



## **KIT Scholarship Fund Rules and regulations for candidates and fellowship holders**

### 1. General

- 1.1 This document sets out the rules and regulations governing KIT Scholarship Fund for candidates as well as for fellowship holders for master's degree programs, and short courses.
- 1.2 By submitting a KIT Scholarship Fund application, candidates and fellowship holders agree to comply with the set rules and regulations. Moreover candidates and fellowship holders are expected to endorse the aim of the KIT Scholarship Fund and prepare themselves properly and to have taken note of the information available on the KIT Scholarship Fund.

### 2. Aim/Purpose

The overall aim of KIT Scholarship Fund is to contribute to improving health care around the world. This is done by offering talented health professionals from low and middle income countries to follow Master programs and short courses in Public and International Health at the Royal Tropical Institute (KIT) in Amsterdam. Investing in future leaders in health and experts in health care contributes to the improvement of international health and health care.

### 3. Eligibility

A candidate applying for a fellowship from KIT Scholarship Fund must:

- 3.1 be a professional with at least two to three years relevant work experience. For most of KIT's courses the criteria are as follows:
  - Minimal 2 to 3 year of relevant work experience (in low and middle income countries)
  - Minimal Bachelor in medicine, other academic education related to healthcare (nursing, health sciences, social sciences with focus on health care)
- 3.2 be a national of, and working and living in a low or middle income country at the time of application.
- 3.3 have been unconditionally admitted to a KIT for the course or program for which the candidate applies for a KIT Scholarship Fund fellowship. This means that the candidate must have met all the academic and administrative requirements set by KIT.
- 3.4 not be employed by: a. a multinational corporation (e.g. Shell, Unilever, Microsoft); b. a large national and/or a large commercial organisation; c. a bilateral donor organisation (e.g. USAID, DFID, Danida, Sida, Dutch ministry of Foreign affairs, FinAid, AusAid, ADC, SwissAid); d. a multilateral donor organisation, (e.g. a UN organisation, the World Bank, the IMF, Asian Development Bank, African Development Bank, IADB); e. an international NGO (e.g. Oxfam, Plan, Care).
- 3.5 A candidate applying for a KIT Scholarship fellowship must not have accepted an KIT Scholarship fellowship in the past.



- 3.6 Have submitted a complete application with all the required documentation before the appropriate fellowship application deadline.
- 3.7 Work in a field where a study at KIT can make relevant contribution.
- 3.8 Be in a position to introduce the newly acquired skills and knowledge.
- 3.9 Be available full-time to pursue the course or program without interruption, and be physically and mentally able to participate in the entire program.
- 3.10 Endorse the objectives and aims of the KIT Scholarship Fund. The aims of the KIT Scholarship Fund cannot be achieved if the fellowship holder does not return to his or her home country.
- 3.11 Preferably have a proven commitment for the public case (for example, work in remote rural areas or for disadvantaged populations).
- 3.12 Preferably have a partial other scholarship or other financial means. This way KIT Scholarship Fund can support more students to study at KIT.

#### 4. Procedural obligations

- 4.1 A candidate who has been awarded a fellowship from the KIT Scholarship Fund should confirm in writing within seven days of the offer if the fellowship is accepted.
- 4.2 If a candidate withdraws from the fellowship after accepting the fellowship there will be a restriction when applying in the future.
- 4.3. The scholarship holder cannot receive another scholarship at the same time, and so have double income, unless as a contribution to a partial scholarship from KIT Scholarship Fund. In all cases a scholarship holder should report another scholarship. Not reporting may result in immediate cessation of KIT Scholarship.
- 4.4 If a course or programme is cancelled by the KIT for whatever reason, the fellowship application will be cancelled or the fellowship will be withdrawn. The candidate cannot claim the fellowship for another course or programme. KIT Scholarship Fund is not responsible for the cancellation of courses by KIT.
- 4.5 The fellowship holder must:
  - a. do his or her best to successfully complete the course or programme for which the fellowship was granted within the fellowship period;
  - b. comply with any additional conditions that are deemed necessary to achieve the aim of the KIT Scholarship Fund;
  - c. follow the instructions of KIT regarding the course or programme and fellowship to the extent that these do not contravene KIT Scholarship Fund. The fellowship holder has to follow the instructions of the KIT both during the fellowship period and in the preparatory phase preceding the fellowship.
  - d. observe Dutch laws or the laws of the country where the course or programme is (partly) held.



## Other obligations

- 4.6 Scholarship holders should be prepared to contribute to promoting KIT Scholarship Fund during their studies at KIT by:
- Contribute to KIT Scholarship Fund website
  - Give interviews/presentations if asked to

## 5. Fellowship period

- 5.1 The fellowship is only intended for the duration of the course or programme for which the fellowship holder has been selected.
- 5.2 The fellowship holder must arrive before the start date of the programme or course as indicated by KIT.
- 5.3 If the fellowship holder leaves before the end date of the course or programme, if applicable, allowances and reimbursements covered by the fellowship will only apply to the period the scholar was actively participating in the programme or course.

## 6. Fellowship amount

- 6.1 The fellowship is a contribution to the costs of the chosen course or programme and covers costs as specified in the scholarship agreement. All other costs are the responsibility of the fellowship holder.

See Annex 'Cost overview to study MPH or MIH at KIT' for indication of costs involved.

## 7. Immigration procedures

- 7.1 If the study programme is held in the Netherlands or a country other than the fellowship holder's home country, the fellowship holder must obtain an entry visa.
- 7.2 The fellowship holder must comply with the immigration procedures of the Netherlands and/or the country where the course or programme is (partially) 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.
- 7.3 If the course or programme is held in the Netherlands and has a duration of more than 90 days, the fellowship holder must obtain a residence permit.
- 7.4 KIT will apply for a residence permit for the fellowship holder that is valid for the duration of the fellowship period only, and only for the purpose of study or training in the Netherlands.
- 7.5 The Immigration Authorities will be notified of the end of the fellowship by KIT.
- 7.6 The fellowship holder must inform the city council of his or her arrival and departure.



## 8. Housing

- 8.1 KIT can support the fellowship holder with search for accommodation if the request is received in time. If KIT arranges accommodation it is for the duration of the course or programme. The fellowship holder must in the previous case follow KIT's rules and regulations regarding accommodation.

## 9. Insurance

- 9.1 During the fellowship period, the fellowship holder must be insured by a private insurance company against a number of risks, such as medical treatment, theft or loss of luggage during the travel, accidents, repatriation in case of an emergency (a flight home), and liability; KIT can arrange a student insurance.
- 9.2. The fellowship holder must read the insurance policy carefully to make sure he or she understands the details of the coverage provided and that he or she knows how to make a claim;
- 9.3. The fellowship holder is aware that the insurance coverage provided has its limitations. It does not cover treatment for medical conditions that were present before the fellowship period began. If the fellowship holder wants any other risks to be covered by the insurance, he or she will be responsible for paying the supplemental coverage.
- 9.4. The fellowship only covers a contribution to the costs of insurance premiums. The fellowship holder is responsible for paying any premium costs that exceed this contribution. For an e-learning course an insurance is not mandatory.

## 10. Long term illness and personal circumstances

- 10.1 The fellowship holder must inform KIT about any circumstances that might influence the fellowship holder's performance in the course or programme and/or might influence the fellowship itself.
- 10.2 If the fellowship holder needs to return to his or her home country because of urgent personal or family circumstances, he or she must notify the KIT.
- 10.3 If the fellowship holder needs to return to his or her home country because of a life-threatening illness or the death of a first-degree family member, travel costs may be covered by the fellowship holder's insurance policy. In all other cases, travel costs will be the fellowship holder's own responsibility.
- 10.4 If the fellowship holder is absent from the course or programme for more than 10%, the fellowship holder will not receive the subsistence allowance for the remaining period of absence (if applicable).
- 10.5 If the fellowship holder is forced to return to his or her home country to recover from a long-term illness, the fellowship for the remaining period will have to be reconsidered.
- 10.6 The fellowship will be withdrawn if it is sufficiently clear or there is reasonable doubt that the fellowship holder will not recover early enough to allow him or her to successfully complete the course or programme within the fellowship period, even if the maximum extension of the fellowship period were to be granted.



10.7 In all of the above there could be consequences for attendance and in that case the Teaching and Examination rules and regulations apply, specifically article 4.6 Section B.

#### 11. Extension of the fellowship

- 11.1 The fellowship holder may apply to extend the duration of his or her fellowship if, due to exceptional circumstances beyond their control, the fellowship holder is unable to complete the course or programme within the prescribed period of time. These circumstances include very exceptional personal circumstances, long-term illness or circumstances beyond the fellowship holder's control including but not limited to natural disasters.
- 11.2 Extensions are not granted to allow the fellowship holder to take additional modules or to undertake field study or additional research that does not form part of the regular and approved programme.
- 11.3 Requests for extensions are only granted to enable the fellowship holder to finish a master's degree programme or a short course as described .
- 11.4 Extensions are not granted if it becomes clear or there is reasonable doubt that the fellowship holder will not be able to successfully complete the course or programme within the fellowship period, even if the maximum extension of the fellowship period were to be granted.
- 11.5 A request for extension must be made by to the KIT Scholarship Fund as soon as the cause for extension occurs but in any case no later than 8 weeks before the end of the fellowship period and meet the following criteria: a. indicate the cause of the delay; b. propose a plan on how to resolve the delay and complete the course or programme successfully; c. include a realistic study planning; d. be signed by both KIT as well as the fellowship holder or include a statement from the fellowship holder supporting the request; e. include documents that verify the cause for delay (such as a medical statement).
- 11.6 Requests that do not meet the criteria will not be considered. KIT Scholarship Fund considers the requests on a case-by-case basis and will base its decision whether or not to grant an extension on these documents as well as on the availability of programme resources.
- 11.7 KIT Scholarship Fund will notify KIT on the decision regarding the extension request, after which KIT will then inform the fellowship holder.
- 11.8 In the event of an extension period being granted, the fellowship holder's any costs outside the awarded fellowship are the fellowship holders own responsibility.

#### 12. Deferral of the fellowship

- 12.1 A fellowship that has already been awarded can be deferred only in very exceptional circumstances.
- 12.2 A fellowship can under no circumstances be deferred if the fellowship holder did already start his or her study.



### 13. Change of study programme

- 13.1 Fellowships are awarded exclusively for the course or programme at KIT for which the fellowship holder applied for a fellowship. Changing to another institution is not permitted.
- 13.2 A request for a change of programme or course will only be considered in very exceptional cases, and only if they take place at KIT.

### 14. Withdrawal of fellowship

- 14.1 If the fellowship holder decides to end his or her course or programme early, the fellowship holder must inform KIT and KIT Scholarship Fund immediately by withdrawing his/her fellowship.
- 14.2 The fellowship application will be cancelled or the fellowship will be terminated at any point and all fellowship costs can be claimed back from the fellowship holder if:
- a. it becomes clear or if there is reasonable doubt that the fellowship holder will not be able to successfully complete the course or programme within the fellowship period;
  - b. the fellowship holder does not comply with immigration procedures or for whatever reason cannot or cannot timely obtain a visa, residence permit or any other documents required by the law of the country where the course or programme is held;
  - c. the fellowship holder cannot be insured during the fellowship period;
  - d. the fellowship holder supplied information on the application form or accompanying documents (which formed the basis for the award) that is found to be inaccurate;
  - e. the fellowship holder makes a false declaration of any sort, such as a misrepresentation regarding his or her ability in the language of instruction;
  - f. it becomes clear that the fellowship holder does not or will not comply with the eligibility criteria (anymore);
  - g. the fellowship holder commits a criminal offence;
  - h. the fellowship holder fails to observe the KIT Scholarship Fund rules and regulations;
  - i. the fellowship holder refuses to follow instructions issued by KIT in connection with the fellowship and/or course and/or programme;
  - j. the fellowship holder arrives in the Netherlands too late to take part in the intended course or programme;
  - k. the fellowship holder is forced to withdraw from the course or programme;
  - l. if the fellowship holder decides to end his or her course or programme early;
  - m. the fellowship holder is not available on a full-time basis to pursue the course or programme without interruption and/or is not physically and mentally able to participate in the entire programme;
  - n. the fellowship holder experiences a change in circumstances, including but not limited to a breakdown in relations between the fellowship holder, the institution or the supervisor or promoter as a result of which the activities for which the fellowship was provided can no longer be continued in their present form;
  - o. the fellowship holder has his or her enrolment terminated by KIT for whatever reason;
  - p. the fellowship holder does not participate in the course or programme without the explicit permission of KIT and/or without notifying KIT.
- 14.3 If the fellowship is cancelled or withdrawn for whatever reason after the fellowship holder has accepted the fellowship, the fellowship is considered to be used which has possible implications for the eligibility of future applications.



- 14.4 KIT will inform the Netherlands embassy or consulate in the fellowship holder's home country about the withdrawal of the fellowship.
- 14.5 KIT will provide the fellowship holder with certificates or transcripts of study credits gained.
- 14.6 KIT will inform the Immigration Authorities about the withdrawal of the fellowship.
- 14.7 After withdrawal of the fellowship, KIT will cancel the fellowship holder's insurance effective the date of the flight home.

#### 15. Liability

- 15.1 KIT Scholarship Fund and KIT providing the course or programme accept no responsibility for the consequences of any illness, accident or other risk that the fellowship application and/or acceptance of the fellowship may entail.