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# UNIVERSITY OF TWENTE.

FACULTY OF GEO-INFORMATION SCIENCE AND EARTH OBSERVATION

ITC FOUNDATION SCHOLARSHIP PROGRAMME (ITC-FSP) FOR THE MASTER'S IN SPATIAL ENGINEERING.

Rules and Regulations 2018.

This document sets out the obligations, rules and regulations for the ITC Foundation Scholarship Programme (hereafter referred to as "ITC-FSP"). These rules and regulations are an annex to the ITC Foundation Scholarship (ITC-FS) contract and ITC-FSP award letter and are provided to all such scholarship recipients. By signing the ITC-FSP contract, the student agrees to observe and be fully aware of the programme's rules and regulations as set out in this document.

## 1. Basic characteristics of the ITC Foundation Scholarship Programme

The ITC Foundation Scholarship (ITC-FS) is awarded by The ITC Foundation on behalf of the Faculty of Geo-Information Science and Earth Observation (ITC) of the University of Twente, (hereafter referred to as ITC). It is awarded for the complete formal duration of Master's programme in Spatial Engineering at the ITC (i.e. two academic years) unless the student fails to comply with the conditions set for this scholarship programme.

- 1.1 The ITC-FS is awarded to students selected by the ITC Faculty, according to the rules and regulations of this particular scholarship scheme. It provides a partial contribution to the overall budget package requirement for the MSc in Spatial Engineering at ITC. The ITC-FS holder is expected to fund the difference between the total study costs and that provided by the ITC-FSP.
- 1.2 The Executive Board of the University of Twente determines the policy that governs the framework of the ITC-FSP.
- 1.3 The ITC Faculty manages and monitors the ITC-FSP and is responsible for awarding and administering the scholarships on behalf of the ITC Foundation

## 2. Scholarship

- 2.1 The ITC-FSP contributes to the total costs of studying at ITC, with part of the costs being met by the student him/herself.
- 2.2 The ITC-FSP covers part of the tuition fees, includes a tuition fee waiver and covers part of the living allowances.
- 2.3 The part of the living allowances of the ITC-FSP will be paid in monthly instalments to the student's Dutch bank account, and will become payable when the student provides a Dutch bank account number.
- 2.4 The tuition fee component will be directly deducted from the ITC-FSP budget package.
- 2.5 Visa fees and AON insurance, paid for by the UT, will be invoiced to the student and paid from their budget package.
- 2.6 The individual elements of the total budget package (tuition fee, insurance, and living allowance) are based on the known costs at the commencement of the two academic year programme in August 2018. If any of these elements rise, either as a result of the University of Twente fee policy, (for example in the second academic year) the insurance provider, or the required living allowance policy of the Netherlands Government, then these new fees will be implemented and their costs will be the responsibility of the student.

2.7 Dutch law stipulates a minimum living allowance that is needed by a student according to their status. The living allowance included in the ITC-FSP budget package assumes that the student is single (unaccompanied) during their study period. The level of living allowance will NOT be increased if the status of the student changes to "accompanied" during the study period.

2.8 If the student has financial dues to the ITC, it has the right to deduct the amount due from the ITC-FSP.

### 3. Obligations of the scholarship holder

3.1 The University of Twente Enrolment Regulation, and in particular *chapter 2. Enrolment as a student for a funded Bachelor's or Master's Programme (according to Act)*, lists the rules and regulations for admittance into a UT master's programme. It describes the respective responsibilities of the University and the admitted student and is a binding agreement. The student must undertake to follow this policy.

3.2 The student must undertake to follow and complete the Master's degree programme in Spatial Engineering to the best of their ability within the nominal duration of the study programme (2 academic years).

3.3 The student must have complied with all conditions mentioned in the general requirements of the Master's degree programme of the UT before the start date of the ITC Foundation scholarship and requirements during the Master's degree programme in Spatial Engineering.

3.4 The student is obliged to have insurance for the entire stay in the Netherlands for study purposes at the UT, including health and liability insurance. Such insurance will be arranged by the UT upon signing the contract. Pre-existing conditions are not covered by this health insurance (this includes pregnancy).

3.5 The student is obliged to immediately inform the Programme Manager and ITC-FSP Scholarship Coordinator in case of withdrawal from the Master's degree programme, or in case of long term illness or if the student leaves the Netherlands for a period exceeding 3 weeks.

3.6 If the student changes their residential address during the study period they are to inform Student Affairs.

3.7 The candidate cannot receive more than one type of scholarship from ITC for courses /programmes that take place at the same time. The scholarship holder must assess the legitimacy and availability of any contribution from a third party or own means before accepting the ITC-FS.

### 4. Additional elements

4.1 All materials wholly or partly produced with the help of the grant, with the exception of images and illustrations, must be published under the Creative Commons License – Attribution Non - commercial. As a result, third parties wishing to make use of these materials are required to cite (attribute) the work in the manner specified by the author or licensor and the citation or reuse should in no way imply that the author or licensor endorses the scope of the derived work. Third parties are not permitted to use the work for commercial purposes.

### 5. Academic progress

5.1 The ITC-FSP holder's study results will be evaluated at critical evaluation points within the programme. The exact points will be communicated at the start of the programme.

5.2 If at a given point the progress of ITC-FSP holder is deemed to be insufficient, they will receive a letter to make them aware of the possible implications of the underperformance

5.3 At the end of the first study year, the ITC-FSP coordinator will ask the programme manager for a progress report of each student. In order for the ITC-FS to be continued for the second year of the programme, the student should have successfully concluded the first year of the study programme to such an extent that the student is expected to be eligible to enter the MSc research phase and finish the programme within the nominal period.

- 5.4 At the end of the study period, the programme manager will send a report, a transcript of records and a copy of the diploma to the ITC-FSP coordinator.

## 6. Deviations of study trajectory

### Withdrawal of the scholarship

- 6.1 The scholarship may be withdrawn when:
- It is established by ITC that the ITC-FSP holder has not mentioned all relevant facts for admission to the programme during the admission procedure;
  - The student does not comply with the general Code of Conduct with respect to International Students in Dutch Higher Education or the ITC Education and Examination Regulations (EER).
  - The student makes a false declaration or commits a criminal offence
  - The student withdraws from the Master's programme in Spatial Engineering due to personal circumstances;
  - The student is forced to withdraw from the Master's programme in Spatial Engineering
  - The student changes to another Master's programme
  - Sufficient study progress is not made by the start of the second year (see section 5)
  - The student is not admitted to the MSc research phase
  - The student is expected not to finish the study programme within the nominal period of two years.
  - The student has not paid the second half of the own contribution of the total costs of the Master's degree Programme before the start of the second study year.
- 6.2 The decision on termination of the scholarship is made by the Dean on a case-by-case basis. In all cases the judgment of the Programme Manager will be taken into account.
- 6.3 If a scholarship is terminated, the ITC-FSP financial support will directly be withdrawn and an exit interview will be held with the ITC-FSP coordinator. In this interview, possibilities of continuing the study programme on the student's own funding can be discussed.
- 6.4 In the event that the scholarship holder discontinues their study programme at ITC, the overall budget package used up to the point of departure will be evaluated and the refund of the student's own contribution payment will be calculated as follows (there will be NO refund of tuition fees or residence permit costs whatsoever):
- A) The refundable balance of the living allowance and health insurance will be calculated on a pro-rata (daily) basis for the period of time that the scholarship holder has been present since the commencement of the course.
  - B) The reference point for the calculation of the refund will be the actual day of departure from ITC.
  - C) Any allowances already paid for the remaining days of the month beyond the day of departure are to be deducted from any refund.
  - D) Any outstanding unpaid debts of the scholarship holder will be deducted from any refund.
  - E) The scholarship holder has no right or claim to that part of the total budget package that has been provided by the ITC Foundation Scholarship.

### Deferrals

- 6.5 Deferrals are allowed in exceptional cases, being either:
- 6.5.1. Severe health issues of the ITC-FSP holder
  - 6.5.2. Death of a first-degree relative of the ITC-FSP holder
- 6.6 In the above exceptional cases, the ITC-FSP may be deferred for a maximum duration of 1 calendar year. The scholarship must be used in full upon resuming the study trajectory and may not be deferred for a second calendar year.

- 6.7 The original ITC-FSP amount will remain effective as well as all rules and regulations from the original scholarship allocation.
- 6.8 All extra costs involving the return of the ITC-FSP holder are at their own expense (e.g. residence permit, insurance costs and travel costs).
- 6.9 The student is required to provide documentation supporting their request for the deferral and submit an alternative study plan which has the approval of the Programme Manager.
- 6.10 The student is required to request the deferral with the ITC-FSP coordinator (with a copy to Student Affairs and Programme Manager).
- 6.11 The student is required to inform the Programme Manager as soon as issues arise that may require a deviation in the study trajectory.

#### Extensions

- 6.12 The procedure for extension of the MSc Research exam and a prolongation of the nominal study period are specified in the Education and Examination Regulations (EER) of the Master's programme Spatial Engineering. Only in very exceptional cases will the ITC Fellowship Programme offer additional financial support for such an extension. The reasons should be non-academic, e.g. illness – not for lack of progress reasons). The student needs to submit a request for a funding extension to the ITC-FSP Coordinator, supported by a sound reasoned argument for the extension, and documentation supporting the request. This request should include the proposed adjustment to the study schedule and details of how the additional required living allowance and insurance coverage during the extension period is to be financed, including a statement of the programme manager with the consent for the extension and an indication that the extension could lead to an acceptable thesis and final examination. If a request of funding is approved, it will only be on the basis of partial funding (in the same pro-rata manner as the original Scholarship). An extension will only be considered for a period up to a maximum of three months.
- 6.13 The ITC-FSP coordinator in consultation with the ITC Management will consider the application for extension based on the information provided and provide a response as soon as possible.

#### 7. Calamities

- 7.1 If the student is hospitalized, the ITC-FSP financial support normally remains unchanged for six weeks if a doctor's certificate can be presented to ITC-FSP coordinator (with a copy to Student Affairs and Programme Manager). After six weeks, taking into account the current situation and the wishes of the scholarship holder, the ITC-FSP coordinator decides on the further necessary actions in consultation with the Programme Manager (and Student Affairs). Depending on the decided outcome, the ITC financial department will adjust the monthly allowance to suit the circumstances. The scholarship holder will be notified in a timely manner of this decision in compliance with the rules and regulations, stating the reasoning for adjustment.
- 7.2 If the scholarship holder is forced to return to their home country to recover from a long-term illness, the ITC-FSP financial support will be withdrawn.
- 7.3 If the ITC-FSP holder needs to return to their home country because of a life-threatening illness or death of family members by blood or by affinity in the first degree and second degree, travel costs will be covered by the student's insurance policy although formal documentation will be required. In these cases, the student will usually not be absent long enough to necessitate the discontinuation of the financial support. However, if the student is absent for more than three weeks, ITC-FSP financial support will be stopped for the remaining period of absence. If such a suspension of the financial support is required, the ITC-FSP holder will be notified in a timely manner of such a decision in compliance with the rules and regulation.
- 7.4 No liability can be held against the ITC Faculty as a result of the ITC-FSP financial support for any loss or damage suffered by the student or by third parties, such as loss or damage caused by illness, accident or crime (including being a victim of crime).

#### 8. Unforeseen circumstances

In case of any unforeseen circumstances, not covered by these rules and regulations, or in case this agreement induces apparent injustices, the ITC-FSP Coordinator decides, after consultation with the student and the Programme Manager.