

# Obligations for scholarship holders

## European University Institute (EUI) Programme

This document is meant for candidates and scholarship holders who have been selected for a scholarship under the European University Institute (EUI) Programme. It states the obligations for scholarship holders, informs about the various roles and responsibilities of the parties involved and informs about the scholarship payments.

### Roles & responsibilities

1. The programme is initiated and funded by the Dutch Ministry of Education, Culture and Science. The programme is managed in cooperation between EUI, Nuffic, and the *Dienst Uitvoering Onderwijs* (DUO. In English: Education Executive Agency).
2. For the first 3 years of the scholarship, Nuffic will:
  - a. process the application and selection procedure
  - b. advise DUO about the scholarship decisions
  - c. if a scholarship is awarded, be responsible of managing the award
  - d. provide information and support concerning the scholarship;
  - e. for acting as an intermediary between the scholarship holder and DUO or the Dutch Ministry of Education, Culture and Science.
3. DUO takes all decisions regarding the scholarship (such as outcome of an application, changes in a scholarship award and settlement or withdrawal) and will inform candidates and scholarship holders of these decisions. Aside from this, DUO will be responsible for all payments resulting from a decision.
4. EUI is responsible for:
  - a. the application procedure and selection process
  - b. providing academic support and services for scholarship holders:  
[www.eui.eu/en/services](http://www.eui.eu/en/services);
  - c. monitoring scholarship holders' progress;
  - d. notifying Nuffic of any circumstances that affect the scholarship.
  - e. payment of the top-up for 4<sup>th</sup> year that EUI receives from the Dutch Ministry of Education, Culture and Science.
5. The EUI scholarship is awarded to the scholarship holder exclusively for conducting research at EUI as detailed in the grant award.
6. Throughout the scholarship period the scholarship holder must obtain sufficient academic progress. The EUI will assess if the scholarship holder has obtained sufficient progress and will inform Nuffic of this throughout and at the end of each academic year. If negative, Nuffic will advise DUO to pause or end the scholarship.
7. The scholarship holder will inform Nuffic as soon as possible in writing if he/she cannot start his/her research in time, in case of significant delays, premature ending or other significant changes with regard to their research or scholarship.
8. To counteract deliberate unacceptable behaviour and to prevent that awarded grants or scholarships will be used for activities involving for instance child labour, the subsidy or

grant recipient will subscribe to the Nuffic Code of Conduct for integrity and act accordingly. In addition, activities involving the following situations/behaviour are considered unacceptable: bankruptcy, insolvency or winding-up procedures; conduct related to a criminal organisation; money laundering or terrorist financing; terrorist offenses or offenses linked to terrorist activities; irregularity; creating a shell company; being a shell company.

### **Scholarship payments**

9. The scholarship is a contribution towards the costs for conducting research at the EUI. All other costs are the responsibility of the scholarship holder.
10. The scholarship amount consists of<sup>1</sup>:
  - a. A monthly allowance of € 1717;
  - b. A contribution towards health insurance of € 93;
  - c. An annual travel allowance of € 325.
11. DUO will transfer the scholarship amount for each academic year in two instalments to the (Dutch) bank account of the scholarship holder. In August, the scholarship holder will receive the first instalment, consisting of the monthly allowances for 6 months (September to February), including the annual travel allowance. In February, the scholarship holder will receive the second instalment, consisting of the monthly allowances for the remaining 6 months of the academic year (March to August).
12. In addition to the scholarship amount, there is a partner and/or child allowance<sup>2</sup>:
  - a. A monthly partner allowance of € 277,83;
  - b. A monthly child allowance of € 100,01;
  - c. An annual travel allowance for the partner of € 325.
13. To be eligible for the partner allowance:
  - a. the spouse or partner must reside at the same address as the scholarship holder in Italy, and not be in receipt of a regular income (such as a full salary or grant);
  - b. the scholarship holder is required to provide either a marriage certificate or a co-habitation agreement that has been drawn up by a notary.
14. To be eligible for the child allowance the scholarship holder must provide a birth certificate for the child in question.
15. The request for partner and/or child allowance must be sent by email to [eui@nuffic.nl](mailto:eui@nuffic.nl). Once approved, DUO will send an amendment letter to the scholarship holder for the new scholarship amount. If rejected, Nuffic will notify the scholarship holder in writing of the outcome.
16. The additional allowance applies from the first day of the month after Nuffic has approved the request for additional allowance. The partner and child allowances cannot be applied for retroactively or after the end of the scholarship period in the grant award.

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<sup>1</sup> As of academic year 2022-2023.

<sup>2</sup> As of academic year 2022-2023.

17. The additional allowance will be paid by DUO (if necessary, retroactively) simultaneously with the next instalment. Nuffic must be notified in the case of any changes in circumstances that may require the additional allowances to be stopped (i.e. separation, divorce etc.)

### **Duration of the scholarship**

18. The scholarship is only intended for the duration as detailed in the grant award.
19. DUO may grant, on the request of the EUI a financed extension with a minimum duration of 2 months and maximum duration of 6 months after the end date as detailed in the grant award only in the case of a) severe health issues (prolonged illness) and b) maternity leave.

The scholarship holder must provide a substantiated request addressed to the EUI Entrance board or Admissions office that must be approved by the EUI to qualify. For more information see:

[www.eui.eu/ServicesAndAdmin/AcademicService/PracticalInformation/LeavesAbsenceMaternityAllowance](http://www.eui.eu/ServicesAndAdmin/AcademicService/PracticalInformation/LeavesAbsenceMaternityAllowance)

20. A financed extension is comprised of the monthly allowance times the number of months which are approved for financed extension.
21. DUO may decide on request of the EUI to grant an unfinanced extension or deferral of the scholarship period for a) personal circumstances and b) parental leave. For more information see the link above.
22. Further extension of the scholarship is not possible.

### **Withdrawal**

23. DUO may decide to withdraw the scholarship if:
- a. the scholarship holder does not obtain sufficient academic progress, as determined once a year by EUI;
  - b. if the scholarship holder does not comply with EUI, Nuffic or DUO obligations/ rules/ regulations/ instructions;
  - c. if the supplied information on the application form or accompanying documents (which formed the basis for the selection and award) is found to be inaccurate or makes a false declaration of any sort.

DUO holds the right to withdraw the scholarship and reclaim (a proportional part of) the scholarship amount from the scholarship holder if one or more of the above points is not met.

The scholarship will be withdrawn if the scholarship holder decides to end his/her Ph.D. trajectory at the EUI. The date of termination communicated by the EUI will determine the scholarship end date and in the case of an overpayment may result in the reclaim of part of the scholarship amount.

### **Monitoring and Evaluation**

24. The scholarship holder and alumni are required to cooperate in surveys or evaluations conducted by or commissioned by Nuffic, the European University Institute, DUO or the Dutch Ministry of Education, Culture and Science and provide the requested information.

### **Privacy**

25. The personal data of candidates and/or scholarship holders provided in the scholarship application will be used by Nuffic, DUO, the Ministry of Education, Culture and Science and the European University Institute for the purposes of administration, assessment, selection, monitoring and evaluation of the EUI Programme. All personal data will be processed in accordance with the EU General Data Protection Regulation (GDPR). For more information about the processing of your personal data, the data retention periods and your rights as a subject under the GDPR, we would like to refer you to the privacy statement of Nuffic at [www.nuffic.nl/privacy](http://www.nuffic.nl/privacy) and the privacy statement of DUO at [www.duo.nl/particulier/privacy-en.jsp](http://www.duo.nl/particulier/privacy-en.jsp).

### **Liability**

26. The scholarship is financed by the Dutch Ministry of Education, Culture and Science. Neither Nuffic nor DUO nor the Dutch Ministry of Education, Culture and Science do not accept any responsibility, financially or otherwise, for expenditures (or liabilities emerging from these expenditures) or liabilities arising from activities funded by the grant.
27. After the end of the scholarship period all rights and claims related to the scholarship expire.