

ITM scholarship regulations

January 2018

First Dutch version November 2004

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Scope

Section 1. These regulations govern the procedures of the scholarship system for students from low and middle income countries enrolling in

- Master's degree programmes
- short courses
- individual (including pre-doctoral) training
- PhD programmes
- post-doctoral programmes

Section 2. These regulations also define the purpose and the functioning of the ITM scholarship fund which, in addition to scholarships, can also finance tuition-fee waivers for EEA nationals.

Section 3. A scholarship or other form of financial assistance aims to promote the accessibility of postgraduate education for talented people with limited funding opportunities.

Section 4. These regulations do not apply to the programmes that lead to a postgraduate certificate. No system of scholarships or financial assistance from the ITM scholarship fund is established for such programmes.

Section 5. The scholarship system relates to the funding of one or more of the following expenses:

- registration & tuition fee. For PhD programmes and individual programmes (including predoctoral training), this is known as bench fee and/or supervision fee.
- subsistence & housing allowance
- travel costs (from and to primary place of residence)
- insurance (health, accident and personal liability)
- miscellaneous (such as educational material, installation or shipping costs)

Section 6. These regulations only apply to scholarships whose funds are managed directly by ITM.

Section 7. Only a person from a low or middle income country (OECD DAC list of "ODA recipients") with primary residence in a low or middle income country and without nationality of a high income country can qualify for a scholarship. Applicants who have engaged in a professional activity in a high income country for more than one year during the three years prior to the application date are not eligible for scholarships.

Definitions

- Section 8. A scholarship is financial support for one or more of the expenses mentioned in Section 5 in connection with a programme of studies at ITM as mentioned in Section 1. A scholarship does not give rise to an employment relationship with ITM.
- Section 9. A full scholarship is a scholarship to finance the five categories mentioned above (see Section 5).
- Section 10. A partial scholarship covers only a few of the above headings (see Section 5) in whole or in part.
- Section 11. An ITM scholarship student is someone from a low or middle income country to whom ITM has awarded a scholarship.
- Section 12. The tuition and registration fee is the amount that the student pays to be registered as a student and to receive permission to follow educational activities, including taking examinations.
- Section 13. A bench fee is the amount that must be paid to cover supervision, education and any project-related costs of an individual student. For doctoral students, a distinction is made between bench fee and supervision fee respectively covering research and supervision costs.
- Section 14. An ITM alumnus, in these regulations, is a former student who has successfully completed a course or programme as defined in Section 1 except for individual training.
- Section 15. When referring to master's degree programmes, the postgraduate "master after master" courses at ITM, each with their specified orientations, are meant.
- Section 16. A resit scholarship is a scholarship that allows a master's student to come to ITM for a second final examination (see ITM examination regulations).
- Section 17. Short courses refer to specialised short courses outside the framework of a degree programme. Short courses can, in practice, also function as components of a degree programme.
- Section 18. Individual training refers to an individualised, flexible and not necessarily consecutive programme of maximum 6 months duration for someone with a bachelor's or master's degree. An exception is a pre-doctoral programme, which aims to assess whether or not a candidate can complete a PhD programme and is only intended for students with a

university master's degree, and has a maximum duration of 1 year. The learning objectives and mutual obligations will be laid down in a study contract.

Section 19. A sandwich doctoral scholarship is a scholarship for a PhD programme of a maximum of 4 academic years (48 months) in which the scholarship student spends periods of the programme in both the home country / home institute and ITM and in which a maximum of 24 scholarship months in Belgium can be paid.

Section 20. An institutional doctoral scholarship is a sandwich scholarship that is awarded and financed within the framework of a country programmes under the cooperation agreement between the Directorate General for Development Cooperation (DGD) and ITM.

Section 21. An individual doctoral scholarship is a sandwich scholarship awarded to a selected ITM alumnus in the framework of the scholarship programme of the Belgium country programme (2017-2021) funded by DGD.

Section 22. A post-doctoral scholarship is a scholarship for post-doctoral studies, which can be awarded to selected candidates who have obtained a PhD degree. Within a period of maximum three years, a scholarship of maximum 3 months at ITM per calendar year, can be awarded.

Scholarship system

Financing

Section 23. The funds intended for the financing of a scholarship may come from:

- funding awarded under the Belgium country programme (2017-2021) financed by the Directorate General for Development Cooperation (DGD)
- country programmes funded by DGD
- the ITM scholarship fund that can be financed by core-funding, patronage and own income
- private funds for scholarships managed by the ITM¹
- ITM financing (e.g. ZAP support funds)
- any other external source of funding

Section 24. DGD scholarship scales / amounts are used as reference for all scholarships. Private sponsors will be encouraged to use the same scales.

¹ (see DC 030308)

Section 25. ITM charges an 8.5% overhead for managing scholarships financed by private sponsors. The overhead is charged on all scholarship amounts except those covering tuition and registration fees. This overhead is not charged to governments of low and middle income countries or to non-governmental organisations for developmental collaboration.

Partial or full scholarship

Section 26. Scholarships (including DGD scholarships) may be full or partial, with the exception of the individual doctoral scholarships.

Section 27. Candidates for a scholarship must provide a statement of their own or other sources of funding (e.g. employer or other sponsor), which they submit by solemn declaration.

ITM scholarship fund

Section 28. The ITM manages its own scholarship fund with the following objectives, (in order of priority):

- To promote financial accessibility to education (particularly to Master's degree programmes, but also specialised short courses) for EEA nationals, who cannot usually claim other sponsorship
- funding of resit scholarships (see Section 16)F
- funding of contractual allowances to refund tuition fees to foreign scholarship sponsors (e.g. 20% allowance if multiple Joint Japan / World Bank Graduate Scholarship Programme (JJ / WBGSP) scholarships are awarded)
- financing of sandwich doctoral scholarships
- scholarship funding for students from low and middle income countries at the launch of new short courses (only for the first year)
- scholarship funding for students from low and middle income countries for Master's degree programmes and short courses

Section 29. EEA students can receive financial assistance from the ITM scholarship fund or other sources of funding, with the exception of the ITM-DGD agreement, depending on the availability of funds. Financial assistance may not exceed 80% of the total tuition and registration fee for the course in question, regardless of the source of funding.

Section 30. For financial assistance from the ITM scholarship fund, the candidate's (scholarship) application, submitted after academic admission, consists of a CV plus summary sheet, a formal statement regarding the nature and level of student support already granted by other institutions or the absence thereof in an accompanying letter addressed to the director, in which the candidate provides motivation for his/her application. To this end, the chairperson of the relevant selection committee adds a justification for financial support by ITM.

Section 31. The ITM scholarship fund is administered by ITM's Education Office, which will inform the relevant parties about the fund's possibilities at the time of the selection procedure for each course.

Section 32. The distribution of the ITM scholarship fund to the different types of purposes (Master's degree programmes, short courses, PhDs) shall be decided by the ITM Management Committee.

Application, eligibility and criteria for awarding scholarships

Section 33. Scholarships are only awarded to individual and course students, prospective PhD students and post-doctoral fellows who meet all academic conditions for the relevant study programme or short course and who can submit proof of (possibly conditional) admission to the programme or short course, or who signed an individual study contract.

Section 34. The scholarship application must be completed and submitted according to the existing guidelines and procedures.

Section 35. The scholarship application shall be accompanied by a completed course application form and a statement from a local employer regarding relevance and prospect for reintegration. For doctoral scholarships, the scholarship application shall be accompanied by the doctoral file consisting of the candidate's CV, a research project proposal and general planning of the research, formal acceptance from the university and ITM supervisors, declaration of local supervision and, preferably, a declaration from a local employer on the local relevance and feasibility of the research project and prospects for post-doctoral reintegration of the candidate.

Section 36. Scholarships are awarded by the director.

Section 37. Specific criteria to qualify for a DGD scholarship are:

Eligibility criteria (DGD)

- candidate from a low or middle income country. Priority goes to candidates from countries on the DGD country list (2017: 31 partner countries for indirect cooperation)
- formal application and individual (electronic) file;
- match with profile required for the programme;
- possession of required diploma (or equivalent professional experience);
- employment in an organisation where acquired knowledge is readily applicable;
- satisfaction of language requirements for admission to the course;
- opportunities for professional reintegration;
- ability to obtain the diploma at the maximum age of 45.

Selection criteria (DGD)

- personal motivation;
- possibility of knowledge transfer;
- women;
- preferably at least 2 years professional experience;
- preferably working in research institutes, higher education institution, the public sector, the social economy sector, a small or medium-sized enterprise (SME) or non-governmental organisation (NGO);
- preferably not yet received a scholarship and/or education in Europe or in the North;

Section 38. Competitive allocation of scholarships based on DGD criteria (see Section 37) will be made after ranking candidates who meet the admission criteria, based on the following academic selection criteria:

1. Academic excellence
2. Motivation
3. Nature, quantity and quality of professional experience
4. Professional prospects and/or personal project

Section 39. Absolute or relative course-specific criteria for awarding a scholarship may be defined. For example, a pass grade for "core modules" or an online module, possibly with a minimum score, may be a condition for the award of a scholarship for follow-up courses or the face to face component in a blended course.

Section 40. Additional specific criteria for sandwich doctoral scholarships are:

- the candidate will spend PhD time in the home country / home institute and at the ITM ('sandwich character' is guaranteed);
- supervision by ITM supervisor, local supervisor and university supervisor is guaranteed;
- the scientific quality of the candidate, the scientific quality of the research proposal, the research environment and supervision, and the potential for capacity building in the country of origin is assessed by the ITM doctoral committee as at least 'good'.

Section 41. Additional specific criteria for 'individual' doctoral scholarships are:

- ITM alumnus who meets the following criteria: has successfully completed one of the ITM's postgraduate master's degree programmes; has successfully completed the MSc in Molecular Biology (IPMB) and completed his/her master's thesis project (15 credits) at the ITM, has obtained a credit certificate from one of ITM's short courses

- no formal relationship (this means having an employment contract in the two years prior to the scholarship application) with a partner within a country programme relating to the DGD-ITG framework agreement
- competitive ranking by the ITM doctoral committee.

Section 42. Additional specific criteria for post-doctoral fellowships are:

- supervision by an ITM supervisor is guaranteed;
- the scientific quality of the candidate;
- the scientific quality of the post-doctoral programme;
- the research environment and supervision, and the potential for capacity building in the country of origin is assessed by the ITM doctoral committee as at least 'good'.

Section 43.

a. Scholarships may not be extended, with the exception of doctoral scholarships. Exceptionally, an extension of a doctoral scholarship beyond a 4 year (48 months) award, spread over a maximum of 6 calendar years, may be granted by the management committee for a maximum period of 24 months following assessment and advice by the doctoral committee regarding the progress of the doctoral candidate and subject to progress reports sent to the doctoral committee at the end of the first year of the extension. Applications for an extension of up to 4 months for purposes of the candidate's defence may be made in a reasoned letter from the candidate and supervisors, without a progress report. Exceptional scholarship extensions may not be financed by DGD funds, but any balance of the research allowance may still be used for the research costs during the extension period.

b. In the case of maternity and maternal infant-care leave, the doctoral scholarship is paid at 75% (without payment of supervision and research allowances) for 15 or 19 (multiples) weeks. These scholarship months are not counted in the maximum of 48 scholarship months. An extension of the period of maternity and maternal infant-care leave beyond 15 or 19 (multiples) weeks may be allowed after consultation between the doctoral student and the supervisor, but this period will then be unpaid.

Section 44. The supervisor and doctoral candidate may lodge an appeal against the decision of the Management Committee within one month after the announcement of the decision, making use of the ITM complaints procedure.

Provisions for specific scholarships

Section 45. Resit scholarships: Master students who have obtained credits and marks from taught modules which permit graduation conditional on a pass mark on a resit final examination, may apply for a resit scholarship to cover travel and accommodation costs for a maximum of 14 days in order to sit a second final examination. Students are always

entitled to a resit pursuant to the examination regulations. If the candidate wishes to make use of this option, the new thesis must be submitted at least 3 months before the defence so that at least 2 months before the defence can be decided to award the resit scholarship or not.

Section 46. For a DGD scholarship student who fails the final examination in a Master's degree programme, the twelfth month of the scholarship is, if applicable, withheld to finance a resit scholarship.

Section 47. Depending on the duration, the terms (amounts) of scholarships for individual students in individual (pre-doctoral) programmes are the same as for short courses or Master's degree programmes financed by DGD (see DGD scholarship schemes).

Scholarship amounts

Section 48. The DGD amounts for accommodation costs are indexed with each extension or renewal of the 5 year framework agreement between ITM and DGD.

Section 49. Scholarship amounts are always adjusted to the relative living costs of the place where the scholarship student is located, with a maximum of the DGD scholarship amounts awarded in Belgium.

Section 50. All ITM doctoral and post-doctoral scholarships, regardless of the source of funding, are set to the level of the DGD doctoral scholarship amounts (see DGD scholarship scales).

Final provisions

Section 51. Exceptions to these regulations are only possible with the approval of the ITM Management Committee.

Section 52. These regulations can only be changed by the director on the advice of the ITM Management Committee and the Academic Council.

Section 53. These scholarship regulations came into force for the first time on 1 January 2004. This version comes into force on 1 January 2018.



Revision history

Changes to the previous published version:

Translation of Document Academisch
reglement_Beurzenreglement BEL-0175

Approved