

Protocol for SSPF Scholarships
Status as on 1 October 2021

Candidates and Process

- Two types of candidates can apply for (additional) SSPF scholarships:
 - o candidates working or studying in the Dutch space community (with Dutch as well as non-Dutch nationalities), and
 - o candidates with a Dutch nationality working or studying abroad in a space-related organisation or faculty.
- This protocol is primarily focused on applications for the Space Studies Program (SSP) of the International Space University (ISU). Other international space education programs can be considered by the SSPF Board on request.

SSP Application

- The formal ISU application process is leading (www.isunet.edu), with January 31 as first deadline and March 31 as second, final deadline.
 - The formal ISU application criteria will be followed:
 - o Applicants are assessed on the basis of their academic and professional qualifications and their achievements, as well as on their proficiency in English. The decision on admission is made by the ISU Admissions Committee.
 - o Applicants must have a Bachelor's Degree or the equivalent, including three years of studies as a minimum, awarded by an accredited university. Information on academic qualification equivalencies may be obtained from the ISU Admissions Office.
 - o Under exceptional circumstances, appropriate professional experience in fields relevant to the main academic content of SSP could be considered by the Admissions Committee as contributing to achieving the equivalence of the required academic qualification.
 - o Preference is given to applicants holding higher academic degrees and to applicants with professional experience in industry, government agencies or academic institutions.
 - Applicants from ESA Member countries must request an ESA scholarship in the ISU application process.
 - An interview may form part of the selection process.
 - Candidates must send their application (https://www.sspf.nl/uploads/1/1/3/7/113782937/sspf_-_application_form.pdf) to SSPF as soon as they intend to participate in the upcoming edition of the Space Studies Program (SSP), and at the latest in parallel to their formal ISU application process. The following documents are required initially:
 - o Application form
 - o CV
 - o motivation letter
- as soon as possible followed by:
- o ISU confirmation letter as result of the ISU academic acceptance process showing that the candidate fulfils the ISU acceptance criteria
 - o ISU decision letter with respect to eventual ESA scholarship
 - o Information about (potential) other co-sponsorships (employer, other sources, own) and approval to stream these finances via SSPF towards ISU.

SSPF Decision Process

- Based on the above-mentioned information, the number of applicants and available budget, SSPF will decide case-by-case about additional scholarships.
- Each individual recipient of a scholarship is requested to make a personal contribution. This obligation may be waived in exceptional cases and on cause shown.
- Employers whose staff receive a scholarship from SSPF are requested to contribute financially, and invoices are addressed to the employer. In this case, the participant is not required to make a personal contribution.

In return for SSPF scholarships

- Participants may be asked to participate in a meeting with the SSPF Board to discuss what they can do to assist future work of the SSPF (e.g. serving as an ambassador for future SSP participants from the Netherlands, writing an article, or finding new sponsors).

Special conditions for non-Dutch nationals

Scholarships for non-Dutch nationals will be considered as non-reimbursable for participants who continue to live and work/study in The Netherlands for at least three (3) years after the end of the programme. Those staying less than three (3) years agree to reimburse SSPF according to the following schedule, with the 1st of the month following the official end date of the programme serving as reference date:

- participants who stay less than 1 year: 100% reimbursement
- participants who stay less than 2 years: $\frac{2}{3}$ reimbursement
- participants who stay less than 3 years: $\frac{1}{3}$ reimbursement