, and provides an overview of the individual allowances and reimbursements;
- the Nuffic Neso Indonesia website (www.nesoindonesia.or.id).

Relevant documents will also be published on the Nuffic Neso Indonesia website. Hard copies of the Rules & Regulations booklet are published each year. The information on the Nuffic Neso Indonesia website is regularly updated and should be used in preference to other sources.

These guidelines are also updated regularly in response to changes in government policy, changing circumstances, specific cases and questions from institutions. The StuNed contact persons at the Dutch institutions will be alerted by e-mail when updates are made. Old versions of the guidelines will remain available upon request. Each version of the guidelines is dated in the bottom left corner of the documents.

1.1 Contacts with Nuffic Neso Indonesia

Correspondence address: Nuffic Neso Indonesia
Menara Jamsostek, 20th Floor
Jl. Gatot Subroto No.38
Jakarta Selatan 12710, Indonesia

Phone: +62-21-52902172

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E-mail: info@nesoindonesia.or.id

Please also feel free to contact us if you have any further questions, suggestions and ideas, and if these guidelines do not offer a solution to any problem you may have with regard to the StuNed programme.

1.2 Contact persons at the Dutch institutions

Nuffic Neso Indonesia maintains contact with the Dutch educational institutions through the contact persons at each institution. These contact persons are selected by the institutions themselves. If an institution wants to change a contact person, they should notify the Nuffic Neso Indonesia.

All correspondence concerning the StuNed programme is sent to these persons. The institutions can choose to select more than one contact person.

All contact persons will receive general mailings.

2 StuNed scholarship procedures for master's degree programmes

The following is a step-by-step outline of the roles and tasks of all parties involved in the StuNed master's degree programme.

2.1 Scholarship application form

Candidates can apply for an StuNed scholarship by downloading a scholarship application form from the Nuffic Neso Indonesia website. The application form contains a clear explanation of the requirements for application.

Candidates need to have gained admission to a master's degree programme that is on the ISPAC course list before they can apply for a StuNed scholarship.

2.2 Deadlines

2.2.1 Academic application deadline

The academic application deadline observed by the Dutch institutions for StuNed candidates should be well before the scholarship application deadline observed by Nuffic Neso Indonesia.

The reason for this is that one of the required documents to accompany a StuNed scholarship application is a letter of academic admission to the programme or course of the candidate's choice, issued by the Dutch institution. It is important that the time that it will take the Dutch institution to screen, admit and notify the potential StuNed applicant, is taken into account when setting the academic application deadline for StuNed candidates. The applicant must be left with ample time to submit his or her application to Nuffic Neso Indonesia after having received his or her letter of admission. The academic application deadlines are published in the StuNed information materials and on the website of Nuffic Neso Indonesia.

2.2.2 Scholarship application deadlines

Each year there is one StuNed scholarship application deadline for master's degree programmes, before which applications for a scholarship must have reached the Nuffic Neso Indonesia. This deadline is related to the scholarship allocation procedures at Nuffic Neso Indonesia. In turn, the timing of scholarship allocations is related to the starting dates of the master's programmes.

Applicants should be advised to send the application to Nuffic Neso Indonesia before 31 March. After receiving the applications Nuffic Neso Indonesia starts the assessment.

2.3 The academic admission letter

The academic admission letter should clearly state that the candidate meets all the academic requirements for admission and the name and starting date of the course (the same name and date should be on the ISPAC course list).

Academic admission must be unconditional in terms of the candidate's education.

For example, institutions must not grant admission to a prospective StuNed candidate on the condition that he or she retakes exams, takes preparatory courses, follows an English language course or passes any other kind of test.

Admission may be granted provisionally, subject to the candidate finding suitable funding for the course. Nuffic Neso Indonesia accepts original academic admission letters or letters that are received directly from the institution.

It is advisable to provide candidates with guidelines on how to apply for a StuNed scholarship when sending them their admission letter. An example of how this can be done is:

If you wish to apply for a StuNed scholarship, you need to:

- *Check if you meet the StuNed eligibility criteria and download the StuNed application form from Nuffic Neso Indonesia's website: www.nesoindonesia.or.id*
- *Submit your application form together with the necessary documents to Nuffic Neso Indonesia. Applications must be received before the deadline set by Nuffic Neso Indonesia. Check for the appropriate application deadline at www.nesoindonesia.or.id*

We will notify you about the award of the scholarships through Nuffic Neso Indonesia.

2.4 To be considered during the academic application process

2.4.1 Privacy law

In 2001 the Personal Data Protection Act (Wet Bescherming Persoonsgegevens, WBP) came into force in the Netherlands. The law states that the types of information which applicants are required to supply for scholarships or for academic admission must be appropriate to the purpose of the application. In principle, certain types of information (e.g. about race, political persuasion, religion, sexual preference or health) may only be requested by a very limited number of organizations with a special mandate. This means that the Dutch higher education institutions are, generally speaking, no longer allowed to use medical tests or test results in their assessment procedure.

Nuffic Neso Indonesia suggests that instead of asking for the actual results of a medical examination, the institutions could ask for a statement, perhaps signed by the applicant, saying that to the best of his or her knowledge there appears to be no medical reason why the applicant would not be able to take part in the intended programme for its entire duration.

Please note that the two insurance companies selected by Nuffic Neso Indonesia for StuNed fellow do not require any medical tests.

2.4.2 English language requirements

One of the eligibility criteria for a StuNed scholarship for master's degree programmes is that candidates must offer evidence of proficiency in speaking and writing the language of instruction (English in most cases). Candidates must provide evidence in the form of a score in an internationally recognized test, such as IELTS (a score of at least 6) or TOEFL (a score of at least 550 points on the paper-based test or 213 points on the computer-based test or 79 on the Internet-based test). The test results are valid for two years. Exceptions to this rule are:

- candidates who have received their secondary and tertiary education in the English language;
- candidates who have previously attended an English taught course or programme offered by a Dutch institution, but not longer than **two** years ago;
- native speakers of the English language.

Dutch institutions are strongly advised to ensure that candidates admitted meet this requirement.

2.4.3 Additional fees

Dutch institutions are not allowed to obtain admission fees from applicants as a requirement for consideration of the prospective student's application for academic admission to the requested study programme. This is one of the criteria of the StuNed Programme. All Dutch institutions with courses on the ISPAC course list have stated that they will not charge.

The regulations of the StuNed scholarship Programme do not allow Dutch institutions to ask for payment (e.g. a registration or service fee) from StuNed applicants.

StuNed scholarships are meant to cover all the necessary costs for attending all obligatory parts of the master's degree programme in the Netherlands, and all of those costs should have been taken into account in the StuNed tuition fee. Dutch institutions must guarantee in addition that fellows will receive the course or programme as proposed, without any extra charges.

It should be clear at the outset which costs are covered by the tuition fee and which must be covered by the fellows themselves. Any costs that are to be covered by the fellows themselves should only be in respect of non-obligatory excursions or additional literature which is not included in the scholarship. Scholarship holders should never have to pay anything to ensure that the necessary arrangements can be made for their study period in the Netherlands. It should be noted that for each StuNed fellow Nuffic Neso Indonesia pays a handling fee for costs the Dutch institution makes related to administration, the arrangement of visa, international travel, housing and related activities.

3 The assessment of scholarship applications

3.1 Assessment by Nuffic Neso Indonesia

Nuffic Neso Indonesia checks each application against the StuNed criteria for eligibility. The Netherlands embassy in Jakarta also has the authority to reject scholarship applications (based on their own criteria) and to recommend that a specific candidate be given preferential treatment.

Nuffic Neso Indonesia will also be attentive to the fact that candidates can apply for a scholarship for only one course or programme per deadline. Being admitted to more than one programme does not mean that the candidate can apply for more than one scholarship. Candidates will have to select one programme before applying for a scholarship.

All applications will be checked on eligibility based on the knock-out criteria set by the StuNed programme; only those that pass the knock-out criteria are considered eligible.

Eligible candidates will be scored based on the following aspects:

1. Gender based as only female candidates who will receive points;
2. Geographical location only for candidates working and living outside Java will receive points.
3. Candidates who have academic grade higher than 3.25 out of 4.00 will receive point, if candidates have grade higher than 3.50 out of 4.00 he or she will receive extra points.
4. Candidates study program related with the EKN priority area will receive points, if the candidates work in the organization or his/her job function also related with EKN priority area will receive extra points.
5. Candidate coming from one of the official partners of the Netherlands embassy will receive points
6. Additional points are available from NESO Selection Committee based on their assessment of the candidate's profile.

Based on the scoring sheet results Nuffic Neso Indonesia will make a priority list of all the eligible candidates, to be submitted to the Netherlands embassy for final selection.

3.2 The allocation of scholarships

The number and allocation of scholarships will each year for each modality be determined by the available budget as set by the Netherlands embassy.

3.3 The selection of StuNed fellows

After assessing and scoring the eligible candidates, Nuffic Neso Indonesia submits a priority list of the eligible candidates to the Dutch embassy. The embassy will make a final selection of the candidates based on the number of scholarships available; it will also select a number of additional candidates for the reserve list.

3.3.1 Scholarship allocation letter

Based on the list of selected candidates, Nuffic Neso Indonesia informs the Dutch institutions in a scholarship allocation letter about the number of scholarships they are going to receive to a certain master's degree programme.

The scholarship allocation letter is accompanied by:

- a list of selected StuNed fellows;
- StuNed Guidelines for Dutch institutions – Master's Degree Programme;
- StuNed Rules and regulations booklets;
- guidelines for applying for a provisional residence permit (MVV), including a format for a statement that the scholarship has been awarded to the person to whom the MVV application relates (*beursverklaring*);
- the budget format to be filled out and used to apply for a grant;

- a copy of these guidelines.

3.4 The grant request

StuNed scholarships are financed through a grant award (*subsidiebeschikking*). The Dutch institution has to officially request this grant at Nuffic Neso Indonesia. A grant request (*subsidieaanvraag*) should cover all awarded scholarships per master's degree programme.

3.4.1 Procedure for requesting a grant

The Dutch institution requests a grant by completing the prescribed budget format and forwarding it to Nuffic Neso Indonesia based on the list of selected candidates. The list of selected candidates should include the registration number, given names, sex, and date of birth of the selected candidates. The grant request must reach Nuffic Neso Indonesia before the date indicated in the scholarship allocation letter.

The Dutch institution has to inform Nuffic Neso Indonesia well before submission of the grant request of any intention to award partial scholarships, indicating the candidates in question and the programmes concerned. If the tuition fee is financed by a co-sharing partner than the Dutch Institution cannot include this budget item in the budget format.

3.4.2 The budget format

The requested budget covers all costs of providing the scholarships in question. It should include the tuition fee, the allowances and various reimbursements, as well as a handling fee per awarded scholarship. The handling fee and certain allowances are fixed and the amounts per StuNed fellow are prescribed in the budget. The Dutch institution fills in the other entries. The allowances should be according to the amounts stated in the StuNed Rules and regulations valid for that year.

A grant can only be allocated in respect of the items set out below. Grants cannot be allocated separately for travel expenses, practical training, work placements, etc. The cost of all compulsory parts of the programme must be included in the tuition fee. Non-compulsory components (for example, excursions, conferences, language courses) cannot be funded by the StuNed grant.

Institution related costs:

Tuition fee

The tuition fee(s) must not deviate from the tuition fee(s) as published by the institution on the ISPAC course list for the year concerned.

The StuNed scholarship programme covers a **maximum of € 15,000** for tuition fee per person per year.

Handling fee:

A handling fee is available for costs the Dutch institution makes related to the arrangement of visas, housing and related activities (including administrative procedures), for example. The amount is fixed, and the same for every master's programme: € 455 per StuNed fellow.

Audit report

If the total of the budget exceeds € 25,000 an audit report is required from the Dutch institution together with the financial report after the programme has finished. An amount of € 2000 may be included in the budget to cover the costs of an audit report.

Participant related costs:

Subsistence allowance

For master's degree programme StuNed fellows, the subsistence allowance is calculated per person per month, based on the precise duration of the programme in months. The accommodation costs are usually included in this allowance. If they are not, the StuNed Rules and regulations provide guidance on what to do in these situations. The rent should not exceed an amount of € 450 per month. This is the part of the monthly allowance which is reserved for housing.

Personal allowance

One time allowance for settling in and for sending luggage.

Study materials allowance

It is meant for ensuring the availability of the study literature needed. It is up to the Dutch institution to hand it over to the StuNed fellow or to use it for acquiring study literature.

It should be noted that if (part of) the master's degree programme takes place in the home region of the StuNed fellow, the subsistence allowance must be adjusted for the cost of living in that country. In the budget, the Dutch institution should make a proposal for the local costs of living up to a maximum of 50% of the allowance valid for the Netherlands. The other StuNed allowances and reimbursements will also have to be adjusted.

International travel expenses

Nuffic Neso Indonesia takes care of the international travel so the Dutch institution does not have to include it in the budget format. 'International travel' means a return-trip airline ticket from the airport nearest to the StuNed fellow's place of residence to the airport nearest to where the master's programme takes place. Only where circumstances or the distances in the home country or region make it necessary, the costs for domestic flights can also be reimbursed. In this case domestic flights will be reimbursed by Nuffic Neso Indonesia to the fellow according to the most economic class.

Travel expenses from Schiphol Airport to the Dutch institution

A calculated estimate must be made here by the Dutch institution for the costs of travelling by public transport (2nd class) to and from the Dutch institution upon arrival and departure.

Other travel expenses

Please refer to the StuNed Rules and regulations. This is subject to approval.

Insurance

The rate per person per day depends upon the insurance company that the Dutch institution chooses from the two options given by Nuffic Neso Indonesia.

Legal fee / residence permit

Reimbursement of the fees paid for the entry visa, residence permit and/ or any other permits required by the Dutch law or by the law of the StuNed country where the course or programme is conducted.

Extension of residence permit

The rate per person for extending a residence permit. Only applicable for master's programmes exceeding 12 months.

Contribution to master's thesis fieldwork

If thesis research for a master's degree programme takes place in a NFP country, a contribution of € 850 can be made available to the Dutch institution to cover the additional costs involved, but only if the research is being carried out by the StuNed fellow him or herself. This contribution will only be made available if the proposed fieldwork forms an integral part of the master's degree programme and has been approved by the participant's supervisor at the Dutch institution.

The StuNed fellow will typically prepare a budget for this fieldwork period in coordination with the study supervisor at the Dutch institution. In some cases, however, the Dutch institution will prepare a budget for the fieldwork and will integrate the allowance into that budget without notifying the StuNed fellow. The fellow is obliged to follow the Dutch institution's rules and regulations with regard to budgeting and organization of the master's thesis fieldwork period in a NFP country. If the fieldwork period is longer than three months, the Dutch institution will adjust the subsistence allowance to take account of local standards.

Please note that this contribution is only provided for thesis fieldwork. Any other kind of field trips or study visits will not be considered for this allowance. This contribution cannot be claimed if the research takes place in a western country.

The grant request must be submitted to Nuffic Neso Indonesia at least one month before the start of the course or programme. Failure to meet this deadline could mean that Nuffic Neso Indonesia may be unable to provide the requested funding in the calendar year in question.

3.5 The grant award

After approval of the budget, Nuffic Neso Indonesia awards the grant to the Dutch institution on behalf of the Dutch government. The budget for the scholarships is made available by the Dutch government. It is not a Nuffic Neso Indonesia grant or a Nuffic Neso Indonesia scholarship.

The grant award letter (*subsidiebeschikking*) states the name of the Dutch institution, the title of the programme, its starting and end dates, the name(s) of the StuNed fellow(s), and the maximum amount of the grant. Furthermore, it contains information on the obligations and responsibilities that the Dutch institution must observe on acceptance of the grant.

Included with this grant award letter are the approved list of participants and the general conditions for StuNed master's degree programmes, which are accompanied by: a copy of these guidelines; the StuNed Rules and regulations; the approved budget; financial guidelines and audit guidelines. The grant award letter, together with the annexes, contains the regulations valid for that particular programme.

3.6 Payment of the grant

When a grant is awarded an initial advance payment of 50% of the total grant amount will be made. The final payment of 50% will be made in the first half of the following calendar year. A final calculation will be done after Nuffic Neso Indonesia receives the required report.

3.7 Spending the grant

It is important to note that the grant is not a budget that the Dutch institution may spend at will. It consists of one or more scholarships with earmarked amounts which must be spent for their intended purpose. The amounts of the allowances mentioned in the approved budget are fixed. In principle, the allowances have to be paid to the StuNed fellow exactly as they are stated in the StuNed 'Rules and regulations'. Some costs entered in the budget are approximate figures.

The Dutch institution should always keep a good administration of the way the grant amount was spent.

The Dutch institution should always consult Nuffic Neso Indonesia if it becomes necessary to deviate from the budget approved by Nuffic Neso Indonesia on account of extraordinary circumstances. If the submitted budget is exceeded, either during the programme or on final settlement, a reasoned account of the cause must be provided and a higher grant must officially be requested. The request will be assessed based on the account provided and the resources available at that time.

3.8 Reporting

The Dutch institution must submit a report to Nuffic Neso Indonesia within two months of the end of all activities associated with the master's degree programme(s). The report must be submitted online by using the online questionnaire that will be provided by Nuffic Neso Indonesia.

The report must also include a financial statement in accordance with the financial guidelines. If the programme costs claimed exceed € 25,000, an auditor's report (*accountantsverklaring*) must be included as set out in the audit guidelines and an explanation of any unauthorized expenditure or deviations from the approved budget.

Furthermore the institution should also make sure that the participants fill out the online student questionnaire that will be provided by Nuffic Neso Indonesia.

Dutch institutions should use the prescribed formats to submit their reports on completed master's degree programmes. Nuffic Neso Indonesia can ask the Dutch institutions to amend, complete, or improve their reports if deemed necessary.

If the grant recipient fails to submit this compulsory report on time or if the submitted report is unsatisfactory, Nuffic Neso Indonesia has the right to reclaim all or part of the advance payments and can freeze any further payments. However, in line with the Code of Conduct the Dutch institution is bound to continue its service to the StuNed fellows.

3.9 Final calculation of the grant amount

The report will be treated as a final request for a grant for a specific amount. Nuffic Neso Indonesia decides on the exact grant amount within 13 weeks of receiving the report. The amount is based on the information provided in the report. Nuffic Neso Indonesia will inform the Dutch institution of this decision (*subsidievaststelling*) through a grant decision letter.

After Nuffic Neso Indonesia's decision on the grant amount is received, any funds that Nuffic Neso Indonesia has transferred to the Dutch institution's bank account which have not been spent must be returned to Nuffic Neso Indonesia immediately and unconditionally.

More information on this subject can be found in the financial guidelines included with the grant award letter.

4 StuNed Scholarship administration

StuNed scholarship administration entails a range of activities and responsibilities that are described below.

4.1 Preparatory activities

After having received the list of selected StuNed fellows, the Dutch institution is advised to notify the fellows and take the following steps as soon as possible:

Apply for visa

StuNed fellows will need either a 'provisional residence permit' ('MVV') to enter the Netherlands for **longer than three months** or a short stay visa ('VKV') to stay for **up to three months**. Information about MVV procedures and other immigration matters can be found in the leaflet on immigration procedures, on www.ind.nl or on the Nuffic website: www.nuffic.nl/nederlandse-organisaties/services/immigratieprocedures

The Dutch institution should provide guidance for StuNed fellows with the application procedure for a residence permit in the Netherlands. The Dutch institution reimburses the StuNed fellows for the costs of the residence permit (these costs are covered by the StuNed scholarship budget).

4.1.1 Provide for insurance

The Dutch institution is obliged to arrange insurance for StuNed fellows for the duration of the StuNed scholarship. The costs are covered by the scholarship grant. Contrary to previous expectations, StuNed fellows are not required to take out statutory basic healthcare insurance (*basisverzekering*) cover for their stay in the Netherlands. In order to qualify for a scholarship, candidates must give an undertaking to return to their home country at the end of their studies. Because of this, their stay in the Netherlands is considered temporary. Temporary residents of the Netherlands are not required to take out the statutory basic healthcare policy. However, if a scholarship student were to take up any form of employment and pay income tax on his earnings, he would then be under an obligation to take out a statutory basic healthcare insurance policy. StuNed scholarship students can take out private healthcare during their stay in the Netherlands.

Nuffic Neso Indonesia has made agreements with two insurance companies (AON Consulting and Lippmann Group B.V.) for a specific StuNed tailored package, including worldwide coverage, for health insurance and liability insurance, etc. You are also free to choose another policy or insurance broker provided their policies cover the same benefits and their premium is not higher than the premium charged by AON or Lippmann.

4.1.2 Arrange appropriate accommodation and other facilities

The Dutch institution has to arrange for adequate housing for the StuNed fellows. This accommodation should include furnishings, a kitchen or cooking facilities and services. It should preferably be located near the educational institution. The Dutch institution also has to arrange for access to computers, e-mail and the internet. The rent should not exceed an amount of € 450 per month. This is the part of the monthly allowance which is reserved for housing.

4.1.3 Provide for guidance upon arrival

The Dutch institution should preferably arrange for guidance from Schiphol international airport to the educational institution or accommodation upon arrival. If that is not possible, the Dutch institution should make sure that written guidance is included in the information package that is sent to new StuNed fellows with the scholarship award letter.

4.1.4 No-shows

If a fellowship holder for whom a Dutch institution has already made all the necessary arrangements does not show up for a course or programme, that institution may be faced with costs for a visa, travel etc. that cannot be claimed back from the fellowship holder.

In such cases, the Dutch institution should claim these costs from its own insurance. Only in cases where this is not possible can Nuffic Neso Indonesia reimburse to third parties costs related to preparatory arrangements made for the fellowship holder (visa, travel etc.). The handling fee will be reimbursed up to maximum of EUR 90 for short courses and EUR 110 for Master's degree, depending on the arrangements that the Dutch institution made for the fellowship holder concerned. The tuition fee will not be covered by Nuffic Neso Indonesia.

4.1.5 Responsibilities during the scholarship period, either in the Netherlands or in another country

Payment of allowances

The Dutch institution offering the course or programme assumes responsibility for administration of the scholarship and makes all the payments to the StuNed fellow.

If the study period in the Netherlands is expected to be of long duration, the Dutch institution usually opens a bank account for the StuNed fellows. The institution then transfers the first monthly allowance, as well as the full amounts of other allowances the fellow is entitled to.

The Dutch institution must make sure that all further monthly allowances are available to the StuNed fellows on the first day of each month, and according to the StuNed Rules and regulations and the amounts of the approved grant budget.

The Dutch institution must inform Nuffic Neso Indonesia as soon as possible about any situation that affects the fellowship.

4.1.6 Personal and academic guidance and monitoring

The Dutch institution is expected to render all necessary personal and academic guidance.

On arrival, the Dutch institution will hand StuNed fellows a student manual in the language of instruction of the programme, including relevant instructions, a code of conduct, and a complaints procedure (*Klachtenreglement*).

If a conflict arises between a StuNed fellow and the Dutch institution **regarding the scholarship**, either party can ask Nuffic Neso Indonesia to mediate. Mediation can only take place when both parties agree to participate. In such cases, Nuffic Neso Indonesia's decision is binding.

During the StuNed scholarship period, ongoing personal and student guidance, as necessary, can be provided to the StuNed fellow by a staff tutor or student mentor, assigned by the Dutch institution. This tutor or mentor can also provide any assistance needed in order to get to know or cope with the new social and cultural environment.

4.2 Special situations

A number of exceptional situations may arise during the fellowship period, such as:

- a change of programme or research topic with respect to StuNed master's degree programmes;
- long-term illness, pregnancy or other personal circumstances relating to the fellowship holder.
- extension of a fellowship;
- deferral/postponement of a fellowship;

Dutch institutions should refer to the StuNed Rules and Regulations for the correct procedures to follow in such situations and must always contact Nuffic Neso Indonesia for advice.

The following are a number of situations that can occur during the scholarship period, either in the Netherlands or in another country, and the procedures are explained that need to be followed in these.

4.2.1 Change of course or programme

StuNed fellows may want to change the course or programme after they have started their studies. Dutch institutions should not encourage StuNed fellows to change programmes. Despite the fact that the StuNed scholarships are awarded to individuals, the StuNed's main goal is 'institutional development' of the employing organization. The employer endorsed and motivated the application for a certain educational programme. In exceptional cases, Nuffic Neso Indonesia will consider requests for a change of a master's degree programme, but only if the request meets with the following criteria:

- The new course or programme must be in a related field, taught at the same institution.
- The request must be presented to Nuffic Neso Indonesia through the Dutch institution, together with a reasoned statement from the StuNed fellow's employer.
- The change in study programme must not affect the budget and must take place in the same period of time as the original programme.

In the case change of study program is requested by Dutch Institution, the request must meets the following criteria:

- The new course or programme must be in a related field, taught at the same institution.
- The request must be presented to Nuffic Neso Indonesia and provide explanation on why the program need to be change
- The change in study programme must not affect the budget and must take place in the same period of time as the original programme.
- If the change of program is happened after StuNed fellow arrived in the Netherlands, Dutch Institution must inform Nuffic Neso Indonesia not later than 2 weeks since the StuNed fellow is informed to change the program.

4.2.2 Interruption of the course or programme

Allowable causes of an interruption of the course or programme include the following;

Long-term illness of the StuNed fellow

If the StuNed fellow is hospitalized, the monthly subsistence allowance normally remains unchanged for six weeks. After six weeks the Dutch institution must reduce the scholarship to a level that the basic obligations (rent etc.) of the fellow can still be met.

If the StuNed fellow is forced to discontinue his or her study programme and has to return to his or her home country to recover from a long-term illness, the Dutch institution should not continue to pay the monthly subsistence allowance during this time. The educational institution should request a return ticket from Nuffic Neso Indonesia if the fellow can be expected to return to finish his or her studies. A one-way ticket should be provided if it is clear at that point that the StuNed fellow will not recover within a period of time so that he or she can successfully complete the studies within the prescribed time limit, even if an extension of the scholarship period were granted. Guidelines for extending the duration of a scholarship period are provided below.

In addition Nuffic Neso Indonesia maintains the following regulations for dealing with illness and pregnancy of StuNed fellows:

Situation 1:

If a StuNed fellow is pregnant or seriously ill on his or her arrival and is unable to follow the intended programme, the procedure for the host institution is described below.

Illness

The institution should confirm the nature of the illness and find out whether the StuNed fellow was suffering from the illness before or after submitting the scholarship application.

1. If the StuNed fellow's illness was known prior to the application, then he or she provided incorrect information at the time of application, and a decision must be made, following consultation with Nuffic Neso Indonesia, on whether to allow the fellow to continue the programme.
2. If the StuNed fellow became ill after submitting the scholarship application, but the host institution or the embassy was not notified prior to the student's travel to the Netherlands (or other country where the programme will take place), the same procedure applies. He or she should have notified the embassy or host institution prior to travel.

Be aware that the health insurance policy will not provide cover for conditions that existed prior to the start date of the policy. In all cases, however, you should contact the insurance company for advice. They are generally very reasonable and will occasionally be prepared to make an exception. Costs not met by the health insurance policy cannot be recovered from StuNed or Nuffic Neso Indonesia.

Pregnancy

The above also applies to pregnancies. For master's degree programmes, pregnancy and childbirth can cause a number of financial, insurance, legal and logistical problems that are not easily solved and are therefore best avoided. However, it does not always have to prevent a StuNed fellow from pursuing her master's programme.

If there is reasonable cause to do so, a decision can be taken to offer the StuNed fellow a new opportunity to follow the programme at some time in the future. Always consult Nuffic Neso Indonesia first as there are many factors to take into account: e.g. the cause, the available funding, the cost, timely notification by the fellow and the wishes of the host institution. They may, of course, always apply for a scholarship again.

Situation 2:

If a StuNed fellow becomes pregnant or seriously ill during the programme, the host institution should assess whether the student will be able to continue and complete the programme. The procedure is as follows:

Illness

1. The illness is of such nature that the StuNed fellow will miss only a little of the programme or course and can still complete it within the stipulated time. As far as the StuNed is concerned, the institution needs to take no action.
2. If the illness does have an effect on the 's ability to follow the programme or course, but he or she will still be able to finish, this may lead to the fellow needing a short extension to the award period. The institution should contact Nuffic Neso Indonesia to request an extension. An extension will be refused if the extension requested is too long in relation to the nominal duration of the course. The fellow is, of course, free to apply for a scholarship again.
3. If the illness is of such nature that the StuNed fellow will not be able to follow the programme, a decision must be taken on whether the fellow should withdraw from the programme, and (if applicable) return to his or her home country as soon as he or she is physically able to do so. The scholarship would then be terminated when the fellow leaves the Netherlands. Nuffic Neso Indonesia should be informed prior to this decision.

Pregnancy

The same procedure applies when a StuNed fellow becomes pregnant. If a pregnant fellow is able to follow the programme and finish within the specified time (on account of facilities provided by the host institution), she may of course continue to study as planned. Medical expenses arising from a pregnancy conceived in the Netherlands are covered by the insurance. However, always consult with the insurance company and with Nuffic Neso Indonesia.

Urgent family matters

If the StuNed fellow is absent for more than three weeks because of urgent family matters the Dutch institution should not continue the payment of the monthly subsistence allowance during the period of absence. If the fellow needs to return to his or her home country because of a life-threatening illness or the death of a family member in the first degree (father, mother, spouse or child), travel costs will be covered by the fellow's insurance policy. In all other cases, travel costs will be the fellow's own responsibility.

In all cases of interruption by illness or other causes, the Dutch institution should contact Nuffic Neso Indonesia to seek advice.

Any interruption of the programme may mean that the StuNed fellow is unable to complete the study within the prescribed time limit and needs an extension of the StuNed scholarship period.

Death of StuNed fellow

In the unfortunate event of the death of the StuNed fellow, the Dutch institution is confronted with the arrangement of various matters. The Dutch institution should immediately inform the family of the deceased, the Netherlands embassy in the country of the deceased and Nuffic Neso Indonesia. They should also notify the insurance company as soon as reasonably possible. If insured through AON (www.students-insurance.eu) or Lippmann (www.ips-lippmann.com), their SOS services will need to be contacted. The Insurance Company will need the following information:

- a death certificate and an official statement attesting to the cause of death (from physician or hospital)
- contact details of hospital (name, address, phone number & contact person)

- contact details of Dutch institution
- contact details of family of the deceased
- contact details of funeral home in the fellow's home country
- religious preferences of deceased.

If the StuNed fellow dies in the Netherlands the Dutch institution should contact a funeral home. Depending on the company chosen, they will arrange for matters such:

- the burial transit permit
- the death certificate
- flights to the Netherlands for family members of the deceased

Furthermore, the Dutch institution should:

- send the personal belongings of the StuNed fellow to his family
- cancel the fellow's bank account (for this you need a copy of the death certificate)
- cancel the fellow's accommodation
- check if the insurance company has cancelled the fellow's insurance.

4.2.3 Extension of the scholarship period

StuNed fellows following a master's programme may apply to extend the duration of their scholarship if, due to circumstances beyond their control, they are unable to complete their studies within the prescribed time limit.

There is no automatic right to extend the study period. Requests for an extension will therefore be considered on a case-by-case basis.

Extensions are only granted to allow a student to finish a programme as described - and approved by Nuffic Neso Indonesia - at the time of its publication in the ISPAC course list. No extensions are granted to allow students to take additional modules or to undertake field study or additional research which does not form part of the regular programme.

Circumstances deemed to be beyond the control of the StuNed fellow include:

- personal circumstances, such as urgent family matters that necessitate the student's temporary return home;
- long-term illness of the student;
- delays in the thesis research that cannot be attributed to the student;
- changes in the duration or structure of the study programme that make the programme duration longer than originally indicated by the Dutch institution. Such an adjustment in the course should be approved by Nuffic Neso Indonesia.

Length of the extension

An extension can be granted for a maximum of three months.

Procedure

The programme director at the institution and the StuNed fellow must submit a joint request indicating the reason or the cause of the delay to the studies, and how the programme director and the student propose to resolve this. The request should be submitted to Nuffic Neso Indonesia 2 months prior to the end of the scholarship period. The request must include a realistic study plan setting out what still needs to be done and when it will be completed. The request must be submitted must include:

- a revised budget in the StuNed revised budget format;
- an original statement from the StuNed fellow's employer stating that there is no objection to the student spending a longer period in the Netherlands than originally agreed. This statement must be printed on the company's official letter paper, bearing an original signature and the company's seal;

Nuffic Neso Indonesia will base its decision on these documents, the motivation, and on the availability of programme resources. If an extension is awarded, the official notification will be sent to the institution together with the approved revised budget. These documents will constitute an amendment to the original scholarship award decision.

The StuNed fellow and his or her employer will then be notified by the Dutch institution.

Costs that will be paid during the extension period:

- monthly subsistence allowance;
- insurance;
- additional international travel expenses if a ticket that has already been booked can no longer be used;
- costs relating to the extension of the student's residence permit;
- the accountant's fee, if the total grant after approval of the revised budget is more than € 25,000.

Important note: any additional tuition fees payable will not be covered.

4.2.4 Postponement of the scholarship

Because of the nature of the scholarship allocation procedure it is only in very rare cases possible to postpone a scholarship for one year. If the need arises, the Dutch institution must contact Nuffic Neso Indonesia to discuss the options.

4.2.5 Premature end of the scholarship

A StuNed fellow may decide to end his or her studies due to personal reasons or because he or she realizes that he or she will not be able to complete the course successfully.

The Dutch institution may bring the scholarship to an end at any point during the scholarship period if it becomes clear that the StuNed fellow will not be able to successfully complete the programme or course. If this happens, the Dutch institution should first consult and inform Nuffic Neso Indonesia about the situation. The Dutch institution must continue to administrate the scholarship with a maximum of 3 months, depending on the time that Nuffic Neso Indonesia needs to investigate the situation and make a final decision concerning the scholarship.

The institution should also provide the StuNed fellow with certificates or transcripts of study credits gained so far, and inform Nuffic Neso Indonesia to arrange a flight home for the fellow.

The scholarship will be terminated immediately, and any payments that the StuNed fellow received will have to be paid back, if any of the information supplied on the application form (which formed the basis for the award) is found to be untrue.

The scholarship will also be terminated immediately, and any payments that were received will have to be paid back by the StuNed fellow:

- if the holder makes a false declaration, such as misrepresentation regarding his or her ability in the language of instruction;
- if the holder commits a criminal offence;
- if the holder fails to observe the rules and regulations of the StuNed or refuses to follow instructions which the Dutch institution or Nuffic Indonesia issues in connection with the scholarship;
- if the holder arrives in the Netherlands too late to take part in the intended course or programme;
- if the holder is forced to withdraw from the course or programme;
- if there is a change in circumstances, including but not limited to a breakdown in relations between the StuNed fellow, the institution or the supervisor, as a result of which the activities for which the grant was provided can no longer be continued in their present form;
- if the holder's enrolment at the institution is terminated for whatever reason and regardless of fault;
- if the holder wishes to change to another institution for whatever reason.

If the scholarship ends early the Dutch institution should cancel the StuNed fellow's insurance with effect from the date of the flight.

If any of these special situations occur during a scholarship period, it must also be reported in the Dutch institution's final report to Nuffic Neso Indonesia.

4.3 Instructions for Dutch institutions on filing StuNed application forms

Nuffic Neso Indonesia's advice is to keep successful scholarship applications on file for seven years.