

4. SHARE SCHOLARSHIP RULES AND REGULATION

4.1 General Notice

This section sets out the rules and regulations governing the SHARE scholarship programme which will apply to all SHARE candidates who take up the short courses. It forms an annex to the SHARE 'Scholarship Award Letter', which all newly selected SHARE scholarship candidates receive. By signing and returning the SHARE Scholarship Award Letter, SHARE scholarship holders, or in short Candidates, agree to observe the SHARE rules and regulations as set out in this section.

EP-Nuffic manages and monitors the programme as a whole. The university selected as home and host university is responsible for administering the scholarships.

A person who accepts a SHARE scholarship endorses the objectives of the SHARE scholarship programme and agrees to observe the rules and regulations set out in this document. The applicable version of the rules and regulations are issued with the Scholarship Award Letter.

A SHARE scholarship is a contribution to the costs of the chosen courses, which includes a subsistence allowance, covers the costs of international and domestic (if applicable) travel, visa and immigration fee and insurance. Other costs may also be covered under consideration by SHARE as long as it does not exceed the total budget line for scholarship per student. Any other costs not covered by the scholarship programme, it is the SHARE Candidate's responsibility to cover the cost which is financed by their own resources.

EP-Nuffic shall inform the home and host university in a form of Scholarship Allocation Letter detailing the number of scholarships they are going to receive/send. Home and/or host university in return must complete a grant request and submit a prescribed budget to EP-Nuffic based on the list of selected candidates. The grant request must reach EP-Nuffic before the date indicated in the scholarship allocation letter (starting date of the course/semester).

The grant request and budget covers all costs of providing the scholarships in question. It should include the tuition fee, the allowances and various reimbursements (international and local travel; insurance; visa fee if applicable) as well as the handling fee per awarded scholarship. Home and/or host university has to inform EP-Nuffic well before submission of the grant request if in any intention to award partial scholarships to one of the selected SHARE scholarship candidate.

The scholarship takes effect three days before the start of the programme and ends no later than three days after the programme has finished. The pertinent dates will be stated in the 'SHARE Award Letter' sent to the SHARE Candidate, in which the award is announced.

SHARE through EP-Nuffic may terminate the scholarship at any moment during the scholarship period if EP-Nuffic considers it evident that the SHARE Candidate will not be able to successfully complete the mobility programme. If a scholarship is terminated host university might provide the SHARE fellow with transcripts of study credits gained so far. Host university will arrange a flight home for the SHARE Candidate.

4.2 Pre-Departure Procedures

The selected SHARE fellows from CLMV countries are eligible for English language workshops in their home country before they begin the SHARE mobility programme. Only selected SHARE fellows that are in the top 20 from each CLMV country are eligible to attend the English language workshop programme.

After accepting the SHARE scholarship, EP-Nuffic will inform all the eligible selected candidates about the details of the English workshop programme (i.e., course schedule and workshop location).

4.3 International and Domestic Travel

The only international travel costs covered by the scholarship are the flight from the fellow home country to destination country where the program is conducted and the return flight. The air ticket classification shall be economy class for the shortest distance between home and host countries and the carrier should be any of the national airlines of ASEAN.

Host university will arrange departure and return tickets. Departure dates will be set by the host university based on the starting date of the academic semester. Return dates will be set by host university. The airline ticket cannot be cashed in or changed without the consent of EP-Nuffic. Additional expenses such as excess baggage and airport tax are not covered. Airline tickets cannot be redeemed for cash.

In case of a SHARE fellow needs a domestic flight as connection to the nearest international airport, the domestic flight will be arranged and provided by host university. The flight should be direct connected with international flight with the lay over duration is less than one day.

4.4 Immigration Procedures

SHARE fellow will have to obtain student visa or residence permit in the country where the mobility program is conducted. Host university will provide the necessary information and instructions on how to proceed. Host university will guide the SHARE Candidate in the application procedure. Host university will reimburse for the cost of the student visa or residence permit.

During the entire programme duration SHARE fellow should not engage in commercial or political activities that are not related to the programme for which the scholarship has been awarded.

SHARE fellow should comply with the immigration procedures in the country where the mobility programme is conducted.

4.5 Arrival, Settling-in, and Accommodations

Upon arrival, host university must provide SHARE Fellow a student instruction manual which will include relevant instructions of the course, university code of conduct, information about the university and information about the country, the people and the culture.

The first instalment of the subsistence allowance is usually not paid until a few days after the SHARE Fellow has arrived at host university, although each fellow will be provided with a sum of settling in allowance from their home university it is advised for the SHARE Fellow to bring some money to cover additional expenses during these first few days.

Host university participating in SHARE scholarship programme is obliged to arrange appropriate housing for SHARE Fellows. These arrangements can vary from a hotel room to a unit in home university's own hostel or student apartments, or accommodation rented from a private landlord. If host university has reserved accommodation for a SHARE fellow, the Fellow is obliged to accept this accommodation for the duration of the programme. Generally speaking, the SHARE fellow will pay the rent from his or her monthly allowance, but in some cases host university may deduct the rent from the allowance payment if the rental payment already arranged by host university.

SHARE fellow is obliged to follow the host university's rules and regulations regarding accommodation.

4.6 During Study Period

4.6.1 General

Upon arrival/during the mobility programme in the host university SHARE fellows are allowed to change the course(s) that he or she already applied previously during the application process. These considerations that sometimes the quota of the course(s) is full or for any other reasons.

SHARE fellow must do his or her best to complete the course for which the scholarship was granted. If home or host university, EP-Nuffic or SHARE project consortium member conducts a survey or evaluation and asks for information, SHARE fellows are obliged to cooperate, also after the actual scholarship is terminated.

4.6.2 Guidance

During the SHARE scholarship programme period, ongoing personal and student guidance, as necessary, can be provided to the SHARE fellow by a staff tutor or student mentor, assigned by the host university. This tutor or mentor can also provide any assistance needed in order to get to know or cope with the new social and cultural environment.

Before the end of the scholarship the host university should remind the SHARE fellow to fill in the online student questionnaire, as this is a prerequisite for the closing of the scholarship administration.

4.7 Insurance

During the scholarship period, SHARE Candidate are insured against a number of risks by a private insurance company. Host university makes the necessary arrangements, pays the insurance premium and presents SHARE fellows with an insurance card or certificate shortly after their arrival.

The insurance whenever possible should cover the following:

- medical treatment;
- theft or loss of luggage during the travel;
- accidents;
- repatriation in case of an emergency (a flight home);
- liability

The insurance covers SHARE fellows from the day they leave their home country until the day they arrive home again. These dates correspond with the dates on the tickets purchased by host university. If SHARE fellows want to add any other risks to be covered by the insurance, they may pay for supplemental coverage by themselves.

The insurance coverage provided has its limitations. It may not always cover treatment for medical conditions that were present before the scholarship period began. SHARE fellows should read the policy carefully as soon as they arrive to make sure they understand the details of the coverage provided (glasses are not covered, for example), and so they know how to make a claim.

4.8 Allowances

4.8.1 Coverage

The SHARE scholarship, which is awarded to the SHARE candidate through the host and home university, is considered to be sufficient to cover the cost of living for one person during the study period. The scholarship does not cover the costs of travel for family members, nor does it provide enough money to support them.

The amount of the subsistence allowance is determined by the host universities based on the country where the SHARE scholarship programme is conducted as well as by the duration of the scholarship programme.

4.8.2 Scholarship Period

The scholarship period begins on the date stated in the 'SHARE Award Letter' (which is usually up to three days before the actual start of the programme) and ends up to three days after the course or programme finishes.

If the SHARE fellow arrives after this date and/or leaves earlier, only the shorter period is covered. Costs incurred prior to the scholarship period will not be reimbursed.

4.8.3 Payment

Universities that are member of SHARE programme assumes responsibility for administration of the scholarship and makes all the payments to the SHARE fellow. The allowance disbursement from host university may be paid in cash or through wire transfer to the fellow's bank account.

4.9 Calamities and Conflicts

4.9.1 Problems and Conflicts

The types of problems that SHARE fellow may face are varied. Problems must generally be resolved with the host university by means of the complaints procedure of host university. This is usually the first port of call in resolving any issues.

If a SHARE fellow feels that the host institution has not acted in accordance with the Code of Conduct, she or he should submit a complaint to International Relation Office at host university. If the SHARE candidate feels that the complaint has not been handled properly by the host university and that the host university is still not complying with the Code of Conduct, he or she submit a complaint to SHARE through EP-Nuffic.

If a conflict arises between a SHARE fellow and home/host university regarding the scholarship, either party can ask SHARE to mediate. Mediation can only take place when both parties agree to participate. In such cases, SHARE's decision is binding.

4.9.2 Early End of a Scholarship

If a SHARE fellow decides to end his or her study early for personal reasons or because she or he realizes that she or he will not be able to complete programme successfully, the SHARE fellow should inform the host university directly so that appropriate steps can be taken. The scholarship may be terminated at any point during the scholarship period by SHARE or host university after consultation with SHARE, if it becomes clear or if reasonable doubt arises that the SHARE fellow will not be able to successfully complete the programme.

Host university must inform SHARE (through EP-Nuffic) accordingly. Host university should also provide the SHARE fellow with transcripts of study credits gained so far and arranges a flight home for the SHARE Fellow.

The scholarship will be terminated immediately and any payments received can be claimed back, if the information supplied on the application form (which formed the basis for the award) is found to be inaccurate. The scholarship will also be terminated immediately, and any payments received can be claimed back, if SHARE fellow:

- commits a criminal offence;
- fails to observe SHARE rules and regulations or refuses to follow instructions issued by host university or EP-Nuffic in connection with the scholarship;
- arrives in too late to take part in the intended mobility programme;
- is forced to withdraw from programme by host university;
- experiences a change in circumstances, including but not limited to a breakdown in relations between the SHARE candidate, the institution as a result of which the activities for which the scholarship was provided can no longer be continued in their present form;
- has his or her enrolment terminated by the institution for whatever reason.

If the scholarship ends early SHARE fellow's insurance will be cancelled with effect from the date of the flight home.

SHARE, EP-Nuffic and host university providing the course accept no responsibility for the consequences of any illness, accident or other risk that acceptance of the scholarship may entail.