

Delta user manual for Dutch institutions

Individual Scholarships

Orange Knowledge Programme (OKP)

Delta user manual for Dutch institutions – individual scholarships – OKP - version 4.0.
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1 Introduction

1.1 About this OKP manual

This document is intended for the Dutch institutions involved in the implementation of the Orange Knowledge Programme (OKP). The manual is applicable to the OKP individual scholarships, the Short Courses and Master degree programmes.

The aim of the manual is to provide insight to Dutch institutions on the procedures of the OKP and on how to perform their tasks with regard to this programme in the supporting application Delta.

The tasks and formal responsibilities of Dutch institutions in the implementation of the OKP are described in the OKP Grant Conditions. The relationship between this manual and other documents with relation to OKP, especially the Grant Conditions, will receive more attention in chapter 3.

Please note that the document contains hyperlinks for easy access.

1.2 Process Overview

A summarized version of the process has been outlined below. More details per step will be given in the chapters referred to.

Step 1. Getting access to Delta

The process of OKP starts with getting access to Delta. How to get access is described in chapter 2.

Step 2. Information details check

Before the opening of each OKP deadline, please take the following actions:

Take note of the [essential documents](#) regarding OKP;

- A. Check whether the information on your institution as stated in Delta is up-to-date as explained in chapter 4.

Step 3. Course details check

Check if the course offer in Delta is correct and complete. Amend the course offer of your institution if needed.

In this phase, it is possible to customize the candidate web form for your institution and inform potential scholarship holders. Chapter 4 explains these actions in more detail, while chapter 3 elaborates in more detail about the details and functionalities of Delta.

Step 4. Registration and pre-nomination

On the day the deadline opens, potential OKP scholarship holders can start to enter their personal details and provide additional information in Delta. On the basis of these applications for nomination you can make a short list of candidates you want to continue the process with. Chapter 5 guides you through the preparatory work for the grant application in Delta.

Step 5. Nominate candidates

Chapter 6 describes how to nominate candidates out of the potential OKP scholarship holders.

After these steps, the embassies will check eligibility and assess applications. Chapter 7 gives you a quick insight in the OKP work of the Dutch Embassies.

2 Getting access to Delta

2.1 Access to Delta for the Central Contact Institutions (CCI)

Each user who works in Delta needs a personal account, which is a unique combination of an account name and an email address.

Your institution has appointed one central contact person for Delta Accounts (CCI). This person manages your institution's account. Furthermore, to ensure Delta can continue processing applications without interruption, a second CCI with the same rights (CCI-V) is registered in Delta.

If additional colleagues need access to Delta, the CCI can request additional accounts for each colleague as described below.

2.2 Delta accounts for colleagues

In most cases, the CCI will not be the only person who needs access to Delta.

To prevent unauthorized access, requests for a new Delta account, changes to existing accounts or requests to close accounts can **only** be submitted by the CCI. This can be done by sending a request with information including name, email address, institution, programmes for access, etc to OKP@nuffic.nl.

The CCI has to make sure to request relevant Delta accounts for his/her institution well in advance of a deadline. This facilitates the preparation for the start of the application period and give colleagues and Delta users linked to institutions sufficient time to check their courses.

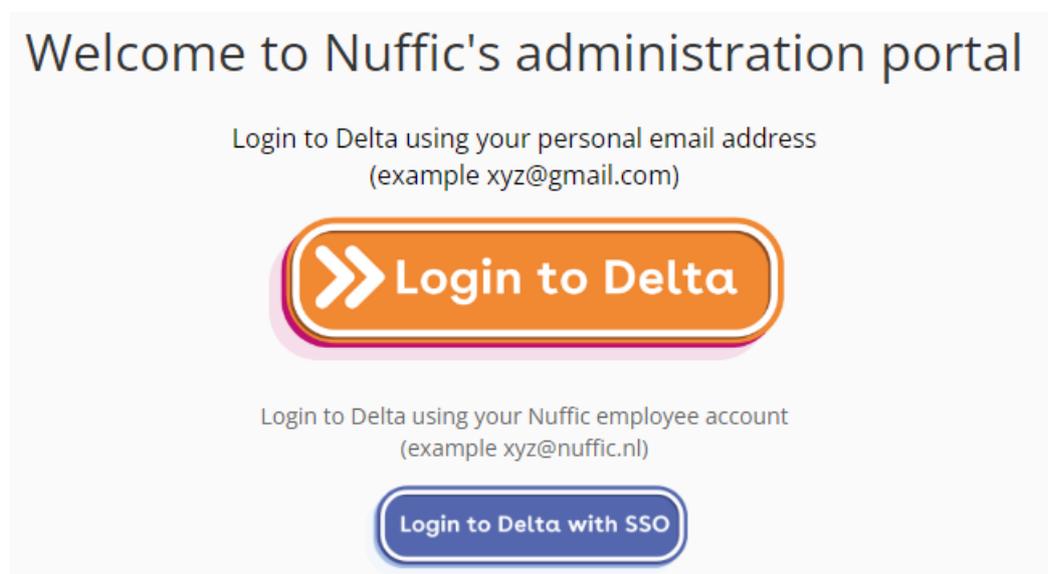
Each employee who works in Delta needs his/her personal account, which is a unique combination of an account name and an email address.

Further differences in authorisation between a CCI and a normal user account will be explained further in this manual when applicable.

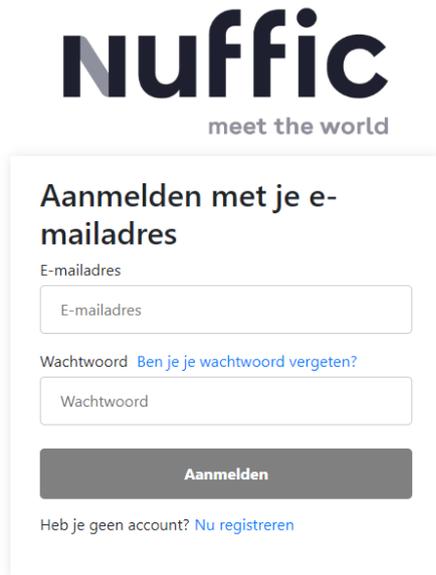
2.3 First time use of account

Login to Delta

1. Log in at Delta: <https://deltabo.nuffic.nl>
Please use the orange button: "Login to Delta"



2. Sign in with your email address and password



The screenshot shows the Nuffic login interface. At the top is the Nuffic logo with the tagline 'meet the world'. Below the logo is the heading 'Aanmelden met je e-mailadres'. There are two input fields: one for 'E-mailadres' and one for 'Wachtwoord'. A link 'Ben je je wachtwoord vergeten?' is located next to the password field. A dark grey button labeled 'Aanmelden' is positioned below the fields. At the bottom, there is a link 'Heb je geen account? Nu registreren'.

3. Choose the Multi-factor Authentication method, selecting from:
 - Authenticator app:

We recommend using the Microsoft Authenticator app. While alternative apps that generate a code every 30 seconds are allowed, they tend to be less user-friendly.

Add an account in the authenticator app through sign-in or QR code. Subsequently, you will receive a 6-digit code that changes every 30 seconds.

- Phone: Call or SMS text:

Enter your phone number and choose the option to receive a call or a SMS with the code.



Gebruikersgegevens

Geef de volgende gegevens op.

Selecteer de gewenste MFA methode.*

Authenticator Telefoon

Annuleren

Register to Delta

To create a new account click on "**Nu registeren**". The following screen will appear.

Maak een account aan:

Vul je e-mailadres in en klik op verificatiecode verzenden.

E-mailadres

Verificatiecode verzenden

To create a new account fill in your email address to receive a verification code. Go to your email to see if you received the verification code (please check your spam).

Example: E-mail verificationcode

E-mailverificatiecode voor het account Nuffic


 Microsoft namens Nuffic <msonlineserviceteam@microsoftonline.com>
 Aan 







vr 12-5-2023 12:04

 Deze afzender msonlineserviceteam@microsoftonline.com is afkomstig van buiten uw organisatie.



If you received the email, fill in the code at: “**Verificatiecode**” and click on “**Code verifiëren**”. If you didn’t receive a code you can try again: “**Nieuwe code verzenden**”. Once the email address is verified you can continue: “**Doorgaan**”



De verificatiecode is verzonden naar je e-mailadres. Kopieer de code, vul deze hieronder in en klik op 'Code verifiëren'.

E-mailadres

Verificatiecode

Code verifiëren

Heb je geen code ontvangen?

Nieuwe code verzenden

Het e-mailadres is geverifieerd. Klik 'Doorgaan' om een wachtwoord aan te maken.

E-mailadres

Doorgaan

You can now create a new password and confirm the password. Please use the following conditions for a new password: 8-16 characters and at least 3 conditions: a lowercase letter, a capital letter, a number, a special character

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Het e-mailadres is geverifieerd. Maak een wachtwoord aan.

E-mail Address

Nieuw wachtwoord

Nieuw wachtwoord bevestigen

Opslaan

3. Choose the Multi-factor Authentication method, selecting from:

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Gebruikersgegevens

Geef de volgende gegevens op.

Selecteer de gewenste MFA methode.*

Authenticator Telefoon

Annuleren

- Authenticator app:

We recommend using the Microsoft Authenticator app. While alternative apps that generate a code every 30 seconds are allowed, they tend to be less user-friendly.

If you do not have the authentication app, download this in the Google Play Store or App Store. Add an account in the authenticator app through sign-in or QR code. Subsequently, you will receive a 6-digit code that changes every 30 seconds.

- Phone: Call or SMS text:

Enter your phone number and choose the option to receive a call or a SMS with the code.



Gebruikersgegevens

Geef de volgende gegevens op.

Download de Microsoft Authenticator via de links hieronder of maak gebruik van een authenticator app naar keuze.

 GET IT ON
Google Play

 Download on the
App Store

Na het downloaden kan je een van de methoden hieronder gebruiken om verder te gaan met je registratie.

Scan de QR code

Je kan de Microsoft Authenticator app downloaden of een andere authenticator app naar keuze gebruiken.



Authenticator app



Voer hieronder een nummer in waarop u kunt worden gebeld of waarnaar via sms een code kan worden verzonden om uw account te verifiëren.

Landcode

Telefoonnummer

Phone call or SMS text
Code verzenden = SMS text
Mij bellen = Phone call

On First login, you will receive a screen with the privacy policy for Delta.

For which purposes do you have access to the data in Delta

The data in Delta is available to you for the following purposes:

- To establish the identity of the scholarship or subsidy applicant;
- Assessment of scholarship or subsidy applications;
- To submit a (subsidy) application;
- Nominating candidates for a scholarship;
- Check validity of a scholarship application (is the application complete and does it meet the set criteria);
- Inform candidates and organizations who have submitted an application for a scholarship or for subsidy.

Obligations

By accepting these terms you agree with the following:

- You will comply with all respective obligations under the European General Data Protection Regulation 2016/679 (the "AVG").
- You will not process personal data in a way that conflicts with the purposes specified in this policy.
- You will not disclose the Personal Data in Delta unless for purposes listed in this policy.
- Stichting Nuffic must be informed of any infringement in connection with personal data in Delta as soon as possible but in any case within 24 hours after you have become aware of such an incident or foresee or establish such an infringement.
- Stichting Nuffic must be informed of any infringement by emailing to the security officer via: securityofficer@nuffic.nl. For questions the security officer can also be reached via telephone: +31 (0)70 4260 260.

The Data Protection Officer

The Data Protection Officer (DPO) who supervises the application of and compliance with the GDPR at Nuffic is:
Drs. Sjoera Nas
js@nuffic.nl
tel.+31 70 4260 260
She works as a senior advisor for Privacy Company in The Hague.

Privacy policy amendments

Stichting Nuffic reserves the right to amend this privacy policy within the framework of the applicable laws and regulations relating to privacy and data protection, more specifically the General Data Protection Regulation (GDPR).
By continuing the use of Delta you give consent for any amendment in this privacy policy.

I accept the privacy policy for Delta

After agreeing to the privacy policy, you will receive a screen stating you don't have any permissions yet. They will be granted to you by Nuffic.

Forgot password?

If your account already exist you can go to the login screen and click on: "**Ben je je wachtwoord vergeten?**"

nuffic

meet the world

Er bestaat al een gebruiker met dit e-mailadres.

Ga terug naar het inlogschermb en kies wat je wil doen:

1. Vraag een nieuw wachtwoord aan.
2. Maak een nieuw account aan met een ander e-mailadres.

E-mail Address

Terug naar inlogschermb

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meet the world

Aanmelden met je e-mailadres

E-mailadres

Wachtwoord [Ben je je wachtwoord vergeten?](#)

Aanmelden

Heb je geen account? [Nu registreren](#)

Now you can follow the same steps to reset your password. You can fill in your email address to receive an email with a verification code. After that you can change your password and confirm.

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Wijzig je wachtwoord:

Vul je e-mailadres in en klik op verificatiecode verzenden.

E-mailadres

Verificatiecode verzenden

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Wijzig je wachtwoord:

Nieuw wachtwoord

Nieuw wachtwoord bevestigen

Opslaan

Password Policy Restrictions:

The password policy requires that the password:

- must be at least 8 characters;
- cannot contain the user's account or full name;

- *must contain at least three of the following four character groups:*
 - *English uppercase characters (A through Z);*
 - *English lowercase characters (a through z);*
 - *Numerals (0 through 9);*
 - *Non-alphabetic characters (such as !, \$, #, %).*
- *must be changed at least every 182 days;*
- *cannot be changed until at least several minutes since it was last changed;*
- *cannot repeat any of the previous 20 passwords.*

If you already have a Delta account in relation to Tailor-Made-Trainings, for example, you do not need to apply for a new account.

As during your first login (applying for a Delta account) no rights and roles are assigned to accounts, it is possible that a notification regarding your authorisation is displayed. **This does not indicate that Delta is not working properly and should not be perceived as an error message!** The requested permissions and roles are assigned as soon as possible after you have applied for a Delta account.

3 Information about Delta

This section gives you basic information on how to use Delta as an administrative application system for OKP.

3.1 Structure of Delta

The link to Delta can be found [here](#). Delta consists of several workflows and each workflow consists of several workflow phases, indicated with orange, blue and/or grey building blocks. Every application deadline is linked to a separate workflow.

You can filter the workflows (: application deadlines) relevant for you at the top of the Delta homepage, by ticking the Programme and/or Years that you would like to work on, for example 'Programme: Orange Knowledge Programme Master's, Year: 2019'. Confirm your selection by clicking on the orange button 'Submit'. Now, only the workflows matching the criteria you entered will be shown to you.

HOME

Filter Programme ^ Years v Submit

OKP-MA Demo 3 - Orange Knowledge Programme Master's Orange Knowledge Programme Short Courses (Applications: 4)

In Delta the following seven workflow phases exist (visible when unfolding the workflow by clicking on the workflow name, e.g. *OKP MA Manual – Orange Knowledge Programme Master's [1490]*):

- Overview
- Nominate
- Assess
- Select
- Tender
- Decide
- Report

OKP MA Manual - Orange Knowledge Programme Master's [1490] (Applications: 12) 1 May 2019 11:00 (CEST)

[Withdraw applications](#) [Select replacement](#) [Reports](#) [Courses](#) [Countries](#) [Workflow](#) [Institutions](#)

12 OVERVIEW	Phase will open in 0d 00:53:52 NOMINATE	ASSESS	Phase will open in 9d 05:53:52 SELECT	No access TENDER	Phase will open in 9d 05:53:52 DECIDE	Phase will open in 9d 05:53:52 REPORT
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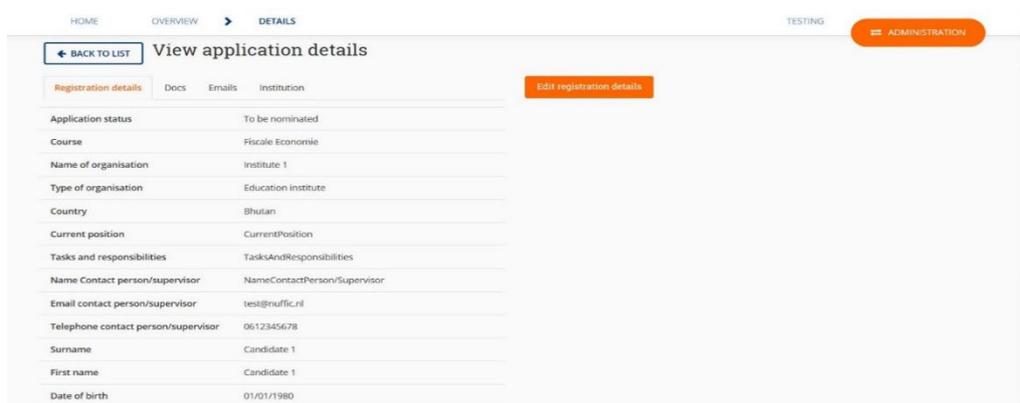
Each workflow phase (building block) indicates when a workflow phase opens. If a workflow phase is not available (yet), the workflow phase is displayed as a grey building block (including a countdown timer that shows the opening time of a phase. The registration phase is open at the same time as the nomination phase to facilitate the nomination process, but ends two weeks before the nomination deadline (see also chapter 5).

OKP MA Manual - Orange Knowledge Programme Master's [1490] (Applications: 15) 1 May 2019 11:00 (CEST)

[Withdraw applications](#) [Select replacement](#) [Reports](#) [Courses](#) [Countries](#) [Workflow](#) [Institutions](#)

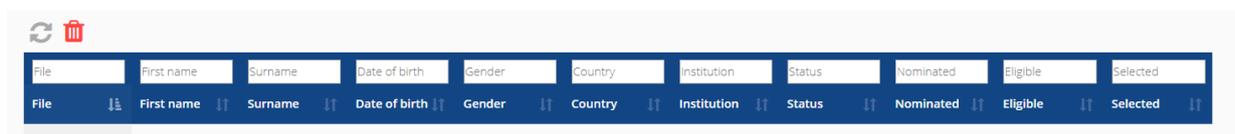
15 OVERVIEW	15 NOMINATE	ASSESS	Phase will open in 9d 02:29:52 SELECT	No access TENDER	Phase will open in 9d 02:29:52 DECIDE	Phase will open in 9d 02:29:52 REPORT
----------------	----------------	--------	---	---------------------	---	---

The figures in the building blocks display the amount of applications in that phase visible to your institution. In the overview phase a table consisting of all the applications in the workflow (linked to your institution) are shown, thus including candidates that are negatively assessed or withdrawn, for example. In the other workflow phases only the relevant applications for that specific phase are visible. Click on an application in a workflow phase to open an overview of the application details.

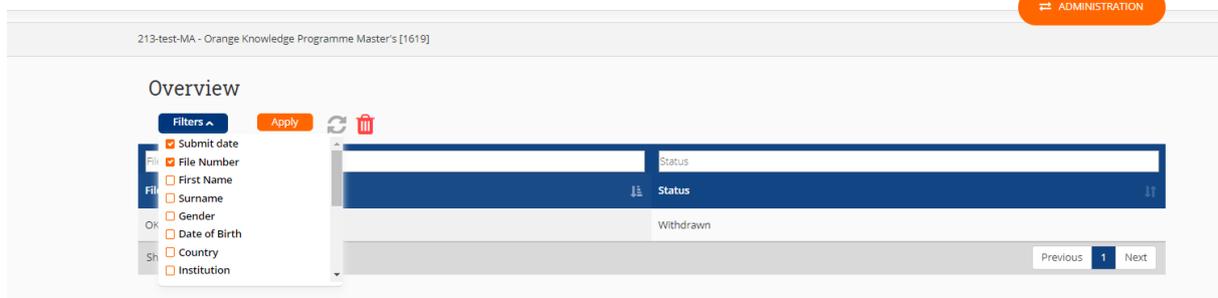


3.2 Tables

By clicking on a workflow phase (building clock), a table will be displayed consisting of all the applications in that phase. Tables are used to present the data on a page. Each column of the table can be sorted and a filter can be set on each column.



To generate an overview that is tailored to your specific needs, it is possible to choose the columns – and thus: kind of information – that is displayed to you in the tables. To customize your table settings, click on the blue 'filter' button you will find just above the blue table in every workflow phase and select the filters (type of information) you would like to be visible to you, such as 'First Name', 'Country', 'Course' etc. and confirm your selection by clicking the orange 'Apply' button:



A table column can subsequently be sorted by clicking on the symbol next to the column name. Sorting can be done for one column at the time.



Column is not sorted, click on this symbol to sort the column



Column is sorted in ascending order



Column is sorted in descending order

See examples below how to filter applications in one column (South Africa) and in more than one column simultaneously (South Africa and female). Only applications linked to your own institution will be visible. After filling in the search criteria, click on the green button in the left upper corner of Delta to execute the action. If you want to remove the filters, click on the red symbol in the left upper corner of Delta.

Overview

File	First name	Surname	Date of birth	Gender	South Africa	Institution	Status	Nominated	Eligible	Selected
File	First name	Surname	Date of birth	Gender	Country	Institution	Status	Nominated	Eligible	Selected
OKP-MA.19/00203	Candidate 3	Candidate 3	1 jan 1985	Female	South Africa	Universiteit Leiden	To be nominated	False		False
OKP-MA.19/00204	Candidate 4	Candidate 4	1 jan 1995	Female	South Africa	ISS Institute of Social Studies	To be nominated	False		False
OKP-MA.19/00209	Candidate 9	Candidate 9	5 dec 1973	Female	South Africa	Universiteit Leiden	To be nominated	False		False
OKP-MA.19/00210	Candidate 10	Candidate 10	25 apr 1986	Male	South Africa	ISS Institute of Social Studies	To be nominated	False		False

Show 1000 entries Previous 1 Next

Overview

File	First name	Surname	Date of birth	female	south africa	institution	Status	Nominated	Eligible	Selected
OKP-MA.19/00203	Candidate 3	Candidate 3	1 jan 1985	Female	South Africa	Universiteit Leiden	To be nominated	False		False
OKP-MA.19/00204	Candidate 4	Candidate 4	1 jan 1995	Female	South Africa	ISS Institute of Social Studies	To be nominated	False		False
OKP-MA.19/00209	Candidate 9	Candidate 9	5 dec 1973	Female	South Africa	Universiteit Leiden	To be nominated	False		False

Show 1000 entries Previous 1 Next

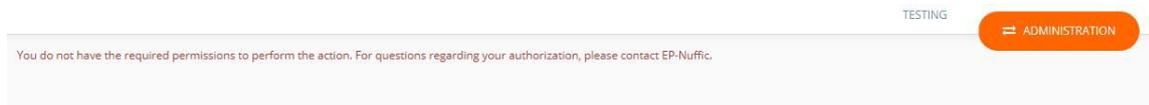
3.3 Changing the amount of displayed applications

It is also possible to modify the amount of applications you prefer to be displayed on a page. To alter the amount of entries, click in the lower left corner on the displayed figure between “show” and “entries” and click on the preferred amount of entries. If sufficient applications are present, you will be able to navigate between the pages by using the previous and next button in the right lower corner.



3.4 Assigned rights

Depending on restrictions assigned to accounts and roles, it is possible that a notification regarding your authorisation is displayed. For example, only the CCI has the permission to change the logo of the institution in Delta and include additional text in the registration form. Other Delta users linked to the same institution will see a notification that they do not have the required permissions to perform the action.



This does not indicate that Delta is not working properly and should not be perceived as an error message!

3.5 Automatic logoff feature

To prevent anyone from gaining access to a computer left unattended, Delta automatically logs off after a longer period of inactivity (15 minutes). In this case, any unsaved data will be lost.

4 Preparing for the start of the application period

The deadlines for OKP are outlined in the schedule below. The application deadline refers to the day on which you can submit your grant application. Please consult the website for information about the exact closing time on that day. After that point it is not possible to submit any grant application for this deadline.

Programme	OKP deadlines: closing months.
Short courses	<i>April, August, November</i>
Master degree programmes	<i>April, August</i>

This chapter is about the timeframe marked blue in the scheme below.

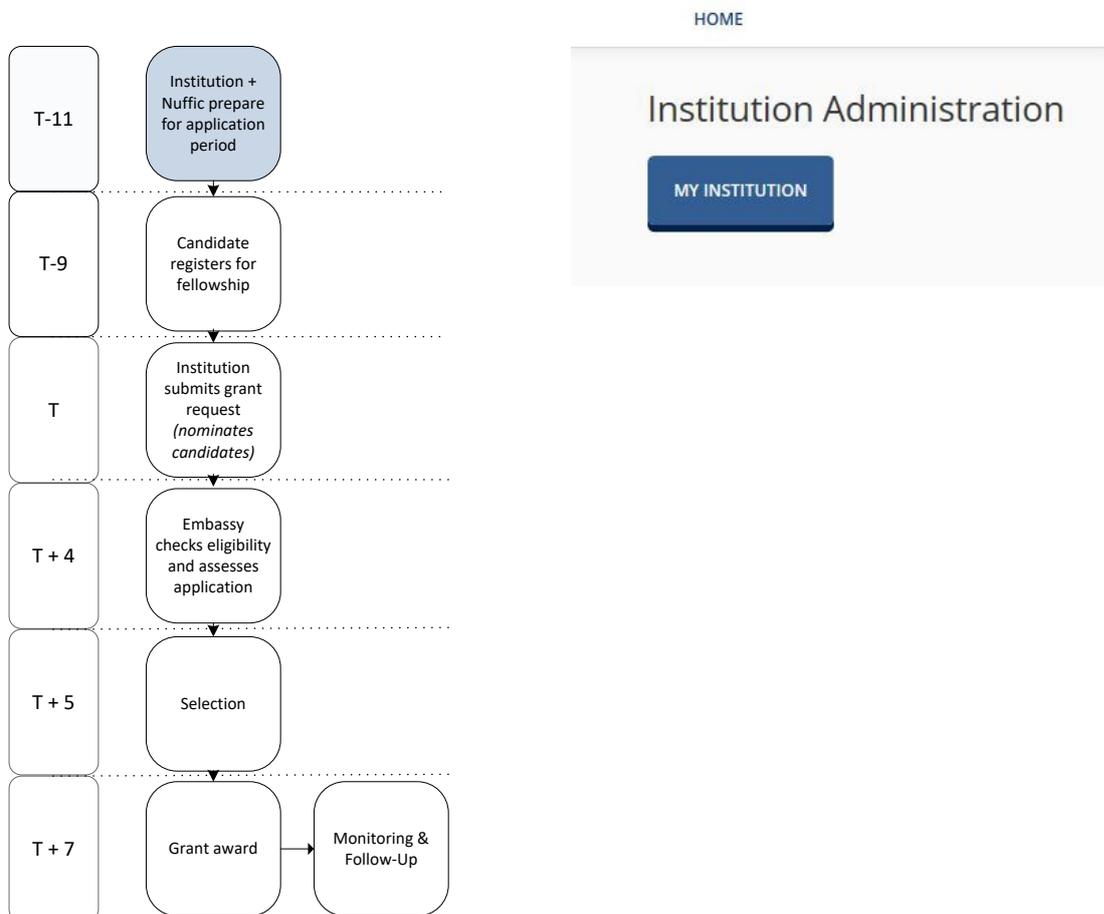
4.1 Check info about your institution and personalise the webform for candidates

Before the start of the application period you should check whether the text that will be used on the institution registration page and the logo of your institution is still correct.

To do this, choose the tab "Administration" in the right upper corner of Delta (only accessible for the CCI).



Subsequently, click on the button "My institution".



← BACK TO ADMINISTRATION **My institution**

Institute

Institution Logo
You can only upload .GIF, .JPEG, .JPG, .PNG files (max. 1 MB)

Additional text

The displayed fields are for personalising the institution-specific candidate registration form. Under “Additional text” you can add text to the textbox (or edit the text) for candidates on how to contact your institution in case of questions. You can also add the logo of your institution to the web form, by uploading it under “Institution logo”.

The maximum size of the logo you can upload is 1 MB. You can check if the changes you made to the candidate registration form were successful (after clicking on the “save” button) when there is an open registration deadline, by opening the link to the registration form that is provided to the CCI by email.

If the information is not correct, the CCI is able to change this. It is advised to keep this information up to date (e.g. how to contact your institution in case of questions).

← BACK TO ADMINISTRATION

My institution

Institute Universiteit Leiden ▼

Institution Logo Test Logo.jpg Choose file

You can only upload .GIF, .JPEG, .JPG, .PNG files (max. 1 MB)

Additional text

Hello! Welcome to the Orange Knowledge Programme registration page of Leiden University.

For questions regarding the registration, please contact us via ...@...nl.

For questions regarding the OKP-Masters, please contact us via ...@...nl.

For questions regarding the OKP-Short courses, please contact us via...@...nl.

Save

Follow the link provided to the CCI of your institution by email and the registration form (when open) is shown the same way candidates will see it. **Note: the URL is different for every deadline of all sub-programmes and is different for each education institution.**

OKP MA manual-3 - Orange Knowledge Programme Master's [1506]
17 mei 2019 15:00 (CEST)

Universiteit Leiden



Candidate registration form

Orange Knowledge Programme Masters

Please complete the fields below. All fields are required unless marked as 'Optional'.

Hello! Welcome to the Orange Knowledge Programme registration page of Leiden University. For questions regarding the registration, please contact us via ...@...nl. For questions regarding the OKP-Masters, please contact us via ...@...nl. For questions regarding the OKP-Short courses, please contact us via...@...nl.

See here an example of a registration page during an open application period with text/information/contact details/instructions and logo (the red Nuffic logo is used as test logo in this example).

The logo and contact instructions will be shown on all open candidate registration pages of your institution in Delta.

4.2 Communication with candidates

There is a choice you have in how you want to approach potential candidates. You can refer potential candidates for all information about OKP to the Nuffic website and/or actively approach candidates who fit into the target group of OKP e.g. by e-mail.

You can let your decision depend on the number of candidates you are allowed to nominate per deadline. The maximum numbers of nominations per subprogramme, per deadline, are visible in right upper corner of the workflow phase “nominate” (see also chapter 5.1).

Please inform candidates about the following important facts:

- OKP information for candidates you can find on [the institutions webpage](#).
- Web form URL: candidates need to know the URL of the web form so they can enter their grant application. This URL will be communicated to the CCI by email.
- The application deadline for candidates: theoretically candidates can apply for nomination until the last day of the registration deadline. The registration phase is open at the same time as the nomination phase to facilitate the nomination process, but ends two weeks before the nomination deadline. After the registration deadline candidates cannot be included in your grant application.
- [The OKP registration instructions, format employer's statement and format government statement](#) may be helpful to generate applications with a certain quality.
- The objectives and target group of the programmes: to save non-eligible candidates the effort to prepare an application without prospect it is advisable to inform candidates in advance whether they meet the eligibility criteria for OKP.

4.3 Check and complete course offer

The courses that are visible to you in your institution account (and later in the web form for candidates) are imported into Delta from SK123/Hodex two weeks before the start of the application period.

Delta imports only short courses and master degree programmes from SK123 which you marked for participation in OKP. Nuffic will import short courses and master degree programmes into Delta per deadline so that the changes made by institutions in SK123 are included in the imported data in Delta as much as possible.

It is important to check your institution's course offer in Delta. It is possible to add courses in Delta, which were not imported and cancel courses you wish to withdraw from participation in OKP until the grant application deadline. Cancelled courses will not be offered on the candidate registration form.

To check, add or withdraw courses in Delta go to the tab "courses" (above the building blocks). Only courses offered by your institution are shown. Click on a course to edit the information about the course. All fields can be edited except the institution field. If a course is made inactive by deselecting the "active" field, all candidates that are registered for that course cannot be nominated in the nomination phase. Candidates should be informed that they should apply for another course. Click on "Add record" in the right upper corner of the course overview to add a course in Delta. Please note that these courses will not be imported to SK123.

Courses

[Import courses](#) [Add record](#)

Id	Name	Discipline	Duration	Institution	Tuition fee	Start date	End Date	Active
390	Accounting	Economics, commerce, management and accounting	12.00	Universiteit Leiden	12,000.00	1 Sep 2019	31 Aug 2020	true
387	Cognitive Science and Artificial Intelligence		12.00	ISS Institute of Social Studies	11,100.00	1 Sep 2019	31 Aug 2020	true

The form consists of the following fields:

HOME COURSES > ADD

[← BACK TO LIST](#) Adding a new course

Name

Discipline

Duration

Institution

Tuition fee

Start date

End date

Min participants

Max participants

Elearning Elearning

Language

Program form

Education level

Active Active

Accreditation Accreditation

[Create](#)

By both editing and adding a course, you can change all data except the institution field:

- The text field “duration” should be filled in **in months for Masters (OKP-MA)** and should be filled in **in days for Short Courses (OKP-SC)**.
- The text field language should be filled in with two characters: “EN” for English, “FR” for French and “SP” for Spanish.

Name	Fiscale Economie
Discipline	Nothing selected
Duration	12.00
Institution	Universiteit Leiden (21PB)
Tuition fee	0.00
Start date	01/06/2020
End date	01/06/2021
Min participants	
Max participants	
Elearning	<input type="checkbox"/> Elearning
Language	en
Program form	Fulltime
Education level	Master
Active	<input checked="" type="checkbox"/> Active
Accreditation	<input checked="" type="checkbox"/> Accreditation

Keep in mind that the information has to be accurate. Delta will validate the entry on several aspects after clicking on the “save” button.

- The course start date should be within the specified range (see provisional deadline overview).
- The course duration should match the start and end date.
- The course duration should be within the specified range (OKP-MA: 0 – 24 **months**, OKP-SC: 12 – 365 **days**).
- The Master’s degree programme should be accredited.
- The date in start date must be earlier than the date in end date.
- The value of max. participants must be larger than the value in min. participants.

Keep in mind that after the CCI submits the grant application, more validations will be carried out to check whether the information fits the objective of OKP.

- The course should be a full-time course or E-learning course.
- The course language should be English, French or Spanish.

- The number of pre-nominated candidates may not exceed the maximum number of nominations.
- The employer organisation type should be eligible for nomination.

The duration of a training as registered in SK123 will be rounded down to whole days and months.

If you change the course in a way that makes it not eligible for OKP, it is possible to save these changes, as some of the validations will be carried out in a later phase. It will not be accepted when the CCI tries to submit the grant application.

4.4 Cancel course

Under certain circumstances you may want to withdraw a course or programme from the OKP course offer in Delta during an open registration phase. It is not possible to withdraw a course or programme after the closing moment of the registration period.

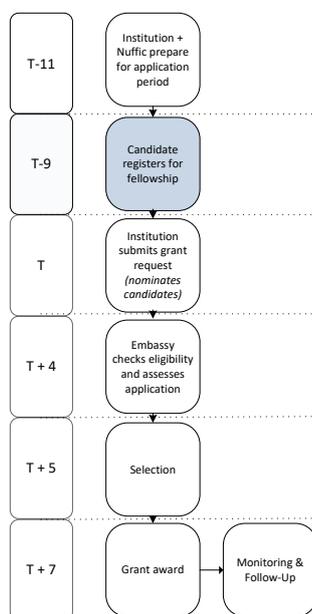
During the registration period it is possible to withdraw a course by unselecting the box 'active' on the bottom of the detail screen of the applicable course.

Language	<input type="text" value="en"/>
Program form	<input type="text" value="Fulltime"/>
Education level	<input type="text" value="Master"/>
Active	<input checked="" type="checkbox"/> Active
Accreditation	<input checked="" type="checkbox"/> Accreditation

After cancellation, the course will not appear in the list of courses on the web form for candidates. Candidates who have already applied for the course before it was cancelled will have to be informed by you.

A course that was cancelled in a previous year can be put on the list of the next year's deadline without restrictions.

5 Preparing the nomination short list



This chapter is about the timeframe marked blue in below scheme

As soon as your institution receives the first applications from candidates in Delta you can start to check the applications on eligibility and quality.

It is useful to check the applicants' eligibility before nominating them instead of waiting for the embassies to carry out the check on the candidates you nominated. Including a non-eligible candidate in your subsidy request is a wasted spot for someone who could have been awarded a scholarship.

You can find the eligibility criteria in the Grant Conditions and on [Nuffic's institution webpage](#).

5.1 Gain an overview over the applications received

To see a list of all candidates who have applied for the current deadline, go to the correct workflow and click on the workflow phase "Overview". Other candidates of other deadlines (or subprogrammes) than the current deadline linked to that workflow will not appear.

To see a list of all candidates who could be nominated for the current deadline (thus all applicants minus the withdrawn ones, for example), go the correct workflow and click on the workflow phase "nominate". In this workflow phase, you are able to assign the applicants a specific status by selecting one or multiple candidates, clicking on the button "status" and assigning them the correct status (also during an open registration phase).

You can sort and filter candidates in the nomination phase by assigning them a different status to facilitate the nomination process. The following institution-specific statuses are available for initial sorting:

- Registered: for applications you want to reset to the default status;
- Complete: for applications that you have found to be eligible and complete;
- Incomplete: for application that are incomplete but might be worth nominating if candidates complete the application in time;
- Discarded: for application that you do not want to include in your grant application.

Nominate

ISS Institute of Social Studies (14NN)

To be nominated Pre-nominated Nominated

0 pre-nominations / 4 pre-nominations



File	First name	Surname	Date of birth	Gender	Country	Institution	Application status	Status
<input type="checkbox"/> OKP-MA.19/00243	Candidate 10	Candidate 10	4 aug 1980	Male	Jordan	ISS Institute of Social Studies	To be nominated	Complete
<input type="checkbox"/> OKP-MA.19/00244	Candidate 11	Candidate 11	4 aug 1979	Male	Bangladesh	ISS Institute of Social Studies	To be nominated	Complete
<input type="checkbox"/> OKP-MA.19/00245	Candidate 11	Candidate 11	4 aug 1979	Male	Bangladesh	ISS Institute of Social Studies	To be nominated	Discarded
<input type="checkbox"/> OKP-MA.19/00247	Candidate 12	Candidate 12	14 aug 1985	Female	Bangladesh	ISS Institute of Social Studies	To be nominated	Complete
<input type="checkbox"/> OKP-MA.19/00248	Candidate 13	Candidate 13	15 jul 1992	Female	Jordan	ISS Institute of Social Studies	To be nominated	Complete
<input type="checkbox"/> OKP-MA.19/00249	Candidate 14	Candidate 14	15 jul 1992	Female	Bhutan	ISS Institute of Social Studies	To be nominated	Registered
<input type="checkbox"/> OKP-MA.19/00250	Candidate 15	Candidate 15	5 jul 1992	Male	Jordan	ISS Institute of Social Studies	To be nominated	Complete
<input type="checkbox"/> OKP-MA.19/00242	Candidate 9	Candidate 9	4 aug 1979	Male	Bhutan	ISS Institute of Social Studies	To be nominated	Registered
<input type="checkbox"/> OKP-MA.19/00246	Candidate 99	Candidate 99	15 jul 1992	Female	Bangladesh	ISS Institute of Social Studies	To be nominated	Incomplete

Show 1000 entries

Previous 1 Next

Status Pre-nominate

Nominate

ISS Institute of Social Studies (14NN)

To be nominated Pre-nominated Nominated 0 pre-nominations / 4 pre-nominations

File	First name	Surname	Date of birth	Gender	Country	Institution	Application status	Status
<input checked="" type="checkbox"/> OKP-MA,19/00243	Candidate 10	Candidate 10	4 aug 1980	Male	Jordan	ISS Institute of Social Studies	To be nominated	Complete
<input checked="" type="checkbox"/> OKP-MA,19/00244	Candidate 11	Candidate 11	4 aug 1979	Male	Bangladesh	ISS Institute of Social Studies	To be nominated	Complete
<input type="checkbox"/> OKP-MA,19/00245	Candidate 11	Candidate 11	4 aug 1979	Male	Bangladesh	ISS Institute of Social Studies	To be nominated	Discarded
<input checked="" type="checkbox"/> OKP-MA,19/00247	Candidate 12	Candidate 12	14 aug 1985	Female	Bangladesh	ISS Institute of Social Studies	To be nominated	Complete
<input checked="" type="checkbox"/> OKP-MA,19/00248	Candidate 13	Candidate 13	15 jul 1992	Female	Jordan	ISS Institute of Social Studies	To be nominated	Complete
<input type="checkbox"/> OKP-MA,19/00249	Candidate 14	Candidate 14	15 jul 1992	Female	Bhutan	ISS Institute of Social Studies	To be nominated	Registered
<input checked="" type="checkbox"/> OKP-MA,19/00250	Candidate 15	Candidate 15	5 jul 1992	Male	Jordan	ISS Institute of Social Studies	To be nominated	Complete
<input type="checkbox"/> OKP-MA,19/00242	Candidate 9	Candidate 9	4 aug 1979	Male	Bhutan	ISS Institute of Social Studies	To be nominated	Registered
<input type="checkbox"/> OKP-MA,19/00246	Candidate 99	Candidate 99	15 jul 1992	Female	Bangladesh	ISS Institute of Social Studies	To be nominated	Discarded

Show 1000 entries

Remove status

Status ~

Candidates that you might want to nominate can be assigned the status pre-nominated (regardless of the assigned institution-specific status). To do this, select one or multiple candidates and click on the 'pre-nominate' button. The number of nominations set against the maximum number of nominations can be seen above the table. **Please note: the total number of nominations available to your institution will only be visible after the first OKP scholarship application has been received by your institution.** You can always change any status until your application is submitted or the application deadline has passed. The pre-nominated candidates will move to the tab "pre-nominated".

Nominate

ISS Institute of Social Studies (14NN)

To be nominated **Pre-nominated** Nominated 4 pre-nominations / 4 pre-nominations

File	First name	Surname	Date of birth	Gender	Country	Institution	Status
<input checked="" type="checkbox"/> OKP-MA.19/00243	Candidate 10	Candidate 10	4 aug 1980	Male	Jordan	ISS Institute of Social Studies	Pre-nominated
<input checked="" type="checkbox"/> OKP-MA.19/00244	Candidate 11	Candidate 11	4 aug 1979	Male	Bangladesh	ISS Institute of Social Studies	Pre-nominated
<input checked="" type="checkbox"/> OKP-MA.19/00247	Candidate 12	Candidate 12	14 aug 1985	Female	Bangladesh	ISS Institute of Social Studies	Pre-nominated
<input checked="" type="checkbox"/> OKP-MA.19/00248	Candidate 13	Candidate 13	15 jul 1992	Female	Jordan	ISS Institute of Social Studies	Pre-nominated

Show 1000 entries Previous 1 Next

[Update nomination](#) [Approve nomination](#)

By unselecting the candidates on the tab “pre-nominated” and clicking on the “update nomination” button, the unselected pre-nominated candidates will move back to the tab “to be nominated”.

5.2 Make changes to applications

If you already know the personal details of the applicant, you want to look up you can enter his/her details in the table filter and then push “Enter” or the green button in the left upper corner.

If you want to see only applicants with a certain status or characteristic you can sort and/or filter on the status or characteristic first and then push “Enter” or the green button in the left upper corner.

You can view the details of an application by clicking on the application. An overview of the registration details will be provided.

The uploaded documents linked to the application are accessible by clicking on the tab “Docs”.

[← BACK TO LIST](#) **View application details**

Registration details **Docs** Emails Institution [Edit registration details](#)

Passport: Delta Manual.pdf	1 Jan 0001 01:00 (CET)	Download
Document of registration: Delta Manual.pdf	1 Jan 0001 01:00 (CET)	Download

Click on “Download” to download and see the uploaded documents. The time of receipt of the uploaded documents (or time of last modification in case the application documents are edited by your institution) is shown as well.

[← BACK TO LIST](#) **Edit registration details**

Registration details Docs Emails Institution

Application status	Not nominated
Course	Fiscale Economie
Name of organisation	Institute 1
Type of organisation	Education institute
Country	Bhutan
Current position	CurrentPosition
Tasks and responsibilities	TasksAndResponsibilities
Name Contact person/supervisor	NameContactPerson/Supervisor

Course: Fiscale Economie

Name of organisation: Institute 1

Type of organisation: Education institute

Country: Bhutan

Current position: CurrentPosition

Under the first three tabs, it is possible to click on the button ‘edit registration details’ in the right upper corner to make changes to an application. After clicking on the button a new page opens and on the right side of the page the registration details can be edited. On the left side of the page you can see the most recent (last-saved) information before you confirm the changes. You can confirm the changes by clicking on “submit changes” in the right lower part of the page.

Under the tab “Institution” it is possible to edit the institution details and to edit the application documents linked to an application.

By clicking on the button “edit institution details” an edit screen opens and on the right side of the page the institution details can be edited. Every application has a field for a reference number and for remarks that are for the institutions own administration (and which cannot be seen by the Dutch embassies).

By clicking on the button “edit application documents” a new page opens and on the right side of the page the documents/uploads can be edited. Choose a new file for the document you want to replace and click on “submit changes”. The new document will be uploaded. Multiple documents can be saved at the same time. When the field for selecting a new document is left empty, the old document will be retained.

The reason that you can make changes to the data that applicants entered is that you submit the grant application and all information in the grant application is your responsibility. If information that an applicant entered is incorrect you can either change the data (if that makes them correct) or decide not to include the application in your grant application.

If you encounter an application of a candidate that is incomplete yet in your opinion worthwhile to improve, it is possible to make changes to the application. The candidate

cannot do this him/herself. For example, if a candidate fits the objective of OKP perfectly and would be of added value to your course but failed to provide all the required information.

If you want to have a list of all the applications relevant for your institution, you are able to have access to a report. Click on "reports" above the building blocks of a workflow, and click on the Excel button behind the report "Candidate overview - Institution". An Excel document will be downloaded to your computer which gives you an easy overview of the registered candidates.

This functionality is especially handy if you want to save the names of candidates which you did not include in your current short-list but who you want to remember in case you would like to invite them to apply again in a future deadline. Applicants who were not nominated by the institution will be deleted from the Delta database after a certain period. You can also use the Excel document to get an idea of the percentage of applicants who meet one or more of the policy themes and country foci.

The Excel document will show all filled-in fields of an application and thus contains information regarding the application, submit date and an overview of the institution notes and reference numbers per candidate, amongst others.

5.3 Entering an application on behalf of a candidate

If a candidate should somehow not be in the position to enter his/her application through the web form, you can decide to enter his/her application for him/her. This is only possible when the registration phase is still open and can be done by filling in the registration form.

5.4 Selecting applications for nomination

It is possible to sort the applicants by column. If you give the candidates who applied too late (for the deadline set by your institution) the status "discarded" you and your colleagues will know that those applications do not have to be checked.

In order to prepare the grant application, you have two ways to get down to a short list.

1. You can temporarily give all good candidates the status pre-nominated and delete candidates from the short list later on; until you have the permitted number of nominations (it is possible to have more applications with the status pre-nominated than it is actually possible to nominate).

5 pre-nominations / 4 pre-nominations

- 2.

3. Or you can change the status of those candidates you definitely want to include in the short list from registered or complete to pre-nominated.

When you determine which candidates you wish to include in the short list, take all features of the application into consideration that have influence on the likeliness of them being selected, i.e. does an application fulfil all eligibility criteria, does it fit into the country focus of the embassy in the applicant's home-country ([OKP](#)) and how would the motivation and employer's statement in combination with the selected course and the position of the applicant be [assessed by the embassy](#). Also, consider the maximum and minimum number of scholarships for your courses.

Because embassies only do the assessment after the grant application has been submitted you do not have insight in the rankings per candidate. However, it is likely that candidates who fit the objective of OKP best, will be identified as such both by you and by the embassy.

5.5 Apply for additional housing for short courses

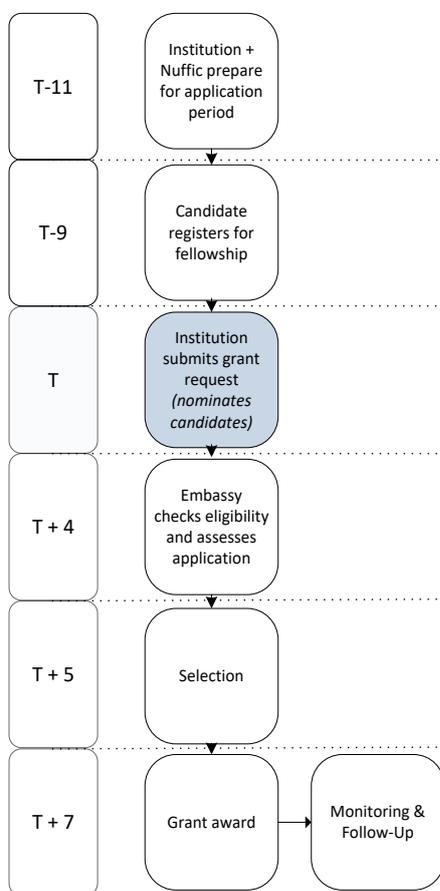
For OKP short courses the application details screen is the place where you can apply for additional housing. Click on an application, go the tab "institution", click on "edit institution details" and optionally, (un)check additional housing. **You must do this before submitting the grant application. After submitting the grant application, it is no longer possible to apply for additional housing.**

Applying for additional housing must be done per candidate, because it is possible that you need housing only for a certain number of scholarship holders, not for all.

The default for additional housing is 'no' (unchecked).

The additional housing allowance is a standard amount that depends on the course duration. For further information please see the Grant Conditions.

6 Submitting the grant application



This chapter is about the timeframe marked blue in below scheme

The CCI's are the only persons with the authorisation to submit the grant application. They have the task to check the work that has been done so far regarding the composition of the short list for this application round. If necessary, they must change the statuses so there are no more applications with the status pre-nominated than there are possible nominations. Subsequently, a last check is needed to see if the additional housing allowance has been applied for (if necessary).

Then, the actual submission needs to be done before the deadline, which is explained in detail in chapter 6.2.

The CCI's are therefore responsible for the correctness of the grant application with regard to content towards Nuffic and they are responsible for the best possible outcome of the selection towards their institution.

The selection of nominees is decisive in the number of scholarships that will be awarded.

6.1 Determine the most favourable compilation

In chapter 5.4 you can find an explanation on the selection criteria.

If different faculties work on the grant application in Delta, it is probably best to determine very soon which course can claim what number of the total of permitted nominations. Otherwise it will become difficult for the CCI to decide which candidates on the short list the CCI should include in the grant application.

The easiest way to get an overview of the work all colleagues have done until the submission is to export the report "Candidate overview - Institution". An Excel document will be downloaded to your computer which gives you an easy overview of the registered candidates. The Excel document will show all filled-in fields of an application and thus contains information regarding the application, submit date and an overview of the institution notes and reference numbers per candidate, amongst others.

If you want to see a list of only the applications with the status pre-nominated, you can, after doing the export, set the filter in Excel on the status pre-nominated. A column with the institution remarks is also included in the document so that these can also be taken into account during the definite selection. If your institution finds it practical the remarks field can be used to convey a ranking of the applications to the CCI. For example, a ranking based on quality in a way similar to the selection algorithm also sorting applications based on the assessment the embassies make.

Another way of using the remarks is a simple preference colleagues can convey to the CCI in case he/she has to take candidates off the short list.

6.2 Check the grant application

Every time data in an application or in a course is changed in a way that makes it not eligible, Delta gives a notification after the "save" button is pushed. In some cases, it is possible to save these changes, but it is not possible to submit the grant application with these data. **Keep in mind, it is only possible for the CCI to submit the grant application in the nomination phase (after the registration phase) and not during an open registration phase.**

If unacceptable data was saved (applicants that work for a non-eligible organisation type or applications that contain a course with a course language that does not fit the OKP objectives), you will get a list of invalid (non-eligible) applications in your notification after clicking on the button to submit the grant.

- The course language of application 'OKP-MA.19/00240' is not English, French or Spanish.
- The number of pre-nominated candidates exceeds the maximum number of 3 nominations.
- The employer organisation type is not eligible for nomination of application: 'OKP-MA.19/00246'.

It is only possible to submit the grant application if all unacceptable data has been changed, so that it fits the OKP objectives, or if unacceptable applications are deleted from the grant application.

Delta will validate the entries on several aspects when adding or editing courses after clicking on the "save" button (see 4.4 for the validations when adding or editing courses).

Delta will also carry out more validations after the CCI submits the grant application to check whether the information fits the objective of OKP:

- The course should be a full-time course or E-learning course.
- The course language should be English, French or Spanish.
- The number of pre-nominated candidates may not exceed the maximum number of nominations.
- The employer organisation type should be eligible for nomination.

For this reason, it is **strongly encouraged** to start in time with the preparation of the grant application. If you want to check the number of invalid applications occasionally, the CCI can click on the "approve nomination" button, but cancel the process when you get to the notification.

Nominate

ISS Institute of Social Studies (14NN)

To be nominated Pre-nominated Nominated 4 pre-nominations / 4 pre-nominations

File	First name	Surname	Date of birth	Gender	Country	Institution	Status
<input checked="" type="checkbox"/> OKP-MA.19/00243	Candidate 10	Candidate 10	4 aug 1980	Male	Jordan	ISS Institute of Social Studies	Pre-nominated
<input checked="" type="checkbox"/> OKP-MA.19/00244	Candidate 11	Candidate 11	4 aug 1979	Male	Bangladesh	ISS Institute of Social Studies	Pre-nominated
<input checked="" type="checkbox"/> OKP-MA.19/00247	Candidate 12	Candidate 12	14 aug 1985	Female	Bangladesh	ISS Institute of Social Studies	Pre-nominated
<input checked="" type="checkbox"/> OKP-MA.19/00248	Candidate 13	Candidate 13	15 jul 1992	Female	Jordan	ISS Institute of Social Studies	Pre-nominated

Show 1000 entries Previous 1 Next

6.3 Submit the grant application

If there is no invalid application in your grant application (left), the CCI has to enter the account number of the institution, name of the accountholder of the institution, the full name of the CCI and the email address of the CCI.

Please enter ×

Account number

Name of accountholder

Full name

Email

By submitting this form you make the nomination final.

Subsequently, the CCI can push the "Approve nomination"-button. Make sure that the grant application is complete, is in accordance with the grant conditions, the additional housing allowance is applied for (if applicable) and the data is correct. The CCI is responsible for this. Your grant application has then been submitted to Nuffic and is visible to Nuffic staff. You will receive a 'confirmation of receipt' e-mail from Delta.

However, the grant application will not be processed until the nomination deadline has passed. Before that time, you can withdraw your grant application, make corrections to it and submit it again, on the condition that you submit it before the deadline passes.

6.4 Withdraw the submitted grant application

To withdraw the grant application, go to the tab "nominated" in the workflow phase "nominate" and click on "withdraw nominations" in the right lower corner.

Nominate

ISS Institute of Social Studies (14NN)

To be nominated Pre-nominated **Nominated** 0 pre-nominations / 4 pre-nominations

File	First name	Surname	Date of birth	Gender	Country	Institution	Status
File	First name	Surname	Date of birth	Gender	Country	Institution	Status
OKP-MA.19/00243	Candidate 10	Candidate 10	4 aug 1980	Male	Jordan	ISS Institute of Social Studies	Nominated
OKP-MA.19/00244	Candidate 11	Candidate 11	4 aug 1979	Male	Bangladesh	ISS Institute of Social Studies	Nominated
OKP-MA.19/00247	Candidate 12	Candidate 12	14 aug 1985	Female	Bangladesh	ISS Institute of Social Studies	Nominated
OKP-MA.19/00248	Candidate 13	Candidate 13	15 jul 1992	Female	Jordan	ISS Institute of Social Studies	Nominated

Show 1000 entries Previous 1 Next

[Withdraw nominations](#)

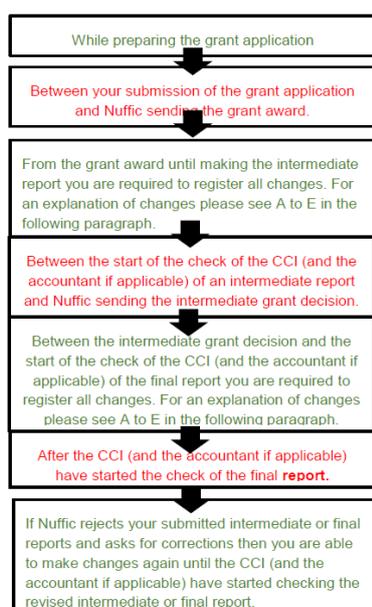
If you submit a (new) grant application in time (in the same manner as elaborated above) the embassies will receive a list with the candidates, which you and other institutions nominated, sorted by employer's country. The lists with nominees will only be visible to the embassies in their Delta screens after the nomination deadline has passed.

7 Monitoring and Follow-Up

7.1 Registering changes in the grant (withdrawal, replacement, adjustments to the course period, extensions, margin period, duration in OKP country and candidates' status)

There are a number of possible changes that will need to be made before and during the grant period. It is important to register them in Delta as soon as you are aware of them. These changes will automatically be processed in the final report and the intermediate report if applicable. The accountant will check if these changes have been performed correctly. For more information on what Nuffic means by rightful and correct, please see the Grant Conditions. It is not possible to change candidate or course details during the assessment and selection phase, and after submitting a report, as that could interfere with the actions performed during that phase.

The chart below shows the periods when it is (in green) and it is not (in red) possible to make changes to candidates' details:



Changes that must always be registered in Delta are:

- withdrawal of a scholarship holder and, if possible, his/her replacement
- financed extension of a scholarship
- alteration of the period in an OKP country
- change of course (start and/or end) date(s)
- candidates' status, when finishing the course programme (in the foreseeable future), with or without diploma.

Withdrawal and (if applicable) replacement of a scholarship holder

Withdraw a candidate

From the moment the OKP scholarships grant is awarded to your institution, it is possible that candidates selected for a scholarship will (need to) withdraw from the course they applied for. To withdraw a candidate, click on the blue link 'Withdraw applications' above the building block 'Overview' on the left:

OKP-SC Round 2 2020Test - Orange Knowledge Programme Short Courses [1625] (Applications: 8) 30 Jun 2020 16:00 (CEST)

[Withdraw applications](#) [Select replacement](#) [Reports](#) [Courses](#) [Countries](#) [Workflow](#) [Institutions](#)

8
OVERVIEW

8
NOMINATE

ASSESS

Phase will open in
61d 02:29:10
SELECT

No access
TENDER

Phase will open in
61d 02:29:10
DECIDE

Phase will open in
61d 02:29:10
REPORT

You will now be presented with a list of all applications from candidates who applied for a scholarship this application round. However, only applications from **selected** candidates can be withdrawn (and if applicable, replaced). As in the 'Overview' and 'Nominate' screen, you can choose how to look up a candidate: by file number, name, date of birth or etc. Here as well, you can use the filters (on the top left above the blue header) to customize the tables and data shown to you.

To withdraw a candidate, tick the orange-lined box to the left of her/his name. Once selected, click on the orange 'Withdraw' button on the bottom right of the screen to confirm their withdrawal.

OKP-SC Round 2 2020Test - Orange Knowledge Programme Short Courses [1625]

Withdraw applications

Filters ↕ 🗑️

File Number	First Name	Surname	Gender	Date of Birth	Country	Institution Reference Number
<input type="checkbox"/> OKP-SC.20/00036	test	Student-2	Female	1 jan 2001	Guatemala	
<input type="checkbox"/> OKP-SC.20/00037	test	Student-2	Male	1 jan 2001	Albania	
<input type="checkbox"/> OKP-SC.20/00038	Duck	Dagobert	Male	4 mei 2001	Bangladesh	
<input type="checkbox"/> OKP-SC.20/00039	Lionel	Messi	Male	5 apr 2001	Bangladesh	
<input type="checkbox"/> OKP-SC.20/00040	N	Student3	Female	1 jan 2000	Afghanistan	
<input type="checkbox"/> OKP-SC.20/00046	test	test	Female	1 jan 2001	Armenia	

Show 1000 entries Previous 1 Next

Withdraw

You will now be presented with the following pop-up screen:

The screenshot shows the Nuffic 'Withdraw applications' interface. A 'Confirmation' pop-up window is centered on the screen, asking 'Are you sure?' with 'No' and 'Yes' buttons. The background interface includes a header with the Nuffic logo, user information (mverhagen@nuffic.nl), and navigation options like 'HOME', 'WITHDRAW', 'TESTING', and 'ADMINISTRATION'. The main content area is titled 'Withdraw applications' and features a table of application entries. The first entry is selected with a checkbox.

File Number	First Name	Surname	Gender	Date of Birth	Country	Institution Reference Number
<input checked="" type="checkbox"/> OKP-SC.20/00036	test	Student-2	Female	1 jan 2001	Guatemala	
<input type="checkbox"/> OKP-SC.20/00037	test	Student-2	Male	1 jan 2001	Albania	
<input type="checkbox"/> OKP-SC.20/00038	Duck	Dagobert	Male	4 mei 2001	Bangladesh	
<input type="checkbox"/> OKP-SC.20/00039	Lionel	Messi	Male	5 apr 2001	Bangladesh	
<input type="checkbox"/> OKP-SC.20/00040	N	Student3	Female	1 jan 2000	Afghanistan	
<input type="checkbox"/> OKP-SC.20/00046	test	test	Female	1 jan 2001	Armenia	

Confirm the withdrawal by clicking 'Yes', after which you will be lead back to the 'Withdraw applications' overview. If you go back to the homescreen and click on the 'Overview' building block of this workflow, you will see that the candidate now has the status 'Withdrawn':

The screenshot shows the Nuffic 'Overview' screen. The candidate's status is now 'Withdrawn'. The interface includes a header with the Nuffic logo, user information, and navigation options. The main content area is titled 'Overview' and features a table of application entries.

File Number	First Name	Surname	Gender	Date of Birth	Country	Institution Reference Number	Status
OKP-SC.20/00036	test	Student-2	Female	1 jan 2001	Guatemala		Withdrawn

Find a replacement

Please note: replacing a candidate is only possible if there is a suitable replacement candidate, i.e. an applicant whose scholarship amount is the same or lower than the

scholarship amount of the withdrawn candidate, and: if the course of the withdrawn candidate has started less than seven days before you search for a replacement.

If you want to replace a scholarship holder you have just withdrawn, click on the blue link 'Select replacement' above the building block 'Nominate':

OKP-SC Round 2.2020Test - Orange Knowledge Programme Short Courses [1625] (Applications: 8) 30 Jun 2020 16:00 (CEST)

[Withdraw applications](#) [Select replacement](#) [Reports](#) [Courses](#) [Countries](#) [Workflow](#) [Institutions](#)

8 OVERVIEW 5 NOMINATE ASSESS SELECT TENDER DECIDE REPORT

Phase will open in 61d 01:55:24 No access Phase will open in 61d 01:55:24 Phase will open in 61d 01:55:24

You will now be presented with a list of withdrawn candidates:

HOME > RESERVES ADMINISTRATION

OKP-SC November 2019 - Orange Knowledge Programme Short Courses [151]

Select Withdrawal

File	First name	Surname	Date of birth	Gender	Country	Institution	Status
OKP-SC [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Male	[REDACTED]	[REDACTED]	Withdrawn

Pick the withdrawn candidate you would like to replace by clicking on her/his file, after which you will be directed to the following 'Select Replacement' screen:

OKP-SC November 2019 - Orange Knowledge Programme Short Courses [151]

Select Replacement

File	First name	Surname	Date of birth	Gender	Country	Institution	Status
<input type="radio"/> OKP-[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Male	[REDACTED]	[REDACTED]	Negatively decided
<input type="radio"/> OKP-[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Female	[REDACTED]	[REDACTED]	Negatively decided

Here, you will find a list of all eligible candidates that qualify as a replacement candidate for the candidate you just withdrew. This means that their: a) application was assessed as 'eligible' by the Embassy concerned, b) scholarship amount is equal to or lower than that of the withdrawn candidate, c) course has not started yet, or has started less than 7 days ago

and d) score following the Embassy assessment is at least equal to the minimum score applied during the scholarship selection.

As you will be presented with a list of all candidates that qualify as a replacement candidate for the candidate you just withdrew, you are able to choose among them. Once you have selected a replacement candidate and s/he has confirmed their acceptance of the scholarship, you can confirm their selection by ticking the orange-lined box to the left, after which you press the orange 'Select' button all the way down on the bottom right of the screen. You will then be presented with a 'Yes/No' pop-up screen again. Click 'Yes' to definitively confirm the selection of the replacement candidate.

If you go back to the homescreen and click on the 'Overview' building block of this workflow, you will see that the replacement candidate now has the status 'Report pending', and the value under the table 'Selected' is now 'True':

OKP-SC November 2019 - Orange Knowledge Programme Short Courses [151]

Overview

File	First name	Surname	Date of birth	Gender	Country	Institution	Status	Rank	Nominated	Eligible	Selected
OKP- [redacted]	[redacted]	[redacted]	[redacted]	Male	[redacted]	[redacted]	Report pending	[redacted]	True	True	True

Show 1000 entries

Previous 1 Next

Compensation of Costs

For withdrawn candidates for whom visa and travel costs have already been made, compensation of these costs may be requested. To do this, go to the building block 'Overview', click on the withdrawn candidate application you would like to request compensation of these costs for and then select the tab 'Institution' (for a detailed description of this process, see the next paragraph under 'Adjustments to the course period, extensions, margin period, duration in OKP country and candidates' status'). You will now see the following screen:

OKP-MA Algorithm test-1 - Orange Knowledge Programme Master's [1547]

[← BACK TO LIST](#)

Registration details Docs Group details Group docs Emails **Institution**

Reference number

Extension 0

Dummy Course Start Date

Dummy Course End Date

Duration OKP Country

Compensate Visa Travel Costs Yes

Institution Notes

Candidate End Status

Institution documents

Edit Institution details

Reference number

Extension 0

Dummy Course Start Date DD/MM/YYYY

Dummy Course End Date DD/MM/YYYY

Duration OKP Country

Compensate Visa Travel Costs

Institution notes

Candidate end status <leeg>

Submit changes

Leave the box 'Compensate Visa Travel Costs' **ticked** (this is the default setting) if you would like to request compensation of visa and travel costs for the candidate. Please note: this is only allowed if these costs have **already been made**. Untick the box if no visa and travel costs have been made for him/her, so that the total scholarship amount to be processed in the intermediate, or final report for this candidate will be zero.

Please note: for a withdrawn candidate, **the Dummy Course Start Date and Dummy Course End Date will need to be given the same value (i.e., the start and end date of the course need to be the same)**. Only then will the total duration of the scholarship be adjusted to zero and the scholarship amount be recalculated correctly.

Adjustments to the course period, extensions, margin period, duration in OKP country and candidates' status

For all the above mentioned types of adjustments, the first step to take is to click on the 'Overview' building block on the left:

▶ OKP-SC April 2020-Test-1 - Orange Knowledge Programme Short Courses [1577] (Applications: 16)

[Withdraw applications](#) [Select replacement](#) [Reports](#) [Courses](#) [Countries](#) [Workflow](#) [Institutions](#)

The dashboard shows five main action buttons: 'OVERVIEW' with a count of 16, 'NOMINATE', 'ASSESS', 'SELECT' with a count of 0, and 'TENDER' which is disabled with the text 'No access'.

Select the candidate application you would like to make the adjustment to by clicking on it, after which you will view the following screen:

OKP-SC April 2020-Test-1

[← BACK TO LIST](#) **View application details**

[Registration details](#) | [Docs](#) | [Group details](#) | [Group docs](#) | [Emails](#) | [Institution](#)
[Edit Registration Details](#)

Application status	Report pending
Algemene voorwaarden	true
Course	ISS-testcourse
Name of organisation	t t t
Type of organisation	Foundation
Country	Benin
Current position	t
Tasks and responsibilities	t
Name Contact person/supervisor	t t
Email contact person/supervisor	t@t.com
Telephone contact person/supervisor	5

Click on the 'Institution' tab on the right, you will then be lead to the following screen:

OKP-SC April 2020-Test-1

[← BACK TO LIST](#) **View application details**

Registration details Docs Group details Group docs Emails **Institution** [Edit Institution Details](#) [Edit Application Documents](#)

Reference number

Additional Housing

Extension 0

Dummy Course Start Date

Dummy Course End Date

Duration OKP Country

Margin Period

Compensate Visa Travel Costs Yes

Institution Notes

Candidate End Status

Institution documents

Passport: testdoc.pdf 1 Jan 0001 01:00 (CET) [Download](#)

Document of registration: testdoc.pdf 1 Jan 0001 01:00 (CET) [Download](#)

Click on the orange 'Edit Institution Details' button. The following screen will then open up:

OKP-SC April 2020-Test-1 - Orange Knowledge Programme Short Courses [1577]

[← BACK TO LIST](#)

Registration details Docs Group details Group docs Emails **Institution**

Reference number

Additional Housing

Extension 0

Dummy Course Start Date DD/MM/YYYY

Dummy Course End Date DD/MM/YYYY

Duration OKP Country

Margin period

Compensate Visa Travel Costs

Institution notes

Candidate end status <leeg>

[Submit changes](#)

Institution documents

Passport: testdoc.pdf 1 Jan 0001 01:00 (CET) [Download](#)

Document of registration: testdoc.pdf 1 Jan 0001 01:00 (CET) [Download](#)

Adjustments to the course period

Adjustments to the course period only need to be made if the candidate starts later with the course, or finishes the course early. The field 'Dummy Course Start Date' will not allow the entering of a date *before* the original start date of the course, similarly, the field 'Dummy Course End Date' will not allow entering of a date *after* the original end date of the course. Adjusting the total course period by entering a value different from the original course start and/or end date will lead to a recalculation of the 'settle amount' of the scholarship: the total scholarship amount that will appear in the intermediate, or final report of the grant.

Extensions

Please note: the field 'Extension' is only applicable to OKP Master's scholarships.

For OKP Master's, up to three months financed extension of the scholarship may be requested. An extension of an OKP Master's scholarship is entered in the field 'Extension', in which the number of months should be entered the extension is requested for. This will lead to a recalculation of the 'settle amount' of the scholarship, meaning that the reimbursements for the extra months administered under 'Extension' is included in the total scholarship amount that will appear in the immediate, or final report.

OKP-MA Algorithm test-1 - Orange Knowledge Programme Master's [1547]

[← BACK TO LIST](#)

Registration details Docs Group details Group docs Emails **Institution**

Reference number

Extension 0

Dummy Course Start Date

Dummy Course End Date

Duration OKP Country

Compensate Visa Travel Costs Yes

Institution Notes

Candidate End Status

Institution documents

Edit Institution details

Reference number

Extension 0

Dummy Course Start Date DD/MM/YYYY

Dummy Course End Date DD/MM/YYYY

Duration OKP Country

Compensate Visa Travel Costs

Institution notes

Candidate end status <leeg>

[Submit changes](#)

Margin period

Please note: the field 'Margin period' is only applicable to OKP Short Course scholarships.

For OKP Short Courses, a margin period of a maximum of 3 days may be requested. This means that for those days, the reimbursements for subsistence allowance, insurance and – if applicable – additional housing, will be added to the total scholarship amount. To request this, fill in the amount of margin days you would like to request for the candidate concerned in the field 'Margin period'.

The screenshot shows the 'Edit Institution details' form. On the left, there is a sidebar with tabs for 'Registration details', 'Docs', 'Group details', 'Group docs', 'Emails', and 'Institution'. The 'Institution' tab is active. Below the tabs, there are several fields: Reference number, Additional Housing, Extension (0), Dummy Course Start Date, Dummy Course End Date, Duration OKP Country, Margin Period, Compensate Visa Travel Costs (Yes), Institution Notes, and Candidate End Status. Below these is a section for 'Institution documents' with two entries: 'Passport: testdoc.pdf' and 'Document of registration: testdoc.pdf', each with a 'Download' link and a timestamp of '1 Jan 0001 01:00 (CET)'. The main content area is titled 'Edit Institution details' and contains: Reference number, Additional housing (checkbox), Extension (0), Dummy Course Start Date (DD/MM/YYYY), Dummy Course End Date (DD/MM/YYYY), Duration OKP Country, Margin period (circled in blue), Compensate Visa Travel Costs (checkbox), Institution notes, and Candidate end status (dropdown menu with '<leeg>' selected). A 'Submit changes' button is at the bottom right.

Please note: the box 'Additional housing' can **not** be ticked anymore after you have submitted your nominations; hence why it is 'greyed out' after the nomination phase has been completed.

Duration in OKP Country

This field is applicable to course programmes that are, at least partially, taking place in an OKP country. Should the duration of the time spent in the OKP country change after the scholarships have been granted, it is possible to adjust this by entering the amount of days (for OKP Short Courses) or amount of months (for OKP Master's) in the field 'Duration OKP Country'. Due to the different subsistence allowances that apply to a course period in the Netherlands vs. a course period in an OKP country, this will lead to a recalculation of the

'settle amount' of the scholarship: the total scholarship amount that will appear in the intermediate, or final report of the grant.

OKP-MA Algoritme test-1 - Orange Knowledge Programme Master's [1547]

[← BACK TO LIST](#)

Registration details Docs Group details Group docs Emails **Institution**

Reference number

Extension 0

Dummy Course Start Date

Dummy Course End Date

Duration OKP Country

Compensate Visa Travel Costs Yes

Institution Notes

Candidate End Status

Institution documents

Edit Institution details

Reference number

Extension

Dummy Course Start Date

Dummy Course End Date

Duration OKP Country

Compensate Visa Travel Costs

Institution notes

Candidate end status

<leeg>

[Submit changes](#)

Candidates' Status

Before submitting a final report, make sure to change the 'Candidate end status' for each candidate included in your grant to one of the statuses ('Graduated', 'Graduation expected shortly' or 'Finished without diploma') from the drop-down menu:

[← BACK TO LIST](#)

Registration details Docs Group details Group docs Emails **Institution**

Reference number
Extension 0
Dummy Course Start Date
Dummy Course End Date
Duration OKP Country
Compensate Visa Travel Costs Yes
Institution Notes
Candidate End Status

Institution documents

Edit Institution details

Reference number
Extension 3
Dummy Course Start Date DD/MM/YYYY
Dummy Course End Date DD/MM/YYYY
Duration OKP Country
 Compensate Visa Travel Costs
Institution notes
Candidate end status <leeg>
[Submit changes](#)

To confirm, click the orange button 'Submit changes' on the bottom right of the page.

7.2 Submitting an intermediate or final report

PLEASE NOTE: Before submitting an intermediate or final report, please make sure to complete all steps under paragraph 7.1, 'Registering changes in the grant' first. Withdrawn and replacement candidates should be administered correctly, as should any potential changes in the course duration (in total, or in an OKP country), requests for extension (Master's) or a margin period (Short Courses) as well as candidates' correct end status.

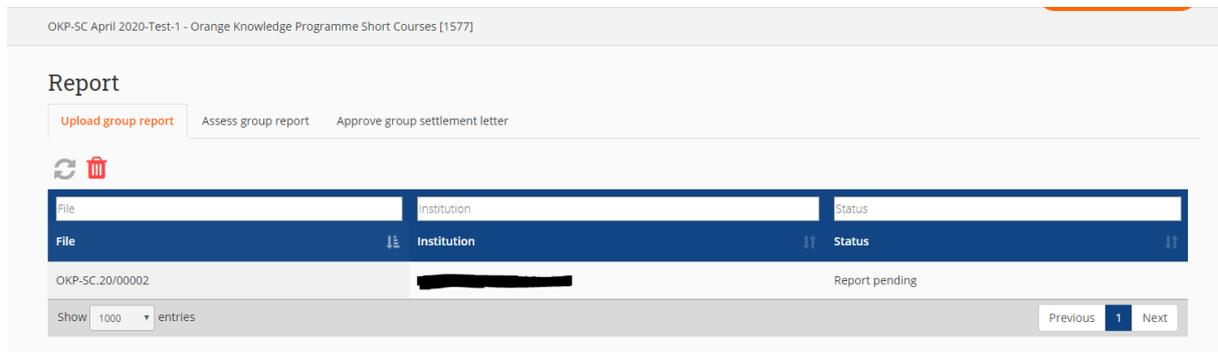
All these changes have to be made on an individual level, via the building block 'Overview'. Having administered all these alterations correctly, you can use the 'Report' building block to download, and then submit the intermediate or final report over the grant as a whole.

The Grant Conditions list the rules with regard to when to submit an intermediate or final report. This manual explains how to prepare a report, how to check it and how to submit it. Making an intermediate or a final report require the same actions in Delta. The only difference is that after an intermediate report, you will continue to register any changes to the grant award. After submitting the final report, you will not be able to make any more changes. Please be aware that only the CCI's are able to make the reports. Colleagues with a non-CCI account will not see the screens that are described below.

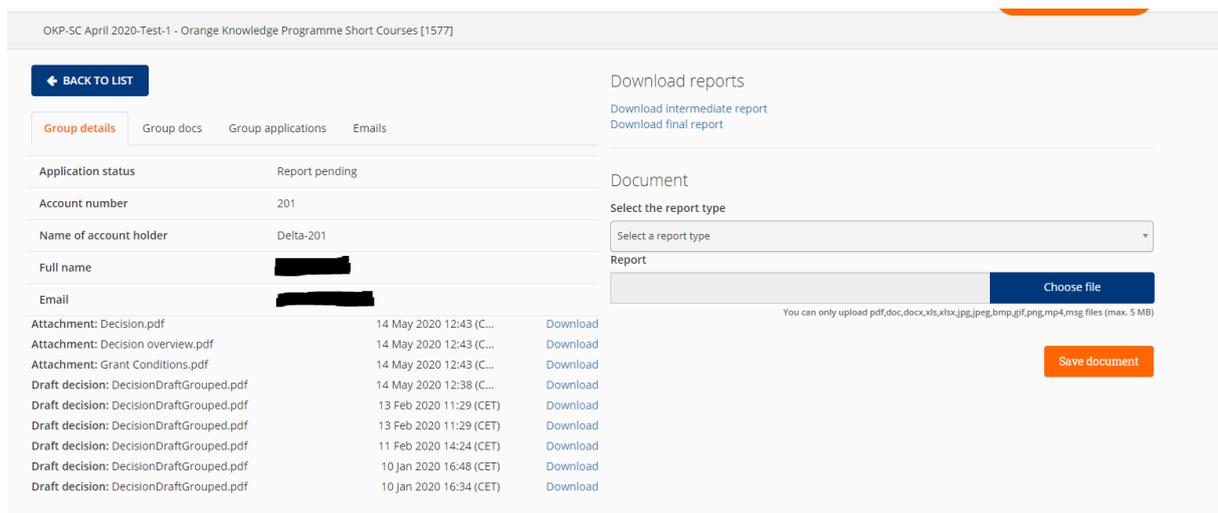
To make a report, click on the building block 'Report' on the right:

The screenshot shows a user interface for grant management. At the top, there is a header with the text 'OKP-SC April 2020-Test-1 - Orange Knowledge Programme Short Courses [1577] (Applications: 16)' and a timestamp '10 Jan 2020 15:00 (CET)'. Below the header is a navigation menu with links: 'Withdraw applications', 'Select replacement', 'Reports', 'Courses', 'Countries', 'Workflow', and 'Institutions'. The main area contains a row of seven buttons: 'OVERVIEW' (with '16' in a circle), 'NOMINATE', 'ASSESS', 'SELECT' (with '0' in a circle), 'TENDER' (with 'No access' text), 'DECIDE' (with '0' in a circle), and 'REPORT' (with '2' in a circle).

You will then be directed to the following screen:



Click on the file shown here (which will be a single one only, just for your own institution), after which you will be led to the following screen:



Select the kind of report you would like to make 'Intermediate report', or 'Final report' under Download reports (top right) and click on the corresponding blue link. A pop-up screen will now open, showing you the report, that you will be able to download as a PDF-file:

ReportFinal-CA-Ant-OKP-MA 1 / 1

Final report for OKP-MA [redacted] nuffic

Grant period January 1, 2020 - January 1, 2021

Scholarship amounts 14,110.00

Accountant costs 0.00

Total grant 14,110.00

Selected candidates

course1		Start date	End Date	Tuition fee	Adjusted tuition fee	Duration	Handling fee	Study Materials	Travel Costs	Allowance in NL	Allowance in OKP	Boarding	Additional housing	Insurance	Visa costs	Total scholarship
Name	File number	Country														
test, test	OKP-MA [redacted]	Benin	1 Jan 2020	1 Jan 2021	1,000.00	12.00	455.00	585.00	0.00	11,640.00	0.00	0.00	0.00	480.00	0.00	14,110.00

page 1

Final report (15-05_).pdf | Alles weergeven

The report states the candidates that were selected for a scholarship, their status and the costs declared for them. If (partially) incorrect, close the 'Report' phase and go back to the 'Overview' to alter the details that have not been administered correctly yet.

If correct, print the report, sign, stamp and scan it. Grants over 125.000 EUR need an auditor's report to be submitted with the final report. If you have a grant of more than 125.000 EUR, have the report checked by an auditor and make sure the version to be uploaded contains the auditor's report as well (should be combined with the final report in a single file). The final document should contain a signature and stamp of the accountant as well as the education institution the grant was awarded to.

Once complete, upload the report for assessment by Nuffic. Select the report type ('Intermediate report', 'Final report' or 'Extra report') from the drop-down menu under the header 'Document':

NominationWithdraw-test-MA - Orange Knowledge Programme Master's [1621]

[← BACK TO LIST](#)

Group details | Group docs | Group applications | Emails

Application status	Report pending
Account number	test
Name of account holder	test test
Full name	test test
Email	██████████@nuffic.nl

Attachment: Decision.pdf 12 May 2020 15:44 (C... [Download](#)

Attachment: Decision overview.pdf 12 May 2020 15:44 (C... [Download](#)

Attachment: Grant Conditions.pdf 12 May 2020 15:44 (C... [Download](#)

Draft decision: DecisionDraftGrouped.pdf 12 May 2020 14:03 (C... [Download](#)

Download reports
[Download intermediate report](#)
[Download final report](#)

Document
 Select the report type
 Select a report type

Report [Choose file](#)

You can only upload pdf,doc,docx,xls,xlsx,jpg,jpeg,bmp,gif,png,mp4,msg files (max. 5 MB)

[Save document](#)

Upload the (single file) report by clicking the blue button 'Choose file', after which you will be able to select the document from your computer. Confirm the submission of your report by clicking the orange button 'Save document'. A green pop-up will now appear, confirming that your 'Report was successfully uploaded' and you will be led back to the following screen:

OKP SC Test-7 - Orange Knowledge Programme Short Courses [1519]

Report

[Upload group report](#) | [Assess group report](#) | [Approve group settlement letter](#)

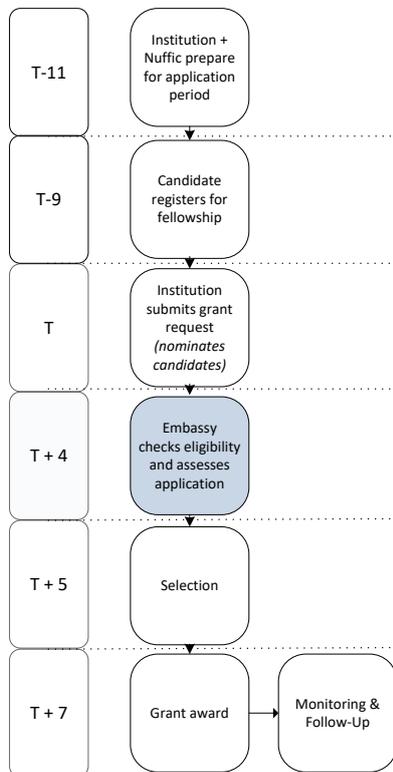
File	Institution	Status
File	Institution	Status

No data available in table

Show 1000 entries [Previous](#) [Next](#)

The text now reads: No data available in table. Your report has been submitted to Nuffic, constituting a request to settle the grant. The report will be assessed within 13 weeks.

8 Assessment by the Dutch Embassies



This chapter is about the timeframe marked blue in below scheme

After the deadline for submission of the grant request has passed, the nominees will be assessed by the Dutch Embassy that is responsible for the country in which the nominee works.

The Embassies have four weeks to check the eligibility of the nominated candidates and assess the eligible applications based on the [assessment questions](#) in Delta.

When answering the assessment questions the Embassy will assess the application in its entirety:

- the quality of the answers to the motivation questions,
- the quality of the employer's statement,
- how the chosen course programme fits with the tasks of the candidate
- to what extent the position of the applicant allows for a good implementation and dissemination of the newly-acquired knowledge in her/his daily work,
- to what extent the application fits into the objective and target group of OKP or respectively,
- and/or one of the policy themes of the programmes (as far as OKP is concerned)
- and/or the country focus in order to contribute to the development of the country
- how well the plans for the time after returning to the employer are described and how easily they can be implemented.

The Embassy can see your institution's reference number, but they cannot see the remarks you made about an application. It is therefore not possible to communicate with an embassy about an application through Delta.

Please note that the different parts of the process should be executed independently, allowing both the educational institution and the Embassy concerned to assess all applications equally. This means that neither an educational institution, nor Embassy should be contacted by another party involved with the purpose of influencing the assessment of a candidate's application.

The difference with your detail-screen is the tab with the header "Embassy". After screening the application, the first step for the Embassy is to decide whether the application is eligible.

8.1 Not eligible applications

If the application is not eligible the Embassy will mark it "not eligible" and choose at least one rejection reason. Without rejection reason, they are unable to save the eligibility decision.

Each rejection reason is a specification on why the application does not meet an eligibility criterion. This specification is of use to you, because you will inform candidates of their non-eligibility.

8.2 Assessment of eligible applications

If the Embassy marks an application as eligible, the assessment questions will unfold.

Each question must be answered with one of the corresponding ratings. Each answer indirectly leads to a number of points. These points are weighed per question as the questions have different degrees of importance for the total assessment of the application. The weighed points are added before the selection and constitute the total rating of an application.

The [assessment questions](https://www.nuffic.nl/en/subjects/information-for-dutch-embassies-and-consulates-orange-knowledge) can be found on the <https://www.nuffic.nl/en/subjects/information-for-dutch-embassies-and-consulates-orange-knowledge>