

# Basic Conditions, Rights and Obligations

## FULL MTEC SCHOLARSHIPS

for students from:

Belarus, Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, Hungary, Jordan, Latvia,  
Lithuania, Malta, Morocco, Poland, Romania, Russian Federation, Serbia and  
Montenegro, Slovakia, Slovenia, Turkey and Ukraine

*For the academic year 2006-2007*



Ministerie van  
**Buitenlandse Zaken**



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## **General**

A person who accepts an MTEC fellowship endorses the objectives of the MTEC Programme and agrees to observe the rules and regulations set out in this booklet. The fellowship holder must do his or her best to complete the course or programme for which the fellowship was granted.

In all cases not covered by these regulations, EVD will act on behalf of the Minister, and its decisions will be binding.

## **Allowances**

### Coverage

An MTEC fellowship includes a subsistence allowance and covers the costs of tuition fees and international travel, if necessary. Other costs may also be covered, as specified below. The MTEC fellowship, which is awarded to the fellowship holder by the Dutch provider, is considered to be sufficient to cover the cost of living for one person during the study period, when in the Netherlands. The fellowship does not cover the costs of travel for family members, nor does it provide enough money to support them. The fellowship holders must cover any other costs from their own resources.

Coverage:

All costs of subsistence including housing	€ 870,- (per month)
Personal allowance	€ 250,- (one time allowance)
Study materials	Arranged and paid for by the provider or € 280,- one time allowance
Visa costs	The actual costs will be reimbursed
International travel	Arranged and paid for by the provider
Travel from Netherlands airport to destination and back	Actual costs of travel by public transport (2nd class)
Daily travel between place of residence and training site if in different municipalities	Actual costs of travel by public transport (2nd class)
Other costs of travel in connection with programme	Actual costs of travel by public transport (2nd class)
Health insurance	Arranged and paid for by the provider

### Payment

The provider makes sure that all monthly allowances are available to the MTEC fellowship holder on the first day of each month (only the first payment can be a few days later).

## Duration

The fellowship period begins on the date stated in the 'MTEC Fellowship Letter' (which is usually up to three days before the actual start of the course or programme) and ends up to three days after the course or programme finishes.

If the fellowship holder arrives later than this and/or leaves earlier, only the shorter period is covered. Costs incurred prior to the fellowship period (for language tests, eye tests, etc.) will not be reimbursed.

## Arrangements

### International Travel

If appropriate, the provider may arrange for a return airline ticket from the airport nearest to the fellowship holders' place of residence to Schiphol Amsterdam Airport. Any airline ticket provided cannot be redeemed for cash.

In addition to the airline ticket, the provider will arrange for the necessary information and instructions regarding visa requirements, travel to the destination, and housing in the Netherlands.

### Immigration procedures

Fellowship holders from outside the European Union will have to obtain an entry visa from the Netherlands embassy in their home country before travelling to the Netherlands or to a third country (where applicable). The fellowship holder will receive information on how to apply for it. Information about the procedure can also be found at <http://www.nuffic.nl/immigration/start/groups/register/mvv.shtm>. The fellowship holder must report to the city council in the city of residence within three days of arrival. The provider will provide the fellow guidance on the application procedure for a residence permit. The provider will reimburse MTEC fellowship holders for the costs of the residence permit, as well as the costs of extending the permit after one year, if applicable. A residence permit is valid only for the duration of the fellowship and only for the purpose of studying or receiving training in the Netherlands. The fellowship holder must return to his or her own country at the end of the fellowship period. The fellowship holder should not engage in commercial or political activities that are not related to the education or training for which the fellowship has been awarded.

### Arrival and accommodation

The first instalment of the subsistence allowance is usually not paid until a few days after the fellowship holder has arrived at the place where the course or programme will be taking place. The fellowship holder is therefore advised to bring some money along to cover expenses during these first few days. Euros can be obtained at Amsterdam airport in exchange for most internationally convertible currencies or travellers cheques.

The provider opens a bank account for the new MTEC fellowship holders. The provider then transfers the first monthly allowance, as well as the full amounts of other allowances the fellowship holder is entitled to.

The provider will arrange appropriate housing for fellowship holders. The fellowship holder is obliged to accept the provided accommodation for the duration of the programme. The fellowship holder will pay the rent from his or her monthly allowance, but in some cases the provider may deduct the rent from the monthly allowance payment. The fellowship holder is obliged to follow the rules and regulations regarding accommodation of the provider.

In view of the rather cool climate in the Netherlands, fellowship holders are advised to bring along some warm clothing.

On arrival, the MTEC fellowship holders will receive a student manual in English, including relevant instructions, a code of conduct, and a copy of the complaints procedure (Klachtenreglement).

### Insurance

During the fellowship period, fellowship holders are insured against a number of risks by a private insurance company. The provider makes the necessary arrangements, pays the insurance premium, and presents fellowship holders with an insurance card or certificate shortly after their arrival. The insurance covers:

- medical treatment
- theft or loss of luggage during the travel
- accidents
- repatriation in case of an emergency (a flight home)
- liability

The insurance covers fellowship holders from the day they leave their home country to the day they arrive home again. These dates correspond with the dates on the tickets purchased by the provider. Cover is provided world-wide and includes MTEC training that takes place outside the Netherlands. If fellowship holders want any other risks to be covered by the insurance, they may pay for additional coverage themselves.

If a fellowship holder is hospitalized, the subsistence allowance will continue to be paid for up to six weeks, depending on the duration of the course or programme. After this period, the provider may adjust the allowance to suit the circumstances.

The insurance cover provided has its limitations. It may not always cover treatment for medical conditions that were present before the period of the fellowship. An example of such a condition not covered is pregnancy. Fellowship holders should read the policy carefully as soon as they arrive to make sure they understand the details of the cover provided, and to know how to make a claim.

### Guidance

Fellowship holders can expect to receive all necessary personal and ongoing student guidance in the form of a staff tutor or a student mentor during the MTEC fellowship period. The same also applies for any assistance needed in order to get to know or cope with the new social and cultural environment.

## **Deferral, extension or premature termination**

### Deferral

A fellowship that has already been awarded can be deferred only in very exceptional circumstances. The maximum deferral period is one academic year. If the need arises, EVD will discuss the options with the provider.

### Extension

MTEC scholarship students may apply to extend the duration of their fellowship if, due to circumstances beyond their control, they are unable to complete the course or study within the prescribed time limit. These circumstances include personal circumstances and long term illness, delays in the thesis research that cannot be attributed to the student, or changes in the duration or structure of the study programme that make the programme duration longer than originally indicated by the provider.

The fellowship holder and the provider submit a joint request indicating the cause of the delay to the studies, and how they propose to resolve this. The request must include a realistic study plan and must include an original statement from the fellowship holder's employer stating that there is no objection to the student spending a longer period on the study programme than originally agreed. This statement must be printed on the company's official letter paper, bearing an original signature and the company's seal.

EVD will base its decision on whether or not to grant an extension on these documents and on the availability of programme resources. If an extension is awarded, an official notification will be sent to the provider, who will then inform the fellowship holder and his or her employer. EVD will inform the relevant the Netherlands Embassy directly.

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

During an extension period the subsistence allowance, the insurance, any additional international travel expenses, and costs relating to the extension of the fellowship holder's residence permit will be covered.

### Long-term illness and personal circumstances

If the fellowship holder is hospitalized, the monthly subsistence allowance normally remains unchanged for six weeks. After six weeks it is up to the provider to adjust the monthly allowance to suit the circumstances.

If the fellowship holder is forced to return to his or her home country to recover from a long-term illness, the provider will not continue to pay the monthly subsistence allowance during this time. The provider will provide a return ticket (covered by EVD) if the fellowship holder can be expected to return to finish his or her studies. A one-way ticket will be provided if it is clear at that point that the fellowship holder 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 fellowship period were granted.

If the fellowship holder needs to return to his or her home country because of the life threatening illness or death of family members in the first degree (father, mother, spouse, or child), travel costs will be covered by the fellowship student's insurance policy. In all other cases, travel costs will be the fellowship holder's own responsibility. In these cases, the fellowship holder will usually not be absent long enough to necessitate the discontinuation of the monthly subsistence allowance. However, if the fellowship holder is absent for more than three weeks, the provider may stop the payment of the monthly subsistence allowance for the remaining period of absence.

#### Premature termination

The provider may bring the fellowship to an end at any point during the fellowship period if it becomes clear that the fellowship holder will not be able to successfully complete the programme or course. If this happens, the host institution will inform EVD and the Netherlands embassy or consulate in the fellowship holder's home country of the situation. The institution should also provide the fellowship holder with certificates or transcripts of study credits gained so far, and arrange a flight home for the fellowship holder.

The fellowship will be terminated immediately, and any payments that were 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 fellowship will also be terminated immediately, and any payments that were received will have to be paid back, if the holder:

- makes a false declaration, such as misrepresentation regarding his or her ability in the language of instruction;
- commits a criminal offence;
- fails to observe the rules and regulations of the MTEC Programme or refuses to follow instructions which the provider or EVD issues in connection with the fellowship;
- arrives in the Netherlands too late to take part in the programme;
- is forced to withdraw from the course or programme through some fault of his or her own.

The fellowship holder is obliged to attend classes, take exams and take part in the whole MTEC programme actively. If the fellowship holder fails to do so or when study results are poor the provider and EVD can terminate the fellowship prematurely.

If the fellowship ends early the fellowship holder's insurance will be cancelled with effect from the date of the flight home.

The Dutch government, EVD and the providers of the education or training accept no responsibility for the consequences of any illness, accident, or other risk that acceptance of the fellowship may entail.

Neither the Dutch government nor EVD are liable for any damage caused by the provider and/or its staff.

The Immigration Authorities will be notified of the end of the fellowship by the provider. The fellowship holder is requested to inform the city council of his or her departure.

A fellowship holder may decide to end his or her study early due to personal reasons or because he or she realizes that he or she will not be able to complete the course successfully. In such cases, the fellowship holder should inform the provider directly so that appropriate steps can be taken.

### Problems & conflicts

The types of problems that MTEC fellowship holders may face are varied, but can generally be solved at the provider.

If a conflict arises between a fellowship holder and the provider regarding the fellowship, either party can ask EVD to mediate. In such cases, EVD's decision is binding.

### Further Information

More information on the academic programmes and courses developed under MTEC programme:

- The Royal Netherlands Embassy in your country can supply more copies of this leaflet and information about other courses.
- For further information you can either contact the Royal Netherlands Embassy or EVD.

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