

## RULES AND REGULATIONS OF THE ITC SCHOLARSHIP FOR SPATIAL ENGINEERING 2023

## FACULTY OF GEO-INFORMATION SCIENCE AND EARTH OBSERVATION

This document sets out the obligations, rules and regulations for the ITC Scholarship for Spatial Engineering (hereafter referred to as 'ITCS4SE'). These rules and regulations are an annex to the ITC Scholarship for Spatial Engineering contract and award letter and are provided to all such scholarship recipients. By signing the ITC Scholarship for Spatial Engineering contract, the student agrees to observe and be fully aware of the programme's rules and regulations as set out in this document.

**1. Basis characteristic of the ITC Scholarship for Spatial Engineering.**

The ITC Scholarship for Spatial Engineering is awarded by 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 nominal completion of the Master's degree programme in Spatial Engineering (hereafter referred to as 'M-SE') at the ITC, unless the student fails to comply with the conditions set for this scholarship programme.

- 1.1 The ITCS4SE 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 Master's degree programme M-SE at ITC. The ITCS4SE holder is expected to fund the difference between the total study costs and that provided by the ITCS4SE.
- 1.2 The Board of the ITC Faculty of the University of Twente determines the policy that governs the framework of the ITCS4SE.
- 1.3 The ITC Faculty manages and monitors the ITCS4SE and is responsible for awarding and administering the scholarships.

**2. Scholarship**

- 2.1 The ITCS4SE contributes to the total costs of studying at ITC, with part of the costs being met by the student.
- 2.2 The ITCS4SE covers part of the tuition fees, including a tuition fee waiver and covers part of the living allowances.
- 2.3 The part of the living allowances of the ITCS4SE 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 ITCS4SE 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 2023. 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 amounts will be implemented and the increased costs will be the responsibility of the student. The contribution from ITC to the scholarship will NOT be increased.
- 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 ITCS4SE 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 (e.g. rent), the ITC had the right to deduct the amount due from the ITCS4SE.

### 3. Obligations of the scholarship holder.

- 3.1 The University of Twente Enrolment Regulations 2023-2025, and in particular [Article 2 Enrolments in subsidised educational programmes](#) lists the rules and regulations for admittance into a UT Master's programme in Spatial Engineering at ITC. It describes the respective responsibilities of the University and the admitted student and is a binding agreement. The student must undertake to follow these regulations.
- 3.2 The student must undertake to follow and complete the Master's degree programme M-SE to the best of their ability within the nominal duration of the study programme (two academic years).
- 3.3 The student must have complied with all conditions mentioned in the general requirements of the Master's degree programme M-SE of the ITC before the start date of the Scholarship for Spatial Engineering.
- 3.4 The student is obliged to have insurance for the entire stay in the Netherlands for study purposes at the ITC Faculty, including health and liability insurance. Such insurance will be arranged by the ITC upon signing the contract. Pre-existing conditions are not covered by this health insurance (this includes pregnancy). The AON insurance provider can not be changed by the student to a different provider.
- 3.5 The student is obliged to immediately inform the Study Adviser of M-SE and the ITCS4SE Coordinator in case of withdrawal from the Master's degree programme M-SE, or in case of long term illness or if the student leaves the Netherlands for a period exceeding 3 weeks (except during the summer break) or for a period exceeding 10 weeks for study-related reasons.
- 3.6 If the student changes their residential address during the study period they are to inform Student Affairs.
- 3.7 The ITCS4SE may only supplement, and does not duplicate, any other source of financial support/fellowship the student might have. If the student is awarded an institutional scholarship, the student must inform the ITCS4SE Coordinator that they have other sources of scholarship funds. The ITCS4SE may be withdrawn completely or partially if during the scholarship period the programme has evidence of additional sources of institutional support.
- 3.8 The scholarship holder must assess the legitimacy and availability of any contribution from a third party or own means before accepting the ITCS4SE.
- 3.9 A student who receives the ITCS4SE is not allowed to take any form of paid employment within the UT during the ITCS4SE contract period. This is part of the juridical agreement between the UT and the tax authorities within the framework of the policy that governs the terms of its Scholarship Programmes.
- 3.10 Recipients of the ITC Scholarship are not permitted to earn external income through employment. Those taking part in internships may receive expense allowances but not salary payments.
- 3.11 As the Scholarship is awarded by the Faculty ITC the scholarship holder is obliged to make use of the accommodation in the ITC International Hotel for the first twelve months of the study programme.

### 4. Additional elements

- 4.1 A student who receives the ITCS4SE could be approached to join information sessions, promotion and recruitment activities towards new prospective students and/or to participate in customer journey activities.
- 4.2 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 NonCommercial License. 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 ITCS4SE holder's study results will be evaluated at critical evaluation points within the course. The exact points will be communicated at the start of the Master's programme.
- 5.2 If at the first evaluation point (after quartile 1) the student is at risk to fulfil the conditions at the end of the first year for continuation of the fellowship into the second year (see below article 5.3) the

ITCS4SE holder will receive a warning letter to make them aware of the possible implications of the underperformance.

- 5.3 Before the end of the first study year, the ITCS4SE Coordinator will ask the Study Adviser to report about each student (marks and general progress). For the continuation of the fellowship into the second academic year of the programme:
- A student should have obtained at least all but 7EC (i.e. 53EC of the available 60EC) before the start of the second academic year, which in effect means that a student has passed at least all case study projects, academic skills and 1 elective course (this requirement will be confirmed at the start of the first academic year in view of possible changes in the study programme).
- 5.4 At the end of the study period, the ITCS4SE Coordinator will ask the Study Adviser for a report, a transcript of records and a copy of the MSc diploma.

## 6. Deviations of the study trajectory

Withdrawal of the scholarship

6.1 The scholarship may be withdrawn when:

- i. It is established by ITC that the ITCS4SE holder has not mentioned all relevant facts for admission to the programme during the admission procedure;
- ii. 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);
- iii. The student spends more than 3 weeks outside the Netherlands for personal reasons or more than 10 weeks outside the Netherlands for study-related reasons;
- iv. The student makes a false declaration or commits a criminal offence;
- v. The student withdraws from the Master's degree programme M-SE due to personal circumstances;
- vi. The student is forced to withdraw from the Master's degree programme M-SE;
- vii. The student changes to another Master's degree programme;
- viii. The student has made insufficient study progress by the end of this first year (see article 5.3);
- ix. During the second academic year if the student fails to complete the MSc Research Proposal test.
- x. The student has not fulfilled their pending financial obligations of the total costs of the Master's degree Programme M-SE before the start of the second study year;
- xi. The student deviates in any way from these Rules and Regulations.

6.2 The decision on termination of the scholarship is made by the Dean on a case-by-case basis. In all cases the judgement of the Study Adviser M-SE will be taken into account.

6.3 If a scholarship is terminated, the ITCS4SE financial support will be withdrawn and an exit interview will be held with the ITC Educational Manager. In this interview, possibilities of continuing the Master's degree programme on the students 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 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 (such as costs at the ITC hotel or payments to the ITC notebook programme) 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 ITCS4SE.

#### Deferrals

- 6.5 Deferrals are allowed in exceptional cases (providing the conditions of the enrolment regulations, as mentioned in section 3.1, continue to be met), being either:
  - A. Severe health issues of the scholarship holder
  - B. Death of a first-degree relative of the scholarship holderIn the above exceptional cases, the scholarship 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 academic year.
- 6.6 The original ITCS4SE amount will remain effective as well as all rules and regulations from the original scholarship allocation.
- 6.7 All extra costs involving the return of the ITCS4SE holder are at their own expense (e.g. tuition fees, residence permit, insurance costs and travel costs).
- 6.8 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 Study Adviser M-SE.
- 6.9 The student is required to request the deferral with the ITCS4SE Coordinator (with supporting documentation from the Study Adviser M-SE). The student is required to inform the Study Adviser M-SE as soon as issues arise that may require a deviation in the study trajectory.

#### Extensions

##### 6.10

Under the terms of the ITC scholarship regulations, living allowances (incl. insurance) are provided for a period of 23 months. Tuition fees are covered until the end of the second academic year. This implies that if studies are extended beyond the 23 months, the student will have to take care of the living allowances (incl. insurance). An extension into the subsequent academic year (start 1 September 2025) would require the student to pay tuition fees to register for the academic year 2025-2026, and to have adequate funding source for the necessary monthly living allowances and insurance costs. The ITC scholarship programme doesn't provide means for any extension.

#### 7. Calamities

- 7.1 If the student is hospitalized, the ITCS4SE financial support normally remains unchanged for six weeks if a doctor's certificate can be presented to the ITCS4SE Coordinator (with a copy to Student Affairs and Study Adviser M-SE). After six weeks, taking into account the current situation and the wishes of the scholarship holder, the ITCS4SE Coordinator decides on the further necessary actions in consultation with the Study Adviser M-SE (and Student Affairs). Depending on the decided outcome, the ITC financial department will adjust 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 ITCS4SE financial support will be withdrawn.
- 7.3 If the ITCS4SE 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 may 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, the ITCS4SE financial support will be stopped for the remaining period of absence. If such a suspension of the financial support is required, the ITCS4SE holder will be notified in a timely manner on such a decision in compliance with the rules and regulations.

7.4 No liability can be held against the ITC Faculty as a result of the ITCS4SE 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 ITCS4SE Coordinator decides, after consultation with the student and the Study Adviser M-SE.