



**The European Union Support to Higher Education in The ASEAN Region**



**SHARE Scholarship Framework**  
**for Student Mobility Guidebook**

SHARE, the European Union Support to Higher Education in the ASEAN Region, is a four-year initiative by the EU and ASEAN. They have entrusted the implementation of SHARE to a consortium of British Council (leader), Campus France, DAAD, EP-Nuffic, ENQA, and EUA. Launched in Jakarta in May 2015, SHARE aims to support ASEAN in harmonising regional higher education by sharing European expertise. It does this through strengthening regional cooperation, enhancing the quality, competitiveness, and internationalisation of ASEAN higher education for institutions and students, and thereby contributing to a closer ASEAN Community in 2015 and beyond.

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## FOREWORD

Harmonisation of higher education is essentially a process that recognises the significance of regional education cooperation and the importance of establishing an 'area of knowledge' in which activities and interactions in higher education, mobility, and employment opportunities can be easily facilitated and increased. It is the process that acknowledges diversity of higher education systems and cultures within the region, while simultaneously seeking to create a 'common educational space' (Wallace, 2000; Enders, 2004). A region in a supra-national context, with different cultures, religions, languages and educational systems, must develop a harmonised system of education so that it can foster a higher level of understanding, a sense of shared purpose and common destiny in a highly globalised world. This system could be developed or constructed on the basis of a common, but not identical, practices and guidelines for cooperation in education.

The idea of harmonizing higher education systems in Southeast Asia was inspired by the development of regionalism in higher education in Europe, specifically the establishment of the European Higher Education Area (EHEA) and the Bologna Process.

In 2015, ASEAN and the European Union launched the EU Support to Higher Education in the ASEAN Region (SHARE) programme, which aims to support ASEAN in harmonising regional higher education by sharing European experiences. The EU has entrusted the implementation of SHARE to a consortium composed of British Council, the German Academic Exchange Service DAAD, Campus France, EP-Nuffic, the European University Association (EUA), and the European Association for Quality Assurance in Higher Education (ENQA).

This Guidebook will guide you through the most important aspects of the procedures governing the administration of the SHARE scholarship. EP-Nuffic and the SHARE Scholarship Team is responsible for administering scholarships. If after you have carefully read this Guide Book you have further questions you may contact us at the following address for further clarification [info@share-asean.eu](mailto:info@share-asean.eu) or visit us at the SHARE Project Management Office (PMO), the ASEAN Secretariat, Sisingamangaraja 70A, Jakarta, Indonesia or browse our website at [www.share-asean.eu](http://www.share-asean.eu) for further information.

We encourage you to make the best of your scholarship experience and wish you academic excellence.

The SHARE Team

Jakarta, Indonesia, February 2016

**CONTENT**

- DISCLAIMER..... 1**
- FOREWORD..... 2**
- 1. INTRODUCTION..... 6**
  - 1.1 What is SHARE?..... 6
  - 1.2 Who are the partners and what are they going to deliver?..... 6
  - 1.3 Who are the main Stakeholders?..... 6
  - 1.4 Who are the target groups?..... 6
- 2. BASIC CHARACTERISTIC OF THE SHARE PROGRAMME..... 8**
  - 2.1 The Purpose of the Programme..... 8
  - 2.2 Participating Countries..... 8
  - 2.3 Participating Higher Education institutions..... 8
  - 2.4 Participating Students..... 9
  - 2.5 Scholarship Duration..... 9
  - 2.6 Promotion..... 9
  - 2.7 General Application Process..... 10
  - 2.8 General Selection..... 10
  - 2.9 Disbursement of Scholarship Fund..... 11
  - 2.10 Annual Evaluation Report..... 12
  - 2.11 Alumni..... 12
- 3. SHARE CORE UNIVERSITY SELECTION..... 13**
  - 3.1 Guidance..... 13
  - 3.2 Selection of Participating Universities..... 16
  - 3.3 Implementation..... 17
- 4. SHARE SCHOLARSHIP RULES AND REGULATIONS..... 19**
  - 4.1 General Notice..... 19
  - 4.2 Pre-Departure Procedures..... 20
  - 4.3 International and Domestic Travel..... 20
  - 4.4 Immigration Procedures..... 21
  - 4.5 Arrival, Settling-in and Accomodations..... 21
  - 4.6 During Study Period..... 22
    - 4.6.1 General..... 22
    - 4.6.2 Guidance..... 22
  - 4.7 Insurance..... 22
  - 4.8 Allowances..... 23
    - 4.8.1 Coverage..... 23
    - 4.8.2 Scholarship Period..... 23
    - 4.8.3 Payment..... 23
  - 4.9 Calamities and Conflicts..... 23
    - 4.9.1 Problem and Conflicts..... 23
    - 4.9.2 Early End of a Scholarship..... 24
- 5. SHARE SCHOLARSHIP APPLICATION PROCESS..... 27**
  - 5.1 Candidate applies for admission to ASEAN partner higher education institution... 27
  - 5.2 Candidate applies for SHARE scholarship..... 28

5.3	EP-Nuffic SHARE Team checks eligibility of applications.....	29
5.4	EP-Nuffic SHARE Team registers.....	29
5.5	EP-Nuffic SHARE Team Assesses.....	29
5.6	EP-Nuffic SHARE Team prepares selection of candidates for PMB.....	30
5.7	Preliminary Selection.....	30
5.8	PMB agrees on Preliminary Selection.....	31
5.9	EP-Nuffic SHARE Team informs about the outcome of the selection.....	31
5.10	Scholarship Acceptance.....	31
5.11	Financial award to ASEAN institutions.....	32
<b>6.</b>	<b>SHARE SCHOLARSHIP ADMINISTRATIVE ORGANISATION.....</b>	<b>33</b>
6.1	Generating Application.....	33
6.2	Processing of Application.....	33
6.2.1	Receipt of Applications.....	33
6.3	Selection Process.....	37
6.4	Grant Disbursement Process.....	39
6.4.1	Scholarship Allocation.....	39
6.4.2	Grant Award.....	41
6.5	Pre-Departure Arrangement.....	43
6.6	Monitoring and Evaluation Process.....	43
<b>7.</b>	<b>SHARE SCHOLARSHIP HOME AND HOST UNIVERSITY GUIDELINES.....</b>	<b>44</b>
7.1	General Information.....	44
7.1.1	Priorities.....	44
7.1.2	Contact with SHARE Scholarship Office (EP-Nuffic).....	44
7.1.3	Contact persons at home and host university.....	44
7.2	Share Scholarship Programme procedures.....	45
7.2.1	Scholarship Application Form.....	45
7.2.2	Course List.....	45
7.2.3	Host Universities Offering Courses.....	45
7.2.4	Admission to Host University.....	45
7.2.5	Documents for submission.....	46
7.2.6	Scholarship Application Deadlines.....	46
7.2.7	The Academic Admission Letter.....	46
7.2.8	Replacement of Candidates who have cancelled their fellowship.....	46
7.3	The assessment of scholarship applications.....	46
7.3.1	Assessment by SHARE Scholarship Team.....	46
7.3.2	The Allocation of Scholarships.....	46
7.3.3	The Selection of SHARE Fellows.....	48
7.3.4	Scholarship Allocation Letter.....	48
7.4	The Grant Budget Request.....	48
7.4.1	Procedure for Requesting a Grant.....	48
7.4.2	The Budget Format.....	49
7.4.3	The Grant Award.....	50
7.4.4	Payment of the Grant.....	51
7.4.5	Spending the Grant.....	51
7.5	Preparatory Activities.....	51
7.5.1	Apply for student Visa/Resident Permit.....	51

7.5.2	Provide Insurance.....	52
7.5.3	Booking Flights and Paying for Tickets.....	52
7.5.4	Arrangements of Accommodation and Other Facilities.....	52
7.5.5	Provide for Guidance upon Arrival.....	52
7.5.6	No Shows.....	52
7.6	Responsibilities during the Scholarship Period.....	53
7.6.1	Payment of Allowances .....	53
7.6.2	Personal and Academic Guidance and Monitoring.....	53
7.7	Special Situations.....	53
7.7.1	Change of Course.....	54
7.7.2	Interruption of the Mobility Programme.....	54
7.7.2.1	Long term illness of the SHARE fellow.....	54
7.7.2.2	Urgent Family Matters.....	55
7.7.2.3	Death of SHARE Fellow.....	55
7.7.2.4	Extension of the Scholarship Period.....	56
7.7.2.5	Deferral/Postponement of a Scholarship.....	56
7.7.2.6	Premature end of the Scholarship.....	56
7.7.2.7	Final Note.....	57

## 1. INTRODUCTION

### 1.1 *What is SHARE?*

SHARE is a € 10 million EU-grant-funded project with the overarching objective of strengthening regional cooperation, enhancing the quality, competitiveness and internationalisation of ASEAN higher education institutions and students, and contributing to the ASEAN Community beyond 2015. The main aim is to enhance cooperation between the EU and the ASEAN Economic Community (AEC) and to achieve lasting benefits through the harmonisation of higher education across ASEAN.

### 1.2 *Who are the partners and what are they going to deliver?*

A consortium led by British Council, comprising the German Academic Exchange Service (DAAD), EP-Nuffic, Campus France, the European Association for Quality Assurance in Higher Education (ENQA) and the European University Association (EUA) will be working between 2015 and 2018 with ASEAN counterparts to implement SHARE. There are 3 main components (called Result Areas) during the implementation of SHARE:

- Result 1 – Policy Dialogues: Led by British Council
- Result 2a and 2b – ASEAN Qualifications Reference Frameworks and ASEAN Quality Assurance: Led by DAAD working with European partners ENQA and EUA
- Result 3a – ASEAN Credit Transfer System (ACTS) & Result 3b – ASEAN-EU Credit Transfer Systems (AECTS), led by Campus France
- Result 3c – ACTS & AECTS Student Mobility with Scholarships, led by EP-Nuffic.

### 1.3 *Who are the main Stakeholders?*

- The European Union (EU), represented by the European Commission in Jakarta
- ASEAN Secretariat in general, represented by its Education, Youth and Training Division (EYTD)

### 1.4 *Who are the target groups?*

SHARE is aimed at a cluster of target groups and beneficiaries. At regional level, these include ASEAN agencies involved in the harmonisation of higher education sectors such as:

- ASEM
- AUN
- AQAFHE Task Forces
- AQAN
- AQRF
- SEAMEO RIHED.

At national level, target groups include:

- government departments responsible for overseeing the higher education sector;
- university leaders' associations;
- higher education institutions with ambitions for internationalisation and the desire to improve the quality of education provision

Students and employers will benefit from SHARE directly as recipients of high-quality academic programmes delivering higher level skills and knowledge, improved mobility (borderless education) and enhanced employability skills.

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## 2. BASIC CHARACTERISTIC OF SHARE SCHOLARSHIP PROGRAMME

2.1 The purpose of the programme is:

1. to contribute to the harmonisation of ASEAN higher education area through the formulation of ASEAN higher education frameworks taking into account the EU experience; and
2. to support mutual recognition and student mobility among higher education institutions in ASEAN in order to strengthen people-to-people connectivity

The scholarship programme will enhance the overall student experience during the mobility phase, and specifically their experience in receiving credits for the course work done abroad and the possibility to use these credits towards their degree in their home university. Furthermore, it will build institutional capacity within home and host universities in the internationalisation process.

The scholarships will facilitate both intra-ASEAN and ASEAN–EU mobility and will serve as one of the most important drivers for the further HE harmonisation process within higher education the ASEAN region.

The activities under EU SHARE should both add value and ignite progress. The mobility programme will be designed to be more inclusive than existing schemes with respect to countries participating, universities involved and level of study (undergraduate and postgraduate). Furthermore, it is crucial for the connection with the other activities in the action (QA, QF and mainly CTS) that the scholarship programme actually tests the CTS. This means incentives (e.g. staff training, workshops, financial incentives) will be built in to encourage participating HEIs to actually use the mobility scheme for credit earning courses. Final selection of participating ASEAN universities will be based on alignment to the scheme and capacity. Consequently, EU universities will be selected for EU-ASEAN mobility, based on existing partnerships with the participating ASEAN institutions.

2.2 Participating Countries<sup>1</sup>:

Brunei\*, Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, Philippines, Singapore\*, Thailand and Viet Nam

2.3 Participating Higher Education Institutions<sup>2</sup>:

Intra-ASEAN: 30 ASEAN Universities (inclusive of but not limited to AUN Member Universities and universities currently active in SEAMEO's AIMS programme).

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<sup>1</sup> Students/universities from Brunei and Singapore can participate in the mobility programme but will not be eligible to receive scholarships.

<sup>2</sup> Numbers of universities and countries are indicative

EU-ASEAN: 10 European Universities based on existing partnerships. To make SHARE more inclusive the 10 European universities are not all based in the countries of the consortium partners.

#### 2.4 Participating students:

Approximately 500 undergraduate students (400 intra-ASEAN and 100 ASEAN-EU), in the fields of Environment, Good Governance, Democracy, Human Rights, Education and Health-related subjects.<sup>3</sup> Special attention will also be given to subject areas of STEM, and Business disciplines. These subject areas are key to the economic development and prosperity of ASEAN.<sup>4</sup>

#### 2.5 Scholarship Duration

The scholarship programme will consist of two modalities: intra-ASEAN and ASEAN-EU mobility. For both modalities, short term mobility (one academic semester, maximum six months) will make it possible to get relatively quick results to feed back into the other result areas and encourage a greater number of students to be sent out.

Application Deadlines<sup>5</sup>:

Batch	Period	No of Students Intra ASEAN	No of Students ASEAN – EU
1	June 2016 <sup>6</sup>	25	-
2	December 2016	125	25
3	June 2017	125	25
4	December 2017	125	50
<b>Total</b>		<b>400</b>	<b>100</b>

Table I: Application Deadlines and Scholarship Intakes per Batch

#### 2.6 Promotion

The scholarship programme will be promoted in various manners and will require close involvement of the participating universities in aiming for the right target group. The programme will be included in databases of scholarship opportunities both in Southeast Asia and in Europe. Promotion tools (e.g., flyers, video) and channels (like website/social media) will be decided upon later.

Additional promotion will be focused on four countries: Cambodia, Lao PDR, Myanmar and Viet Nam. The goal of this promotion is to improve the disadvantaged position of higher education in these countries and to stimulate

<sup>3</sup> Financing Agreement between the European Union and the Association of Southeast Asian Nations (ASEAN): EU Support to higher Education in ASEAN Region (EU SHARE), ANNEX II to Financing Agreement No. DCI-ASIE/2013/023-870: Technical and Administrative Provisions, pg. 3.

<sup>4</sup> EU SHARE Full Application Form to the European Union, pg. 12

<sup>5</sup> Deadlines are indicative; The planning of the deadlines depends on the academic deadlines of the participating universities

<sup>6</sup> Subject to the establishment of the application system.

intra-ASEAN and outgoing mobility. This promotion will also be connected to a programme where students from these countries can attend a preparation course (with a focus on English and academic skills) to try and take away any obstacles they might face.

## 2.7 General Application Process

The participating institutions have an important role and responsibility in the scholarship programme. Bearing in mind the goal of increasing intra-ASEAN mobility by making credit transfer possible, it is imperative that the SHARE universities will be stimulated to participate.

This will also enhance the sustainability of the project as such: at the end of the EU-SHARE project, the universities will have a system and logistics in place that offer them the opportunity to incorporate student mobility in the universities' internationalisation policy on a structural basis.

The application process will consist of two steps, candidates need to have gained admission to a semester in one of the SHARE universities before they can apply for a SHARE Scholarship. The universities will be responsible for the admission of candidates based on their own academic admission criteria, while SHARE will be responsible in selecting the scholarship awardees.

Individual candidates apply through a digital application system. The universities perform a preselection of candidates based on the eligibility criteria (e.g. subject area, English proficiency, GPA, etc.) and are required to inform the candidates (in writing) about the admission decision and the reasoning that led to the decision through their own procedures (Letter of Acceptance/Rejection). Only after receiving a Letter of Acceptance (LOA) the candidate can apply to SHARE for a scholarship grant

The participating universities will also submit a maximum number scholarship requests in the digital system of SHARE based on quota per university. In this system, personal data and relevant documents can be uploaded.<sup>7</sup> Preferably, there will be a direct link between the ACTS-system and the scholarship system.

## 2.8 General Selection

The first step will be an automated eligibility check on the scholarship requests. After that, the eligible applications will be assessed by means of a checklist of selection criteria that is implemented in the online system.

Priority will be given to students from Cambodia, Lao PDR, Myanmar and Viet Nam, and criteria will also be included to promote gender balance and the inclusion of disadvantaged students.

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<sup>7</sup> Certified hard copies of the documents shall be sent to EP-Nuffic (SHARE Scholarship team) for verification.

The assessment of the eligible applications will result in a ranked list with the highest scored applications at the top. The students with the highest scores will then be selected for the available scholarships. Both the students and their home universities will be informed of this outcome.

## 2.9 Disbursement of Scholarship Fund:

To encourage a sense of ownership and participation among the universities in SHARE, the disbursement of scholarship funds will be implemented by EP-Nuffic (SHARE Scholarship team) via internet banking to the universities. Both home and host universities will receive a management/handling fee amounting to 1% of the total scholarship funds per student, this is to ensure a smooth transition for the students during their scholarship.

Home and host universities will receive an advance payment for each student, consisting 90% of the total approved budget, which will be transferred to the universities within two to four weeks from the start of the course. The remaining 10% of the requested budget will be settled upon receiving the final reports.

Each of the host universities is responsible for the payment and management of the scholarship to the respective students in a timely manner and as prescribed by SHARE.

Each university that has hosted students with a scholarship, is obliged to hand in an overview of financial transactions, together with a statement of an accountant, to EP-Nuffic (SHARE team) annually.

The table below describes the role of both home and host universities in disbursing the scholarship:

	<b>Item</b>	<b>Home</b>	<b>Host</b>
1	Subsistence Allowance (including accommodation)		x
2	Settling-in Allowance	x	
3	Books and Study Materials		x
4	Visa	x	x
5	Travel (airfare) (including local transport, to and from airport for both home and host country)	x	
6	Insurance		x
7	Tuition Fee		x
8	Management/Handling Fee	x	x

Table II: Role of Home and Host Universities

## 2.10 Annual Evaluation Report:

The evaluation report will be implemented in the digital system of SHARE.

The sending and receiving institutions will receive an evaluation request per batch of scholarships focusing on the institutional challenges and demands with regard to the ACTS system and the scholarship programme.

The scholarship awardees will receive a questionnaire twice: one at the beginning of their study period and one at the end. The first student questionnaire will focus on the expectations of the student regarding the stay in another country at another university. The second questionnaire will focus on the actual experience with regard to their expectations.

The results of the annual evaluations will be feed back into the project to, make and propose improvements and alterations to the scholarship programme and the ACTS system, where possible.

## 2.11 Alumni

Creating an alumni group of all scholarship awardees is very important. This group will consist of a network with a high academic level and international study experience, and they will be potential ambassadors for this scholarship programme and intra-ASEAN mobility in the future. The data of all scholarship awardees will be saved digitally.

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### 3. SHARE CORE UNIVERSITY SELECTION

#### 3.1 Guidance

Result Area 3C Main objective  *To test the outcomes of SHARE through a scholarship programme that addresses student mobility issues around specific subject disciplines. Knowledge gathered from the scholarship will provide direct feedback for further progress in all the key result areas.*

Central to the scholarship programme will be the overall student experience during the mobility phase and specifically their experience in receiving credits for the course work done abroad and the possibility to use these credits towards their degree in their home university. The scholarships will facilitate both intra-ASEAN and ASEAN–EU mobility.

The success of this result area depends on the design and planning of the scholarship scheme. A key element is the selection of participating universities and subject areas. The group of universities chosen will be broadly similar to those we work with in other result areas, in order to create maximum impact and progress.

AUN and SEAMEO-RIHED see mobility as the most effective method to start the HE harmonisation process within the ASEAN region. Hence, we will build upon the work done by these stakeholders in mobility programmes and co-operate closely. Universities across ASEAN already participating in the current initiatives (e.g., AUN-ACTS and AIMS) and their respective subject areas, along with the subject areas stated in the SHARE Agreement will guide our choice.

Below are the lists of universities under AUN and SEAMEO-RIHED cooperation:

	<b>AUN – ACTS</b>	<b>SEAMEO RIHED – AIMS*</b> <i>(subject to courses and mobility schemes)</i>
Brunei Darussalam	1. Universiti Brunei Darussalam	1. University of Brunei Darussalam 2. Institute Technology Brunei
Cambodia	1. Royal University of Phnom Penh 2. Royal University of Law and Economics	1. Svay Rieng University 2. Mean Chey University 3. Asian Institute of Cambodia 4. Royal University of Phnom Penh 5. University of Battambang 6. Chea Sim University of Kamchay Mear

Indonesia	<ol style="list-style-type: none"> <li>1. Universitas Gajah Mada (UGM)</li> <li>2. Universitas Indonesia (UI)</li> <li>3. Institut Teknologi Bandung (ITB)</li> <li>4. Universitas Airlangga (UNAIR)</li> </ol>	<ol style="list-style-type: none"> <li>1. BINUS University</li> <li>2. Universitas Pendidikan Indonesia</li> <li>3. Universitas Indonesia</li> <li>4. Universitas Gajah Mada</li> <li>5. Universitas Sebelas maret</li> <li>6. Universitas Sriwijaya</li> <li>7. Universitas Ahmad Dahlan</li> <li>8. Institut Seni Indonesia (ISI) Surakarta</li> <li>9. Institut Seni Indonesia (ISI) Denpasar</li> <li>10. Bogor Agricultural University (IPB)</li> <li>11. Bandung Institute of Technology</li> <li>12. Institut Teknologi Sepuluh Nopember</li> <li>13. Universitas Maranatha</li> </ol>
Lao PDR	<ol style="list-style-type: none"> <li>1. National University of Laos</li> </ol>	<ol style="list-style-type: none"> <li>1. National University of Laos</li> <li>2. Savannakhet University</li> </ol>
Malaysia	<ol style="list-style-type: none"> <li>1. Universiti Malaya</li> <li>2. Universiti Sains Malaysia</li> <li>3. Universiti Kebangsaan Malaysia</li> <li>4. Universiti Putra Malaysia</li> <li>5. Universiti Utara Malaysia</li> </ol>	<ol style="list-style-type: none"> <li>1. Universiti Putra Malaysia</li> <li>2. Universiti Teknologi Mara</li> <li>3. Universiti Malaya</li> <li>4. Universiti Kebangsaan Malaysia</li> <li>5. Universiti Sains Malaysia</li> <li>6. Universiti Utara Malaysia</li> </ol>
Myanmar	<ol style="list-style-type: none"> <li>1. Yangon Institute of Economics</li> <li>2. University of Yangon</li> <li>3. University of Mandalay</li> </ol>	<ol style="list-style-type: none"> <li>1. Myeik University</li> <li>2. Yenanchaung Degree College</li> </ol>
Philippines	<ol style="list-style-type: none"> <li>1. De La Salle University</li> <li>2. University of the Philippines</li> <li>3. Ateneo de Manila University</li> </ol>	<ol style="list-style-type: none"> <li>1. Lyceum of the Philippines University</li> <li>2. University of the Philippines</li> <li>3. Central Luzon State University</li> <li>4. Central Mindanao University</li> <li>5. Ateneo de Manila University</li> </ol>

		<ol style="list-style-type: none"> <li>6. University of Santo Tomas</li> <li>7. St. Paul University of the Philippines</li> <li>8. University of St. La Salle</li> <li>9. Central Bicol State University of Agriculture</li> <li>10. University of Mindanao</li> <li>11. St. Louis University</li> <li>12. De La Salle University</li> </ol>
Singapore	<ol style="list-style-type: none"> <li>1. National University of Singapore</li> <li>2. Nanyang Technological University</li> <li>3. Singapore Management University</li> </ol>	-
Thailand	<ol style="list-style-type: none"> <li>1. Chulalongkorn University</li> <li>2. Burapha University</li> <li>3. Mahidol University</li> <li>4. Chiang Mai University</li> <li>5. Prince of Songkla University</li> </ol>	<ol style="list-style-type: none"> <li>1. Prince of Songkla University</li> <li>2. Kasetsart University</li> <li>3. Chulalongkorn University</li> <li>4. Thammasat University</li> <li>5. Mahidol University</li> <li>6. Mae Fah Luang University</li> <li>7. King Mongkut's University of Technology Thonburi</li> <li>8. Chiang Rai Rajabhat University</li> <li>9. Suan Sunandha Rajabhat University</li> </ol>
Viet Nam	<ol style="list-style-type: none"> <li>1. Viet Nam National University Ha Noi</li> <li>2. Viet Nam National University Ho Chi Minh</li> <li>3. Can Tho University</li> </ol>	<ol style="list-style-type: none"> <li>1. Viet Nam National University of Agriculture</li> <li>2. Thai Nguyen University of Forestry and Agriculture</li> <li>3. Foreign Trade University</li> <li>4. Hue University</li> <li>5. Nong Lam University</li> <li>6. Thai Nguyen University of Technology</li> <li>7. University of Transport and Communications</li> </ol>

		8. Water Resources University (Thuyloi University) 9. Viet Nam Maritime University
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Table III: List of Universities active in AUN-CTS and AIMS

\*Based on the Financing Agreement for SHARE between EU and ASEAN, ANNEX 2: technical and administrative provisions, pg. 6 under result area 3C - footnote 3: *Exchange Students can come from all ASEAN Countries. Students from ASEAN MS, except Brunei Darussalam and Singapore, are eligible for receiving scholarship funds from this programme in line with the DCI (Development Cooperation Instrument).*

The mobility programme will be designed to be more inclusive than existing schemes with respect to countries participating, universities involved and subject areas. Furthermore, it is crucial for the connection with the other activities in the action (QA, QF and mainly CTS) that the scholarship programme actually tests the CTS. This means that incentives, (e.g. staff training, workshops) will be built in to encourage participating HEIs to actually use the mobility scheme for credit earning courses. The final selection of participating ASEAN universities will be based on alignment to the scheme and capacity.

### 3.2 Selection of Participating Universities

In order to be more inclusive and do justice to the diversity of the ASEAN higher education sector while at the same time still having an impact based on the resources available, the participating universities from each ASEAN Member State (AMS) will consist of at least one AUN member university, one AIMS member university, and one private university. It is also proposed that at least 30% of the participating universities will be from outside the capital city of each AMS and private university participation is to be encouraged.

For countries that do not have private universities (i.e., Myanmar) and/or universities that do not have an IRO, EP-Nuffic as the consortium member responsible for the result area will select other universities from the AMS who are ready to participate, in consultation with AUN and SEAMEO.

	2016-2018
Cambodia	1 AUN member university 1 AIMS member university 1 private university
Indonesia	1 AUN member university 1 AIMS member university 2 other universities (at least 1 or both private)

Lao PDR	1 AUN member university 1 AIMS member university 1 private university
Malaysia	1 AUN member university 1 AIMS member university 2 other universities (at least 1 or both private)
Myanmar	1 AUN member university 1 AIMS member university 1 other university
Philippines	1 AUN member university 1 AIMS member university 2 other universities (at least 1 or both private)
Thailand	1 AUN member university 1 AIMS member university 2 other universities (at least 1 or both private)
Viet Nam	1 AUN member university 1 AIMS member university 2 other universities (at least 1 or both private)
Total number of universities	28-30

Table IV: Proposed number of participating universities per AMS

### 3.3 Implementation

As the mobility with scholarship is meant to test the work of SHARE (i.e., CTS), it would be prudent to start in the pilot phase with a small number of students from selected universities, preferably one from each ASEAN Member States and to gradually increase the number of participants (of both students and universities).

The selected universities will be the first group to pilot the programme. These universities should have a strong and active International Relations Office and experience in similar mobility programmes, and preferably who are familiar with both AUN-ACTS and AIMS. The student mobility will take place among the eight initial universities, and as the number of participating universities increases, the mobility will also be extended to other university members.

Another option is to have a SHARE network of core universities consisting of 28-30 universities after the first batch. Core universities will have the role of Host and Home universities for the scholarship. This would mean that other universities in the region can send their students to the core universities using the SHARE scholarship, but not host students themselves. This option would

reach out to more (if not all) universities in ASEAN as a whole and more students will be able to learn and benefit from credit transfer mobility.

	2016		2017	
	Batch 1	Batch 2	Batch 3	Batch 4
<b>Cambodia</b>	Royal University of Phnom Penh	28 Core universities:  the 28 Universities will serve as a destination point for all students from all universities in ASEAN.  Members of the 28 core universities can both send and receive students to and from other core universities.  Universities from ASEAN can participate in SHARE by send their students to the 28 selected universities.		
<b>Indonesia</b>	Universitas Indonesia			
<b>Lao PDR</b>	National University of Laos			
<b>Malaysia</b>	Universiti Kebangsaan Malaysia			
<b>Myanmar</b>	University of Yangon			
<b>Philippines</b>	University of the Philippines			
<b>Thailand</b>	Chulalongkorn University			
<b>Viet Nam</b>	Viet Nam National University Ha Noi			
<b>Total Number of universities</b>	8	28	28	28
<b>Total number of scholarships</b>	25	125	125	125

Table V: Implementation of the SHARE scholarship and participating universities

After the first batch of scholarships, EP-Nuffic as the consortium member responsible for mobility in consultation with AUN and SEAMEO along with the initial 8 universities will select the remaining 20-22 universities from the region to establish the SHARE core universities.

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## 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.

## Annex 1: Allowances and reimbursements for SHARE Scholarship Programme (Intra-ASEAN Mobility)

<u>Non-CLMV Countries</u>		
	Home University	Host University
<b>1</b>	<b><i>Subsistence allowance (including accommodation)</i></b>	€450/month €2250 for 5 months
<b>2</b>	<b><i>Settling-in allowance</i></b>	€150
<b>3</b>	<b><i>Study materials</i></b>	€100
<b>4</b>	<b><i>Student Visa / Resident Permit costs</i></b>	€230*
<b>5</b>	<b><i>Travel costs</i></b>	
	<i>5a. International air travel</i>	€500
	<i>5b. Domestic travel</i>	€200
	<i>5c. Travel from International airport to host university's accommodation and back</i>	€100
<b>6</b>	<b><i>Insurance</i></b>	€300
<b>7</b>	<b><i>Tuition fee</i></b>	-
<b>8</b>	<b><i>Management/Handling Fee (1%)</i></b>	€38.30
	<b><i>Total</i></b>	<b>€3906.60</b>

\*Based on visa fees of The Philippines, which is the highest amongst the other seven ASEAN Member States.

### CLMV Countries

	Home University	Host University
<b>1</b>	<b><i>Subsistence allowance (including accommodation)</i></b>	€400/month €2000 for 5 months
<b>2</b>	<b><i>Settling-in allowance</i></b>	€100
<b>3</b>	<b><i>Study materials</i></b>	€100
<b>4</b>	<b><i>Student Visa / Resident Permit costs</i></b>	€230*
<b>5</b>	<b><i>Travel costs</i></b>	
	<i>5a. International air travel</i>	€500
	<i>5b. Domestic travel</i>	€200
	<i>5c. Travel from International airport to host university's accommodation and back</i>	€100
<b>6</b>	<b><i>Insurance</i></b>	€300
<b>7</b>	<b><i>Tuition fee</i></b>	-
<b>8</b>	<b><i>Management/Handling Fee (1%)</i></b>	€35.30
	<b><i>Total</i></b>	€3600.60

\*Based on visa fees of The Philippines, which is the highest amongst the other seven ASEAN Member States.

**Annex 2: Allowances and reimbursements for SHARE Scholarship Programme (ASEAN-EU Mobility)**

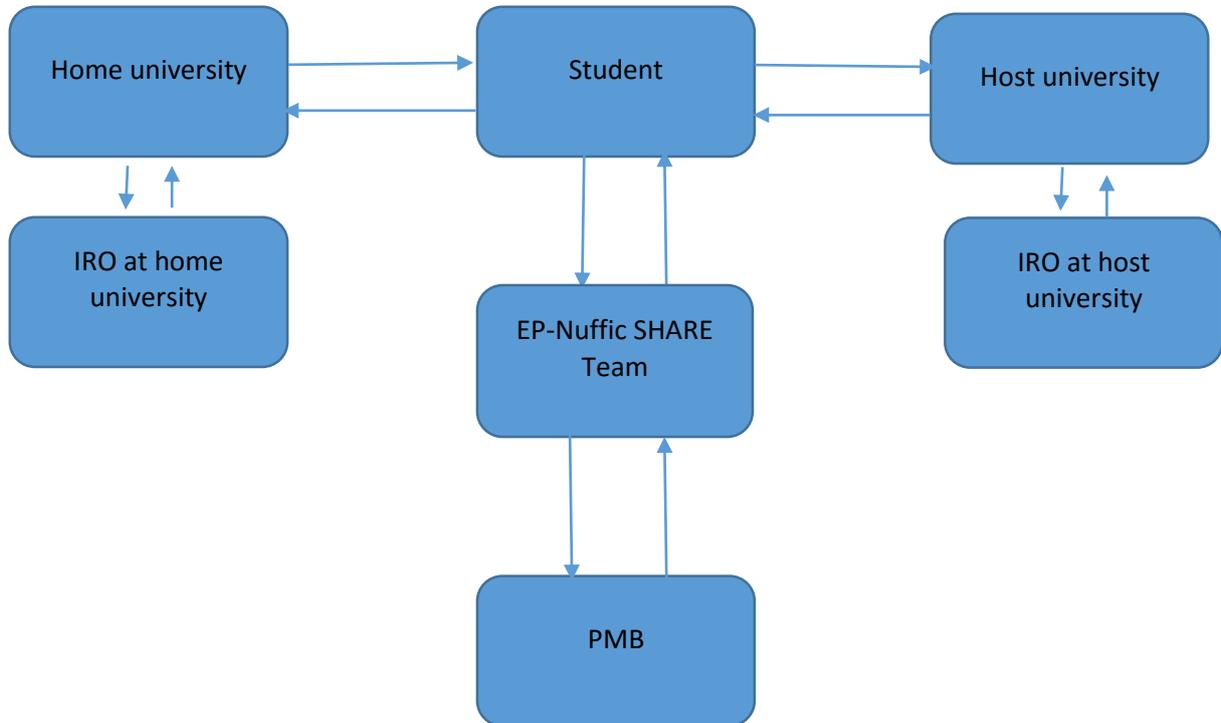
**ASEAN-EU Mobility**

	Home University	Host University
<b>1</b>	<i>Subsistence allowance (including accommodation)</i>	€850/month €4250 for 5 months
<b>2</b>	<i>Settling-in allowance</i>	€200
<b>3</b>	<i>Study materials</i>	€200
<b>4</b>	<i>Student Visa / Resident Permit costs</i>	€150
<b>5</b>	<i>Travel costs</i>	
	<i>5a. International air travel</i>	€1300
	<i>5b. Domestic travel</i>	€200
	<i>5c. Travel from International airport to host university's accommodation and back</i>	€60
<b>6</b>	<i>Insurance</i>	€200
<b>7</b>	<i>Tuition fee</i>	-
<b>8</b>	<i>Management/Handling Fee (1%)</i>	€65.60
	<b>Total</b>	€6691.20

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## 5. SHARE SCHOLARSHIP APPLICATION PROCESS

Diagram I: Application process



### 5.1 Candidate applies for admission to ASEAN partner higher education institution

#### Candidate:

- has to request academic admission to an ASEAN or EU education institution that takes part in EU-SHARE;
- is strongly advised to request admission as early as possible at the ASEAN higher education institution, because the institutions need enough time to process all the admission requests in time.

#### ASEAN higher education institution:

- decides about admission of candidates based on its own academic admission criteria;
- will request documents such as certified copies of diplomas, curriculum or other documents directly from the candidates.
- is required to inform the candidates (in writing) about the admission decision and the reasoning that led to the decision through their own procedures;

#### **Important:**

Admission to a module/exchange period can be conditional, the condition being that the candidate will find suitable funding for the module/exchange period.

	Process Time*	February				March				April				May				June			
		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
SHARE scholarship promotion starts																					
Scholarship application open																					
Candidate notify to home university	2-4																				
Candidate apply to host university	2-5																				
Application assessment by SHARE	3-5																				
Student confirmation on receiving scholarship	1																				
Scholarship awarding process	2-3																				

\* *in weeks*

Table VI: Timeline of Application Process

## 5.2 Candidate applies for SHARE scholarship

Candidate:

- can only apply for a scholarship for selected (English taught) courses at participating SHARE institutions in one of the ASEAN Member States.
- must submit the scholarship application to EP-Nuffic’s SHARE Team only after it is fully completed. There is no possibility to make adjustments or modifications to the scholarship application after submitting even if the scholarship application deadline has not yet passed.
- must submit the following documents through online application:
  - Letter of acceptance from host university
  - Letter of endorsement from home university
  - The latest academic transcript (in English)
  - Copy of valid passport
  - Recent Photograph

### 5.3 EP-Nuffic SHARE Team checks eligibility of applications

A complete application complies with the following eligibility criteria and will be checked by EP-Nuffic's SHARE team.

Candidates must:

- be nationals of and living in an ASEAN Member State (except Brunei or Singapore);
- be committed and available for the entire period of the study programme/course
- be able to participate in and complete all courses
- have received endorsement/admission from both home and host university (learning agreement)
- a copy of a valid passport that is valid for at least 1 (one) year after the proposed end date of the study abroad period;
- endorsement/admission of home and host university based on an inter-university agreement.
- not have applied for more than one programme under SHARE;

### 5.4 EP-Nuffic SHARE Team registers

Registration tool EP-Nuffic's SHARE team Jakarta

- Scholarship applications that meet the eligibility criteria will be registered for assessment;
- Scholarship applications that do not meet these eligibility criteria will be registered as well. However, because they do not meet the eligibility criteria, they will not be assessed.

### 5.5 EP-Nuffic SHARE Team assesses

EP-Nuffic SHARE Team:

- Assesses the eligible applications based on the following criteria:

	<b>Criteria</b>	<b>Score</b>
i	Candidate from CLMV countries	10
ii.	Candidate from non-CLMV country that choose to study in a CLMV country	10
ii	Female candidates	10
iii	Candidate with disabilities	10
iv	Candidate with academic excellence GPA Score	
	i.    3.25 – 3.50	10
	ii.   3.51 and above	20

Table VII: Eligibility Criteria for Scholarship Candidates

## 5.6 EP-Nuffic SHARE Team prepares selection of candidates for PMB

- Final selection

The result of the assessment is a ranked list of eligible candidates. The basis for the final selection is the ranked list and in addition the available budget, an equal distribution over countries (including CLMV), and male to female ratio.

Participating countries:

1. Cambodia
2. Laos
3. Myanmar
4. Vietnam
5. Indonesia
6. Malaysia
7. Philippines
8. Thailand

Students from the following countries are not eligible for funding in the EU-SHARE Scholarship programme, but could take part in mobility with credit transfer.

1. Brunei Darussalam
2. Singapore

## 5.7 Preliminary selection

EP-Nuffic SHARE Team:

- adds scores to a scholarship application;
- ranks scholarship applications per country based on total score (high-low);
- let the registration system place candidates with identical scores randomly;
- will not consider costs of a course/ programme when ranking;
- optimizes ranking by taking into account following criteria:
- Candidate from CLMV countries
- Female candidates
- Candidate with disabilities
- Determines the outcome of the above mentioned steps as a preliminary selection;
- Deviation of the scoring is only possible in relation to achieving SHARE's goals (e.g., in terms of gender balance, inclusiveness of CLMV etc.)

## 5.8 Project Management Board agrees on preliminary selection

The PMB must formally approve the preliminary selection. In principle there will not be any changes from the proposed list, unless the PMB detects errors in scoring or it is deemed that by selecting different candidates the outcomes of the SHARE programme is better served. Such changes should be motivated in writing. The PMB will have a maximum of 10 working days for approving the preliminary list of awardees including reserve candidates.

## 5.9 EP-Nuffic SHARE Team informs about the outcome of the selection

EP-Nuffic SHARE Team:

- Will inform candidates through email, about the status of their application (eligible and assessed or not eligible and rejected including reasoning behind the decision).
- The outcome of scholarship assessment will be announced after the application deadline is closed

## 5.10 Scholarship acceptance

Selected candidate:

- Receives request to confirm availability through email by EP-Nuffic SHARE Team and must do so within 7 working days after receiving the request;
- Cancels the scholarship application by failing to confirm availability within the prescribed time after receiving the confirmation request. The scholarship application will no longer be considered for a scholarship;
- Receives a notification through email by EP-Nuffic SHARE Team about the final selection.

EP-Nuffic SHARE Team:

- Will inform selected and non-selected candidates, participating institutions and embassies of destination countries about the final list of awardees (after confirmation by the selected candidates)

ASEAN institutions:

- Contact scholarship holders to make arrangements for participation in course/ programme.

Foreign embassy:

- Cooperates with participating institutions to make arrangements for participation of scholarship holder in course/ programme and facilitates the visa process.

## 5.11 Financial award to ASEAN institutions

### EP-Nuffic' s SHARE Team:

- Will send a contract to the ASEAN institution that was awarded (a) scholarship(s);
- Will transfer the 90% of the total amount of scholarship funds to the ASEAN institution

### ASEAN institution:

- Receives one contract per scholarship application deadline, containing the names of the scholarship holders for which scholarships have been sorted per course/ programme;
- Receives the conditions and guidelines attached to the contract.

\*\*\*\*\*

## 6. SHARE SCHOLARSHIP ADMINISTRATIVE ORGANISATION

### 6.1 Generating Application

The process of generating applications:

1. Draw up/Review SHARE Documents and Forms
  - a. SHARE documents and forms are adopted from the current and past mobility programs that are managed by EP-Nuffic and Neso Indonesia
  - b. Assess and adapt working documents.  
All documents and forms are reviewed for improvement with taking into account feedback from SHARE stakeholders and/or lessons learned from best practices are regularly updated.
  - c. Review promotion material.  
The promotion materials are regularly updated.
2. Provide Information and Promotion

The purpose of the promotion is to disseminate information about the SHARE programme in general to the target group. Prospective candidates are provided with information regarding the application procedure, time frame and eligibility criteria.

There are several types of promotion activities from which prospective students can get access to important information about SHARE Scholarship Programme:

The promotion material consists of brochures, flyers, website and social media which are disseminated.

### 6.2 Processing of Application

#### 6.2.1 Receipt of Applications

- a. All applications received through the online application system. Scholarship Officer (SO) should record all information received from the online application system into the SHARE application database and create application number to each applications.

SO must send notification e-mail two weeks after the deadline submission to all applications received.

- b. After entering student's information and generate application number, SO needs to check all applications on completeness of the documents and validate them. Candidate must submit the following documents:

- Unconditional Letter of Admission from host university;
- Letter of recommendation from home university;
- Motivation Letter;
- Most recent transcripts translated in English;
- Copy of valid passport;
- Recent photographs in colour

If a candidate failed to submit all the required documents, the application will automatically not qualify for selection process (rejected).

SO also needs to identify candidate eligibility. To become an eligible candidate for SHARE scholarship programme, a candidate must have criteria's as follows:

- All nationality of ASEAN member states with the exception of Brunei Darussalam and Singapore nationalities;
- At least have completed two semesters in their home university;
- Received recommendation from their home university to participate in SHARE scholarship programme;
- Be full time available for the entire period of the study programme and be able to participate in and complete all courses;
- be admitted at least in one of the courses offered by host university that participated in SHARE programme.
- Priority is given to candidates from Cambodia, Lao PDR, Myanmar and Vietnam (CLMV) university.
- Priority also given to female candidates and candidates with disability

When an application does not meet with all the eligibility criteria's, the application will not qualify for selection process (rejected).

All eligible applications will be scored based on the following scoring system:

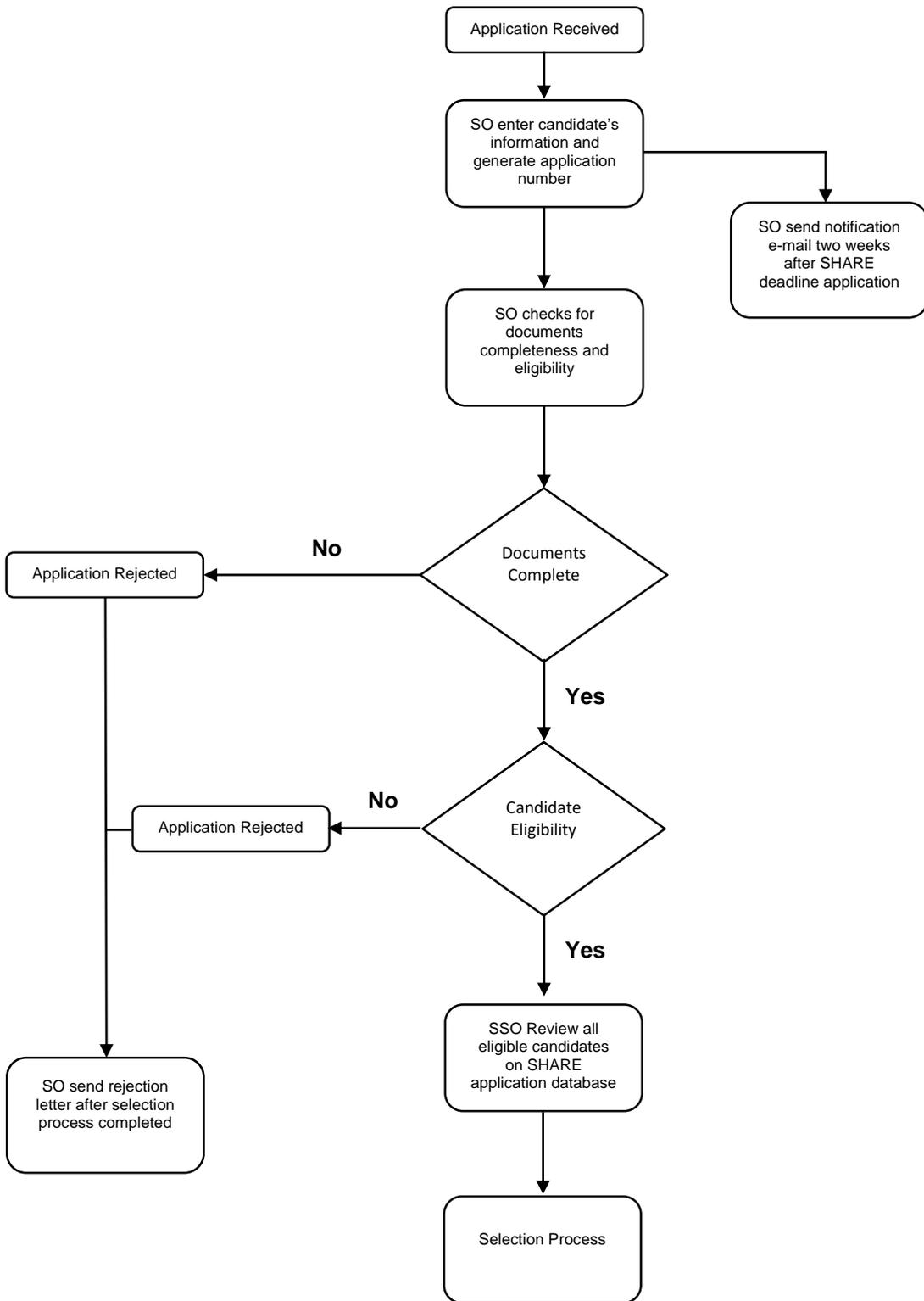
	<b>Criteria</b>	<b>Score</b>
i	Candidate from CLMV countries	10
ii.	Candidate from non-CLMV country that choose to study in a CLMV country	10
ii	Female candidates	10
iii	Candidate with disabilities	10
iv	Candidate with academic excellence GPA Score	
	i.    3.25 – 3.50	10
	ii.   3.51 and above	20

Table VIII: Eligibility Criteria for Scholarship Candidates

SO have to classify all applications according to eligibility criteria.

- c. After SO completed with documents validation and classifies all candidates according to their eligibility. SHARE application database is structured according to the main information stated in the application form.
- d. SO send the complete SHARE application database to Senior Scholarships Officer (SSO). SSO should review the database to ensure the eligibility outcome is accurate.
- e. All unsuccessful applications will be notified via email. SO needs to consult with SSO prior sending the rejection letter to candidates. SO will send the scholarship rejection letter together after all selection process is completed.

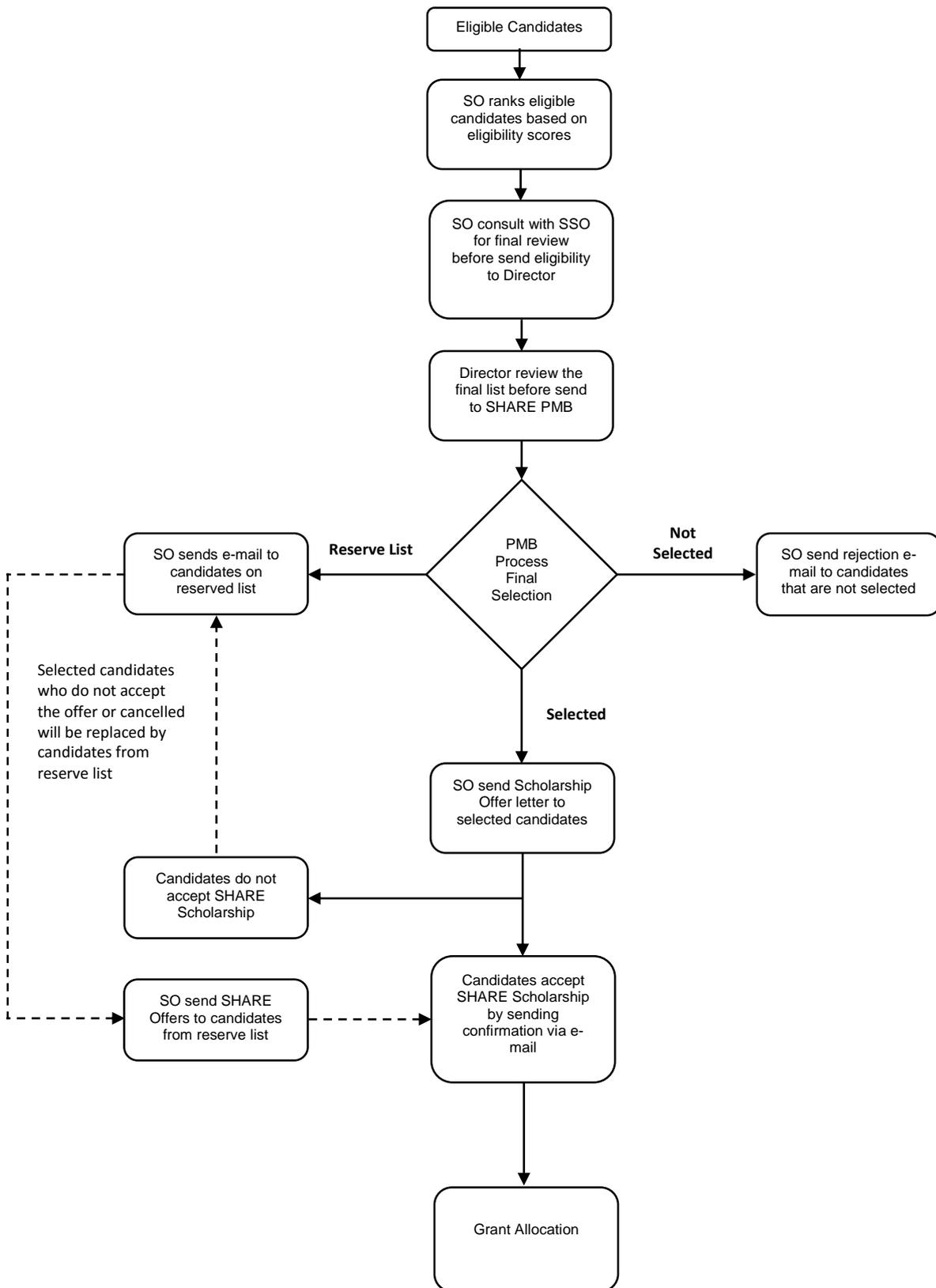
### Flow Chart I: Handling Application



### 6.3 Selection Process

- a. SO compiles list of eligible applications and ranks them based on the eligibility scores. The data with the scores is incorporated in the SHARE student database
- b. SO consults with SSO for finalisation of the list. The final list of applications is submitted to the Director for approval.
- c. The Director sends the list of all applications to SHARE Project Management Board (SHARE PMB) for final selection. The final list should consist of list of *all applications, a list of non-eligible applications and list of eligible applications.*
- d. SHARE PMB conducts the final selection (including reserve candidates) and informs EP-Nuffic on the final result. [The reserve list is compiled based on the score ranks].
- e. SO communicates the result of the final selection to selected and non-selected candidates by email. The selected candidates are requested to confirm their acceptance of SHARE scholarship offer within seven working days.
- f. Candidate(s) who do not accept or cancelled from the SHARE scholarship will be replaced by a candidate from the reserve list based on their ranking on the reserve list.
- g. SO needs to send SHARE scholarship offer to reserved list candidates that are selected for SHARE scholarship. The candidates need to response the offer within seven working days.

## Flow Chart II: Selection Process

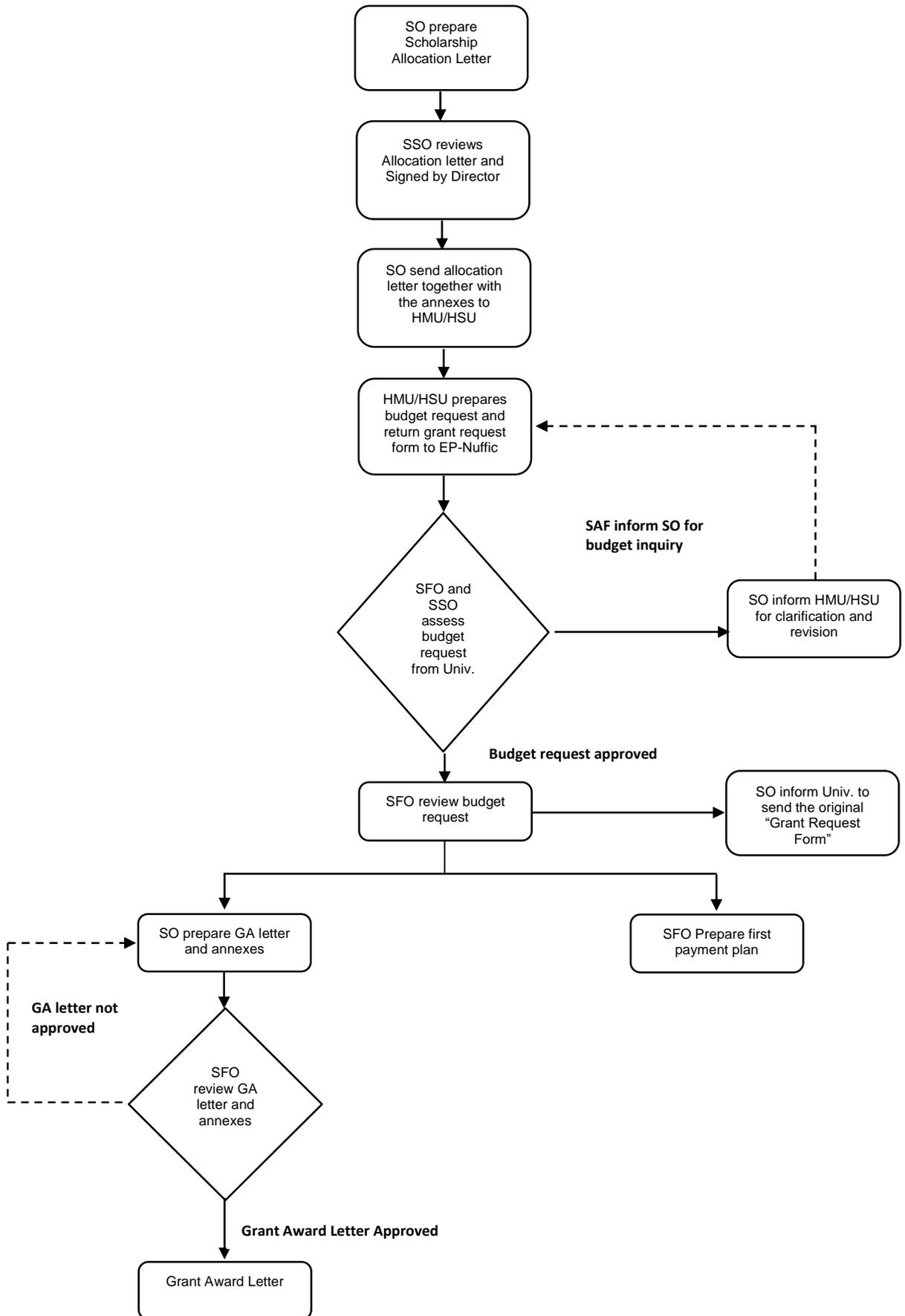


## 6.4 Grant Disbursement Process

### 6.4.1 Scholarship Allocation

- a. SO prepares the scholarship allocation letter to be sent to home (HMU) and host (HSU) university. Prior sending the letter to HMU and HSU, SSO needs to review it. After reviewed by SSO, the allocation letters need to be signed by Director. The letter has the following attachments:
  - List of selected candidates
  - SHARE Rules and Regulations for fellowship holders
  - Format for the SHARE budget request
  - Guidelines for HMU and HSU for SHARE scholarship programme
  - Explanation for the budget format
- b. Both HMU and HSU needs to prepare the budget by completing Grant Budget Request Form and return it to EP-Nuffic for approval.
- c. Upon receiving the budget request from HMU and HSU, the Scholarship Finance Officer (SFO) assess the request accordingly. If clarification is needed SFO will inform SO to communicate with HMU/HSU to clarify the issue.
- d. Once the budget is cleared by SFO, it is submitted to SSO for review.
- e. After budget request is assessed and reviewed, SO inform both HMU and HSU to send the signed grant request form (Scanned and Original Letter).
- f. SO prepare Grant Award letter with annexes and passes on the letter to SSO and SFO for review.
- g. SSO and SFO reviews Grant Award letter that were prepared by SO to ensure all the information on the letter is accurate and have all the supplementary documents (annexes).
- h. If Grant Award letter is not approved by SSO, the Grant Award letter will be returned to SO for adjustment or correction.

### Flow Chart III: Scholarship Allocation

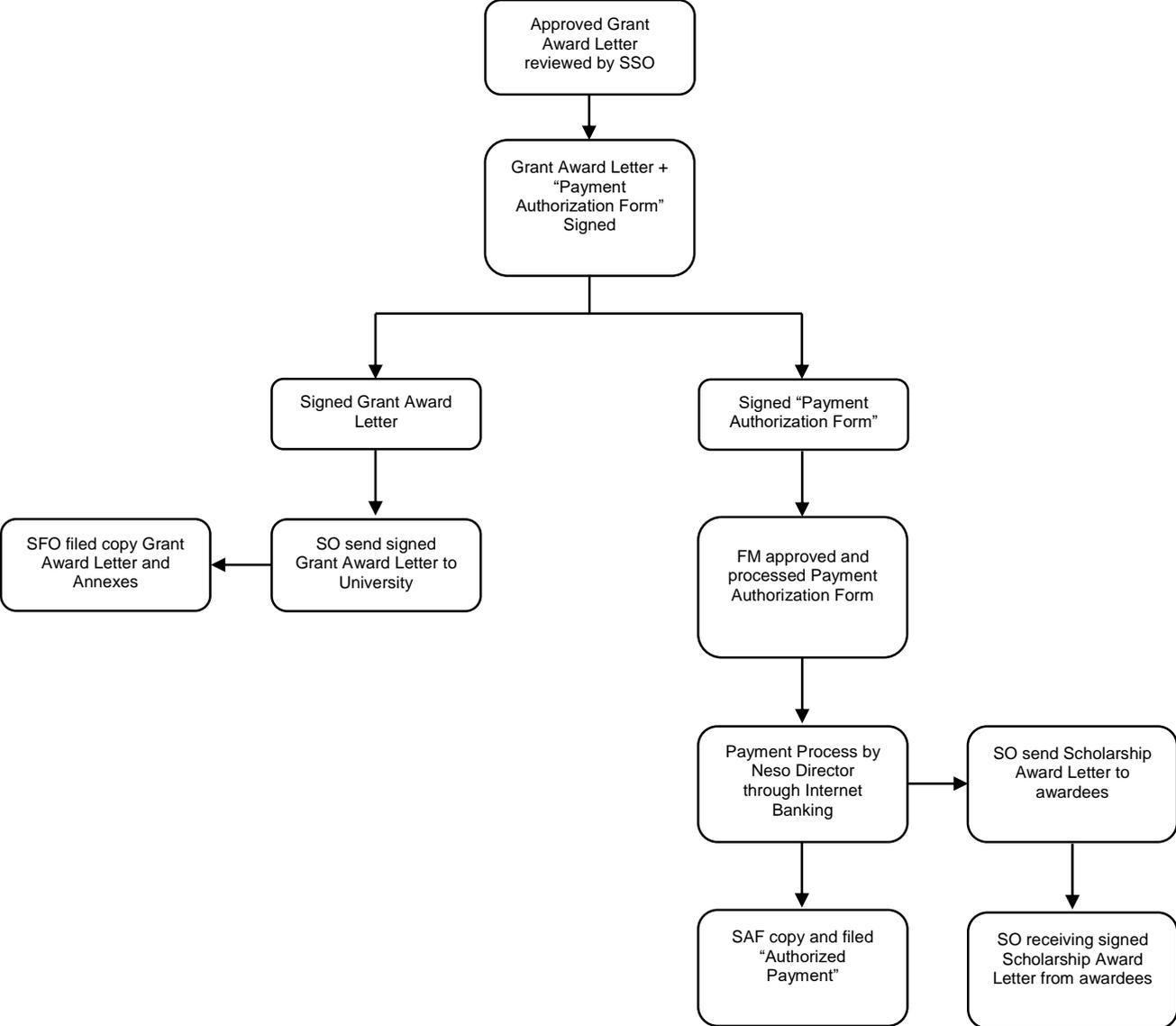


#### 6.4.2 Grant Award

Based on approved grant request from HMU and HSU, EP-Nuffic awards the grant to the HMU and HSU (by referring to SHARE financial guidelines). EP-Nuffic allocated grant to HMU/HSU will be based on the number of SHARE fellow(s) that will study in the host university.

- a. After SFO and SSO checked and reviewed the Grant Award letter, the letter is forwarded to the Director together with a Payment Authorization Form to be signed for final approval.
- b. Once signed, the Grant Award Letter is returned to the SO to be sent to the respective HMU and HSU. The Signed Payment Authorization Form is forwarded to the SFO for processing.
- c. SFO will process and authorize the Payment Authorization Form through EP-Nuffic internal procedure. The Payment process is done through Internet Banking only.
- d. The advance payment will amount to 90% of the total approved budget. The remaining 10% of the requested budget will be settled upon receiving the final reports.
- e. SO send signed Grant Award letter to HMU/HSU and the letter must contain the following annexes:
  - List of selected grant recipients
  - Grant awards per home and host university
  - General Conditions for SHARE Grant Recipients
  - Financial Guidelines for SHARE Grant Recipients
  - SHARE Rules and Regulations for fellowship holders
- f. SO prepares the Scholarship Award Letter to be signed by the EP-Nuffic Director on behalf of SHARE and send it to SHARE awardees.
- g. SHARE candidate accepts the scholarship by returning the signed Scholarship Award letter to EP-Nuffic (Awardees also need to keep one copy of signed Scholarship Award Letter).
- h. SFO made copy of Grant Award letter and the annexes and made copy of "Payment Authorisation Form"

**Flow Chart IV: Grant Award**



## 6.5 Pre-Departure Arrangement

The selected SHARE candidates from CLMV countries are eligible for English language workshop 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 to attend the English language workshop programme.

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

## 6.6 Monitoring and Evaluation Process

M&E activities will capture the experience that students and home/host HEIs have with the programme and especially with A(E)CTS. The data will be collected through periodically planned surveys and qualitative means. Monitoring will also be done regularly, related to incoming feedback from scholarship recipients as well as participating universities. The results will be fed back into the other Result areas 3a&b in order to further develop A(E)CTS and provide input for our work on QA and QF.

Conclusions from the evaluations (e.g. the student experience, institutional challenges/demands) will be used to feed into the overarching policy dialogues and Milestone events that should help in identifying barriers and possible solutions in the internationalisation and harmonisation process of ASEAN HE.

Surveys will be conducted for both the institutions and the fellows:

### *Institutions*

The HMU and HSU must submit a narrative and financial report, and audit statement within 90 days of the end of all activities associated with the relevant grant. Once the report has been submitted, EP-Nuffic will disburse the last 10 percent of the grant.

### *Fellows*

Fellows will receive two online questionnaires for submission. The first in the middle of the semester and the second after the semester has been completed.

EP-Nuffic will periodically send reminders to both institutions and fellows to complete these requirements. If the fellow or institution fails to submit this compulsory report on time or if the submitted report is unsatisfactory, EP-Nuffic has the right to reclaim all parts of the advance payments and can freeze any further payment.

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## 7. SHARE SCHOLARSHIP HOME AND HOST UNIVERSITY GUIDELINES

### 7.1 General information

This section is intended for universities participating as host university or home university in SHARE Scholarship Programme. These guidelines are updated regularly in response to changes in SHARE Scholarship Programme policy, changing circumstances, specific cases and questions from SHARE stakeholders. Contact person at home and/or host university will be informed by e-mail when updates are made.

The aim of the guideline is to inform home and host university about the procedures and conditions of the SHARE Scholarship programme and the tasks and responsibilities of home and host university in the implementation of SHARE Scholarship programme. These guidelines also form part of the grant award for home and host university.

#### 7.1.1 Priorities

Candidates from Cambodia, Laos PDR, Myanmar and Viet Nam (CLMV) are specifically invited to apply for an SHARE Scholarship programme. Candidates from CLMV is given priority in the selection process. Priority also given to female candidates and candidates with disability.

#### 7.1.2 Contact with SHARE Scholarship Office (EP-Nuffic)

SHARE Scholarship Office  
Nuffic Neso Indonesia  
Menara Jamsostek, 20<sup>th</sup> Floor  
Jl. Gatot Subroto No.38  
Jakarta 12710, Indonesia  
Phone: +62 21 5290 2172  
E-mail: [gama.iqbal@nesoindonesia.or.id](mailto:gama.iqbal@nesoindonesia.or.id)  
[karina.oratmangun@nesoindonesia.or.id](mailto:karina.oratmangun@nesoindonesia.or.id)

#### 7.1.3 Contact persons at home and host university

EP-Nuffic contact with home and host university through the contact person at each institution. If an institution wants to change the contact person, they should inform the EP-Nuffic regarding the change at the earliest. All correspondence concerning the SHARE Scholarship Programme is sent to this person. University can choose to select more than one contact person.

## 7.2 SHARE scholarship programme procedures

The following is a step-by-step outline of the roles and tasks of all parties involved in the SHARE Scholarship programme.

### 7.2.1 Scholarship application form

Candidates can apply SHARE scholarship programme through online application at <http://.....>

Candidates need to have gained admission at one of host universities that are member of the SHARE mobility programme before they can apply for a SHARE Scholarship.

### 7.2.2 Course list

Candidates can only apply for a SHARE Scholarship programme for courses with the following criteria:

1. Offered by core SHARE University Member
2. Fully taught in English
3. Must be accredited by National Accreditation Body
4. Must have a duration of at least 3 months with maximum 6 months (or one semester)

### 7.2.3 Host university offering courses

Host universities must fulfil these responsibilities and offer various services to SHARE fellow holder:

1. must guarantee the availability of quota for SHARE fellow if he/she accepted on the course chosen;
2. is expected to have taken notice of the SHARE Scholarship guidelines and the SHARE Scholarship grant conditions and agree to comply with the conditions and obligations following from these documents;
3. must provide SHARE fellowship holders access to computers, email and the internet if required by the course taken;
4. must guarantee that lecturing and supervisory staff is proficient in English in period of the scholarship programme;
5. must not ask the selected candidate or SHARE fellow to pay any additional fees for attending obligatory parts of the course;

### 7.2.4 Admission to host university

The candidate:

1. must apply for admission directly to host university or through home university and not to EP-Nuffic.
2. must apply for admission as early as possible in view of the process time of SHARE scholarship programme and academic starts date at host university.

#### 7.2.5 Documents

The candidate must submit/upload the following documents in SHARE online application:

1. Letter of acceptance from host university
2. Letter of endorsement from home university
3. The latest academic transcript (in English)
4. Copy of valid passport
5. Recent Photograph

#### 7.2.6 Scholarship application deadlines

Each year there are two scholarship application deadlines for SHARE scholarship programme in June and December. These deadlines are related to the starting dates of the semester programme at host university.

#### 7.2.7 The academic admission letter

The letter of admission from host university should clearly state that the candidate meets all the academic requirements for admission, the candidate name and starting and end date of the semester programme.

Academic admission must be unconditional in terms of the candidate's education. Admission may be granted provisionally, subject to the candidate finding suitable funding for the course.

#### 7.2.8 Replacement of candidates who have cancelled their fellowship

The SHARE Consortium reserves the right to decide which candidate will be selected as a replacement. Candidates can be replaced until four weeks before the start of the programme. However, it is preferable to do this as soon as possible. SHARE through EP-Nuffic will, if possible, select another candidate from the highest rank on the reserve list.

### 7.3 The assessment of scholarship applications

#### 7.3.1 Assessment by SHARE Scholarship Team

SHARE Scholarship Team checks each application against the SHARE scholarship programme criteria for eligibility.

All applications will be checked on eligibility based on the knock-out criteria set by the SHARE scholarship programme; only those that pass the knock-out criteria are considered eligible.

Eligible candidates will be scored based on the following aspects:

- a. Candidates from Cambodia, Laos PDR, Myanmar and Viet Nam (CLMV)  
Priority will be given to students from CLMV countries, regardless of their study destination. (10 points)
- b. Candidates from Non-CLMV countries

Priority will also be given to students from Non-CLMV countries that chooses to study in a CLMV country (10 points)

- c. Female Candidate  
Female candidates will be given priority in order to promote gender balance. (10 points)
- d. Candidate with disability  
To provide opportunity for disadvantage students to participate in mobility program (10 points)
- e. Academic Performance  
Candidates' academic performance in their home university will be taken into account. (GPA 3.25 – 3.49 receives 10 points, GPA 3.50 and above receives 20 points)<sup>8</sup>

	Criteria	Score
i	Candidate from CLMV countries	10
ii.	Candidate from non-CLMV country that choose to study in a CLMV country	10
ii	Female candidates	10
iii	Candidate with disabilities	10
iv	Candidate with academic excellence GPA Score	
	i.    3.25 – 3.50	10
	ii.   3.51 and above	20

Table IX: Eligibility Criteria for Scholarship Candidates

### 7.3.2 The allocation of scholarships

The number of scholarships available each year is already determined by SHARE Scholarship programme:

Batch	Period	No of Students Intra ASEAN	No of Students ASEAN – EU
1	June 2016 <sup>9</sup>	25	-
2	December 2016	125	25
3	June 2017	125	25
4	December 2017	125	50
<b>Total</b>		<b>400</b>	<b>100</b>

Table XI: Application Deadlines and Scholarship Intakes per Batch

### 7.3.3 The selection of SHARE fellows

After assessing and scoring the eligible candidates, SHARE Scholarship Team submits a list of the eligible candidates to SHARE Project Management Board (PMB). SHARE PMB will make a final decision of the candidates based on the number of scholarships available.

<sup>8</sup> SHARE scholarship does not set a minimum requirement for academic performance, however, priority will be given to those with higher GPA in their selection process

<sup>9</sup> Subject to the establishment of the application system.

#### 7.3.4 Scholarship allocation letter

Based on the list of selected candidates, SHARE Scholarship Team informs the home and host university in a form of Scholarship Allocation Letter about the number of scholarships they are going to receive.

The scholarship allocation letter is accompanied by:

- a list of selected SHARE fellows;
- SHARE Scholarship Guidelines for home and host university;
- SHARE Scholarship Rules and regulations;
- the budget format to be filled out and used to apply for a grant;

#### 7.4 The grant budget request

SHARE scholarships are financed through a grant award. Home and/or host university has to officially request this grant to EP-Nuffic. A grant request should cover all awarded scholarships per scholarship intake/year.

##### 7.4.1 Procedure for requesting a grant

Home and host university requests a grant by completing the prescribed budget format and forwarding it to EP-Nuffic based on the list of selected candidates. The list of selected candidates should include the registration number, given names, gender and date of birth. The grant request must reach EP-Nuffic before the date indicated in the scholarship allocation letter.

Home and 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 awardee.

##### 7.4.2 The budget format

The requested 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 handling fee per awarded scholarship. The handling fee and certain allowances are fixed and the amounts per SHARE fellow is prescribed in the budget. The allowances should be according to the amounts stated in the SHARE rules and regulations valid for that year.

A grant can only be allocated in respect of the items set out below. The cost of all compulsory parts) of the programme must be included in requested budget. Non-compulsory components (for example: excursions, conferences) cannot be funded by the scholarship.

Institution related costs:

##### a. Tuition fee

Tuition fee is waived for all students that are awarded with SHARE Scholarship Programme at HSU.

b. Subsistence Allowance

Subsistence allowance will be distributed on a monthly basis by HSU to all students awarded with the SHARE Scholarship Programme. The subsistence allowance also includes accommodation fees.

c. Handling Fee

A handling fee is available for both HMU and HSU to administer the disbursements of the scholarship funds to the fellow. These funds include the costs for travel, settlements costs, allowances (including housing) and related activities.

Participant related cost:

a. Settling-in allowance

It is a one-time allowance for settling in the country where the programme is conducted.

b. Study materials allowance

It is meant for ensuring the availability of the study literature needed. It is up to the host university to hand it over to the SHARE fellow or to use it for acquiring study literature.

c. International and domestic air travel expenses

The HSU takes care of the international travel. International travel means a return-trip airline ticket from the international airport nearest to the SHARE fellow's place of residence to the International airport nearest to where the programme takes place. The airfare for international ticket should not exceed the maximum allocation set by SHARE scholarship programme as stated in SHARE rules and regulation.

If SHARE fellow's home university to the nearest international airport not accessible/too far by to travel ground transportation, SHARE fellow may take domestic flight as connection to his or her international flight. In this case host university should arrange the domestic flight together with the international

d. Local travel expense (travel from airport to the university accommodation)

A calculated estimate must be made here by the host university for the costs of travelling by public transport (bus or train if available) to and from the host university upon arrival and departure.

e. Insurance

The rate per person per programme duration depends upon the insurance company that the host university chooses.

- f. Visa and immigration fee  
Reimbursement of the fees paid for student visa or any other permits required by the countries where the programme is conducted.

#### 7.4.3 The grant award

After approval of the budget, SHARE Scholarship Programme awards the grant to host university. The grant award letter states:

- the name of the home or host university;
- the fellowship application deadline;
- the maximum amount of the grant;
- the grant period: the start and end date of the grant;

Furthermore, it contains information on the obligations and responsibilities that the host university must observe on acceptance of the grant.

Included with this grant award letter are the approved list of selected candidates and the general conditions for SHARE Scholarship programmes, which are accompanied by: a copy of these guidelines; the SHARE Rules and regulations; the approved budget; and financial guidelines. The grant award letter, together with the annexes, contains the regulations valid for that particular programme.

#### 7.4.4 Payment of the grant

When a grant is awarded an initial advance payment of 90% of the total grant amount will be made. The final payment of 10% will be made in the first half of the following calendar year. A final calculation will be done after EP-Nuffic receives the required report.

#### 7.4.5 Spending the grant

It is important to note that the grant is not a budget that the home and host university institution may spend at will. It consists of one or more scholarships with earmarked amounts which must be spent for their intended purpose. The amounts of the allowances mentioned in the approved budget are fixed. In principle, the allowances have to be paid to the SHARE fellow exactly as they are stated in the SHARE 'Rules and Regulations'. Some costs entered in the budget are approximate figures.

Home and host university should always keep a good administration of the way the grant amount was spent. Home and host university should always consult EP-Nuffic if it becomes necessary to deviate from the budget approved by EP-Nuffic on account of extraordinary circumstances. If the submitted budget is exceeded, either during the programme or on final settlement, a reasoned account of the cause must be provided and a higher grant must officially be requested. The request will be assessed based on the account provided and the resources available at that time.

## 7.5 Preparatory activities

After having received the list of selected SHARE fellows, the home and host university is advised to notify the fellows and take the following steps as soon as possible:

### 7.5.1 Apply for student visa / resident permit

Home/host universities must provide guidance for SHARE fellows with the application procedure for a student visa/residence permit in the country where the program is conducted. Home or host university reimburses the SHARE fellows for the costs of the student visa/residence permit (these costs are covered by the SHARE scholarship budget).

### 7.5.2 Provide Insurance

Home/host universities are obliged to arrange insurance for SHARE fellows for the duration of the scholarship program. The costs are covered by the scholarship grant.

### 7.5.3 Booking flights and paying for tickets

Home/host universities are responsible for SHARE fellowship holders' travel to and from the location where the mobility programme takes place. Home/host universities are obliged to book and pay for international flights in the most economic class from the nearest international airport nearest to the fellowship holders place of residence to the nearest international airport of the country where the programme takes place.

The fellowship period begins on the start date of the programme, or up to three days earlier if the fellowship holder requires additional time to travel to the relevant location, depending on available flights. The fellowship period ends no later than three days after the programme finishes. For detailed information about applicable amounts, please consult the SHARE Rules and Regulations.

### 7.5.4 Arrange appropriate accommodation and other facilities

Host university has to arrange for adequate housing for SHARE fellows. This accommodation should include furnishings, a kitchen or cooking facilities and services. It should preferably be located near the university. Since part of the monthly allowance is reserved for housing, the rental cost preferably not exceeding more than 40 percent of the monthly allowance. It is essential that the fellows are informed of this when making housing arrangements.

### 7.5.5 Provide for guidance upon arrival

Host university should preferably arrange for guidance from the international airport to the university or accommodation upon arrival in the country where the mobility program is implemented. If it is not possible, host university is advised to send the fellowship holders a

welcome package containing for example practical and cultural information about the country, the city and the institution where SHARE fellows are going to stay and study.

#### 7.5.6 No Shows

If a fellowship holder for whom a host university has already made all the necessary arrangements does not show up for the programme, host university may be faced with costs for a visa, travel etc. that cannot be claimed back from the fellowship holder.

In such cases, host university can ask reimbursement to EP-Nuffic if the cost related to preparatory arrangement such as visa, travel, insurance, etc. The handling fee will be reimbursed at cost, depending on the arrangements that the host university made for the fellowship holder concerned.

### 7.6 Responsibilities during the scholarship period

Host university offering the programme assumes responsibility for administration of the scholarship and makes all the payments to the SHARE fellow.

#### 7.6.1 Payment of allowances

Host university must make sure that monthly allowances are available to the SHARE fellows on the first day of each month, and according to the SHARE Rules and regulations and the amounts of the approved grant budget. Host university must inform EP-Nuffic as soon as possible about any situation that affects the fellowship.

#### 7.6.2 Personal and academic guidance and monitoring

Host university is expected to render all necessary personal and academic guidance. Host university will hand SHARE fellows a programme manual of instruction, including relevant instructions, a code of conduct, and a complaints procedure. If a conflict arises between a SHARE fellow and university regarding the scholarship, either party can ask EP-Nuffic to mediate. Mediation can only take place when both parties agree to participate. In such cases, EP-Nuffic's decision is binding.

During the scholarship 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.

### 7.7 Special situations

A number of exceptional situations may arise during the fellowship period, such as:

- a change of course(s)

- long-term illness or other personal circumstances relating to the fellowship holder.
- deferral/postponement of a fellowship;

Host university should refer to the SHARE Rules and Regulations for the correct procedures to follow in such situations and must always contact EP-Nuffic for advice.

The following are a number of situations that can occur during the scholarship period and the procedures are explained that need to be followed in these.

#### 7.7.1 Change of course

SHARE fellows may want to change course(s) after the programme started. They are allowed to change the course(s) as long as it is still within the SHARE course list and there no budgetary implication or change in programme duration. The request must be presented to EP-Nuffic and provide explanation on why the course need to be changed.

#### 7.7.2 Interruption of the mobility programme

Allowable causes of an interruption of the mobility programme include the following:

##### 7.7.2.1 Long-term illness of the SHARE fellow

If SHARE fellow is hospitalised, the monthly subsistence allowance normally remains unchanged for six weeks. After six weeks, host university must reduce the scholarship to a level that the basic obligations (rent etc.) of the fellow can still be met.

If the SHARE fellow is forced to discontinue his or her study programme and has to return to his or her home country to recover from a long-term illness, host university should stop the disbursement of the monthly allowance immediately. Host university should start making the necessary arrangement (i.e. air ticket) for the fellow to return to his or her home country.

##### *Situation 1:*

If a SHARE fellow is seriously ill on his or her arrival and is unable to follow the intended programme, the procedure for the host institution is described below.

The institution should confirm the nature of the illness and find out whether the SHARE fellow was suffering from the illness before or after submitting the scholarship application.

If the SHARE fellow's illness was known prior to the application, then he or she provided incorrect information at the time of application, and a decision must be made, following consultation

with EP-Nuffic, on whether to allow the fellow to continue the programme.

Be aware that some health insurance policy will not provide cover for conditions that existed prior to the start date of the policy. In all cases, however, you should contact the insurance company for advice. They are generally very reasonable and will occasionally be prepared to make an exception. Costs not met by the health insurance policy cannot be recovered from SHARE scholarship programme or EP-Nuffic.

*Situation 2:*

If a SHARE fellow becomes seriously ill during the programme, the host university should assess whether the student will be able to continue and complete the programme. The procedure is as follows:

If the illness is of such nature that the SHARE fellow will not be able to follow the programme, a decision must be taken on whether the fellow should withdraw from the programme, and (if applicable) return to his or her home country as soon as he or she is physically able to do so. The scholarship would then be terminated when the fellow leaves from the country where the mobility program is conducted. EP-Nuffic should be informed prior to this decision.

#### 7.7.2.2 Urgent family matters

If the SHARE fellow is absent for more than three weeks because of urgent family matters host university should not continue the payment of the monthly subsistence allowance during the period of absence. If the fellow needs to return to his or her home country because of a life-threatening illness or the death of a family member in the first degree (father, mother, spouse or child), travel costs will be the fellow's own responsibility unless stated otherwise/covered by the fellow's insurance policy. In all other cases, travel costs will be the fellow's own responsibility.

In all cases of interruption by illness or other causes, host university should contact EP-Nuffic to seek advice.

#### 7.7.2.3 Death of SHARE Fellow

In the unfortunate event of the death of the SHARE fellow, host university is confronted with the arrangement of various matters. Host university should immediately inform the family of the deceased, embassy where the deceased is coming from and EP-Nuffic. They should also notify the insurance company as soon as possible.

Furthermore, host university should:

- provide death certificate from doctor or hospital

- send the personal belongings of the SHARE fellow to his family
- cancel the fellow's bank account (if applicable)
- cancel the fellow's accommodation
- check if the insurance company has cancelled the fellow's insurance.

#### 7.7.2.4 Extension of the scholarship period

No extension is given in the SHARE scholarship programme.

#### 7.7.2.5 Deferral/postponement of a scholarship

No deferral/postponement in SHARE scholarship programme if SHARE fellow is unable to attend SHARE scholarship programme at the intended intake mentioned in the application. He or she are welcome to apply again to the SHARE scholarship programme at the next available intake.

#### 7.7.2.6 Premature end of the scholarship

A SHARE fellow may decide to end his or her studies due to personal reasons or because he or she realises that he or she will not be able to complete the course successfully. Host university may bring the scholarship to an end at any point during the scholarship period if it becomes clear that the SHARE fellow will not be able to successfully complete the mobility programme. If this happens, host university should first consult and inform EP-Nuffic about the situation. Host university must continue to administrate the scholarship with a maximum of 1 month, depending on the time that EP-Nuffic needs to investigate the situation and make a final decision concerning the scholarship.

Host university should also provide the SHARE fellow with certificates or transcripts of study credits gained so far, and arrange the ticket back to the fellow's home country.

The scholarship will be terminated immediately, and any payments that the SHARE fellow received will have to be paid back, if any of the information supplied on the application form (which formed the basis for the award) is found to be false and or untrue.

#### 7.7.2.7 Final Note

The scholarship will also be terminated immediately, and any payments that were received will have to be paid back by the SHARE fellow:

- if the holder makes a false declaration, such as misrepresentation regarding his or her ability in the language of instruction;
- hold another scholarship that would give any overlapping benefit without SHARE's written approval
- if the holder commits a criminal offence;

- if the holder fails to observe the rules and regulations of the SHARE scholarship programme or refuses to follow instructions which host university or EP-Nuffic issues in connection with the scholarship;
- if the holder arrives in host university too late to take part in the intended the mobility programme;
- if the holder is forced to withdraw from the mobility programme;
- if there is a change in circumstances, including but not limited to a breakdown in relations between the SHARE fellow, host university, as a result of which the activities for which the grant was provided can no longer be continued in their present form;
- if the holder's enrolment at the institution is terminated for whatever reason and regardless of fault;
- if the holder wishes to change to another institution for whatever reason;

If the scholarship ends early host university should cancel the SHARE fellow's insurance with effect from the date of the flight. If any of these special situations occur during a scholarship period, it must also be reported in host university's final report to EP-Nuffic.

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