

UNIVERSITY OF TWENTE.

FACULTY OF GEO-INFORMATION SCIENCE AND EARTH OBSERVATION

Rules and regulations 2020 for the **ITC EXCELLENCE SCHOLARSHIP PROGRAMME (ITC-ESP)**

This document sets out the obligations, rules and regulations for the ITC Excellence Scholarship Programme (hereafter referred to as "ITC-ESP"). These rules and regulations are an annex to the ITC Excellence Scholarship (hereafter referred to as "ITC-ES") contract and ITC-ESP award letter and are provided to all such scholarship recipients. By signing the ITC-ESP 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 characteristic of the ITC Excellence Scholarship Programme for the Master's Programme Geo-Information Science and Earth Observation.

The ITC-ES 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 by the complete formal duration of Master's degree programme Geo-Information Science and Earth Observation (hereafter referred to as "M-GEO") 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-ES 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-GEO at ITC. The ITC-ES holder is expected to fund the difference between the total study costs and that provided by the ITC-ESP.
- 1.2 The Board of the ITC Faculty of the University of Twente determines the policy that governs the framework of the ITC-ESP.
- 1.3 The ITC Faculty manages and monitors the ITC-ESP and is responsible for awarding and administering the scholarships.

2. Scholarship

- 2.1 The ITC-ESP 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-ESP 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-ESP 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-ESP 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 2020. 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 ITC-ESP 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 has the right to deduct the amount due from the ITC-ESP.

3. Obligations of the scholarship holder.

- 3.1 The University of Twente Enrolment Regulations 2020-2021, and in particular [Article 3.6 Post-initial accredited enrolments](#) and the corresponding [Admission and Enrollment Regulations Post-initial Education ITC 2020-2021](#), lists the rules and regulations for admittance into a UT master's programme in Geo-Information Science and Earth Observation 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-GEO 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 M-GEO of the ITC before the start date of the ITC Excellence Scholarship and requirements during the Master's degree programme M-GEO.
- 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).
- 3.5 The student is obliged to immediately inform the Programme Manager of M-GEO and ITC-ESP coordinator in case of withdrawal from the Master's degree programme M-GEO, 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).
- 3.6 If the student changes their residential address during the study period they are to inform ITC BOOZ/Student Affairs.
- 3.7 The ITC-ESP may only supplement, and does not duplicate, any other source of financial support/fellowship the student might have. If selected as a finalist or if the student is awarded a scholarship, the student must inform the ITC-ESP coordinator that they have other sources of scholarship funds. The ITC-ESP may be withdrawn completely or partially if during the scholarship period the programme has evidence of additional sources of 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 ITC-ES.
- 3.9 A student who receives the ITC-ES is not allowed to take any form of paid employment within the UT during the ITC-ES 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 The student is legally allowed to generate income from a job or internship outside the UT within the limits of applicable legal regulations pertaining to the residence permit. However, students with an income on top of an ITC-ES, might become liable for tax payments and the compulsory basic health care insurance.

The ITC-ES amount as well as the amount generated out of work would be added up as income, for which tax payments are compulsory. If a student enters into any employment arrangement, then the standard student insurance would no longer be available, and the (more expensive) compulsory basic health care insurance would be needed.

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-ESP 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 course.
- 5.2 If at the first evaluation point (after quartile 1) the average mark is below 7.0 (on a scale of 10) the ITC-ESP holder will receive a letter to make them aware of the possible implications of the underperformance.
- 5.3 Before the end of the first year of the study programme, the ITC-ESP coordinator will ask the programme manager to report about each student (marks and general progress). For the continuation of the fellowship into the second year of the programme:
 - a student should have obtained all but 7EC before the start of the second year; and
 - have an average mark of 7.0 (on a scale of 10)
- 5.4 At the end of the study period, the ITC-ESP coordinator will ask the programme manager for a report, a transcript of records and a copy of the diploma

6. Deviations of study trajectory

Withdrawal of the scholarship

- 6.1 The scholarship may be withdrawn when:
 - i. It is established by ITC that the ITC-ESP 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-GEO due to personal circumstances;
 - vi. The student is forced to withdraw from the Master's degree programme M-GEO;
 - vii. The student changes to another Master's degree programme;
 - viii. The student has made insufficient study progress by the end of the first year and does not have an average mark of 7.0 (see article 5.3);
 - ix. The student is expected not to finish the Master's degree programme M-GEO within the nominal period of two years as provided in the ITC Education and Examination Regulations (EER) of the Master's degree programme (e.g. if not admitted to the MSc Research Phase);
 - x. The student has not paid the second installment of the own contribution of the total costs of the Master's degree Programme M-GEO 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 judgment of the Programme Manager M-GEO will be taken into account.
- 6.3 If a scholarship is terminated, the ITC-ESP 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 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 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 ITC-ESP.

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 ITC-ESP holder
 - b. Death of a first-degree relative of the ITC-ESP holder
- In the above exceptional cases, the ITC-ESP 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.
- 6.6 The original ITC-ESP 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 ITC-ESP 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 Programme Manager M-GEO.
- 6.9 The student is required to request the deferral with the ITC-ESP coordinator (with supporting documentation from the Programme Manager M-GEO). The student is required to inform the Programme Manager M-GEO as soon as issues arise that may require a deviation in the study trajectory.

Extensions

- 6.10 Only in very exceptional circumstances (beyond the control of the student) where the ITC-ESP holder requires an extension to the study period in order to complete the degree, a request for extension of the scholarship needs to be made in writing to the ITC-ESP coordinator (with supporting documentation from the Programme Manager M-GEO) clearly stating the reasons (and supplying appropriate supporting documentation). This 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. An extension of the scholarship will only be considered for a period up to a maximum of three months.
- 6.11 The ITC-ESP coordinator in consultation with the ITC Management will consider the application for extension of the scholarship based on the information provided and provide a response as soon as possible.

7. Calamities

- 7.1 If the student is hospitalized, the ITC-ESP financial support normally remains unchanged for six weeks if a doctor's certificate can be presented to ITC-ESP coordinator (with a copy to Student Affairs and Programme Manager M-GEO). After six weeks, taking into account the current situation and the wishes of the scholarship holder, the ITC-ESP coordinator decides on the further necessary actions in consultation with the Programme Manager M-GEO (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 ITC-ESP financial support will be withdrawn.
- 7.3 If the ITC-ESP 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-ESP financial support will be stopped for the remaining period of absence. If such a suspension of the financial support is required, the ITC-ESP holder will be notified in a timely manner of 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 ITC-ESP 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 or 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-ESP coordinator decides, after consultation with the student and the Programme Manager M-GEO.