

## **KIT Fund Rules and Regulations for candidates and scholarship holders, academic year 2025-2026**

### **1. General**

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

### **2. Aim/Purpose**

The overall aim of KIT Fund is to contribute to improving health and healthcare around the world. This is done by offering scholarships to 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 global health and health care.

### **3. Eligibility**

A candidate applying for a scholarship from KIT Fund must:

- 3.1 be a professional with at least three years' relevant work experience. For most of KIT's courses the criteria are as follows:
  - Bachelor's degree or equivalent academic training in either medicine or another field related to health care, such as health sciences, health economics, social sciences, or nursing.
  - A minimum of three years of health-related working experience in health systems, not limited to (organisation of) individual patient care, but including an involvement with public/global health, in resource constrained settings and/or with marginalized communities, and proven interest in these areas.
- 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 KIT for the course or program for which the candidate applies for a KIT Fund scholarship. This means that the candidate must have met all the academic and administrative requirements set by KIT.
- 3.4. In case of applying for a full scholarship, applicant should not be employed by 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, Dutch ministry of Foreign affairs, FinAid, AusAid, ADC, SwissAid) or a multilateral 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). Please note: In exceptional circumstances, the KIT Fund Board can deviate from the above.
- 3.5 A candidate applying for a KIT Scholarship must not have accepted a KIT Scholarship in the past.



- 3.6 Have submitted a complete application with all the required documentation before the appropriate scholarship application deadline.
- 3.7 Work in a field where a study at KIT can make relevant contribution. 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 Fund. The aims of the KIT Fund cannot be achieved if the scholarship holder does not return to his or her home country. Therefore, scholarship holders are expected to return to their home countries after their studies to contribute to improving the health situation.
- 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 Fund can support more students to study at KIT.
- 3.13 When applying for a partial scholarship from KIT Fund, one must have proven other financial means complementing the partial scholarship from KIT Fund, to be able to cover all relevant costs. These other financial means can be in the form of own savings, another scholarship, or institutional sponsorship (organisations, i.e., government agencies, NGOs, private companies, or other). If you are selected for a partial scholarship, you will be required to transfer this additional proof of finance before the given deadline in the application form.

#### **4. Procedural obligations**

- 4.1 A candidate who has been awarded for a scholarship from the KIT Fund should confirm in writing within seven days of the offer if the scholarship is accepted.
- 4.2 If a candidate withdraws from the scholarship after accepting the scholarship without valid reasons, 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 Fund. In all cases a scholarship holder should report another scholarship. Not reporting may result in immediate cessation of the KIT Fund scholarship.
- 4.4 If a course or programme is cancelled by KIT for whatever reason, the scholarship application will be cancelled, or the scholarship will be withdrawn. The candidate cannot claim the scholarship for another course or programme. KIT Fund is not responsible for the cancellation of courses by KIT.
- 4.5 The scholarship holder must:
  - a. do his or her best to successfully complete the course or programme for which the scholarship was granted within the scholarship period;
  - b. comply with any additional conditions that are deemed necessary to achieve the aim of the KIT Fund;
  - c. follow the instructions of KIT regarding the course or programme and scholarship to the extent that these do not contravene KIT Fund. The scholarship holder must follow the instructions of the KIT both during the scholarship period and in the preparatory phase preceding the scholarship.
  - 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 Fund during their studies at KIT by:
  - o Contribute to KIT Fund website
  - o Give interviews/presentations if asked to
- 4.6 Scholarship holders should be prepared to contribute to promoting KIT Fund after their return to their home country/completion of their programme and provide regular updates on how their studies at KIT are of use to them.

### **5. Scholarship period**

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

### **6. Scholarship amount**

- 6.1 The scholarship 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 scholarship holder.

### **7. Immigration procedures**

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

### **8. Housing**

- 8.1 KIT arranges accommodation for the duration of the programme. The scholarship holder must follow KIT's rules and regulations regarding accommodation.

### **9. Insurance**

- 9.1 During the scholarship period, the scholarship 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 will arrange student insurance.

- 9.2 The scholarship 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 scholarship holder is aware that the insurance coverage provided has its limitations. If the scholarship holder wants any other risks which are not covered by the insurance, the scholarship holder will be responsible for paying the supplemental coverage. All the details about this insurance and AON service can be found in the policy conditions, summary of cover and service information Aon Student Insurance. [Aon Student Insurance](#).
- 9.4. The scholarship only covers a contribution to the costs of insurance premiums. The scholarship holder is responsible for paying any premium costs that exceed this contribution. For an e-learning course insurance is not mandatory.

#### **10. Long term illness and personal circumstances**

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

#### **11. Extension of the scholarship**

- 11.1 The scholarship holder may apply to extend the duration of his or her scholarship if, due to exceptional circumstances beyond their control, the scholarship 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 scholarship holder's control including but not limited to natural disasters.
- 11.2 Extensions are not granted to allow the scholarship 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 scholarship 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 scholarship holder will not be able to successfully complete the course or programme within the scholarship period, even if the maximum extension of the scholarship period were to be granted.
- 11.5 A request for extension must be made by to the KIT Fund as soon as the cause for extension occurs but in any case no later than 8 weeks before the end of the scholarship 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 scholarship holder or include a statement from the scholarship 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 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 Fund will notify KIT Institute on the decision regarding the extension request, after which KIT will then inform the scholarship holder.
- 11.8 In the event of an extension period being granted, the scholarship holder's any costs outside the awarded scholarship are the scholarship holders own responsibility.

## **12. Deferral of the scholarship**

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

## **13. Change of study programme**

- 13.1 Scholarships are awarded exclusively for the course or programme at KIT for which the scholarship holder applied for a scholarship. 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 scholarship**

- 14.1 If the scholarship holder decides to end his or her course or programme early, the scholarship holder must inform KIT and KIT Fund immediately by withdrawing his/her scholarship.
- 14.2 The scholarship application will be cancelled, or the scholarship will be terminated at any point and all scholarship costs can be claimed back from the scholarship holder if:
- it becomes clear or if there is reasonable doubt that the scholarship holder will not be able to successfully complete the course or programme within the scholarship period;
  - the scholarship 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;
  - the scholarship holder cannot be insured during the scholarship period;



- d. the scholarship 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 scholarship 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 scholarship holder does not or will not comply with the eligibility criteria (anymore);
- g. the scholarship holder commits a criminal offence;
- h. the scholarship holder fails to observe the KIT Fund rules and regulations;
- i. the scholarship holder refuses to follow instructions issued by KIT in connection with the scholarship and/or course and/or programme;
- j. the scholarship holder arrives in the Netherlands too late to take part in the intended course or programme;
- k. the scholarship holder is forced to withdraw from the course or programme;
- l. if the scholarship holder decides to end his or her course or programme early;
- m. the scholarship 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 scholarship holder experiences a change in circumstances, including but not limited to a breakdown in relations between the scholarship holder, the institution or the supervisor or promoter as a result of which the activities for which the scholarship was provided can no longer be continued in their present form;
- o. the scholarship holder has his or her enrolment terminated by KIT for whatever reason;
- p. the scholarship holder does not participate in the course or programme without the explicit permission of KIT and/or without notifying KIT.

- 14.3 If the scholarship is cancelled or withdrawn for whatever reason after the scholarship holder has accepted the scholarship, the scholarship 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 scholarship holder's home country about the withdrawal of the scholarship.
- 14.5 KIT will provide the scholarship holder with certificates or transcripts of study credits gained.
- 14.6 KIT will inform the Immigration Authorities about the withdrawal of the scholarship.
- 14.7 After withdrawal of the scholarship, KIT will cancel the scholarship holder's insurance effective the date of the flight home.

**15. Liability**

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

I herewith agree with the rules and regulations.

Student Name:

Date:.....

Signature:.....