

Grants system for Dutch studies abroad

Introduction

Article 5.f of the Dutch Language Union Treaty states that the Dutch Language Union (Nederlandse Taalunie) shall promote the tuition of the Dutch language, literature and cultural history abroad. As a part of this, the Language Union supports Dutch studies abroad, with for instance, grants. Thanks to these grants the quality and professionalism of the higher education of Dutch as a foreign language is promoted abroad.

The grants are allocated according to an established system. This system has been developed to make the allocation of grants transparent and efficient for the recipients as well as for the Language Union itself. The grants system is regularly field-tested with regard to the demand and needs of Dutch studies abroad. This has resulted in a refinement and modest expansion of this system.

The Language Union distinguishes:

A. Support for departments of Dutch studies, including:

1. basic grants;
2. project grants;
3. start-up grants;
4. allowance for language assistants;
5. local salary top-up allowance
6. research scholarships;
7. regulation for cultural presentations abroad;

B. Support for academic networks, including:

8. working grants;
9. lecturer seminar grants;
10. visiting lecturer schemes;
11. summer courses on location;
12. colloquiums for doctoral students;

Additional important information:

- List with frequently asked questions on the grants system;
- Arbitration procedures of the Dutch Language Union.

If an application for a grant does not come under one of the categories listed above, the application will be assessed on its merits.

The grants system for Dutch studies abroad is governed by the arbitration procedures of the Dutch Language Union.

1. Basic grant

1.1 Aim

The basic grant is intended for minor forms of expenditure for the promotion of quality and professionalism of Dutch tuition at universities abroad. Examples include the procurement of teaching materials, reference works, literature, subscriptions to magazines, equipment and other material provisions. This grant can also be used to invite guest speakers and to fund small-scale Dutch studies events.

What can the basic grant not be used for?

The basic grant is not intended to pay or top up the salaries of staff members or administrative staff. Neither can registration costs and/or travel expenses of seminars/colloquiums/refresher training activities for lecturers be paid from the basic grant. The basic grant also can not be used for paying costs for memberships of academic networks that are already supported financially by the Dutch Language Union. You can find a list with these academic networks on our website.

1.2 Criteria

The grant will be awarded on application to Dutch studies departments with at least one lecturer of Dutch accredited by the Language Union.

Accreditation by the Language Union is granted if the lecturer fulfils the following conditions:

1. a completed study at a university or college in linguistics, translation, literature or language proficiency in which extensive attention was given to Dutch studies;
2. an appointment at a higher educational institution with a job description in which Dutch studies form a substantial element;
3. the provision of a course in Dutch studies recognised within the curriculum of the institution and therefore forming part of a study programme.

Please note: students that are carrying out an instructional task and the so called language assistants can not be considered as lecturers.

1.3 Procedure

Dutch departments are invited to submit an application for a basic grant. Applications must be received by the General Secretariat of the Language Union no later than 1 December prior to the next budget year. The application form (a Pdf file) can be downloaded from this web site.

The application should be accompanied by the relevant educational details of the lecturer(s); the nature of the appointment and the contents of the teaching and/or research assignment; the status of the Dutch studies programme within the curriculum; a factual year report on the development of the department of Dutch studies and, when applicable, a brief expenditure report on the basic grant during the current year.

Departments of Dutch studies will be notified before the end of February with regard to the allocation of the basic grant for the calendar year concerned.

1.4 Finances

The basic grant amount is determined as follows:

- for departments with one accredited lecturer, whether a full time or a part time appointment: € 1,500 per year;
- for departments with a minimum of two accredited lecturers of which the magnitude of the appointment amounts to 1,5 fte: € 2,500 per year;
- for departments with a minimum of four accredited lecturers of which the magnitude of the appointments amounts to 3,5 fte: € 3,500 per year;
- for departments with a minimum of eight accredited lecturers (appointed for a minimum of 0.75 fte) with at least one person with the status of (associated) professor, a minimum of 150 students and a programme accredited by the national authorities: € 5,000 per year.

A possible surplus up to a maximum of 50% of the basic grant received in any one year may be carried forward for additional expenditure in the following year.

1.5 Financial accountability and substantive reporting

The Language Union must receive a financial statement of the basic grant by 1 December. Not all records need to be included with this account. However, these documents should be stored for a period of five years by the department of Dutch to enable the Language Union to check the statement on a sample basis.

In addition to this financial statement, the online reporting form has to be filled out on a mandatory basis. For this the departments of Dutch receive a personal link to this form by e-mail every year at the end of October. Apart from that a substantive report on the developments at the department of Dutch (e.g. a Word document) is highly appreciated by the Dutch Language Union. This substantive report however is not mandatory.

2. Project grant

2.1 Aim

This grant is intended to facilitate projects which stimulate the qualitative enhancement of the teaching of Dutch as a foreign language at universities. It is furthermore intended to broaden the impact made by Dutch departments as centres of knowledge with respect to language and linguistic culture, education and research. Finally, this grant is also intended to promote the following forms of cooperation:

- inter-university cooperation on a regional, national and where appropriate international level;
- inter-disciplinary cooperation within the university, at a regional level;
- inter-university cooperation between Dutch and Flemish universities.

2.2 Criteria

Within the framework of this scheme, projects will be considered that make a structural contribution towards enhancing the standard of education and the dissemination of Dutch language and culture, both within the department and at a regional or international level.

The grants are a one-off payment and intended for the implementation of a specific one-year or multi-year plan. You can find recent examples of projects that were given grants in recent years on this web site under Worldwide behind the Grants button.

2.3 Applicants

The project is applied for by a department of Dutch or by an individual fulfilling the accreditation criteria listed under 1.2. The department of Dutch may be designated as a central point or the person applying has been appointed by a department of Dutch that has been designated as a central point. A department of Dutch will be regarded as a central point when:

Infrastructure

- the department of Dutch studies is organisationally embedded in an institution for higher education;
- the department has a research function, as is evident from publications in, among others, technical journals;
- the department fulfils a promotional role for departments elsewhere in the region.

Staff

- the staff mainly consists of people with doctorates;
- the composition of the staff is such that it is possible to teach various aspects of Dutch studies , including the cultural history of the Netherlands and Suriname;
- the staff consists mainly of lecturers from the country in question.

2.4 Procedure

The application form (a Pdf file) can be downloaded from this web site. The form should be submitted - preferably electronically - no later than 1 October prior to the calendar year to which the grant applies. Subsequently:

- an advisory committee will review the project applications and advise the General Secretary on the projects before the end of December;
- applicants will be notified before the end of February of the year following the date on which the application is submitted as to whether the project has been approved for grant allocation.

If a project grant is awarded, 75% of the requested grant can be transferred as an advance. The remaining 25% will be paid upon submission of the results and the final report.

2.5 Financial accountability and substantive reporting

At the end of the period for which the agreements were made, a financial statement of the project grant must be received by the Language Union. Not all financial records need to be included with this account. However, these documents should be stored for a period of five years by the department of Dutch to enable the Language Union to check the financial statement on a sample basis.

In addition to this financial account, a substantive report is required. Additional arrangements may also be made with regard to interim reports, The set-up, progress and results of the project will, when possible, be presented at regional seminars and colloquiums for lecturers.

An independent external evaluator will be appointed for projects which have been awarded a grant of € 50,000 or more. This evaluator will determine whether the presented project results and objectives, on the basis of which the grant has been awarded, have actually been achieved. If the final result is not satisfactory, a (partial) repayment of the grant may be required.

3. Start-up grant

3.1 Purpose

Universities or departments wishing to launch a new and long-term initiative may be considered for a start-up grant.

By allocating start-up grants the Language Union aims:

- to set up a new department of Dutch;
- to expand the existing curriculum;
- to consolidate the existing course (for example, by turning a minor subject into a major subject or by establishing an MA course).

3.2 Criteria

A start-up grant will be allocated to help finance a new and long-term facility. In the case of an expansion and/or consolidation of an existing department, the head of the department of Dutch is responsible for setting up and managing this facility. In the case of entirely new initiatives, specific agreements will be made with the institution on the subject of responsibility.

The start-up grant is of a temporary nature (up to a maximum of 4 years).

3.3 Conditions

For a start-up grant to be awarded, a project description should be provided including a (multi-year) budget, on the basis of which the importance and viability of the facility can be assessed by the Language Union. The intended financing of the facility during the start-up period and the period thereafter must be evident from this project description, with which the university commits itself to certain intentions for the future. In this connection, the university must commit itself to maintaining the facility that was set up with the aid of the start-up grant for a period equal to that covered by the grant. In other words: if a grant has been allocated for a period of four years, the university is committed to continue the achieved results for at least another four years after the initial four years of the set-up period (a total of eight years).

Any other conditions for the allocation of a start-up grant will be discussed in advance with the parties concerned.

Upon acceptance of the grant the university signifies its agreement with the conditions. If the university fails to comply with the agreed arrangements, the Language Union reserves the right to reclaim the entire grant amount.

3.4 Procedure

As soon as a department of Dutch or university indicates that it wishes to set up a new facility with the support of the Language Union, the university or department will be invited to draw up an itemised description, including a detailed budget. If required, the Language Union can provide assistance with this. In consultation, a customised plan can be drawn up, taking local wishes, needs and possibilities into account.

On the basis of the project description, which includes a (multi-year) budget, the Language Union assesses the application for a grant. On the basis of this assessment, the level and duration of the grant will be determined. The Language Union will inform the department of Dutch or the university of this decision in writing.

3.5 Financial accountability and substantive reporting

The Language Union must receive a financial statement of the start-up grant at the end of the period for which the agreements were made. This financial statement does not have to be accompanied by all financial records. However, these documents should be stored for a period of five years by the department of Dutch to enable the Language Union to check the financial statement through random sampling.

In addition to this financial statement, a substantive report is required clearly showing how the results relate to the agreements and conditions based upon which the start-up grant was allocated.

4. 'Foreign language assistants in Europe' project

4.1 Aim

A 'language assistant' is a Dutch or Flemish student following a course abroad and carrying out activities for a department of Dutch. In facilitating Dutch language assistants, the Dutch Language Union aims to support the foreign departments of Dutch in Europe as regards staff. Language assistants (primarily) assist with language acquisition of the foreign students of Dutch. They can also be recruited for additional activities of the department of Dutch.

4.2 Criteria

European departments of Dutch may apply for language assistants irrespective of the status of the course. The department of Dutch will provide the supervision of the language assistant. Language assistants are exclusively students studying at a foreign university with a grant from the European Union. A language assistant may be recruited for a maximum of four hours per week. In return, language assistants will receive an hourly allowance from the Language Union. This allowance is independent of their grant from the European Union. The language assistantship cannot be seen as a work placement and will therefore not qualify for course credits.

4.3 Set of tasks/contents

A language assistant is primarily recruited for language acquisition. As young native speakers with a limited knowledge of language didactics, language assistants are ideally suited to the task of assisting non-Dutch speaking contemporaries with comparative interests and backgrounds in practising their language skills. In this way, they directly contribute towards strengthening the Dutch language skills of the foreign students. Since these language assistants are not required to be Dutch studies specialists, they will mainly be used in oral proficiency lessons during which they can help promote the fluency, vocabulary and communicative skills of the foreign students.

In view of the limited subject didactic skills of the language assistants, they will only assist sporadically in lectures other than the language lessons. Language assistants may also be involved on an ad hoc basis in the general tasks and activities of the foreign department of Dutch.

The foreign department will be expected to supervise the language assistants. A language assistant may therefore never be recruited unsupervised or be assigned a task at a foreign university where there is no lecturer in Dutch.

4.4 Procedure

Departments must notify the Language Union of their interest in appointing a language assistant. Departments that have a language assistant assigned to them, will be included in special language assistant pages on this web site.

Students in the language area will be informed of the possibility of being recruited as language assistants by the national Socrates agencies of the Netherlands and Belgium. Students can find information on the project via the Taaluniversum.

Candidate language assistants should address their candidature directly to the contact person of the foreign department of Dutch as mentioned on the website. On the website, the students will find details of the information they will have to submit to the departments as a minimum.

The departments will provide the Language Union with all the details of the language assistant they have selected.

The language assistants will receive a form from the Language Union on which the necessary information should be entered; an advance payment will be made on the basis of this information.

After their stay abroad, the language assistants will submit a brief report on their language assistantship and an overview of the hours worked. This report/overview must also be signed by the lecturer. The students will subsequently receive the remaining amount.

5. Local salary top-up allowance for native speakers/lecturers

5.1 Aim

In providing a top-up allowance, the Language Union aims to enable departments of Dutch in countries where the financial and economic situation is substantially worse than in the Netherlands and Flanders to appoint a well qualified native speaker as a lecturer for a limited period. In the first instance, this form of support is geared to Central and Eastern European countries.

5.2 Criteria and conditions

The top-up allowance is awarded on application if:

1. the department of Dutch meets the accreditation criteria as mentioned in paragraph 1.2 of this notice;
2. the lecturer fulfils at least the 1st criterion mentioned under 1.2. The lecturer's CV is preferably further augmented by additional academic qualifications such as a finished thesis;
3. the department offers Dutch as a major subject and/or as an MA course;
4. the lecturer is able to submit an official document of appointment.

The Language Union takes the view that local members of staff are the backbone of Dutch studies abroad. Native speakers/lecturers are able to reinforce a department of Dutch on a temporary basis. The top-up allowance will therefore be allocated for a maximum of three years to one and the same person. This period of three years will commence on 1 January 2008. Upon expiry of this three-year period the department can apply for a top-up allowance for another native speaker/lecturer if this person fulfils the abovementioned conditions.

A top-up allowance can be allocated to each department of Dutch for a maximum of one lecturer per year.

5.3 Procedure

The head of the department should apply for the top-up allowance before 1 December. The application form (a Pdf file) can be downloaded from this web site.

5.4 Finances

For a lecturer with a full-time appointment, the top-up allowance may be a maximum of € 13,000 per year. In the case of a part-time appointment, the top-up allowance will be adjusted proportionally.

5.5 Financial accountability and substantive reporting

If the Dutch department where the person concerned works also receives a basic grant and gives account of this, no separate financial and substantive reporting of the top-up allowance is necessary. In all other cases, the Language Union should receive a financial statement of the top-up allowance by 1 December. In addition to this financial statement, a substantive report on the development of the department of Dutch is required.

6. Scholarship fund

6.1 Aim

The scholarship fund has various objectives that mutually strengthen each other, namely:

- to promote the development of young academics;
- to enhance the quality of Dutch studies abroad;
- to contribute towards the autonomy of staff and the content of Dutch studies abroad;
- to promote accreditation of a department of Dutch by national authorities.

6.2 Target group

The scholarship fund is intended for scholars of Dutch and other academics, preferably attached to departments of Dutch at foreign universities. These academics conduct research relevant to the Dutch studies and are ineligible for a scholarship under the HSP/Huygens programme on the grounds of nationality and/or age. The academics stay at a university within the Dutch-speaking region or outside this region if this is relevant for the research. In all cases the research should be carried out within the framework of a thesis or habilitation. The scholarship fund is not intended for Postdoc research projects.

6.3 What does a scholarship entail?

For a study period in the Netherlands and/or Flanders, a scholarship will be awarded for a maximum of six months. This scholarship amounts to a maximum of € 1,000 per month including any travel expenses incurred within the framework of the research. The scholarship level for a study period outside the Dutch-speaking region, will be determined separately for each application.

The scholarship can be used to pay for costs incurred while carrying out specific aspects of the research. The scholarship can not be used for replacement of a salary. It is also not possible to use the scholarship for financing a scientific publication.

A maximum of two scholarships can be awarded during the course of the research. On the second occasion, the scholarship is solely intended for the completion of the research (e.g. for writing the thesis or checking the literature consulted).

6.4 The selection of candidates

The selection of candidates is carried out by a committee of experts chaired by the General Secretary of the Dutch Language Union. The following documents are required for the assessment of applications:

- a curriculum vitae including a list of relevant scientific publications;
- reasons for the application (in Dutch);
- a thorough research plan in Dutch (at least several pages) including a time schedule. You are requested to indicate in the research plan in what stage the research is at the moment you apply;
- a letter from the tutor/coach at the host university;
- a letter of recommendation from his/her own university (tutor/dean).

6.5 Application procedure

The application can be made using an application form which, together with the documents listed under 6.4 as appendices, must be received by the Dutch Language Union by 1 February at the latest. The application form (a Pdf file) can be downloaded from this web site.

The selection committee will discuss the applications in April, and the candidates will receive a decision about their application in May. If the application is approved, 75% of the scholarship amount will be paid in advance.

6.6 Financial accountability and substantive reporting

At the end of the period for which the scholarship has been awarded, the Language Union must receive a substantive report and a financial statement about the scholarship concerning the amount that has been awarded. All financial records need to be included with this account. Once the substantive report and financial statement have been approved, the remaining 25% of the scholarship will be paid.

7. Regulation for cultural presentations abroad

See Dutch text.

8. Academic networks

An important objective of the Dutch Language Union's foreign policy is the promotion of cooperation. Cooperation leads to the qualitative and quantitative strengthening of Dutch studies outside the Dutch language area and also improves communication with government bodies at home and abroad and with the Dutch Language Union. The establishment of an academic network, which can be set up at a regional, national or international level, is designed to meet this need. Besides acting as a channel of communication, an academic network also provides the contact point for the Language Union for lecturers' seminars, visiting lecturer schemes and summer courses on location.

8.1 Aim

In order to facilitate the operation of an academic network, the Language Union may supply a working grant. This grant is intended to cover meeting costs, transport costs, personnel costs and information distribution expenses.

8.2 Procedure

The Chairman and/or Secretary and/or Treasurer of the academic network should apply for a working grant before 1 December. The application form (a Pdf file) can be downloaded from this web site.

8.3 Financial accountability and substantive reporting

The financial statement of the working grant must be received by the Language Union by 1 December. Not all financial records need to be included with this account. However, these documents should be stored for a period of five years by the department of Dutch to enable the Language Union to check the financial statement on a sample basis. In addition to the financial statement, a substantive report on the functioning of the academic network is required.

9. Seminars for university lecturers in Dutch

9.1 Purpose

Biennial seminars for university lecturers in Dutch are held in a number of regions and countries. The purpose of these seminars is to promote the exchange of subject knowledge and to strengthen network development. These seminars also serve the purpose of refresher training.

9.2 Target group

Participants of these seminars are persons who actually teach Dutch at a foreign university.

9.3 Conditions

The seminars of university lecturers in Dutch are organised directly by an academic network or under the umbrella of an academic network. The organiser in the region in question will take care of the programme content, the logistical preparation and general organisation of the seminar of lecturers. The Language Union does not play any role in the logistical preparation.

9.4 Procedure

The academic network or the organiser must submit a substantive proposal to the Language Union, together with a (provisional) list of participants and a detailed budget. After assessment and approval of the proposal, the Language Union will allocate a grant to the academic network or the organiser of the seminar. The grant will amount to a maximum of € 500 for each participant from the region. In exceptional cases, the costs for external speakers giving a presentation during the plenary part of the seminar can be paid out from the total budget allocated. The application form (a Pdf file) can be downloaded from this web site.

9.5 Financial accountability and substantive reporting

The Language Union must receive the financial statement of the grant no later than three months after the seminar. Not all financial records need be included with this account. However, these documents should be stored for a period of five years by the academic network or contact point to enable the Language Union to check the financial statement on a sample basis. In addition to the financial statement, a substantive report about the lecturers' seminar is required.

10. Visiting lecturer schemes

The Dutch Language Union is seeking to improve contact between intramural and extramural Dutch studies. Improved contact between the two groups serves to strengthen the position of the Dutch language and to enhance subject knowledge. The system of visiting lecturers allows foreign departments to attract additional expertise on a temporary basis. These visiting lecturers may come from the Netherlands, Flanders and Suriname, as well as from other countries if they have specialist expertise. Departments can fund a visiting lecturer from the basic grant. In addition, the Language Union would like to stimulate the departments of Dutch to invite visiting lecturers. These are possibly regional networks, but the coordination of a visiting lecturer scheme will preferably be the responsibility of an official academic network. A visiting lecturer that has been invited by such a network holds lectures at several departments of Dutch in the concerning language area.

10.1 Aim

In allocating a grant, the Language Union is seeking to facilitate the implementation of a visiting lecturer scheme. This grant may be used towards travel and accommodation expenses of the participants and a fee for visiting lecturers.

10.2 Procedure

The Chairman and/or Secretary and/or Treasurer of the academic network or the regional network of lecturers should apply for the grant for the visiting lecturer scheme by 1 December. The application form (a Pdf file) can be downloaded from this web site. In assessing the programme, the Language Union seeks an appropriate balance between the Dutch and Flemish components.

10.3 Financial accountability and substantive reporting

The financial statement of the grant should be received by the Language Union by 1 December. Not all financial records need be included with this account. However, these documents should be stored for a period of five years by the academic network or contact point to enable the Language Union to check the financial statement on a sample basis. In addition to the financial statement, a substantive report on the visiting lecturer scheme is required.

11. Summer courses on location

As a supplement to the normal study programme, students can attend a summer course on location. These courses take place in countries where large numbers of students have very specific course requirements or where the students would have great difficulty in taking a summer course in the Netherlands and Flanders for geographical and/or financial reasons. These courses are organised under the responsibility of an academic network.

11.1 Aim

In allocating a grant, the Language Union is seeking to facilitate a summer course on location. This grant is designed to cover the fees of the lecturers and the travel and accommodation expenses of the participants and lecturing staff.

11.2 Procedure

The Chairman and/or Secretary and/or Treasurer of the academic network or the regional lecturers' network should apply for the grant for the summer course before 1 December. The application form (a Pdf file) can be downloaded from this web site. In assessing the programme, the Language Union seeks an appropriate balance between the Dutch and Flemish components.

11.3 Financial accountability and substantive reporting

The financial statement of the grant should be received by the Language Union no later than three months after the end of the summer course on location. Not all financial records need be included with this account. However, these documents should be stored for a period of five years by the academic network or contact point to enable the Language Union to check the financial statement on a sample basis.

12. Colloquiums for doctoral students

In supporting colloquiums for doctoral and post doctoral students, the Dutch Language Union is seeking to contribute towards a number of objectives:

- investment in the future of Dutch studies;
- contribution towards the autonomy of departments in staffing terms by giving young academics a chance to present their research to a critical audience;
- motivation of the promotion plan of doctoral and post doctoral students fulfilling an important role in the expansion of stable departments of Dutch;
- contribution to the qualitative intensification of Dutch university studies abroad.

12.1 Purpose

The colloquiums for doctoral students are intended as an academic forum where doctoral and post doctoral students can present their research to each other under the supervision of one or two academic specialists.

12.2 Criteria

The colloquium will be organised directly by an academic network or by a department of Dutch under the umbrella of an academic network.

12.3 Conditions

Participants of the colloquiums are researchers attached to a department of Dutch working on their doctorate or habilitation. To provide the colloquium with substantive supervision, one or two substantive experts can be invited. A department within the area will handle the preparation, organisation and further details of the colloquium.

12.4 Procedure

The organising department submits a substantive proposal together with a list of participants and an itemised budget to the Language Union. After assessment and approval of the proposal, the Language Union will allocate a grant for the organisation of such an assembly. This will extend to a maximum of € 300 for each participant. No more than forty participants will be subsidised. The application form (a Pdf file) can be downloaded from this web site.

12.5 Financial accountability and substantive reporting

The financial statement of the grant should be received by the Language Union within three months. Not all financial records need to be included with this account. However, these documents should be stored for a period of five years by the academic network or contact point to enable the Language Union to check the financial statement on a sample basis. In addition to this financial statement, a substantive report of the colloquium is required.