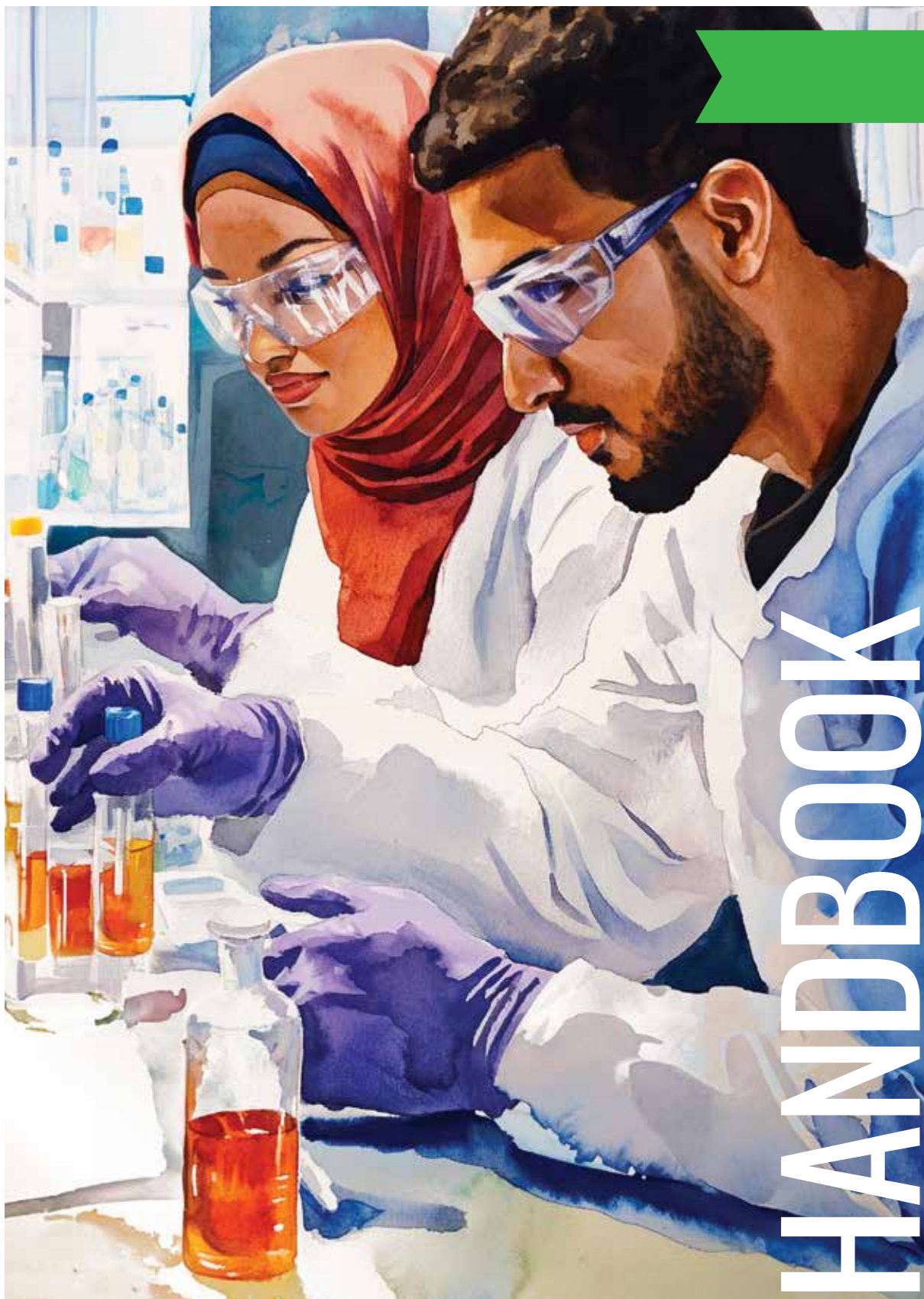


IsDB MERIT SCHOLARSHIP PROGRAM FOR HIGH TECHNOLOGY (MSP)

HANDBOOK FOR Ph.D. PROGRAM SCHOLARS

UNLOCK YOUR FUTURE WITH ISDB SCHOLARSHIPS



HANDBOOK

ISDB GROUP

ISLAMIC DEVELOPMENT BANK GROUP (ISDB GROUP)

ESTABLISHMENT

The Islamic Development Bank (IsDB) is an international financial institution established in Rajab 1395 (July 1975).

PURPOSE

The purpose of the IsDB is to foster economic development and social progress of the member countries and the Muslim communities in non-member countries in accordance with the principles of the Islamic Shariah.

FUNCTIONS

The functions of the IsDB are to participate in equity capital, to grant loans for productive projects and enterprises, and to provide financial assistance to member countries in other forms of economic and social development. The IsDB also operates trust funds and is required to establish and operate special funds for specific purposes including a fund to assist Muslim communities in non-member countries. The IsDB is also authorised to accept deposits and to raise funds in any appropriate manner and is charged with the responsibility of assisting in the promotion of foreign trade (especially in capital goods) among member countries, providing technical assistance to member countries, extending training facilities for personnel engaged in development activities and research to enable the economic, financial, and banking activities in Muslim countries to conform to Shariah.

MEMBERSHIP

Membership of the IsDB consists of 57 countries. To become member, a country should be a member of the Organisation of Islamic Cooperation (OIC) and contribute to the share capital, as decided by the Board of Governors.

CAPITAL

The authorised capital of the IsDB is thirty billion Islamic Dinars. The Islamic Dinar is the unit of account of the IsDB and is equivalent to one Special Drawing Right of the International Monetary Fund.

OFFICES

The IsDB's Head Office is in Jeddah, Saudi Arabia. It has regional hubs in Egypt, Indonesia, Kazakhstan, Malaysia, Morocco, Nigeria, Senegal, Suriname, Turkey, and Uganda.

LANGUAGES

The official language of the IsDB is Arabic but English and French are used as working languages.

GROUP AFFILIATES

The Islamic Development Bank Institute (IsDBI), the Islamic Corporation for the Insurance of Investment and Export Credit (ICIEC), the Islamic Corporation for the Development of the Private Sector (ICD), the International Islamic Trade Finance Corporation (ITFC), and the Islamic Solidarity Fund for Development (ISFD).



www.isdb.org

WELCOME

أهلاً وسهلاً
BIENVENUE!

Welcome to the IsDB Merit Scholarship Program.

With your selection for the Scholarship, you have joined the elite group of scholars and scientists who have been blessed by Allah to win this much sought after and highly competitive scholarship in the world called the IsDB Merit Scholarship Program for High Technology or MSP for short.

The Bank takes great pleasure in welcoming you to this Program and takes this opportunity to congratulate you on your selection.

It is the collective hope of everyone, from the Bank to your institution and your country in general, that with the opportunity being given to you under this Program, you will be able to contribute to the development of your country.

To assist you in the achievement of the above noble objective, the Bank has devised a series of rules and procedures (all spelt out in this Handbook) that, if followed carefully and thoughtfully, will make it easy for you to achieve your objective.

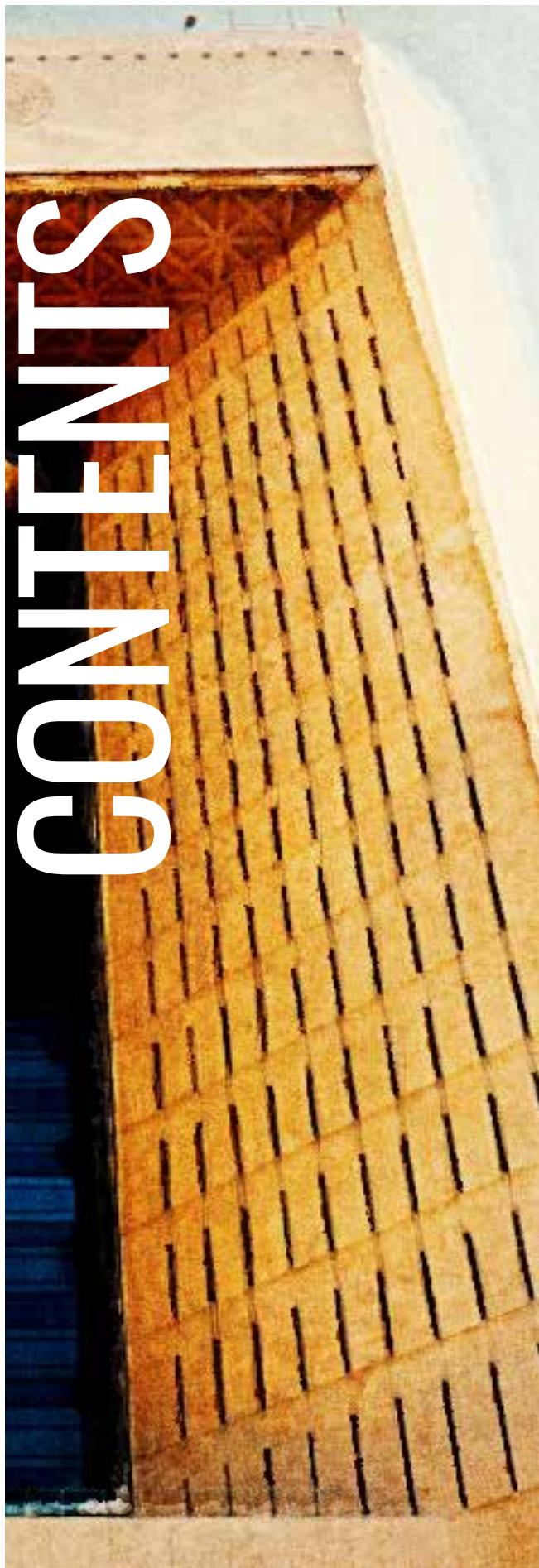
Of course, if you have suggestions on how to improve the Handbook, please forward it to the IsDB.

We wish you all the best in your effort in trying to achieve your noble objective.

Cooperation and Capacity Development Department
Special Assistance Division
Scholarship Program
Jeddah, Saudi Arabia



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1.

ON THE HANDBOOK

1.1 The purpose of this Handbook is to guide the recipients on how the Scholarship Program is conducted. This book is to be used as a reference document on any aspect and at any stage of the Program.

1.2 THIS HANDBOOK:

1.2.1 Spells out all the necessary steps that must be followed to achieve a smooth pre-departure preparation, timely departure, safe arrival, conducive study environment, successful return home, and meaningful post-study involvement and contribution to the development of the country;

1.2.2 Identifies and provides the necessary documents and forms that are needed under each step of preparation and study, especially for the first three priority steps (pre-departure, departure and arrival stages);

1.2.3 Provides detailed information on the various important dates and time necessary to communicate with the IsDB both during normal and required intervals, as well as during an emergency; and

1.2.4 Offers some guidelines on how to proceed, should you encounter any difficulty at any stage of your sponsorship under the Scholarship Program.

1.3 To request anything from the IsDB and to fulfil your obligations under the Program, check the Handbook for the documents you need, make copies, and then complete and send them to the IsDB.

1.4 Please make it a habit to consult the Handbook first before taking any action or requesting anything from the IsDB. The answer you want may have already been there.

ATTENTION

This Handbook has been especially prepared for IsDB scholars only. It is a CONFIDENTIAL document to be used by you only. It is also a working document, which gives you ample space (except in the forms!) where you can jot down your thoughts, questions, notes, reminders, and follow-ups.

2.

COMMUNICATING WITH THE ISDB

2.1 ISDB-RELATED DATES AND TIME:

Working days: **Sunday through Thursday**
(Friday and Saturday are weekends and the IsDB is closed).

Working hours: **8.00 – 4:00 Jeddah time** or 3 hours ahead of Greenwich Mean Time (GMT).

Official Holidays: **Twice a year**, for one week just before Eid-ul-Fitr and Eid Adha.



2.2 SPECIAL ASSISTANCE DIVISION / SCHOLARSHIP PROGRAM:

Telephone: **00966 12 646 6841**

Email address: **scholar@isdb.org**

2.3 One of the most important information is your ID number.

2.4 Your ID number composed of your country indicator, your number, and the year of selection will look like this (as an example only):

BNG / 600061636 / 022

PLEASE NOTE

Whether or not you will be able to utilise the scholarship or to depart on time depends on how fast and reliable your communication is. The following are some **DOs** and **DON'Ts** to remember when communicating with the IsDB:

DO

- ✓ Establish a clear line of communication with the IsDB immediately (by email), use it consistently, and explain if you use any other number.
- ✓ Write and sign your name the same way every time.
- ✓ **Use an alternative email address to avoid communication gap in case one email address is not working.**
- ✓ Use email to send all documents, unless otherwise required.
- ✓ For quick follow-up, mention your ID number, address and contact numbers in all your correspondences.
- ✓ Indicate IsDB reference number, date, and subject if you are replying to a letter.
- ✓ Address the Manager, Special Assistance Division in all your letters to the IsDB.
- ✓ Make it a habit to acknowledge or reply to IsDB communications promptly and acknowledge within one or two days.

DON'T

- ✗ Send anything to the IsDB (such as your Surety Bond, medical papers, receipt, etc.) by fax or mail without a cover letter.
- ✗ Avoid sending a letter or a fax in long hand as it is very difficult to make out. If you must do long hand, please use BLOCK letters.
- ✗ Avoid making communications on weekends and holidays.
- ✗ Avoid waiting until Thursdays to send your emails to the IsDB because the IsDB is closed on Fridays and Saturdays.

ATTENTION

Remember, the IsDB will use only your work/institutional address (not your home/residential address) in all its communications with you.

3. EXAMINING THE BENEFIT PACKAGE AND SURETY BOND



3.1 BENEFIT PACKAGE

- 3.1.1 Having accepted the scholarship offer, you may now start with the first important feature of the Program, the Benefit Package. Please study its content and interpretations carefully to appreciate its generosity, understand its limitations, and assess your own ability to live with its provisions. If it meets your expectations, then you may proceed with the next step.
- 3.1.2 The IsDB Merit Scholarship is assistance from the IsDB to your institution and your country in order to achieve the objective of strengthening their human resources capabilities in development-related areas they are lacking.
- 3.1.3 The scholarship is also a joint and cooperative effort between the IsDB and your institution. As such, your institution is expected to continue to assist you in your departure preparation and to support and maintain your service while you are on your study leave by continuing your salary and other payments as usual.
- 3.1.4 The Benefit Package of the Program has been prepared with the above understanding in mind. Therefore, the commitment of your institution to support (or continue to support) you is requested to be indicated in writing in two of your documents (your Application Form and your Surety Bond), where the signature of the Head of your institution and the seal of your institution are appended.
- 3.1.5 The details of each benefit/entitlement under the Benefit Package are explained in each of the related section of the stages involved. You are requested to thoroughly read and understand all your entitlements/benefits and obligations under the Scholarship Program.

ATTENTION

Please study the Benefit Package carefully and if there is anything you do not understand, contact the IsDB first and DO NOT make any unilateral decision or take similar action until you have received a satisfactory explanation and a go-ahead from the IsDB.



3.2 SURETY BOND

- 3.2.1 Study the Surety Bond carefully to ensure you can comply with all the rules and regulations of the Program. Your signing of the Surety Bond implies that you understand all the provisions of the Benefit Package and that you accept them as such.
- 3.2.2 After you have examined both documents and determined that you can live with them, you and the head of your institution must sign the Surety Bond.
- 3.2.3 Then send the properly completed Surety Bond as soon as possible by email.

ATTENTION

The Surety Bond will be the 1st document you send to the IsDB to start your departure preparation rolling. The Surety Bond must be properly completed (signed by you and by the director/head of your institution, and officially stamped and dated); otherwise, it will not be accepted.

CHECKLIST:

- | | |
|------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Have you read, studied, and understood the Benefit Package and its explanations? | <input type="checkbox"/> Has the head/director of your institution also signed it? |
| <input type="checkbox"/> Does it meet your expectations? | <input type="checkbox"/> Has it been stamped with your institution's official stamp? |
| <input type="checkbox"/> Have you read, studied and understood the Surety Bond ? | <input type="checkbox"/> Have you sent the properly completed Surety Bond by email? |
| <input type="checkbox"/> Can you comply with all the rules and regulations of the Program? | <input type="checkbox"/> Did you attach a cover letter addressed to the Scholarship Office? |
| <input type="checkbox"/> Have you signed the Surety Bond? | |

**3.3 ITEMS NOT COVERED UNDER THE SCHOLARSHIP**

There is no (additional) funding available under the IsDB Merit Scholarship Program other than what has been listed under the Benefit Package, and there is **no funding or reimbursement** for the following items:

- 3.3.1 Departure-related costs** (costs of medical tests, passport, visa, taxis to and from airports, airport tax, exit tax, etc., all of which are considered part of your own or your own institution's contributions to your study).
- 3.3.2 Training cost** (the Program does not cover any cost for language training or deficiency course. It is assumed that being a merit scholar, you have the academic and professional strength to cope with the level and intensity of the study/research. Moreover, you must be aware of and proficient in the language of study/research).
- 3.3.3 Bench/research fee separate from tuition fee:** (it is assumed that bench/research fee is included in the tuition amount, though some universities have requested it after the scholar's arrival. Please make sure you clarify this item before joining because the IsDB will not pay this charge if it is not mentioned in the admission letter and based on a prior agreement).
- 3.3.4 Mid-study break to visit family and data gathering in home country**
- 3.3.5 Commercial or other projects** [scholars should not discuss, enter into, or agree to a (research) project with any party that implies costing from or in anticipation of some payment available from the IsDB].
- 3.3.6 Return-home related costs** (there is no baggage allowance, cargo shipment for books, etc., which must be planned well from your books/clothing allowance).
- 3.3.7** Costs relevant to family members in home country or country of study.

ATTENTION

The IsDB will not reimburse costs of any purchases or activities undertaken without its prior approval. Learn to request information on the financial implications of any of your activities before taking action. Please don't ask for anything that is not in your Benefit Package. You will waste your time, energy, and communication cost (and ours too). There is no exception!

4.

STAGES OF AVAILING THE SCHOLARSHIP

4.1 There are five (5) stages to your study and involvement under the IsDB Merit Scholarship Program:

- 4.1.1 Pre-departure/departure stage** (to ensure timely departure);
- 4.1.2 Arrival stage** (to ensure safe arrival and settling down);
- 4.1.3 Study stage** (to ensure conducive and undistracted study);
- 4.1.4 Completion of study stage** (to ensure smooth return to home country); and
- 4.1.5 Post-return stage** (join the IsDB Alumni portal to facilitate networking with fellow IsDB Merit scholars and Muslim scientists around the world).

4.2 In the pages that follow, you will find details of the steps necessary under each of the above stages that you need to follow and abide by to achieve a successful completion of these stages. **However, the most urgent and immediate action on your part would be to acknowledge the selection news and convey your acceptance.**

4.3 To facilitate your understanding of the steps under the pre-departure/departure stage, a chronological description is given below;



4.3.1 PRE-DEPARTURE/DEPARTURE STAGE

1. Examining the Benefit Package, the Surety Bond, and the Letter of Acceptance.
2. Securing admission and sending the letter to the IsDB.
3. Completing the Medical Examination Form.
4. Obtaining the passport.
5. Securing the visa and making final preparations.
6. Completing the Pre-Departure Plan and Checklist Form.

4.3.2 SUMMARY OF PRE-DEPARTURE DOCUMENT FLOW

1. Surety Bond signed by yourself and the head of your institution.
2. Admission/invitation letter with the 'Institution of Study Request Form'
3. Completed medical examination results and forms.

4.3.3 On fulfilling the above documentation, the IsDB will provide you with the **final Clearance Letter**, upon which you complete the following remaining steps:

- Obtain the visa and send to the IsDB copies of passport with visa endorsement to enable the issuance of your one-way economy class fare.
- Pre-departure Preparation Checklist Form.

4.4 For all other stages, you need to go through the description in the Handbook and understand chronology of actions that you need to undertake to avail the scholarship.



5.

PRE-DEPARTURE/DEPARTURE

5.1 SECURING ADMISSION



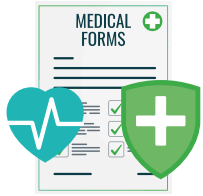
- 5.1.1** For institution selection, consult the list of top public\government universities in each country. The IsDB gives priority to admission at the universities with which the IsDB has a cooperation agreement. Clearance for your placement at the university will be decided by the IsDB based on acceptance/rejection from universities in this list.
- 5.1.2** As you select the institution of your choice from the above lists, you must take care of the tuition/bench fees. **The IsDB maintains a ceiling of total tuition/bench fees per year by field of study, duration of study, commencement date, and the name and place of the university.** The amount of tuition/research/bench fee must be fully specified in the admission letter. **No admission is approved or departure authorised until the amount is known and cleared by the IsDB.**
- 5.1.3** As you secure admission, you will obtain an admission offer letter from the university. The letter must contain the following information: **(i) the title/topic and field of your research, (ii) duration, (iii) tuition/bench fee per year, and (iv) the tentative commencement date.** You will then submit the letter to the IsDB for admission clearance using the 'Approval of Institution of Study Request Form' (Attachment IV).
- 5.1.4** To satisfy any request for proof of financial support, submit the Offer Letter and Benefit Package sheet. These two documents are adequate and the IsDB may not be requested to sign any other paper for the purpose unless it is necessary.
- 5.1.5** As last-minute visa rejection can happen, it may be a good idea to secure admission from institutions in different countries.

ATTENTION

Your admission letter must come from an authorised official of the university on university letterhead, preferably the Admission Office or the Registrar. Please note that the IsDB does not recommend, select or secure admission for you at the institution that you have mentioned in your Application Form (even with an admission letter attached) nor is the admission automatically approved. Avoid schools which insist on payment of tuition before you arrive as a condition for granting you admission or for granting a visa. The IsDB pays tuition fees only after your arrival and registration and NOT before.

CHECKLIST:

- Have you checked if the admission letter has the following information: (i) the title/topic and field of research, (ii) cost per annum, (iii) duration, and (iv) the tentative commencement date.



5.2 PREPARING MEDICAL CLEARANCE

5.2.1 The IsDB Merit Scholarship Program is subject to good health and medical fitness. After your school and admission have been approved, start undergoing medical examination using the Medical Form. Contact your family doctor or choose a bona fide doctor/hospital in your area. Once completed, have the results attested by the Ministry of Health or any other authority acceptable to the IsDB and send the certified results to the IsDB (by registered mail). **Include all original test results (except the x-ray negative).**

5.2.2 Upon arrival to the country of study, the IsDB will enrol every scholar in a group insurance scheme for the tenure of your study. Your insurance coverage will not be approved until medical clearance (by the insurance company) is obtained.

ATTENTION

Please note that the medical examination cost is not covered under the Program. This is considered part of your own or your institution’s contributions to your study. So please don’t send any claims for this.

CHECKLIST:

- Have you examined the content of the Medical Form?
- Have you examined the content of the Medical Insurance Form?
- Have you made the appointment with a bona fide doctor or hospital?
- Have you made and kept a copy/copies with you in case of further questions?
- Have the results been certified true by the Ministry of Health or head of hospital?
- Have you sent the completed form(s) to the IsDB?
- Have you sent (by email) all medical tests certified results to the IsDB?



5.3 PASSPORT

5.3.1 As it takes time to obtain a passport, this is an item that you must work out as early as possible. In fact, you should work on obtaining a passport concurrently with your admission and medical clearance. Do not wait till either of them have been completed.

5.3.2 If you are already holding a passport, please ensure that the validity is at least for one year from the date of your planned departure. If not, start the process of renewing it right away.

ATTENTION

Please note that the IsDB will not pay any cost toward obtaining or renewing your passport. It is better to make sure that the validity of your passport is long enough to coincide with your duration of study. If not, make sure to renew it before your departure so that you don’t have to undertake unnecessary travel to renew your passport during the study period.

CHECKLIST:

- Have you checked that your passport (if you have one) is valid for at least one year from the date of your planned departure?
- Have you sent a copy of your new passport to the IsDB?
- If not, have you started the process of acquiring a new one?

5.4 SECURING A VISA

- 5.4.1** As you have submitted all the above pre-requisite documents, i.e., (i) the Surety Bond, (ii) the medical examination results and forms, and (iii) the admission offer letter, **the Scholarship Program will issue you a final Clearance Letter approving your admission and departure to the country of your study.**
- 5.4.2** On receipt of the final Clearance Letter, you are ready to apply for a visa for the journey to the country of your proposed place of study.
- 5.4.3** However, in order not to be surprised by any last-minute rejection of visa, please inquire about the conditions and requirements as early as possible. In fact, you may make an informal enquiry beforehand with the Embassy/Consulate concerned to find out what the visa requirements are in order to prepare yourself well in advance.
- 5.4.4** Inform the IsDB if you require any additional document(s). If prepayment of tuition is a requirement, drop the school and find another. **The IsDB will not prepay tuition before your arrival.**
- 5.4.5** Once the visa is issued, make sure the validity dates are consistent with the duration of your study. If not, make sure its renewal is possible within the country and does not require your traveling outside the country.

⚠ WARNING

There have been cases of visa refusals and instances of difficult cases requiring IsDB intervention. The IsDB prefers not to be involved in visa application and it is for you to make sure you choose a country of study that will not make it difficult for you to secure an entry visa. Therefore, it is best you enquire about visa requirements first even before you seek admission from any country.

CHECKLIST:

- Have you contacted the Embassy/Consulate/High Commission of your country of study to enquire about the visa requirements and procedure?
- Can you meet all the required conditions, and do you have all the required documents?
- Have you informed the IsDB of the visa requirements and identified the necessary document(s) required from the IsDB (if any)?

Once the visa is issued, make sure the validity dates are consistent with the duration of your study. If not, make sure its renewal is possible within the country and does not require your traveling outside the country.





Once you have secured your visa and ticket, you are now ready to travel according to your travel plan.

5.5 DEPARTURE PREPARATION/AIR TICKET

- 5.5.1 As you obtain the visa or get visa clearance, make sure to contact the IsDB and request your ticket to your country of study. (Return home ticket will be arranged at the end of your study).
- 5.5.2 The payment to the travel agent/airlines will be processed on evidence of your getting the visa. For this you must send to the IsDB copies of the passport pages with visa endorsement.

5.6 DEPARTURE/TRAVEL

- 5.6.1 Once you have secured your visa and ticket, you are now ready to travel according to your travel plan.
- 5.6.2 Inform the IsDB of your exact day/date of departure, the flight number, and the routing/itinerary using the Departure Preparation Checklist Form.
- 5.6.3 It is necessary to repeat here that the IsDB has nothing to do with your travel arrangement in terms of being met and/or picked up at the airport or how to reach your institution of study. **All this is expected to have been arranged between you and your institution of study.**
- 5.6.4 Also, all departure-related costs are not covered under the Program and are considered part of your own or your institution's contributions to your study. So please **don't** send any claims for any of the above.

ATTENTION

Please **DON'T FORGET TO TAKE OUR HANDBOOK WITH YOU** as you will need to refer to it throughout the year(s), and, in particular, you will need to use various forms in it (such as receipt form, reports, medical claim forms, etc.).

6.

ARRIVAL

6.1 ON ARRIVAL



- 6.1.1** Upon arrival (or as soon as you can conveniently arrange), inform the IsDB of your arrival.
- 6.1.2** Please do not wait until you have settled down or have opened a bank account to inform the IsDB of your arrival. The IsDB needs to know as early as possible whether you have arrived and if you have arrived safely. That is vital information by itself because often we receive inquiries about where you are, or we receive a tuition invoice before we have learned of your arrival.
- 6.1.3** After you have registered, you must send as soon as possible (by email) your After-Arrival Data Form and the Bank Account/Transfer Information Form. These are the two documents needed to process payment of your allowances. Please remember that forms without signatures and official stamp from the university on them will not be accepted.
- 6.1.4** Don't send the above information by mail. With the prevalence of electronic communication, you must secure an email address as soon as possible and inform the IsDB of the address by sending an email message to your Program focal point.
- 6.1.5** As you have sent the above forms with required information, the process will be initiated to commence payment of your allowances. Please ensure that you also send two other documents immediately: (i) the Ph.D. Study Plan and (ii) the Emergency Contact Form.
- 6.1.6** In the following sections, suggestions are given in detail on accomplishing the necessary tasks that you need to undertake immediately after arrival, as mentioned above.

ATTENTION

Please note, when you arrange for a rental of an apartment or a house, read the fine prints in your contract (e.g., is it a one-year lease, with or without sublet privilege, who pays utilities? etc.), to avoid getting into legal problems later on. Always seek advice of existing scholars (from your own country if available) or from someone from the university before committing yourself to signing any rental agreement.



6.2 BANKING

- 6.2.1 As soon as you have arrived and settled down, choose a bank to open your bank account (based on the university listing, advice of your friends, and your own good judgment).
- 6.2.2 Some banks will not accept opening an account until you have and can produce a permanent address. You may also need a recommendation and a small deposit. Therefore, you must have some money when you arrive in your country of study.
- 6.2.3 Consult your foreign student advisor or International Student Office or your supervisor before you open an account with any bank.
- 6.2.4 Once you have opened an account, your account number, bank name, and bank address must be sent to the IsDB directly on an official letterhead from your bank (with full address, fax number, email, etc.). Send the information to the IsDB by email using the Bank Account/Transfer Information Form.

ATTENTION

Don't send the form by mail, as it is too slow and sometimes it never reaches us. On the other hand, don't send it by email either (unless you can scan it) because we need your signature on the information. The form is copied and submitted to the Finance Department repeatedly every time we request payment for you.

- 6.2.5 If you change your bank account, please inform the IsDB and repeat the complete information as before, not just the new account number, even if the bank name is still the same. In other words, give your new account number, bank name, bank address, SWIFT, Sort code/ABA routing number all over again and sign and send the paper by email.
- 6.2.6 Some banks deduct a token amount after the transfer of money from the IsDB. This cannot be helped and the IsDB cannot compensate or reimburse the amount.

ATTENTION

Please do not use any abbreviation in your bank form (give the bank name in full then abbreviate only) and make sure you complete the SWIFT code or the Sort/ABA routing number to speed up the transfer. The bank information must be typed or printed in BLOCK letters and please make sure you enter all information requested in the bank form. If you fail to include the correspondence bank, your money will be transferred in the local currency (currency of your country of study, not US\$).



6.3 REGISTRATION

Registration procedures vary from school to school. It is important that you inform your school (and impress on them) of the following points:

- 6.3.1 That the IsDB is your sponsor (you may show your Clearance Letter and the Benefit Package sheet if necessary) and that for, the purpose of facilitating your study, "IsDB" means only the Scholarship Program.

- 6.3.2** Give them a copy of the Tuition Payment Instruction (check the Annex) and insist on them to comply with the requests in the form, especially with regard to the following:
- Payment by bank transfer and not by cheque or bank draft.
 - The account number, bank name, and bank address should be sent to the IsDB directly on an official letterhead from the university bank (with address and telephone number) and signed by the official in charge.
 - The invoice should be sent by email to avoid delay.
 - The invoice should be as complete as possible (with your name, your student number, term/semester, academic year, itemised charges, etc.).
- 6.3.3** Inform the IsDB after the completion of your registration by completing your After-Arrival Data Form and your Study Plan Form.

ATTENTION

Please request your university not to write to anybody else and to address all their communications regarding your tuition and other matters related to you to the Manager, Special Assistance Division.

**6.4 EMERGENCY**

- 6.4.1** The following procedure should be followed at some point and the sooner the better:
- Report your arrival and presence in the country to your Embassy and inform them that you are under the IsDB Ph.D. Scholarship Program.
 - Obtain a complete address of the Embassy and, if possible, the name of the officer in charge of education or the Cultural and Education Attaché.
 - Find out how you access the medical facilities/clinic of the university or your institution of study at your earliest convenience.
 - Find out the nearest hospital and/or choose a family doctor as necessary or as recommended by your institution.
 - Copy the **IMPORTANT TELEPHONE NUMBERS** section of the Handbook and stick it on your wall both at home and in your office and inform your family about it.
 - **Complete the Emergency Information and Contact Form after you have settled down and send it to the IsDB.**
- 6.4.1** Inform your family, friends, and supervisor if you travel out of town and the IsDB if you travel out of the country and give your contact address. With the ubiquity of email, it may also be in your best interest to inform the IsDB by email if you go out of town, in case the IsDB needs to urgently contact you for any matter.

ATTENTION

Please do not underestimate the importance of good emergency management and planning. It takes only one accident, one sickness, and one careless act to ruin your whole study and even your life.

6.5 IN THE COUNTRY OF STUDY

Once you have registered at your institution of study, settled down, and have informed the IsDB of your contact addresses and bank information, the IsDB essentially does not have much to do with you, except maintaining and servicing you as smoothly and as efficiently as possible, with your cooperation and understanding.

7. IN STUDY

7.1 INSTALLATION ALLOWANCE



- 7.1.1** To help you settle down with all the necessary utilities available for your comfortable living, you will be paid an installation allowance equivalent to one-month of your subsistence allowance. This is a one-off payment for abroad scholars upon arrival to be paid with the first allowances.
- 7.1.2** You will appreciate that the IsDB has made this allowance available to you for comfortable living. You must be cautious not to spend this allowance extravagantly and plan well to acquire all the necessary things.
- 7.1.3** **The Program is for you only, minus any dependent, wife/husband/children). Those who insist on taking their families with them will bear full responsibility (for travel, visa, living cost, medical, safety/security, etc.).**

ATTENTION

You must plan your spending of this allowance keeping in mind that this one-off payment and whatever you acquire for your living must be usable throughout the period of your study.



7.2 MONTHLY SUBSISTENCE AND BOOKS/CLOTHING ALLOWANCES

- 7.2.1** It is the IsDB's experience that the cost of living (and studying) in many of the countries of study under the Program varies from one country to another. In some countries, the amount of the Benefit Package may be more than enough, while in others it may require some supplementary support.
- 7.2.2** All in all, the IsDB has placed hundreds of scholars worldwide and all were and have been supported by the same Benefit Package that you are receiving.
- 7.2.3** Please note that the dollar amount indicated in the Benefit Package is a uniform amount for all countries of study under the Program and has been fixed after an extensive consultation with various scholarship agencies around the world. An upward adjustment was made once after careful study of the rates of other scholarship agencies.
- 7.2.4** Your monthly and books/clothing allowances will be transferred to your bank account twice a year every six (6) months: the first payment for the period from January to June and the second payment for the period from July to December .
- 7.2.5** The start date of your monthly allowance payment begins with the month of your arrival, so please schedule your departure and arrival as follows:
- If you arrive in the first two weeks, the payment will begin with that month;
 - If you arrive in the later weeks of the month, the payment will begin with the next month.

ATTENTION

Please note that the amount of the monthly subsistence allowance is fixed for the country of study by the country's cost of living index and standard. You must know the amount of allowance beforehand for the country you are planning to go to and prepare yourself to live with that allowance. Please don't make it an issue on your arrival and approach the IsDB for any increase. The IsDB will periodically review and adjust the allowance in the event of drastic change of the cost of living or the US dollar exchange rate with the currency of the country that affects your living.

While under the Program, your medical expenses will be paid by the IsDB, but only if you receive the services or treatments from a university or government hospital.



7.3 MEDICAL COVERAGE

- 7.3.1** While under the Program, your medical expenses will be paid by the IsDB, but only if you receive the services or treatments from a university or government hospital.
- 7.3.2** The procedure is for you to pay your medical cost first and seek reimbursement from the IsDB.
- 7.3.3** Medical expenses do not include eye examination and/or eyeglasses or dental treatment for cosmetic purposes. It is therefore recommended that you have your eyes and teeth checked thoroughly and obtain new glasses, if necessary, prior to your departure.
- 7.3.4** Permanent medical conditions, such as diabetes and heart problems, should be declared at the beginning in the Medical Form in order to be covered by the IsDB.
- 7.3.5** In case of any high-cost medical emergencies, please inform the IsDB before starting your treatment for prior approval.
- 7.3.6** In case of accident, proceed to university or government hospitals and the IsDB will cover all necessary expenses.



7.4 TUITION FEES

- 7.4.1** The IsDB pays the tuition fees directly to the institution of study, and not to the scholars, as the institution will charge according to the approved tuition amount stated in your Clearance Letter.
- 7.4.2** Bank account information of the university must come from the university on the letterhead. Do not volunteer to obtain the information and send it to the IsDB yourself.
- 7.4.3** To avoid unnecessary communications between the Scholarship Program, the scholars, and their universities on tuition payment, scholars are requested to pay meticulous attention to all instructions regarding tuition payment, as indicated in the Annex.
- 7.4.4** Please make a copy of the Tuition Fee Payment Instruction Form (check the Annex) and give it to the University Registrar or Finance Office on the day of your registration.
- 7.4.5** The tuition fee is paid by the IsDB through bank transfer and not by cheque or bank draft, so please impress strongly on your school to give the IsDB their bank data. If they decline, please inform the IsDB immediately so follow-up can be made.

ATTENTION

It is important to note that the IsDB does not cover fees for language or any other training courses needed for your study under the Program to improve your weaknesses. Fees for all course works for your study under the Program must be covered within the tuition fees agreed and approved by the IsDB.



7.5 CONFERENCE PARTICIPATION/SCIENTIFIC PAPER PREPARATION ALLOWANCE

- 7.5.1** The IsDB Ph.D. Scholarship Program recognises the importance of participating in scientific conferences, which is regarded as part of the academic and professional development of the scholars.
- 7.5.2** Conference participation must not be seen as just attending a conference. Participation shall be for the purpose of presenting a scientific paper related to your research to enhance your knowledge of the project you are working on and to enrich the thesis you are writing.
- 7.5.3** The amount under this item (**US\$ 1,500**) is fixed for the entire duration of study and is to be requested for participation in conferences and the preparation of scientific papers due to be presented in the conference. Utilising the whole allowance in one activity is not recommended unless supported by a strong reason and justification.
- 7.5.4** However, some conferences are very expensive to attend, especially if they are outside the country of study. Since the amount is limited, the scholars should plan their conference participation need accordingly. It is recommended to aim for conferences in the country/region to participate in more than one conference **by minimising travel cost.**
- 7.5.5** Financial support/free registration is usually available from conference organisers if you are invited to present a paper. The same may be with some departments. It is therefore important that you explore funding from other sources for your conference participation.
- 7.5.6** **As some institutions require publications of certain number of scientific papers to qualify for the degree, this allowance may also be utilised for that purpose. However, it must not be confused with mere publications of your articles, notes in journals, newspapers, etc. as regular writers and authors.**
- 7.5.7** If you have to claim publications of scientific papers, you must do so through submission of a letter from the university or your supervisor indicating that publications are mandatory for the award of the degree.
- 7.5.8** To access the fund (US\$ 1,500) for conference participation, the procedure is also to complete the designated form and have it signed and supported by the supervisors with cost breakdown and attaching supporting documents, as follows:
- The form must have a cost breakdown of the total amount requested, i.e., registration fee, travel, accommodation, food, etc. The cost of travel must be supported by air-fare quotation from airlines/travel agent.
 - A leaflet/brochure of the conference must be attached, showing the details of the conference, such as the topic, the place, the date, etc., and information must be given on the cost of registration and accommodation.
 - A letter of invitation from the conference organiser must be attached, inviting you to present the paper.

ATTENTION

Please note that the IsDB will not refund any conference participation expenditure that is unauthorised or not pre-approved, no matter how small and cannot approve any conference participation request where the conference takes place after the date of your scholarship, no matter how close it is to the end of your scholarship.



7.6 THESIS PREPARATION ALLOWANCE

- 7.6.1** An amount of US\$ 250 is set under this allowance to cover the cost of thesis preparation. You may claim this allowance toward the end of your study to pay for printing, copying, binding, and mailing one copy of the thesis to the IsDB.
- 7.6.2** To access the fund for thesis preparation, the procedure is to complete the designated form and have it supported and signed by the supervisor, with the supporting documents attached:
- Cost breakdown or budget must be shown on the form, i.e., how much for papers, how much for copying and binding, how much for mailing, etc.
 - Necessary receipts or (pro forma) invoice of the costs incurred must be attached to the form.

ATTENTION

The allowance does not cover purchase of software or any other computer accessories.



7.7 REPORTS

- 7.7.1** Report on your progress must be submitted every six months. This means that you have to submit two reports a year. The six-month report is submitted by you whereas the end-of-year report is submitted by both you and your supervisor.
- 7.7.2** Your Supervisor's Report Form is a confidential report and for monitoring purposes only. **The Supervisor's Report is necessary because the continuation of your second- and third-year scholarship, as mentioned in the Offer Letter, is conditional upon satisfactory yearly academic performance.**
- 7.7.3** Make a copy of the special forms (the Six-Month Report and the End-of-Year Report Forms, and complete and send them to the IsDB by mail/email.
- 7.7.4** Make a copy of your Supervisor's Report and submit it to your supervisor to complete and send to the IsDB by email.

ATTENTION

Sending of the report(s) is your responsibility, and you should not rely on the IsDB to remind you for it.

Since all the necessary forms are already with you (in the Handbook) and the dates of their submission have been tied to the receipt submission, there should be no problem tracking the dates of when to submit your reports.

Please note that non-receipt or delinquent reports may result in delay or suspension of your monthly and other allowances.



7.8 RECEIPTS

- 7.8.1** Sending receipts to the IsDB is a very important part of your responsibility. Failure to send them regularly may affect the flow of your allowance payment.
- 7.8.1** **In fact, half of the Receipt Form itself consists of a report or an update on your study progress.**
- 7.8.1** All payments made to you by the IsDB must be acknowledged using the Receipt Form. When completing this form, please write legibly or in BLOCK letters.
- 7.8.1** On other (non-IsDB) receipts, if you have made any authorised payment (such as tickets for which you need to be reimbursed or registration fee for which you need to submit a claim), please make sure you send the original, even if you need (or have been requested) to send copies by email.
- 7.8.1** Please note, you cannot request a reimbursement or claim payment from the IsDB without submitting proper receipts. This is a normal procedure in all organisations and the IsDB is no exception. Please make sure you obtain receipts for all (approved and pre-authorised) payments.



7.9 ON-/OFF-CAMPUS EMPLOYMENT

- 7.9.1** In general, the IsDB does not approve any off-campus employment.
- 7.9.2** However, on-campus employment may be approved if the work enhances academic experience and does not interfere with full-time study. Such employment may be in **teaching or research** and these may be undertaken with the approval of the supervisor and the IsDB.
- 7.9.3** On-campus employment must not exceed four (4) hours a week and must not interfere with the ability to complete study and secure Ph.D. on time.
- 7.9.4** If after three years the Ph.D. has still not been secured (so the scholar is on self-supported extension), on- and off-campus employment will be left to the scholar and his/her supervisor to decide, provided the IsDB is informed accordingly. This employment must not be purely remunerative but undertaken to support continuation of study towards graduating as soon as possible.

ATTENTION

As the IsDB Scholarship Program is a full scholarship, no employment, on- or off-campus is allowed without approval of the IsDB.

7.10 CHANGE OF INSTITUTION

7.10.1 Change/transfer of institutions is a very serious step and is NOT recommended unless necessary. From time to time (though rarely), some scholars have had to change their institution of study, mainly because of transfer of the supervisor.

7.10.2 No transfer is allowed without approval of the IsDB. In the event of your need to change a school, you must approach the IsDB for approval, satisfying the following requirements.

- The reason for change must be specified clearly, i.e., transfer of supervisor.
- The change will be in continuation of your on-going research, i.e., you do not have to start all over again.
- There will be no double tuition payment (you must pick your start date at the new place coinciding with a new term to avoid reimbursement problem and double tuition payment).
- The tuition/bench fee of your new school is known and can be approved by the IsDB (i.e., within the range of the tuition of your current, already approved school).
- You can still complete your study within the approved duration of your Program.

7.10.3 The transfer decision must be with the knowledge and support of your supervisor (approval is preferred but if not, at the very least, we need to hear his/her points of view). Therefore, your request letter (giving all the reasons) must be co-signed or contain a comment from your supervisor.

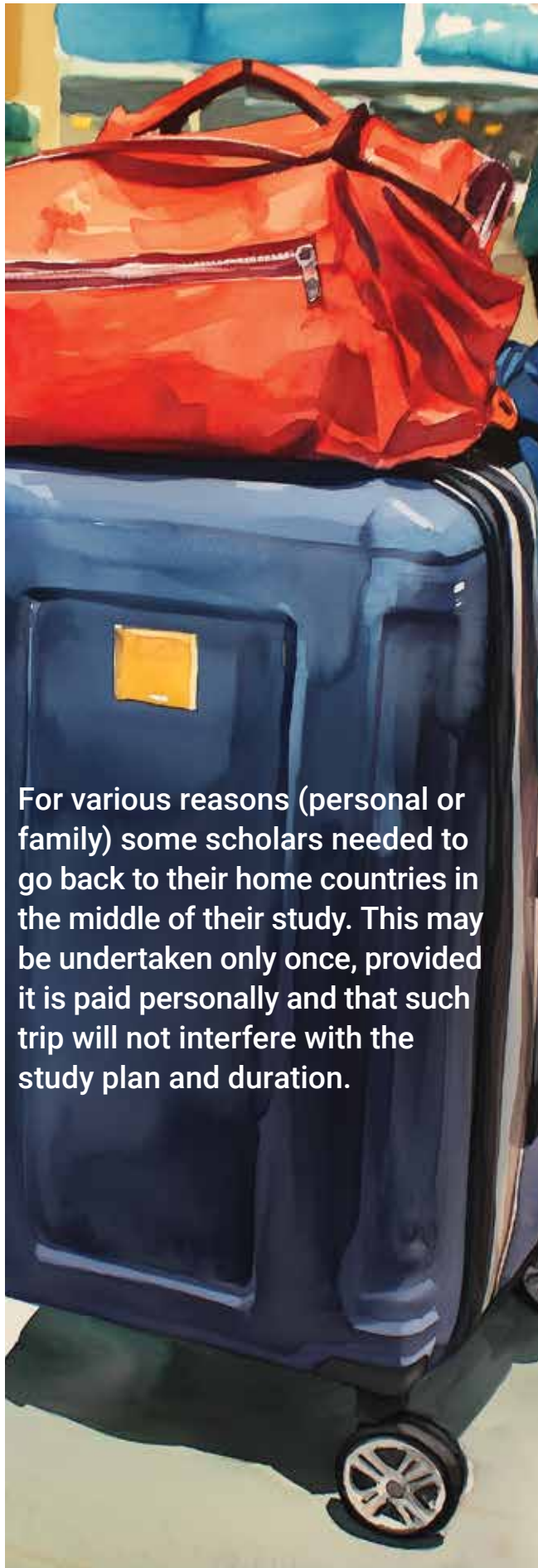
7.10.4 Any change of the field of study or school without prior agreement of the IsDB may result in termination of your scholarship.

7.10.5 The IsDB is not liable for any costs of your relocation (tickets, movers, etc.) and you must satisfy the IsDB that you can cope with this aspect of your relocation before approval.

ATTENTION

Changing the field of study, the thrust of research, or the topic is not allowed. Any such move may lead to termination of your scholarship.





For various reasons (personal or family) some scholars needed to go back to their home countries in the middle of their study. This may be undertaken only once, provided it is paid personally and that such trip will not interfere with the study plan and duration.

7.11 MID-STUDY BREAK/TRAVEL TO HOME COUNTRY

- 7.11.1** The IsDB MSP Scholarship Program is a full-time, continuous, and uninterrupted Scholarship Program for three years. As such, all unessential travel must be avoided.
- 7.11.2** However, for various reasons (personal or family) some scholars needed to go back to their home countries in the middle of their study. This may be undertaken only once (preferably during holiday period) provided it is paid personally and that such trip will not interfere with the study plan and duration. The request letter must be supported by the supervisor.
- 7.11.3** Another reason for returning home during mid-study is data gathering. While this is a valid travel, it is not under the Program, nor can it be supported by the Program . If this is necessary, scholars must make their own arrangement to cover all the necessary expenses for this undertaking and the travel must also be approved and supported by the supervisor.
- 7.11.4** Going to your home country for whatever reason without prior approval of the IsDB may result in penalising your allowances for the period of absence. To seek the IsDB's approval for such a trip, you must apply through your supervisor who will assert that this absence will not hamper or delay your progress of study.

ATTENTION

To avoid problems, the scholars who need data and/or information from their home countries should try to obtain them before going to the country of study and/or secure funding and support from their home institution for the return.

Please note that your selection and the receipt of your research proposal by the IsDB (which may include mid-study travel to home country for data gathering) does not mean that the IsDB approves the funding for your travel and other costs related to your research proposal.

8.

COMPLETION OF STUDY

8.1 COMPLETING STUDY

8.1.1 Completion of study means that you have used up all 36 months or any approved duration and/or have submitted your thesis, defended your thesis or viva and received the Ph.D. degree or the approval of the senate to receive the degree. If you have not completed these formalities and have not successfully defended your thesis/viva, but have used up all 36 months of allowances, your study is not complete.

8.1.2 For the IsDB, your study is complete only after:

- you have completed (with co-signature of your supervisor) of the Completion of Study Form and the form has been received by the IsDB (by email);
- you have sent the abstract of your approved thesis;
- you have sent a copy of your degree; and
- you have registered with the IsDB Alumni Science Development Network (IsDB-ASDN). The IsDB-ASDN must receive your updated CV and a copy of the abstract of your thesis for registration.

ATTENTION

Please note that, while the actual receipt of your hard-bound thesis and degree copies may get delayed, the receipt of the Completion of Study Form with a letter from the university on approval of awarding the degree may be accepted as proof of your completion of study and follow-up activities including the issuance of return-to-home country ticket(s) can be processed.

Completion of study means that you have used up all 36 months or any approved duration and/or have submitted your thesis, defended your thesis or viva and received the Ph.D. degree or the approval of the senate to receive the degree.



8.2 TIMELY COMPLETION OF STUDY

- 8.2.1** One of the main reasons for failing to complete a Ph.D. study on time is lack of planning and focus, i.e., lack of planning in how to allocate and utilise the 36 months available, not just in temporal sense but financially as well.
- 8.2.2** A 36-month study period must be broken down to month-by-month and filled up with focused activities leading to the culmination, which is the completion and submission of Ph.D. thesis. Anything less is random and deviation, which will cost you time, energy and money, all of which are strictly limited in your case.
- 8.2.3** Those who have failed to complete their studies on time have failed to do the above and have been distracted by other (valid) academic activities (such as paper publications, conference participation) and/or equally valid personal ones (such as getting married, having children).
- 8.2.4** The reason for the delay is not the activities themselves but the fact that they have been undertaken without proper planning or that they were not coordinated with their main objective, which is to get your Ph.D. behind you in exactly 36 months.
- 8.2.5** Some scholars have been easily distracted by the promise of published papers coming from those whose Ph.D. is already behind them. While there is no necessary contradiction between working on papers and thesis, preparation scientifically speaking, scholarship-wise, your papers mean absolutely nothing until you have completed your thesis.
- 8.2.6** Since you are on a limited and strict (36 months) scholarship Program, without which you may suffer financially, it is important you plan to complete your thesis first and foremost and worry about publications, getting married and having (more) children and other matters afterwards when financial consideration is no longer paramount and when you are no longer dependent on others for survival.
- 8.2.7** Any other advice, compared to the above, are mere details and technical.

ATTENTION

Having planned well, then you can make sure some of these technical issues are taken care of: make sure your research topic is as accurately stated and conceptualised as possible; all your research activities are consistently focused around this; select your supervisor correctly and make sure he/she understands and agrees with what you want to do; and allocate time and resources accordingly.



8.3 TENURE OF SCHOLARSHIP

- 8.3.1** The duration of the scholarship granted is three years maximum and will NOT be extended in any case.
- 8.3.2** It is still your responsibility to secure your Ph.D. and to be in touch with the IsDB (including sending regular progress reports). This will go on until you secure your Ph.D. and return home.



8.4 RETURNING HOME

- 8.4.1** Returning home means that you have completed your study and you are ready to re-establish yourself at your home institution and to begin the challenging work of putting the results of your training into action.
- 8.4.2** Your return date is approximately 36 months from the month you arrived at your place of study if you have completed your study on time. **The date of your expected return will be after the 36th month, usually no more than 1-2 week(s).**

- 8.4.3** In the last three months of your study, you are requested to contact the IsDB indicating that your return plan is on schedule so that your monthly and book/clothing allowance can be paid accordingly.
- 8.4.4** Your return ticket will be processed on submission of the proof of completion of studies as mentioned earlier, as follows:
- Submission of the Proof of Completion of Study Form;
 - Submission of a copy of the degree;
 - Submission of an abstract of your approved thesis; and
 - Registration with the IsDB Alumni.
- 8.4.5** As you will complete the above formalities, either the IsDB will issue you the ticket or authorise you to purchase the ticket based on the quotation that you will submit. You must be aware that purchasing a ticket without pre-authorisation from the IsDB will be subject to reimbursement by the IsDB rate, not exactly the cost of the ticket.

ATTENTION

Please do not forget to send the abstract of your thesis and a copy of your degree to the IsDB before you return home.

If this is not possible, make sure you have made the necessary arrangement for this before you leave your country of study.

**8.5 NON-RETURN**

- 8.5.1** Under the IsDB Scholarship Program, no prolonged or lingering stay is authorised for any reason whatsoever. On the other hand, it has also been made known to all scholars that **no extension is allowed under the IsDB Scholarship Program.**
- 8.5.2** Anyone staying longer than the designated timeframe (36 months) or refusing to return after the completion of his/her study will be considered "a Non-Return" and **non-return means refusing to return to home country after the designated length of study has expired for reasons unrelated to the study and not approved by the IsDB.**
- 8.5.3** Under the circumstance, all necessary measures as indicated in your Surety Bond will be enforced including legal action, starting with the following:
- The home institution and the IsDB Governor for the country of the "Non-Return" will be informed of the Non-Return and will be requested to trace you.
 - The institution of study will be informed that the scholar has declined to return in violation of his/her terms of agreement.
 - The IsDB Legal Department will examine the matter if the action can be considered as breach of the contract or the Surety Bond and if legal action is warranted.
 - Depending on the exact circumstance, non-return may also affect the implementation of the Program in the countries of the non-returning scholars.

ATTENTION

Scholars are urged to consider all the difficulties that might result (for themselves, for their guarantors families, their institutions, and even their countries) if the IsDB is forced to take all necessary actions resulting from their indiscretion.



8.6 BRAIN DRAIN

- 8.6.1** Please remember that your family, your home institution and your country are all eagerly anticipating your return and your eventual contribution to the development of science and technology in your country.
- 8.6.2** The IsDB is proud of its scholars who over the years have shown their abundant dedication and professionalism. But brain drain elsewhere is still occurring at an alarming rate, to the disadvantage of the poorer countries which put up the initial educational investment.
- 8.6.3** The IsDB Scholarship Program is one such investment and represents a hard-earned and scarce resource to benefit scholars of member countries. It should not be abused and misused and you should not contribute to the phenomenon of brain drain.

DON'T BE A BRAIN DRAIN, BE A BRAIN GAIN.

8.7 DROP-OUT

- 8.7.1** Another form of "non-return" is drop-out. The scholars, on their own, decide to cut short their studies, either to return home or to disappear, without informing the IsDB.
- 8.7.2** As a 3-year Ph.D. scholar, it is not possible to cut short your study without paying a high price. Anything less than three (3) years means no Ph.D. degree, thus a drop-out case or failure.
- 8.7.3** The IsDB does not anticipate or expect any drop-out from this Program because all the scholarship recipients are mature adult professionals with proven academic record, long experience, visible achievements and clear goals, sense of purpose and objective, backed by well-established educational and research institutions.
- 8.7.4** To avoid such a situation, the scholars are urged to discuss the matter thoroughly with their supervisors, the heads of their institutions in home countries and the IsDB, to see if there is a way out before resorting to drop-out.

ATTENTION

Scholars who have dropped out from the Program or failed in their studies will be required to reimburse all the cost incurred on him/her under the Program.

The IsDB will also take all necessary actions, including legal ones, to ensure compliance with the rules of the Program.

8.8 EARLY RETURN

8.8.1 Under the 3-year Ph.D. study, no early return or cutting short of your study is acceptable or authorised.

8.8.2 If the cutting short of the study occurs, repayment of all costs incurred on the scholar's studies will be requested and the following will be enforced:

- All pending entitlements (such as monthly allowance, etc.) will be withheld.
- Payments already made (such as monthly allowance, book/clothing allowance, etc.) will be requested to be reimbursed on pro rata basis and the amount not yet paid will be withheld.
- Return ticket(s) will be borne by whoever causes the early return (you yourself or your institution recalling you), and not the IsDB.

ATTENTION

In the event of early return, as in drop-out, all costs incurred on the scholar will be requested to be reimbursed and the IsDB will take all necessary actions, including legal ones, to ensure compliance.

9.



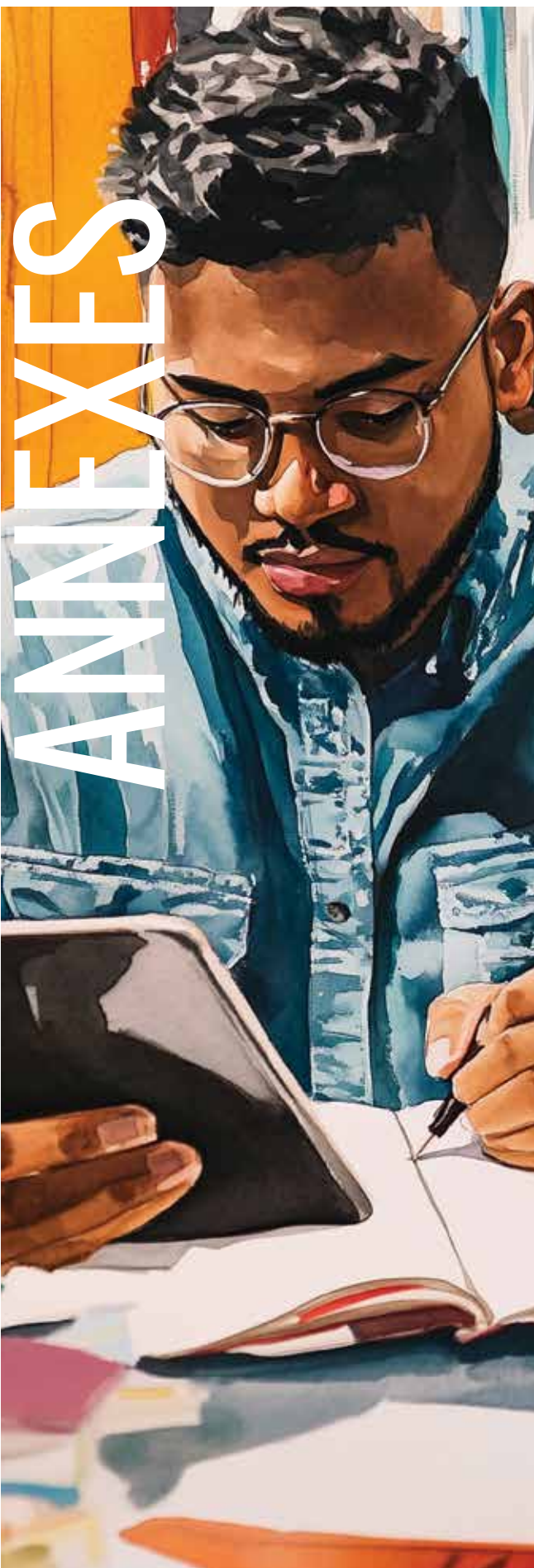
POST-RETURN

9.1 At this stage, it is expected that you will continue your life-long involvement in science and perhaps expanding it to Islamic science, networking with fellow IsDB scholars around the world.

9.2 The key forum for these activities is the Alumni Network of all selected IsDB graduates, which gives not only conventional addresses but also email addresses to allow you to share scientific information and establish professional networking with other IsDB graduates. This forum will allow you to know the IsDB scholars and graduates engaged in the research of your field of study, their home country, institution of study, etc. You may access the Alumni Network through the website of the IsDB Alumni Science Development Network (IsDB-ASDN): www.sciencedev.net or inform us if you are not able to get one.

9.3 Whatever you are doing, please keep the IsDB posted on your address and/or any change of address that might occur.

THANK YOU AND MAY ALLAH BLESS YOU, YOUR INSTITUTION, YOUR COUNTRY, AND THE UMMAH.



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A.1



BENEFIT PACKAGE UNDER THE IsDB MERIT SCHOLARSHIP PROGRAM Ph.D. PROGRAM

NO.	ITEM	BENEFIT
1.	Tuition fee	Payable as charged by the institution of study and as approved by the IsDB.
2.	Research/bench fee	Not payable if not known and approved prior to departure.
3.	Subsistence allowance	Depending on the cost of living in the country of study.
4.	Books/clothing allowance	US\$ 100 per month paid as part of the living allowance.
5.	Installation allowance	One-off payment on arrival equivalent to one month's living allowance.
6.	Conference participation/Preparation of scientific paper allowance	US\$ 1,500 to be used proportionately throughout the study period, as needed.
7.	Thesis preparation allowance	US\$ 250 to be used during the preparation of thesis toward the end of the study.
8.	Air ticket(s)	Round trip air ticket for the scholar to and from the place of study.
9.	Medical insurance	Insurance cover under the university or health scheme provided for the scholar only.

A.2



SURETY BOND

I,, the undersigned, the scholar under the IsDB Merit Scholarship Program, having read all the information and regulations pertaining to the Program, do hereby declare and undertake that:

1. I will abide by the rules and regulations of the IsDB Scholarship Program while I am in receipt of the scholarship and/or under the Program and the IsDB will have the right to withhold my scholarship should I fail to comply without any justifiable reasons.
2. I will pursue my study diligently and without interruption on a full-time basis and will endeavour to complete my study and secure my Ph.D. degree in the stipulated time of 3 years or 36 months or assume full responsibility for its continuation and completion if the time is exceeded.
3. I will report my academic activities to the IsDB regularly (every six months) until I secure my thesis/Ph.D. degree and attach all the necessary documents thereto, including academic transcripts and appropriate receipts and accept that the continuation or annual renewal of my scholarship depends on my satisfactory academic performance and full compliance with the rules and regulations of the Program.
4. During my study, I will not receive any other scholarship or remunerated work that will interfere with my study without a written permission from the IsDB and I will not unilaterally terminate my study without a written consent from the IsDB. Failure to abide by the above may result in a temporary or permanent suspension of my Scholarship and/or full refund thereof.
5. Also during my study, I will not engage in any political, business or other activities contrary to the objective and the spirit of the Program and will respect the laws of the country of study. I will not undertake any personal and/or professional travel outside the country of study without prior approval of the IsDB; will not incur any debt or have any outstanding indebtedness during or upon termination of my study that will imply financial responsibility to the IsDB, and should any debt and indebtedness occur, the IsDB is absolved of any responsibility therefor. I will not issue any written statement or express publicly any personal opinion concerning the Program; and I will acknowledge the IsDB Scholarship Program contribution whenever possible or appropriate in my publications, study, reports, conference papers, and so on.
6. Upon completion of my study, I will undertake to return to my country and my home institution and will serve professionally for at least twice the tenure of my scholarship and during that time, I will keep the IsDB informed of my academic activities. Failure to fulfil this part of the responsibilities on my part will oblige me to refund all payments made to me directly and all expenses incurred indirectly to facilitate my study.
7. I agree to indemnify and hold harmless the IsDB and any of its agents acting on its behalf from any and all claims, demands, actions and costs that may arise out of its own negligent acts or omissions or of those acting on its behalf in the performance of their duties related to the Program and will not render the IsDB liable for any damages or loss of any kind sustained by me as a result of events, occurrences and/or accidents of any kind beyond the control of the IsDB.

Signature of the scholar

Witness (signature and official stamp)

.....

.....

Date

Date

A.3



LETTER OF ACCEPTANCE OF THE SCHOLARSHIP OFFER UNDER THE IsDB MERIT SCHOLARSHIP PROGRAM Ph.D. PROGRAM



I of..... nationality
do hereby accept the IsDB scholarship offered to me vide IsDB letter ref.....
datedunder the IsDB Scholarship Program for the Year
to pursue a Ph.D. Program.

My home institution is aware of this scholarship offer and I have its full support to facilitate me with leave, etc. to enable me to avail the scholarship. To this effect, I have submitted herewith the Surety Bond signed by myself and the Head of Institution with official stamp. I have also got the signature of the authority concerned in my home institution on this acceptance letter as an endorsement of my acceptance of the scholarship offer.

I accept this offer with the understanding that I will pursue my research/study at one of the IsDB-contracted universities or one of the public universities in each country, subject to meeting IsDB's admission criteria on university fees.

I will exert all efforts to avail the scholarship by its validity and the validity of the admission offer letter. I will not avail any other sponsorship or assignment that requires me to undertake an overseas travel interrupting my plan to avail the scholarship.

For married female scholar only: I also accept and confirm that my husband has full information of this scholarship and I have his consent for my study Program abroad.

I do undertake that my scholarship offer will be automatically void if I violate any of the commitments that I have made above to accept the offer.

Signature of the scholar

Endorsement of the home institution

.....

Date

A.4



MEDICAL HISTORY AND EXAMINATION TEST FORM

Student's name: IsDB No:

Date of birth: Nationality: Gender:

Program name:

1. As part of the eligibility criteria of the IsDB Scholarship Program, all candidates who are selected are expected to be "medically healthy and willing to undertake medical tests after selection".

2. To satisfy the above requirement, please undertake complete medical tests covering the following:

2.1 X-ray;

2.2 Blood test;

2.3 HIV test (for AIDS);

2.4 Complete urine analysis;

2.5 Stool examination.

3. The tests must be undertaken at a Government hospital or by authorised family doctor(s) which/who, after the completion of the tests, must complete this form and sign, stamp, and send it to the IsDB by email, along with all test results.

4. Doctor's/Hospital's full name:

I have examined the above candidate and I certify that he/she is:

1. fit to undertake study;

2. not fit to undertake study for the following reason(s):

.....
.....

Signature of the doctor with an official stamp:

Authorised hospital personnel:

Date

PLEASE ANSWER ALL QUESTIONS:

Have you ever had or do you have any of the following (give details where applicable, under "REMARK"):

S. N.	STATUS	YES	NO	REMARK
1	Are you at present under a doctor's care for any condition?			
2	Severe headache			
3	Asthma			
4	Allergies			
5	Shortness of breath			
6	Stomach or duodenal ulcer			
7	Kidney trouble			
8	Epilepsy			
9	Fainting spells			
10	Mental or nervous disorders			
11	Rheumatism or arthritis			
12	Back injury or back pain			
13	Ear, nose, or throat trouble			
14	Tuberculosis			
15	Anaemia			
16	Heart trouble			
17	Rheumatic fever			
18	High blood pressure			
19	Hernia			
20	Gall bladder trouble			
21	Enlarged liver or spleen			
22	Blood disorders			
23	Cancer			
24	Varicose veins			
25	Diabetes (sugar in urine/blood)			
26	Yellow jaundice			
27	Bowel disorders			
28	Skin conditions			
29	Neck injury or pain			
30	Broken bones			
31	Visual defects/eye problems			
32	Congenital abnormalities			
33	Are you taking any medications at this time?			

CONCLUSION

Our examination of the investigation reports and physical check-up of the above person has revealed that Mr/Ms/Mrs **has/has not** (delete as appropriate) cleared all the above tests. He/she **is/is not** (delete as appropriate) suffering from any chronic disease or disorder that may affect his/her study in the near future.

We would therefore like to confirm that Mr/Ms/Mrs **is/is not** (delete as appropriate) physically and mentally fit to undertake an educational Program at the post-graduate research level.

I hereby declare that the aforementioned information is true and correct to the best of my knowledge. Any incorrect information given may result in the cancellation of my scholarship at any time.

Signature of the scholar

Date

.....

A.5



APPROVAL OF INSTITUTION OF STUDY REQUEST FORM

(to be submitted with the full admission offer)

Your name: ID No:

Nationality:

Academic year selected:

Field of study:

1. Name of institution of study you are proposing:

2. Country:

3. Is the institution you are proposing listed by your field of study under the Approved List under the Program?

Yes

No

If yes, give the serial number in the list:

.....

4. If not, please justify your request (why you wish to go to the institution that you are proposing) and give all reasons (academic, professional, personal, etc.):

.....
.....

5. Amount of tuition fee requested per year in US\$:

In another currency: (specify what currency);

6. Is there any bench/research fee requested? Yes; No; If yes, how much per year in US\$:

In another currency: (specify what currency);

NOTE: Answers to No. 5 and 6 must be supported by written documents (attachments) such as invitation letter, copy of correspondence, etc.

7. Give details of your contact at your proposed institution of study (name, position, address, telephone, fax and email):

.....
.....

Your signature

Date

.....

A.6



AFTER-ARRIVAL DATA FORM

Your name: IsDB/ID:

Nationality: Country of study:.....

Write in BLOCK letters and send by email to the focal point staff or (scholar@isdb.org) as soon as possible:

1. Your exact arrival date (date, month and year):
2. The exact beginning date, month and year/semester of your study:
Date: Semester:
3. Your complete institutional/departmental (address, telephone, and email):
4. Your complete residential address (address, telephone, and email):
5. Your supervisor's name:
Title:
Address telephone, and email:
6. Your bank data (do not use any abbreviations and attach a printed copy):
Your name on your bank account:
Account number: bank name (in full):
Address: street name/building No:
P.O. Box: Town/City:..... Country:

Supervisor's signature

Your signature

.....

Date

Date

(I confirm the scholar's arrival and registration as indicated above)

A.7



BANK ACCOUNT DETAILS FORM

Please ask or consult your bank and complete the following, in BLOCK LETTERS, without any ABBREVIATION (unless formal) and return to the IsDB by email as soon as possible.

A. DETAILS OF YOUR BANK:

1. Name of your bank (full name):.....
2. Bank address (street & building No, or P.O. Box):.....
3. Town/City:
4. State/Province (postal code):.....
5. Country:
6. SWIFT code (all countries):.....
7. ABA routing number (for US banks only):.....
8. (or) CHIPS UID (for US banks only):.....
9. Sort code (for UK banks only):
10. Your account No:
11. Your name (as in your account):
12. Tel# of your bank (.....)-(.....)
13. Fax# of your bank (.....)-(.....)

B. DETAILS OF YOUR BANK'S CORRESPONDENCE BANK: (CORRESPONDENT BANK IS ALWAYS A BANK IN THE USA)

1. Name of correspondence bank (full name):.....
2. Complete address (street & building No, or P.O. Box):.....
3. Town/City:
4. State/Province (postal code):.....
5. Country:
6. SWIFT code:.....
7. ABA routing number:.....
8. (or) CHIPS UID:

NOTE: Your allowance cannot be transferred by bank transfer without SWIFTcode, ABA number, CHIPS UID, Sort code (as appropriate, according to the country system)* or in US\$ if details of the correspondence bank is not given (it will be in local currency instead).

*SWIFT (all countries), ABA, CHIPS UID (USA), Sort code (UK); for other countries, consult your bank.

Name: ID Number:

Signature: Date:

A.8



TUITION FEE PAYMENT REQUEST

(Please give a copy of this sheet to the Registrar while registering)

1. It is the practice (and the commitment) of the IsDB Special Assistance Division Office to process all incoming tuition invoices immediately upon receipt or on the same day they are received.
2. While some delays are inevitable, they have been mainly due to mail service delays and/or lack of necessary details on the invoices themselves.
3. The IsDB office, therefore, would appreciate thoughtful compliance with the following requests:
 - 3.1 Payment is made only to the institution of study directly (not to or through the scholars).
 - 3.2 Payment is only via bank transfer, not cheques or bank drafts (to avoid delay and possible loss in transit of cheques/bank drafts).
 - 3.3 The invoice should be sent to the Scholarship Program Office by email.
 - 3.4 The invoice should include bank transfer payment instruction, including account number, bank name, bank address and SWIFT#, ABA#, Sort code # (as appropriate).
 - 3.5 The bank transfer request should not be on the same invoice but rather on formal university letterhead, and must be signed by the competent authority and sent by fax directly to the Scholarship Office, not to or through the scholars.
 - 3.6 The invoice should contain the scholar's name, his/her scholar number, the term/semester/academic year to which it belongs and the contact person (including phone number and email address) for inquiry.
 - 3.7 Payment must be acknowledged with an appropriate receipt.
4. Please note that the IsDB is an Islamic organisation and as such does not pay any interest resulting from any late payment.
5. All payment requests and/or inquiries should only be addressed to the IsDB by email to the focal point staff or **scholar@isdb.org**.

Thank you for your kind attention and cooperation.

A.9



STUDY PLAN

(To be submitted to the IsDB at the beginning of each of the 3 years; for the 1st year, immediately after arrival/registration)

Your name: Country:.....

Field of study: Country of study:

Institution of study: Year of study:

Study start date: Expected date of graduation:

Supervisor's name: Phone/Email:

Year of study: Year1; Year2; Year3; Delayed (until

1. Number of courses required in 3 years maximum or to graduate:
 Course name
 Year to take No. of credits completed/not completed
2. Total credits required in all 3 years maximum or to graduate:
3. Total credits remaining to complete:
4. If no course work is required, describe the exact requirement to complete your study and secure your Ph.D. degree:
5. Note: You must strive to complete your study and secure your Ph.D. degree in exactly 3 years or 36 months. If not, what are the possible problems or delays you foresee (or have experienced) and how are you going to overcome (or are overcoming) them?
6. New/expected date of graduation:
7. Attach transcripts, annual/3-year, monthly, or quarterly schedule, etc.

Your signature

Supervisor's signature

.....

.....

Date

Date

A.10



THESIS PREPARATION/RESEARCH GRANT REQUEST FORM

Only for scholars doing their Ph.D. by research

Nature of study: by research by courses

Your name: Country:.....

Date of beginning of your study:

Expected date of graduation:.....

Your field of study:.....

Institution/country of study:.....

1. Reason for the request:

Thesis preparation

Other (specify):.....

Amount requested (attach estimation):.....

2. Reason/justification of the request:.....

.....

3. Approval/support of the supervisor:.....

(His/her name and signature)

4. Comment(s) of the supervisor:

.....

I certify that the above request will not affect my ability to complete my study in time and/or to secure my Ph.D. degree in three years and I will not approach the IsDB again for any additional funding for my thesis/research.

Your signature

Date

.....

A.11



REIMBURSEMENT REQUEST FORM

Your name: IsDB ID:

Field of study: Institution/country of study:

Joining date: Expected graduation date:

Total amount requested (in US\$):

1. Cost details:

2. Reasons/justification for the request:

3. Comment(s) (if any):

.....
.....

4. Attachments (attach proforma invoice, receipts, conference particulars, etc.):

.....
.....

Your name

Your signature

Date

.....

NOTE: Send this form with all attachments in PDF format in one printable file.

A.12



RECEIPT FORM

Only for scholars doing their Ph.D. by research

Received from the IsDB US\$ (local) for the following (cross irrelevant items):

1. Monthly/books/clothing allowance (US\$):

1st Half: July- August-September-October-November-December (20.....)

2nd Half: January-February-March-April-May-June (20.....)

2. Other/specify (US\$).

Please complete the following brief necessary update on your study:

1. Are you progressing as planned, ahead or behind? (Explain):

2. Are you consulting with your supervisor regularly? In addition, are you receiving good advice and guidance?

3. Note: You must complete your study and secure your Ph.D. degree in 3 years (36 months) as there is No extension:

4. Will you be able to meet your study deadline (maximum 36 months)? (explain):

Your additional comments:

Your name

Your signature

Date

A.13



SIX-MONTH REPORT

This report is to be sent on completion of the first six months of the first year and as half-yearly reports for the consecutive years.

1. Your name:
2. Field of study:
3. Institution (country of study):
4. Department (telephone/fax/email):
5. Name of supervisor/title:.....
6. Exact date of arrival:.....
7. Expected date of graduation:
8. Study situation: (please attach an academic/semester report, if any):

Courses taken:.....
.....

Teaching/assistant-teaching done:

Research done:.....
.....
.....

Thesis preparation/completion date:

Extra-curricular activities:

Academic achievement so far:

Problems encountered:

Plan for the rest of the year:.....
.....
.....

Are you progressing as planned, ahead or behind? (explain):

.....
.....

Are you consulting with your supervisor regularly?.....

.....
.....

Are you receiving good advice and guidance?.....

.....
.....

Will you be able to meet your deadline of 3 years (explain):.....

.....
.....

New expected date of graduation (if different from point 7, and explain):

.....
.....

9. Comments:

.....
.....
.....
.....
.....

Your signature

Date

.....

A.14



END-OF-YEAR REPORT

Please send this report to the IsDB on completion of the first year and as end-of-year reports in the consecutive years, along with your Supervisor's Report!

1. Your name:
2. Field of study:
3. Institution (country of study):
4. Department (telephone/fax/email):
5. Name of supervisor/title:
6. Exact date of arrival:
7. Expected date of graduation:
8. Study situation: (please attach an academic/semester report, if any):
 Courses taken:
-
- Teaching/assistant-teaching done:
-
- Research done:
-
-
- Thesis preparation/completion date:
- Extra-curricular activities:
-
-
- Academic achievement so far:
-
-
- Problems encountered:
-
-
- Plan for the rest of the year:
-
-

Are you progressing as planned, ahead or behind? (explain):

Are you consulting with your supervisor regularly?.....

Are you receiving good advice and guidance?.....

Will you be able to meet your deadline of 3 years (explain):.....

New expected date of graduation (if different from point 7, and explain):

9. Return arrangement:.....
Describe your departure plan and arrival arrangement:.....

10. Achievement(s) of study:.....
Describe major achievements of study, academically, professionally, scientifically and developmentally for the country and the institution:.....

11. Re-employment situation:.....
Describe your current job/assignment, how your study/training experience being used, plan to implement result of study/training, etc.:.....

12. Additional comments:.....

Your signature

Date

.....

A.15



SUPERVISOR'S REPORT

- To ensure conformity with the terms and conditions of the Program and to improve our services to the scholars, please assist us by completing this report as best as you can. It is for monitoring and future improvement purposes only.
- Please give to the scholar in a sealed envelope to be mailed by him/her along with his/her September Report and his/her September-October-November allowance receipt.

1. IsDB scholar's name:.....
2. Field of study (term/year):.....
3. Institution (country of study):
4. Department (telephone/fax/email):

A. PREPARATION: IF SCHOLAR WAS/IS WELL PREPARED IN TERMS OF:

1. Overall academic qualification:
2. Language skill:
3. Research skill:
4. Knowledge of your country and/or institution:
5. Comments/suggestions:

B. STUDY SITUATION:

1. Courses taken:.....
2. Research done:.....



3. (If any) Thesis preparation/completion date:.....
4. Achievement so far:.....
.....
5. Problems encountered:
.....
6. Plan for the rest of the year:.....
.....
7. Is the scholar progressing as planned, ahead or behind? (Explain):
.....
8. Is he/she consulting you regularly
.....
9. Given that there is no extension under his/her Scholarship Program, will he/she be able to meet the deadline? (explain):
.....
10. If not, what are the reasons?
.....
11. What actions are being planned/implemented to ensure progress as planned and timely completion of study?.....
.....
12. (New) expected graduation date (if different from indicated earlier, please explain):.....
.....
13. Would you recommend annual renewal of his/her scholarship and/or study?
.....
14. Additional comments/suggestions:
.....

Supervisor's name (BLOCK letters, please):.....

Title/Position:

Signature:..... **Date:**.....

A.16



EMERGENCY INFORMATION AND CONTACT FORM

1. Your name:
 Program: AY:
2. Nationality: Passport No. Valid until:
3. Address in home country:
 Telephone (office): Mobile:
 Email:
4. Address of home institution:
 Telephone: Fax:
 Email:
 Name of Head/Director: Mobile:
5. Residential address in country of study:
 Telephone: Fax:
 Email:
6. Address of institution of study:
 Telephone: Fax:
 Email:
 Name of supervisor: Mobile:
 Supervisor's email:
9. Address of your Embassy/Consulate in the country of study):
 Telephone: Fax:
 Email:
10. Emergency contact person in home country:
 Relationship; Address:
 Telephone: Mobile:
 Email:
11. Any other important emergency-related information that you wish to add:.....

Signature: **Date:**

A.17



PROOF OF COMPLETION OF STUDY

Your name: Country:.....

Field of study:

Institution/country of study:

Study start date: Expected completion date:

Actual completion date:

I am pleased to inform the IsDB that I have completed my 36-month Ph.D. degree, as follows:

1. Thesis title (if any):

2. Thesis approved by supervisor (date):

3. Thesis examination or viva (date):

4. Passed without any further follow-up: Yes; No; If "No", indicate follow-up(s) required: Thesis correction; repeat examination; Other (specify in detail):

Resubmission date/final approval:

5. Thesis bound/ready: Yes; No; Ready by when (date):

To be sent to the IsDB (hardbound version), by when:

by what: courier;..... airmail (registered, please)

6. Planned home return (date):

7. Supervisor's confirmation of the above:

Supervisor signature: Date:

NOTE: No return ticket will be facilitated unless this form is completed, and no ticket will be issued until Section 5 is cleared and/or thesis/research is done; submit a complete invoice from a travel agent; no excess luggage allowance.

Your signature

Date

.....

A.18



GRADUATE'S UPDATE PROFILE
ALUMNI REGISTRATION FORM

Please insert
your passport size
good quality
photo here

The purpose of this exercise is to reach out to all the IsDB graduates to reconnect and update their information. With your updated and correct data, we will be in touch with you, as soon as possible, to register in the new Alumni Platform to be launched soon to ensure your networking for the pursuance and sharing of knowledge to meet the new challenges of your countries in this trying time. Kindly take a few minutes to complete this profile and send to the IsDB by email to scholar@isdb.org.

Full name:.....

Nationality: Gender: Male | Female.....

IsDB ID No:

Year of joining the IsDB Scholarship Program:

Program of study (please leave the appropriate one and delete the rest): SPMC | MSc.| MSP | ISFD

Name of the university:

Country of study:

Fields of study:.....

Year of graduation:

Name and address of the institution for which you are currently working :.....

.....

Current position:

Home address:.....

Email address:.....

Mobile & WhatsApp No.:

Full name:

Signature

Date

.....

NOTES

Lined area for taking notes, consisting of 35 horizontal lines.



"It is the collective hope of everyone, from the Bank to your institution and your country in general, that with the opportunity being given to you under this Program, you will be able to contribute to the development of your country."

EMPOWERING THE NEXT GENERATION OF LEADERS THROUGH ISDB SCHOLARSHIP PROGRAMS



GET INVOLVED



Cooperation and Capacity Development Department
Special assistance Division
Scholarship Program
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✉ scholar@isdb.org 🌐 www.isdb.org/scholarships 🌐 <https://isdbscholarships.smartsimple.com>

