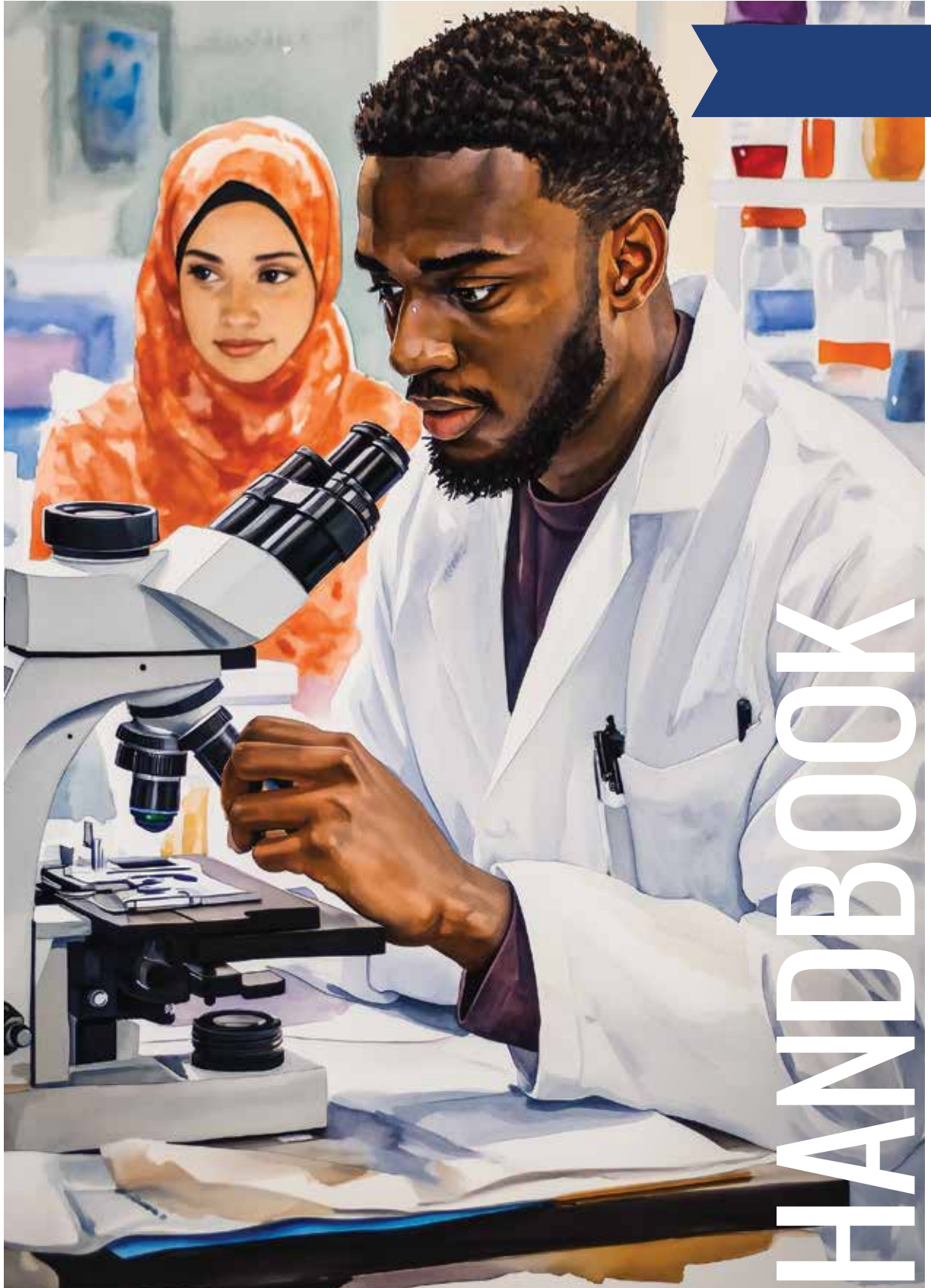


**M.Sc. SCHOLARSHIP PROGRAM IN
SCIENCE AND TECHNOLOGY FOR IsDB
LEAST DEVELOPED MEMBER COUNTRIES**

HANDBOOK FOR M.Sc. 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 M.Sc. Scholarship Program.

With your selection for the Scholarship, you have become the newest member of one of the IsDB Scholarship Programs.

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

It is the IsDB's hope that with the opportunity afforded you under this Program, you will be able to make a contribution to the development of your country and the Islamic world, thus carrying on the great tradition of Islam as a religion that pioneered the development of science.

To help you utilise the scholarship efficiently and effectively, this Handbook, which contains all the necessary information, documents, and forms that you will need has been prepared for you.

Good luck and may Allah bless you in your effort to achieve your noble objective.

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



CONTENTS

1.	ON THE HANDBOOK	05
2.	COMMUNICATING WITH THE ISDB	06
3.	EXAMINING BENEFIT PACKAGE AND SURETY BOND	07
4.	CLEARANCE LETTER	09
5.	MEDICAL EXAMINATION	09
6.	ADMISSION	10
7.	PASSPORT	10
8.	VISA	10
9.	TICKET TO THE PLACE OF STUDY	11
10.	DEPARTURE	11
11.	ARRIVAL	12
12.	REGISTRATION	12

13.	TUITION	12	A.	ANNEXES	18-39
14.	BANKING	13	A.1	Benefit Package	19
15.	MONTHLY ALLOWANCE	13	A.2	Surety Bond	20
16.	EXPENSES NOT COVERED UNDER THE PROGRAM	14	A.3	Medical History and Examination Test Form	21
17.	MEDICAL COVERAGE	14	A.4	After Arrival Data Form	23
18.	ACADEMIC PROGRESS REPORTS	15	A.5	Bank Account Details Form	24
19.	CHANGE OF STUDY AND/OR SCHOOL	15	A.6	Tuition Payment Instruction Form	25
20.	IN CASE OF EMERGENCY	15	A.7	Study Plan	26
21.	COMPLETION OF STUDY	16	A.8	Thesis Preparation\Research Grant Request Form	27
22.	TICKET TO RETURN HOME	17	A.9	Reimbursement Request Form	28
23.	DROP-OUT	17	A.10	Receipt Form	29
24.	FUTURE	17	A.11	March Report	31
			A.12	September Report	33
			A.13	Supervisor's Report	35
			A.14	Emergency Information and Contact Form	37
			A.15	Proof of Completion of Study Form	38
			A.16	Graduate's Update Profile	39

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).

1.2.3 provides detailed information on the various important dates and times 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 back 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 M.Sc. 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 Benefits 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 sections 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 don't 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 the Surety Bond and determined that you can live with it, you and your witness (father, guardian, head of your university or institution of work) may sign it.
- 3.2.3 Then send the properly completed Surety Bond as soon as possible (by email only).

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, your father or guardian, and the head of your university or institution of work, 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"/> Have you signed the Surety Bond? |
| <input type="checkbox"/> Does it meet your expectations? | <input type="checkbox"/> Has your father or guardian, and the head of your university or institution of work also signed it? |
| <input type="checkbox"/> Have you read, studied and understood the Surety Bond ? | <input type="checkbox"/> Has it been stamped with your witness's official stamp? |
| <input type="checkbox"/> Can you comply with all the rules and regulations of the Program? | <input type="checkbox"/> Have you sent the properly completed Surety Bond by e-mail? |

**3.3 ITEMS NOT COVERED UNDER THE SCHOLARSHIP**

There is no (additional) funding available under the IsDB M.Sc. Scholarship Program other than what has been listed under the Benefits 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 costs).
- 3.3.2 Training cost** (the Program does not cover any cost for language training or deficiency courses. It is assumed that being a master scholar, you have the academic and professional strength to cope with the level and intensity of the study. Moreover, you must be aware of and be proficient in the language of study).
- 3.3.3 Mid-study break to visit family and data gathering in the home country**
- 3.3.4 Commercial or other projects** [the 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].
- 3.3.5 Return-home related costs** (there is no baggage allowance, cargo shipment for books, etc., which must be planned well from your books/clothing allowance).
- 3.3.6** Costs relevant to family members in their home country or country of study.

ATTENTION

The IsDB will not reimburse the 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 costs (and ours too). There is no exception!

4. CLEARANCE LETTER

Your Clearance Letter is issued soon after receiving your confirmation of interest supported by the admission and the signed Surety Bond and Medical Form.

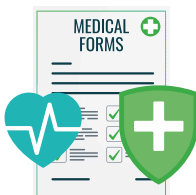


- 4.1** Your Clearance Letter contains the IsDB financial support, as follows:
- 4.1.1** A monthly stipend commensurate with the cost of living in the country of study.
 - 4.1.2** Tuition fees as charged by the university and approved by the IsDB.
 - 4.1.3** The cost of medical treatment at university/government/public hospitals.
 - 4.1.4** Economy class returns air tickets (once at the time of joining and on completion of study) and installation allowance for the students selected to study abroad at partnered universities/countries.
 - 4.1.5** Thesis preparation allowance as approved by the IsDB.
- 4.2** It is your responsibility to ensure living with the monthly stipend amount provided as there is no possibility of an additional amount from the IsDB.
- 4.3** The Clearance Letter is all you need to show that you will be fully supported and financed by the IsDB in your study and is adequate for your admission or visa application.

ATTENTION

Please note that the Clearance Letter is issued only once, you only get one original. Make sure you save the original and make several copies that are certified true and correct by an accountant or a notary public before you send the original to anybody.

5. MEDICAL EXAMINATION



- 5.1** The Master Scholarship Offer is subject to medical fitness and good health. Students are requested to undergo a complete medical examination before starting their studies.
- 5.2** Use the Medical Examination Form, and get it filled and signed by a doctor or a hospital after performing the required tests and send it compiled in one pdf file to the IsDB by email.
- 5.3** The questions on the second page of the Medical Form are part of the Medical Form. Answer all of them duly as they will determine your health insurance coverage during the scholarship.

ATTENTION

Please note that your medical examination costs are NOT covered under the Program.

6.

ADMISSION



- 6.1** Consistent with the concept of the Program, admission is the sole responsibility of the student.
- 6.2** Selected students must obtain admission from one of the top public/government universities in their own countries.
- 6.3** If you already have an admission at the time of application, have it reconfirmed and after you receive the reconfirmation, send it to the IsDB by email for approval.

ATTENTION

The amount of tuition and other fees requested by the university are to be approved by the IsDB and the full amount must be fully specified in the admission letter with the detailed fees breakdown.

7.

PASSPORT

- 7.1** In case you are studying abroad, please arrange to get your passport ready as soon as possible.
- 7.2** If you already have one, please check if it is valid for at least 2 years from the date of your planned departure. If not, get it extended (renewed) or get a new one right away.

ATTENTION

Please note that passport-related expenses will not be covered by the Program and the IsDB will not allow you to travel for renewal of your passport during the period of study.

8.

VISA



- 8.1** After you have secured your admission, contact the Embassy/Consulate of your country of study and apply for a student visa as soon as possible. Inform the IsDB after you have secured the visa.
- 8.2** Make sure you check with the Embassy/Consulate the vaccination requirement to enter the country and undertake the vaccination as soon as possible.
- 8.3** If there is no Embassy/Consulate of your country of study in your country, inform the IsDB so that the required information can be obtained for you.

ATTENTION

Please note that the visa process is not undertaken or covered by the IsDB.



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

9. TICKET TO THE PLACE OF STUDY



- 9.1 The IsDB will arrange to purchase your ticket as soon as your medical examination results, your confirmed admission and entry visa to the country of study are received.
- 9.2 Only one-way, most economical and direct ticket is purchased, and no rerouting or side travel is allowed unless it is necessary and approved by the IsDB.
- 9.3 Your ticket to return home is arranged and issued upon graduation and registration at IsDB Alumni.

10. DEPARTURE

- 10.1 Once you have secured your visa and have received your ticket, you are cleared to travel to your country of study.
- 10.2 The IsDB will cover only the cost of your travel to another city/nearest international airport if there is no airport in your city/place of study.

ATTENTION

Please do not forget to take this Handbook with you along with all the originals of your application and academic documents (originals of your diplomas, transcripts, birth certificate, etc.) because they may be requested at the time of your registration.

11.

ARRIVAL



- 11.1 Upon arrival, inform the IsDB of your safe arrival as soon as possible by email
- 11.2 Then approach the university official in charge of registration, assignment of supervisor and assistance to open a bank account.
- 11.3 Then complete the After-Arrival Data Form and send it to the IsDB by email.
- 11.4 The sooner the IsDB receives the above form, the sooner you will receive your allowance.
- 11.5 Enter the exact date of your arrival and your residential address (email and telephone numbers if any) in the form.

ATTENTION

Please do not wait until you have registered or settled down or have opened a bank account to inform the IsDB of your arrival but on the first day after your arrival.

12.

REGISTRATION



- 12.1 Take with you all your application and original academic documents (originals of your diplomas, transcripts, birth certificate, etc.) including your passport to the Registrar's Office or as directed by your supervisor.
- 12.2 Inform them that the IsDB is your sponsor (by showing your Clearance Letter).
- 12.3 Then during registration, give a copy of the Tuition Payment Instruction Form (check the Annex) to the Registrar and impress on him/her the need to stick to the rules in the form.
- 12.4 Enter the address (email/telephone and fax number) of your institution of study (department), the name and full address of your supervisor in Attachment III (After-Arrival Data Form) and complete and send the Study Plan Form to the IsDB.

13.

TUITION



- 13.1 Read and study the content of the Tuition Payment Instruction yourself so that you know the rules and procedures regarding tuition fee and its payment.
- 13.2 Do not forget to give a copy to the Registrar during your registration.
- 13.3 Contact the Program Officer at the IsDB Special Assistance Division if you or the university have any queries.

14. BANKING

- 14.1 Find and choose the nearest bank to open your bank account as soon as possible.
- 14.2 Fill and send the bank account details form to the IsDB, along with the After-Arrival Data Form.
- 14.3 If you change your bank account later, please fill again the bank account details form to the IsDB.

ATTENTION

When completing your Arrival Data Form, please print or write in **BLOCK** letters clearly; do not use any abbreviations at all (especially for the name of the bank); you must provide the bank account number, the bank name (in full), the branch address where your account is and (to speed up the bank transfer) the SWIFT/Routing number (ask the bank for it).

15. MONTHLY ALLOWANCE

- 15.1 As soon as the After-Arrival Data Form is received, your monthly allowance will be transferred to your bank account (not sent by cheque or mail) two times a year, as follows:

- 15.1.1 June (for the 1st payment, July-August-September-October-November-December)

- 15.1.2 December (for the 2nd payment, January-February-March-April-May-June)

- 15.2 The start date of your monthly allowance depends on the date of your arrival. So please schedule your departure and arrival accordingly:

- 15.2.1 If you arrive in the first two weeks of the month (1st-15th day), you will be paid from the month in which you arrive.

- 15.2.2 If you arrive after the second week (16th-30th/31st day), you will be paid from the next month.

- 15.3 The payment of your monthly allowance depends on the duration of your study.

- 15.4 Every time you receive your allowance, make a copy of the Receipt Form and send it to the IsDB as soon as possible.

ATTENTION

The sending of receipts is a very important part of your responsibility to the IsDB because failure to send them regularly may affect the flow of your allowance payment.



16. EXPENSES NOT COVERED UNDER THE PROGRAM

- 16.1** There is no (additional) funding available under the Master's Scholarship Program, except for what is already listed in the Clearance Letter and there is no extension beyond the 24 months.
- 16.2** In particular, there is no funding available for the following items:
- 16.2.1** Language training cost in the country of study.
 - 16.2.2** Mid-study break/return to home country in mid-study.
 - 16.2.3** Data gathering in the home country.
 - 16.2.4** Family support (the Program is for one student only, minus any dependent, wife/husband/children). Those who insist on taking their families with them will bear full responsibilities (for travel, visa, living cost, medical expenses, safety/security, etc.).
 - 16.2.5** Cost of cargo/shipment/excess baggage for personal effect (such as books) after completion of study.

ATTENTION

The IsDB reserves the right to reject any request for payment or reimbursement of the pre-paid cost if it is considered not related to the Program or study and will not pay for any cost related to the above or reimburse costs of any purchases or activities undertaken without its prior approval.

17. MEDICAL COVERAGE



- 17.1** 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.
- 17.2** The procedure is for you to pay your medical cost first and seek reimbursement from the IsDB.
- 17.3** 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.
- 17.4** Permanent medical conditions, such as diabetes and heart problems, should be declared at the beginning of the Medical Form in order to be covered by the IsDB.
- 17.5** In case of any high-cost medical emergencies, please inform the IsDB before starting your treatment for prior approval.
- 17.6** In case of an accident, proceed to university or government hospitals and the IsDB will cover all necessary expenses.

18. ACADEMIC PROGRESS REPORTS



- 18.1** You are requested to submit to the IsDB your progress report (March Report, September Report, and Supervisor's Report) regularly.
- 18.2** Make a copy of the report forms (March Report, September Report, and Supervisor's Report) and complete and send them back to the IsDB regularly.
- 18.3** At the end of the year, request your supervisor to complete the Supervisor's Report in order to approve the continuation of your second-year scholarship.
- 18.4** Failing to receive the academic progress twice a year on time, the payment of your monthly allowance will be suspended.

ATTENTION

Please note that delinquent reports may result in the delay or suspension of your monthly and books/clothing allowances.

19. CHANGE OF STUDY AND/OR SCHOOL

- 19.1** If you must change your fields of study or the focus of your research, consult your supervisor. If approved by your supervisor, inform the IsDB for approval.
- 19.2** Changing university/school is not allowed unless approved by the IsDB.
- 19.3** If it is very necessary to change any of the above, you must make sure to inform the IsDB in writing that:
 - 19.3.1** there will be no double tuition payment during the year you transfer;
 - 19.3.2** the tuition of your new school is not higher than that of your current school;
 - 19.3.3** you can still complete your study in two years as planned;
 - 19.3.4** your supervisor has no objection; and
 - 19.3.5** no costs of your relocation (tickets, etc.) will be requested from the IsDB.

20. IN CASE OF EMERGENCY:



- 20.1** 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 life.
- 20.2** The following procedure should be followed up:
 - 20.2.1** Report your arrival and presence in the country to your Embassy and inform them that you are under the IsDB Master's Scholarship Program.
 - 20.2.2** 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.
 - 20.2.3** Find out where and how you access government medical facilities/clinics or the ones at the university at a suitable time.
 - 20.2.4** Inform your friend or your school if you travel out of town and get approval from the IsDB if you must travel out of the country and leave your contact address.

21.

COMPLETION OF STUDY

21.1 The IsDB will assume that you have completed your study if any of the following conditions have occurred:

21.1.1 You have studied for two years or 24 months or as per the duration approved by the IsDB for students studying specialisation in Medicine.

21.1.2 You have exhausted your entire monthly and books/clothing allowances.

21.1.3 You have taken all the required courses, obtained the minimum credits required and/or completed the study Program.

21.1.4 (Where relevant), your thesis has been successfully defended and accepted.

21.1.5 You have secured a diploma or certificate from your university and the diploma or certificate has been sent to, received, and acknowledged by the IsDB.

21.2 After (1.1) and (1.2), it is your full responsibility to complete your research and/or secure your thesis and/or diploma and send them to the IsDB, along with the Proof of Completion of Study Form.

ATTENTION

There is no extension or additional financial support available after the completion of two years, regardless of the circumstances.

It is your full responsibility to complete your research and/or secure your thesis and/or diploma and send them to the IsDB, along with the Proof of Completion of Study Form.



22. TICKET TO RETURN HOME

The IsDB will issue a ticket to return home upon submission of the proof of graduation and registration in the IsDB Alumni Portal.

23. DROP-OUT

23.1 A student is considered a "drop-out" if he/she, on his/her own, decides to cut short his/her study, either to return home or to disappear without informing the IsDB.

23.2 To avoid such a situation, the students are urged to discuss the matter thoroughly with their supervisors and the IsDB before they drop out of their studies.

ATTENTION

If a student drops out, he/she will be required to reimburse all the costs incurred under the Program. The IsDB will also take all necessary actions, including legal ones, to ensure compliance.

24. FUTURE

24.1 Whatever you are doing, please keep the IsDB informed of your address and/or any change of address that might occur in order to continue to update your information in the IsDB Alumni Portal.

24.2 Registration in the IsDB Alumni Portal is required for all IsDB graduates as it is the platform grouping them as experts from all member countries (Graduate's Update Profile).

24.3 You are requested to share your success stories through the IsDB Alumni Portal to inspire others.

ATTENTION

After you have completed your study, return home, and work at your own original institution or new institution; you may wish to apply for the next level scholarship called the IsDB Ph.D. Scholarship Program. Information on this Program, including the Application Form, is available on the IsDB website www.isdb.org





A. ANNEXES

A.1	Benefit Package	00
A.2	Surety Bond	00
A.3	Medical History and Examination Test Form	00
A.4	After Arrival Data Form	00
A.5	Bank Account Details Form	00
A.6	Tuition Payment Instruction Form	00
A.7	Study Plan	00
A.8	Thesis Preparation\Research Grant Request Form	00
A.9	Reimbursement Request Form	00
A.10	Receipt Form	00
A.11	March Report	00
A.12	September Report	00
A.13	Supervisor's Report	00
A.14	Emergency Information and Contact Form	00
A.15	Proof of Completion of Study Form	00
A.16	Graduate's Update Profile	00

A.1



BENEFIT PACKAGE UNDER THE ISDB M.Sc. SCHOLARSHIP PROGRAM

NO.	ITEM	BENEFIT
1.	Tuition fee	Payable as charged by the institution of study and as approved by the IsDB.
2.	Monthly living allowance	Depending on the cost of living in the country of study.
3.	Books/clothing allowance	US\$ 50 per month paid as part of the living allowance
4.	Thesis allowance	US\$ 500 payable on request once for the entire duration of the study.
5.	Installation allowance	One-off payment for abroad students on arrival, equivalent to one month's living allowance.
6.	Air ticket(s)	Round trip air ticket for the scholar to and from the place of study.
7.	Medical insurance	Insurance cover under the university or health scheme is provided for the scholar only.

A.2



SURETY BOND

I,, the undersigned, the Student under the IsDB M.Sc. 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 M.Sc. 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 M.Sc. degree in the stipulated time of 2 years or 24 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/M.Sc. degree and attach all the necessary documents thereto, including academic transcripts and appropriate records of expenditures, and accept that the continuation or the 2nd year 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 written permission from the IsDB, and I will not unilaterally terminate my study without written consent from the IsDB. Failure to abide by the above may result in a temporary or permanent suspension of my scholarship and/or a full refund thereof.
5. Also during my study, I will not engage in any political, business, or other activities contradictory to the objective and spirit of the Program and will respect the laws of the country of study; 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 the termination of my study that will imply financial responsibility for the IsDB, and should any debt and indebtedness occur, the IsDB is absolved of any responsibility therefor; will not issue any written statement or express publicly any personal opinion concerning the Program; and will acknowledge the IsDB's 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 endeavour to serve professionally for at least twice the tenure of my scholarship and during that time, will keep the IsDB informed of my academic and/or other 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 (such as my tuition, etc.).
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

Father/guardian/head of your university or institution of work/witness: (signature and official stamp)

.....

.....

Date

Date

A.3



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?			

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.4



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:

Sort code (or SWIFT code):

Supervisor's signature

Your signature

.....

.....

Date

Date

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

Your signature

Date

.....

.....

A.5



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.6



TUITION FEE PAYMENT INSTRUCTION

(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 instructions, 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.7



STUDY PLAN

(To be submitted to the ISDB twice at the beginning of each year and for the first year, immediately after 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:

1. Number of courses required in two years maximum or to graduate:

Course name	Year to take	No. of credits completed/not completed
.....
.....
.....
.....
.....

2. Total credits required in all two 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 master's degree:

5. Note: You must strive to complete your study and secure your master's degree in exactly two years or 24 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/2-year monthly or quarterly schedule, etc.

Your signature

Supervisor's signature

.....

Date

Date

A.8



THESIS PREPARATION/RESEARCH GRANT REQUEST FORM

Only for students doing their master 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 M. Sc. degree in two years and I will not approach the IsDB again for any additional funding for my thesis/research.

Your signature

Date

.....

A.9



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.10



RECEIPT FORM

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 M.Sc. degree in two years (24 months) as there is NO extension:
- 4. Will you be able to meet your study deadline (maximum 24 months)? (explain):

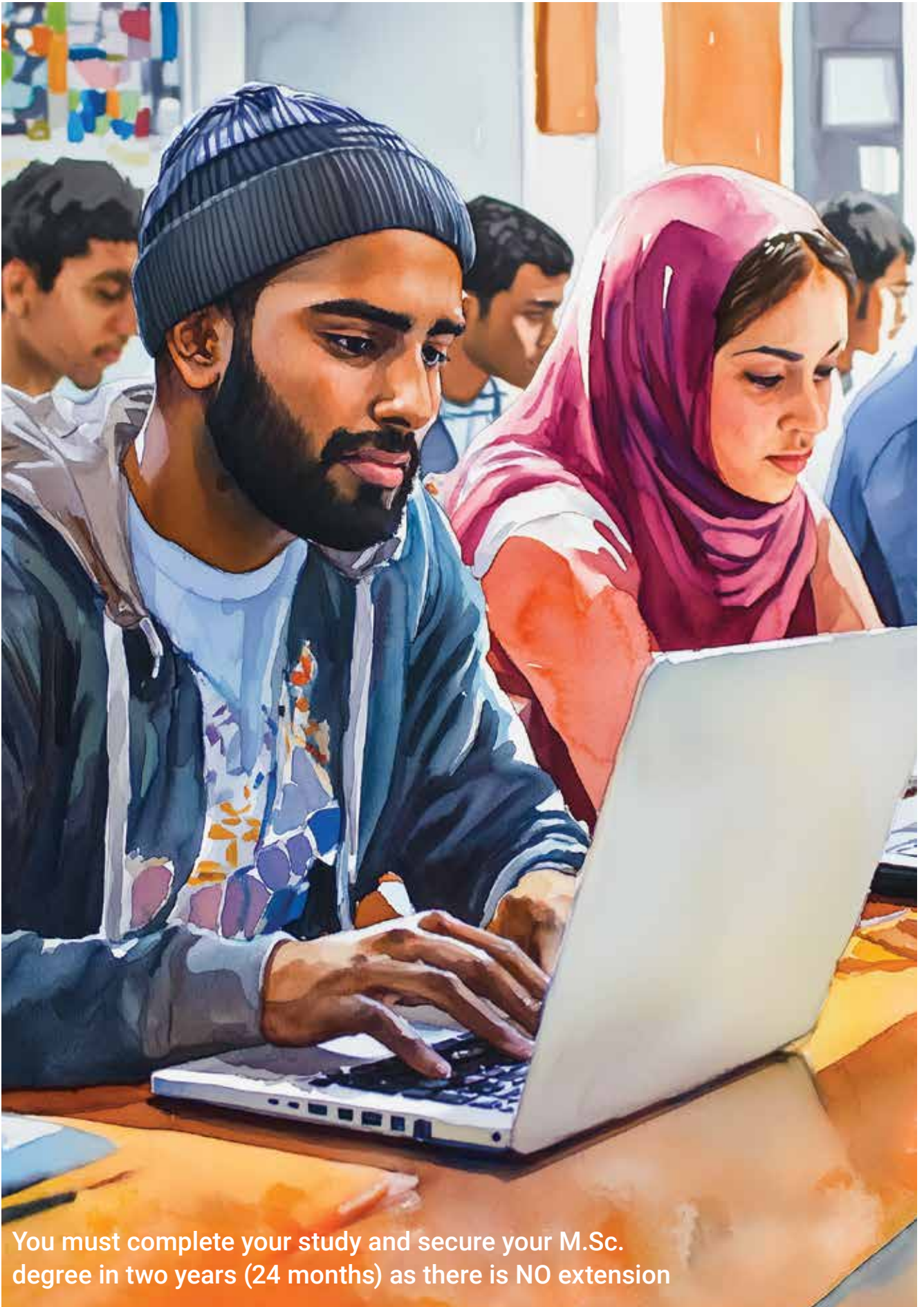
Your additional comments:

Your name

Your signature

Date

.....



You must complete your study and secure your M.Sc. degree in two years (24 months) as there is NO extension

A.11



MARCH REPORT

Please send to the IsDB in March regardless of when you arrived!

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. Arrival arrangement: Pick-up at airport: Yes | No; other arrangement:
Reception: Yes | No
Briefing: Yes | No
Accommodation: Temporary | hotel | other arrangement:
Problems (describe):
.....
9. Living condition: Accommodation: University dorm | other (describe):
Transportation: public transportation | other (describe):
Expenditure (p/m): Rent: Food:
Electricity: Water:
Telephone: Transport:
Medical: Other (describe):
Total
10. Comments:
.....



11. Study situation: (please attach academic/semester report, if any)

.....

Courses taken:

.....

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 maximum two years (explain):

.....

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

.....

12. Additional comments:

.....

.....

.....

Your signature

Date

.....

A.12



SEPTEMBER REPORT

Please send to the IsDB in March regardless of when you arrived!

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. Arrival arrangement: Pick-up at airport: Yes | No; other arrangement:
Reception: Yes | No
Briefing: Yes | No
Accommodation: Temporary | hotel | other arrangement:
Problems (describe):
.....
9. Living condition: Accommodation: University dorm | other (describe):
Transportation: public transportation | other (describe):
Expenditure (p/m): Rent: Food:
Electricity: Water:
Telephone: Transport:
Medical: Other (describe):
Total
10. Comments:
.....



11. Study situation: (please attach academic/semester report, if any)

.....

Courses taken:

.....

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 maximum two years (explain):

.....

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

.....

12. Additional comments:

.....

.....

.....

Your signature

Date

.....

A.13



SUPERVISOR'S REPORT

- To ensure conformity with the terms and conditions of the Program and to improve our services to the students, please assist us by completing this report as best as you can. It is for monitoring and future improvement purposes only.
- Please complete in SEPTEMBER, regardless of when the student arrived. Please give it to the student to be sent by email. And only if requested that it should be in a sealed envelope, to be mailed by him/her along with his/her September Report.

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 student 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 are the ways being planned/implemented to ensure progress as planned and completion of study on time?.....
.....
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:

Supervisor's email:

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

A.14



EMERGENCY INFORMATION AND CONTACT FORM

1. Your name:
Program: Academic year:.....
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.15



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 by email. Only if requested that it should be a (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 complete invoice from travel agent; no excess luggage allowance.

Your signature

Date

.....

A.16



GRADUATE'S UPDATE PROFILE
ALUMNI REGISTRATION FORM

Please insert
your passport size
good quality
photo here

The purpose of this Form 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 Portal 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 and send this profile 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

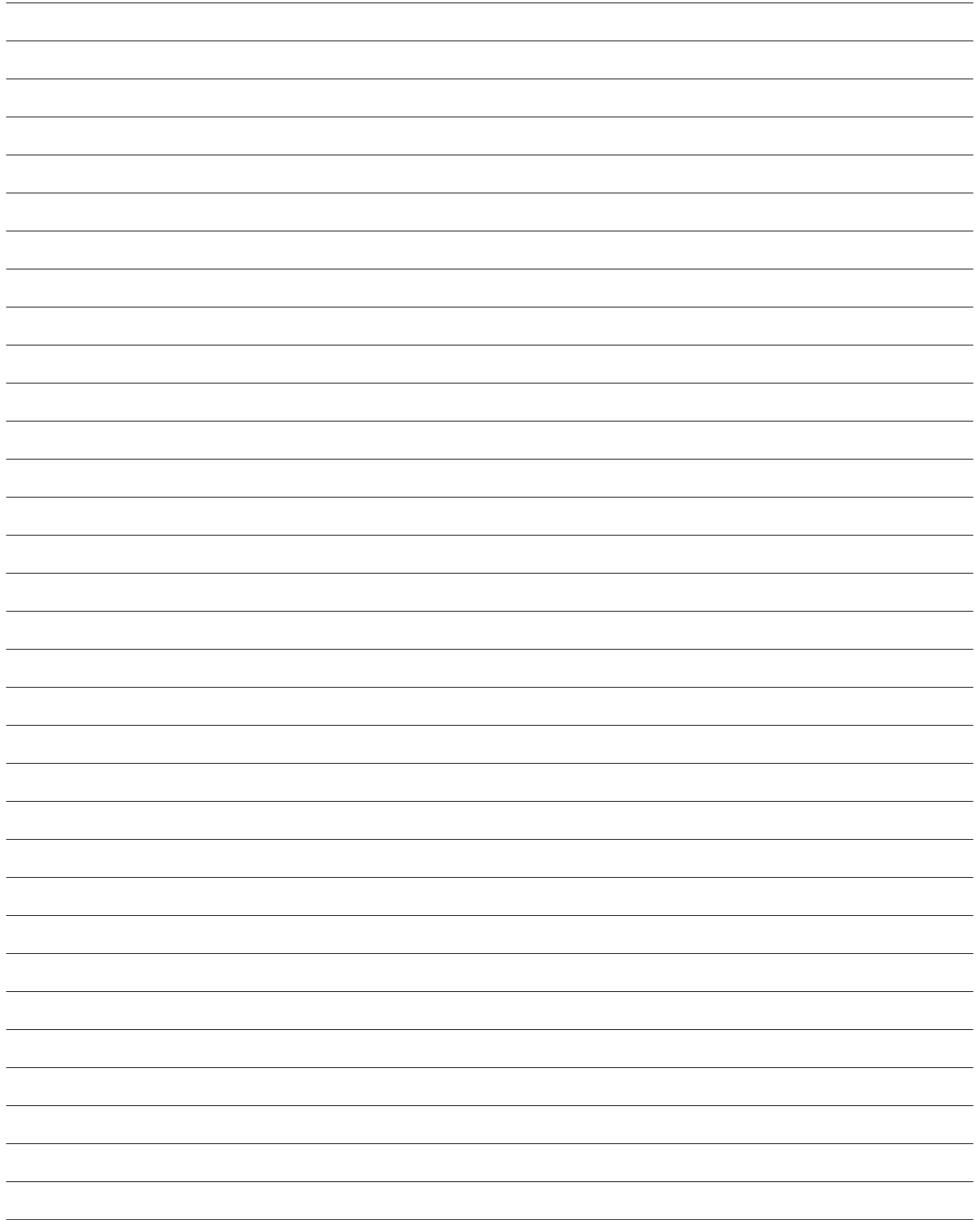
.....

NOTES

Lined area for taking notes, featuring horizontal ruling lines across the page.



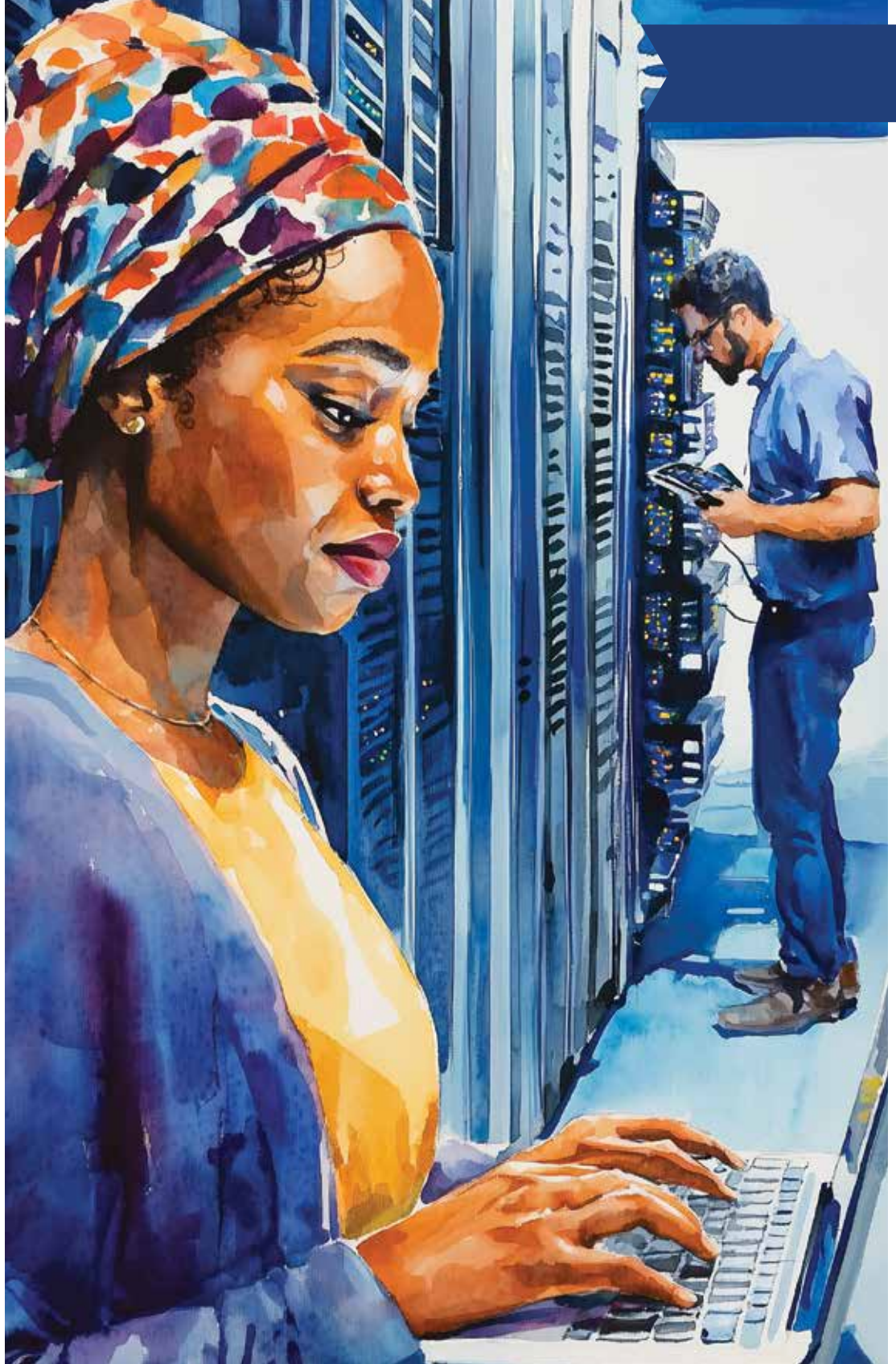
NOTES



A large area for taking notes, featuring a series of horizontal lines. A blue arrow-shaped graphic is positioned on the left side, pointing towards the 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
P.O. Box 5925 | Jeddah 21432 | Saudi Arabia
☎ (966-2) 646-6842; Fax 646-6887

✉ scholar@isdb.org 🌐 www.isdb.org/scholarships 🌐 <https://isdbscholarships.smartsimple.com>

